



**AGENDA**  
**CITY COUNCIL MEETING**  
**MARCH 16, 2021 @ 7:00 P.M.**

**6:00 P.M. – 7:00 P.M.**

**WINTER STORM AFTER ACTION REVIEW**

Notice is hereby given the City Council for the City of Parker will meet on Tuesday, March 16, 2021 at 7:00 PM at the Parker City Hall, 5700 E. Parker Road, Parker, Texas, 75002.

The Council meeting will be open to the public and live streamed. The City of Parker will provide disposable face masks and hand sanitizer. If you feel uncomfortable attending the meeting in person, please send public comments to the City Secretary at [PGrey@parkertexas.us](mailto:PGrey@parkertexas.us) prior to 3:00 PM the day of the meeting.

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

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

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

NATIONAL PRESCRIPTION DRUG TAKE BACK - SATURDAY, APRIL 24, 2021, 10AM-2PM

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

Monday, April 19 - Friday, April 23, 8:00am - 5:00pm

Saturday, April 24 - 8:00am - 5:00pm

Monday, April 26 - Tuesday, April 27, 7:00am - 7:00pm

Saturday, May 1 - 7:00am - 7:00pm

PROJECTED 2021 TAX RATE PLANNING CALENDAR

**CONSENT AGENDA** Routine Council business. Consent Agenda is approved by a single majority vote. Items may be removed for open discussion by a request from a Councilmember or member of staff.

- [1.](#) APPROVAL OF MEETING MINUTES FOR MARCH 2, 2021. [SCOTT GREY]
- [2.](#) REPUBLIC WASTE FEBRUARY REPORT. [BERNAS]
- [3.](#) DEPARTMENT REPORTS - BUILDING/CODE (FEB), COURT (FEB), POLICE (FEB), AND WEBSITE(FEB)
- [4.](#) CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION NO. 2021-661 REGARDING THE LEASE EXTENSION AGREEMENT WITH MOBILE MODULAR. [BROOKS]

#### **INDIVIDUAL CONSIDERATION ITEMS**

- [5.](#) DISCUSSION AND APPROPRIATE ACTION ON POSSIBLY CANCELING THE APRIL 20, 2021 REGULAR CITY COUNCIL MEETING. [PETTLE]
- [6.](#) CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON DONATION ACCEPTANCE FOR \$500 FOR PARKER FIRE DEPARTMENT AND \$500 FOR PARKER POLICE DEPARTMENT FROM ANDREA L. PETRO AND SCOTT L. JEFFERIES. [PETTLE/OLSON]
- [7.](#) CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION NO. 2021-662, APPROVING THE TERMS AND CONDITIONS OF THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT OF THE CITY OF PARKER AND BIRKHOFF, HENDRICKS & CARTER, REGARDING THE AMERICAN WATER INFRASTRUCTURE ACT OF 2018 WATER SYSTEM RISK AND RESILIENCE ANALYSIS AND EMERGENCY RESPONSE PLAN AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT. [MACHADO/BIRKHOFF/OLSON]
- [8.](#) CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION NO. 2021-663, AUTHORIZING CONTINUED PARTICIPATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR; AND AUTHORIZING THE PAYMENT OF SIX CENTS PER CAPITA TO THE STEERING COMMITTEE TO FUND REGULATORY AND LEGAL PROCEEDINGS AND ACTIVITIES RELATED TO ONCOR ELECTRIC DELIVERY COMPANY, LLC. [SHELBY]

#### **ROUTINE ITEMS**

[9.](#) FUTURE AGENDA ITEMS

UPDATE(S):

DRAINAGE COMMITTEE [MEYER]

TRANSPORTATION COMMITTEE [STANDRIDGE]

LEWIS LANE [OLSON]

PUMP STATION [MACHADO]

DUBLIN ROAD [MACHADO]

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

2021 0302 Carol Wolniewicz donated snacks estimated value \$35.00

2021 0302 The Clark Family donated snacks estimated value \$50.00

2021 0303 Sam and April Loera – Gatorade, coffee, and snacks – estimated value \$30.00

Steve and Jill Lambouses – Starbucks coffee – estimated value \$275.00

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

10. RECESS TO CLOSED EXECUTIVE SESSION IN ACCORDANCE WITH THE AUTHORITY CONTAINED IN:
  - a. Government Code Section 551.074 Personnel—To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
  - b. Government Code Section 551.071(1)—Consultation with City Attorney concerning Pending or Contemplated Litigation.
  - c. 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).
11. RECONVENE REGULAR MEETING.
12. 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 March 12, 2021 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 .

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Date Notice Removed

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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: City Secretary
Fund Balance-before expenditure:	Prepared by: City Secretary Scott Grey
Estimated Cost:	Date Prepared: March 2, 2021
Exhibits:	<ul style="list-style-type: none"> <li>• <a href="#">Comprehensive Plan (COMP) Committee Tentative 2021 Calendar</a></li> <li>• <a href="#">Parks and Recreation Commission (P&amp;R) Tentative 2021 Calendar</a></li> <li>• <a href="#">Projected 2021 Tax Rate Planning Calendar</a></li> </ul>

### AGENDA SUBJECT

- COMPREHENSIVE PLAN (COMP) COMMITTEE - WEDNESDAY, MARCH 17, 2021, 6 PM - In-Person and Virtual
- PARKS AND RECREATION COMMISSION (P&R) – WEDNESDAY, APRIL 14, 2021, 6 PM -Virtual Only
- THURSDAY, APRIL 1, 2021 - LAST DAY TO REGISTER TO VOTE FOR THE MAY 1, 2021 GENERAL ELECTION
- NATIONAL PRESCRIPTION DRUG TAKE BACK - SATURDAY, APRIL 24, 2021, 10AM-2PM
- REMINDER – May 1, 2021 – General Election (EV and ED Info)

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

- PROJECTED 2021 TAX RATE PLANNING CALENDAR

### 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:	03/11/2021
City Attorney:		Date:	
City Administrator:	<i>Luke B. Olson</i>	Date:	03/12/2021



# 2021

## Tentative

### COMP Committee – 3<sup>RD</sup> Wednesday, 6 PM

January 20, 2021

February 17, 2021

March 17, 2021

April 21, 2021 – May conflict with early voting

May 19, 2021

June 16, 2021

July 21, 2021

August 18, 2021

September 15, 2021

October 20, 2021– May conflict with early voting

November 17, 2021

December 15, 2021

#### JANUARY

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#### FEBRUARY

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#### MARCH

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#### NOVEMBER

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# Comprehensive Plan (COMP) Committee



# 2021

## P&R – 2nd Wednesday, 6 PM

January 13, 2021

February 10, 2021

March 10, 2021

April 14, 2021

May 12, 2021

June 9, 2021

July 14, 2021

August 11, 2021

September 8, 2021

October 13, 2021

November 10, 2021

December 8, 2021

### JANUARY

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### SEPTEMBER

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### FEBRUARY

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### JUNE

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### OCTOBER

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### MARCH

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### JULY

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### NOVEMBER

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### APRIL

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### AUGUST

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### DECEMBER

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**Draft**

# CITY OF PARKER

## 2021 PLANNING CALENDAR



April - May	Mailing of "Notices of Appraised Value" by Chief Appraiser.
April 30	The Chief Appraiser prepares and certifies to the Tax Assessor for each county, municipality, and school district participating in the appraisal district an estimate of the taxable value.
May 15	Deadline for submitting Appraisal Records to ARB.
July 20	Deadline for ARB to approve Appraisal Records.
July 25	Deadline for Chief Appraiser to certify Appraisal Rolls to each Taxing Unit.
Aug	Certification of anticipated collection rate by collector.
July 25 - Aug.	Calculation of Effective and Rollback Tax Rates.
July 25 - Aug.	Submission of Effective and Rollback Tax Rates to governing body from the Tax Office.
July 30, 2021	72 Hour Notice for Meeting (Open Meetings Notice).
August 3, 2021	Meeting of Governing Body to Discuss Tax Rates. If proposed tax rate will exceed the Rollback Rate or the Effective Tax Rate (whichever is lower), take record vote and schedule two Public Hearings.
August 9, 2021	Publish the " <b>Notice of 2021 Property Tax Rates</b> " by September 1. Notice must be published at least seven (7) days before first Public Hearing. Notice must also be posted on the municipality's website.
August 13, 2021	72 Hour Notice for First Public Hearing (Open Meetings Notice).
August 17, 2021	<b>First Public Hearing</b> At least 7 days after publication of " <b>Notice of 2021 Property Tax Rates.</b> "
August 27, 2021	72 Hour Notice for Second Public Hearing (Open Meetings Notice).
August 31, 2021	<b>Second Public Hearing</b> May not be earlier than 3 days after first Public Hearing. Schedule and announce meeting to adopt tax rate three to fourteen (3 - 14) days from this date.
September 3, 2021	72 Hour Notice for Meeting at which Governing Body will Adopt Tax Rate (Open Meetings Notice).
September 7, 2021	<b>Meeting to Adopt 2021 Tax Rate.</b> Meeting to adopt must be <u>no later than September 23, 2021</u> . Schedule meeting three to fourteen (3 to 14) days <u>after</u> second Public Hearing.
Noon on September 23	Deadline to submit the Tax Rate Ordinance to the Collin County Tax Office.

Tax Code Section 81.06 directs that if a date falls on a weekend, the deadline is extended to the following regular business day.  
Advice of taxing unit legal counsel should be sought to determine how to fulfill the requirements of Section 140.010 Local Code (SB 1510).

**Please provide a copy of the Ordinance adopting the 2021 Tax Rate to the Tax Office by  
Noon on September 23, 2021.**



## Council Agenda Item

Budget Account Code:	Meeting Date: See above.
Budgeted Amount:	Department/ Requestor: City Secretary
Fund Balance-before expenditure:	Prepared by: City Secretary Scott Grey
Estimated Cost:	Date Prepared: March 2, 2021
Exhibits:	<ul style="list-style-type: none"> <li><a href="#">Proposed Minutes</a></li> </ul>

### AGENDA SUBJECT

APPROVAL OF MEETING MINUTES FOR MARCH 2, 2021. [SCOTT GREY]

### SUMMARY

Please review the attached minutes. If you have any questions, comments, and/or corrections, please contact the City Secretary at [PGrey@parkertexas.us](mailto:PGrey@parkertexas.us) prior to the City Council meeting.

### POSSIBLE ACTION

City Council may direct staff to take appropriate action.

Inter – Office Use			
<b>Approved by:</b>	Enter Text Here		
Department Head/ Requestor:	<i>Patti Scott Grey</i>	Date:	03/11/2021
City Attorney:		Date:	
City Administrator:	<i>Luke B. Olson</i>	Date:	03/12/2021





**MINUTES**  
**CITY COUNCIL MEETING**  
**MARCH 2, 2021**  
**IMMEDIATELY FOLLOWING THE PRESENTATION**

**7:00 P.M. – 7:15 P.M.**

**SOFTWARE PRESENTATION**

(See Exhibit 1 – Ellis “Skip” Cave’s PowerPoint presentation, dated March 2, 2021.)

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

**CALL TO ORDER – Roll Call and Determination of a Quorum**

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

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

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

**PLEDGE OF ALLEGIANCE**

AMERICAN PLEDGE: Ellis “Skip” Cave led the pledge.

TEXAS PLEDGE: Jim Reed led the pledge.

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

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

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

## ITEMS OF COMMUNITY INTEREST

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

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

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

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

- THURSDAY, APRIL 1, 2021 - LAST DAY TO REGISTER TO VOTE FOR THE MAY 1, 2021 GENERAL ELECTION
- REMINDER – May 1, 2021 – General Election (EV and ED Info)

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

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

- PROJECTED 2021 TAX RATE PLANNING CALENDAR

**CONSENT AGENDA** Routine Council business. Consent Agenda is approved by a single majority vote. Items may be removed for open discussion by a request from a Councilmember or member of staff.

1. APPROVAL OF MEETING MINUTES FOR FEBRUARY 2, 2021. [SCOTT GREY]
2. INVESTMENT QUARTERLY REPORT. [SAVAGE]
3. REPUBLIC WASTE MONTHLY REPORT. [BERNAS]
4. DEPARTMENT REPORTS- BUILDING (JAN), COURT (JAN), FINANCE (monthly financials) (JAN), FIRE (4TH QTR), POLICE (JAN) AND WEBSITE (JAN)

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

## INDIVIDUAL CONSIDERATION ITEMS

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

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

<b>Department: 120 - ADMINISTRATION</b>						
80 - PERSONNEL	414,285.00	414,285.00	24,099.56	110,377.41	303,907.59	26.64 %
81 - SUPPLIES	14,100.00	14,100.00	777.15	5,117.02	8,982.88	36.78 %
<b>84 - MAINTENANCE</b>	<b>22,600.00</b>	<b>22,600.00</b>	<b>166.80</b>	<b>24,519.01</b>	<b>-1,919.01</b>	<b>108.49 %</b>
86 - SERVICES/SUNDRY	102,150.00	102,150.00	1,898.38	22,771.84	79,378.16	22.29 %
<b>Department: 120 - ADMINISTRATION Total:</b>	<b>553,135.00</b>	<b>553,135.00</b>	<b>26,441.89</b>	<b>162,785.28</b>	<b>390,349.72</b>	<b>29.43 %</b>

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

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

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

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

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

Councilmembers Lynch and Meyer voiced concerns.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ALLPAID Exchange features:

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

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

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

## ROUTINE ITEMS

9. FUTURE AGENDA ITEMS

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



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

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

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

UPDATE(S):

- **EMERGENCY COMMUNICATION / EVERBRIDGE [OLSON/ABRAHAM]**

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

- **WINTER STORM [OLSON]**

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

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

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

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

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

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

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

### EXECUTIVE SESSION AND ADJOURNMENT

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

APPROVED:

\_\_\_\_\_  
Mayor Lee Pettie

ATTESTED:

Approved on the 16th day  
of March, 2021.

\_\_\_\_\_  
Patti Scott Grey, City Secretary

# Building Consensus Using Collaborative Technologies

Skip Cave  
CTO  
Cave Consulting





# Overview

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

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

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

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

# Key Technologies for Mass Collaboration

- Google Docs - Collaborate & Publish Documents
- Google Forms - Solicit & Capture Questions & Comments
- Google Sheets - Log Comments & Responses

All these applications are included with a free Gmail account

# Using a Google Doc to Collaborate

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

# How to Collaborate with Thousands of Citizens?

- Create a Google Form which requests citizen input on a document
- Connect the form to a Google Spreadsheet.
- Email a link to the Google Form to all citizens, which includes a link to the shared document.
- City gets an email notification whenever a citizen completes & submits the form.
- Each citizen's comment or question will be auto-entered into the spreadsheet.
- City staff enters the city's response into the spreadsheet.
- Citizen's Input & the city's responses are auto-published on the city website.

# Needs Assessment Document

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

# Development of the Needs Assessment document

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

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

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

# Collaborative Needs Assessment Process

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

# Needs Assessment Document

The Needs Assessment document has 5 sections. They are:

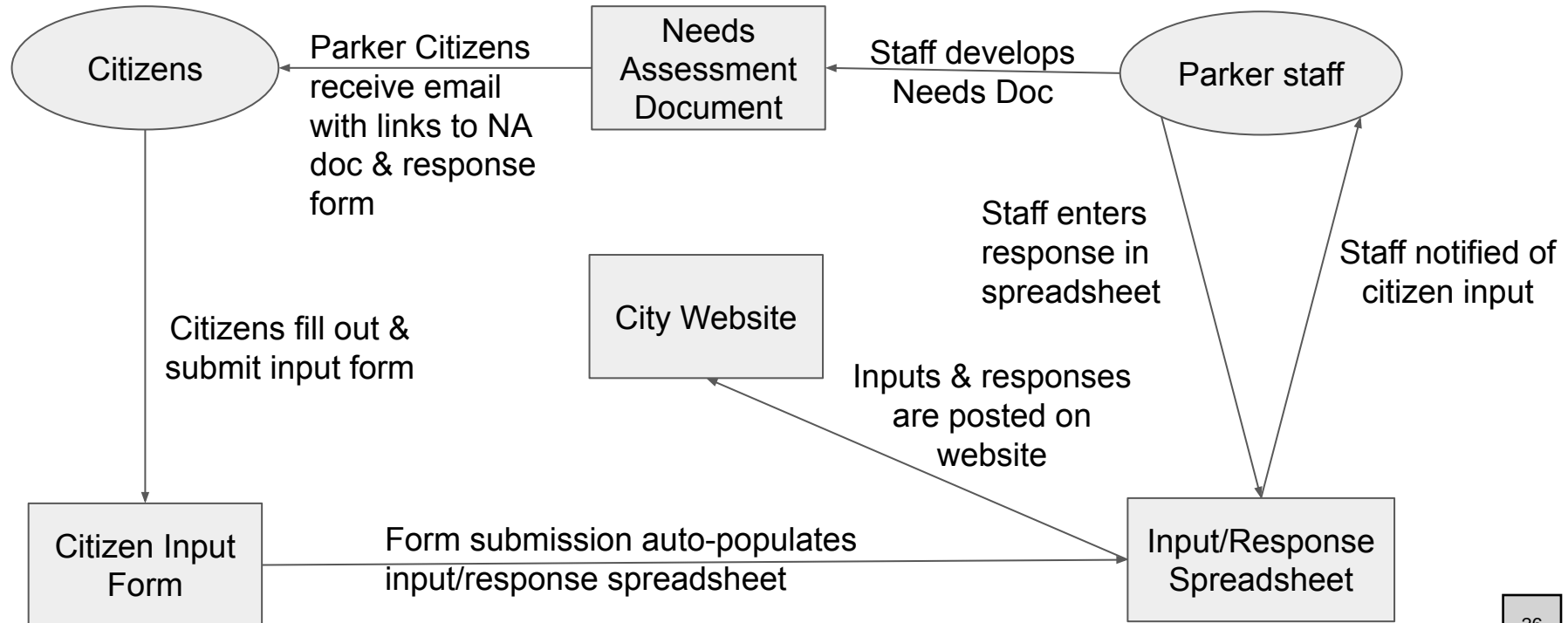
- The rationale for needs going forward
  - (population growth, buildout, tax base, etc.)
- The current facilities
  - (tabular - office counts, office types, common areas, etc)
- The proposed facilities plan
  - (tabular - office counts, office types, common areas, etc)
- Comparisons with similar cities.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



# Needs Assessment Document Detail

- **Rationale**
  - Explain why we need new facilities
    - Population growth - Buildout
    - Personnel increases-city admin, police, fire
    - Condition of current facilities
- **Current Facilities**
  - Define current office & room counts, sizes, & types (private/cubicle/open) etc
  - Define common areas
    - Council room
    - Meeting/conference rooms
    - Break room - Restrooms
    - Storage
    - Room for public gatherings
- **Proposed Facilities**
  - Define proposed room & office counts, sizes, & types (private/cubicle/open) etc
  - Define common areas
    - Council room
    - Meeting/conference rooms
    - Break room - Restrooms
    - Storage
    - Room for public gatherings
  - Architect selection criteria
- **Comparisons With Similar Cities**
- **Pros - Cons**
  - Describe both the pros & cons of the plan
    - Effects on property taxes
    - Support more community events

# Collaborative Needs Assessment Flowchart



## Parker Muni Complex Citizen Input Form

\* Required

Parker Citizen Name \*

Your answer



Parker Citizen Home Address \*

Your answer

Email Address

Your answer

Phone number

Your answer

Type your comment or question below \*

Your answer

Submit

Meeting Date: 03/16/2021 Item 1.



## Input/Response Spreadsheet

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

E4 Yes. one Men's &amp; one Women's

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

# City of Terrell uses this technology on its' "Ask The Mayor" webpage

**ASK THE MAYOR**

Do you have a question about City Government?

Have you ever wondered why we do what we do, or even how we do what we do? This is your opportunity to find out.

— Mayor Rick Cammona

Submit a question to the Mayor or City Staff regarding City of Terrell business. We will post questions and answers on this page.

This is a service provided for Terrell residents and businesses only. We look forward to your questions!

Name\*

Phone\*

Address\*

Message\*

**When is Terrell going to finally get with the other metropolitan areas and have curbside recycling?**

Question: When is Terrell going to finally get with the other metropolitan areas and have curbside recycling? Answer: Thanks for your inquiry. As we look at the total impact of COVID-19 on the city, we must be mindful of incurring additional costs. At this time, the city cannot afford to offer recycling to its residents. However, moving forward, we will...

[Continue reading](#)

**I am a resident in Terrell, Texas. I am concerned that the taxes increased 435% since last year. Can you give suggestions of how to approach the county in regards to this matter?**

A. — Kaufman County does not send any tax information to the city. Tax statements are sent to individual property owners. However, there are the directions from the Kaufman County website regarding how to file a protest. If you believe there is an error with your assessed value, we encourage you to file your protest. This can be done either...

[Continue reading](#)

**What is the extent of the repairs/modifications being done on**

**ARCHIVE**

- May 2020 [\(1\)](#)
- April 2020 [\(1\)](#)
- July 2019 [\(1\)](#)
- May 2019 [\(1\)](#)
- April 2019 [\(1\)](#)
- March 2019 [\(1\)](#)
- December 2018 [\(1\)](#)
- November 2018 [\(1\)](#)
- August 2018 [\(1\)](#)
- July 2018 [\(1\)](#)
- June 2018 [\(1\)](#)
- March 2018 [\(1\)](#)
- December 2017 [\(1\)](#)
- July 2017 [\(1\)](#)
- June 2017 [\(1\)](#)
- May 2014 [\(1\)](#)

# Cave Consulting - Texas Government Clients

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

## Comment & Questions?





## 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 for City Administrator Olson
Estimated Cost:	Date Prepared: March 2, 2021
Exhibits:	<ul style="list-style-type: none"> <li><a href="#">Republic Services of Plano Monthly Report(s) - February</a></li> </ul>

### AGENDA SUBJECT

REPUBLIC WASTE FEBRUARY REPORT. [BERNAS]

### SUMMARY

Please review Republic Waste's monthly report(s).

### 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>		03/11/2021
City Attorney:		Date:	
City Administrator:	<i>Luke B. Olson</i>	Date:	03/12/2021



# CITY OF PARKER REPORT



# CITY OF PARKER SUMMARY

No accidents or incidents in the  
month of February 2021

# COLLECTION SERVICES

CITY OF PARKER – Homes - TRASH COLLECTED (TONS) 2020														
Trash Service	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	AVG.
Residential Homes	1650	1653												
Tonnage	194	119											313	157
CITY OF PARKER - RECYCLE COLLECTED (TONS) 2020														
Recycle Service	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	AVG
Residential tons	72	46											118	59
CITY OF PARKER - TOTAL BULK MATERIAL COLLECTED (TONS) 2020														
Bulk Services	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	AVG
Total tons	87	61											148	74
CITY OF PARKER - DIVERSION RATE 2020														
Total tonnages	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	AVG
Total tonnages	353	226											579	290



# TOTAL SERVICES PERFORMED

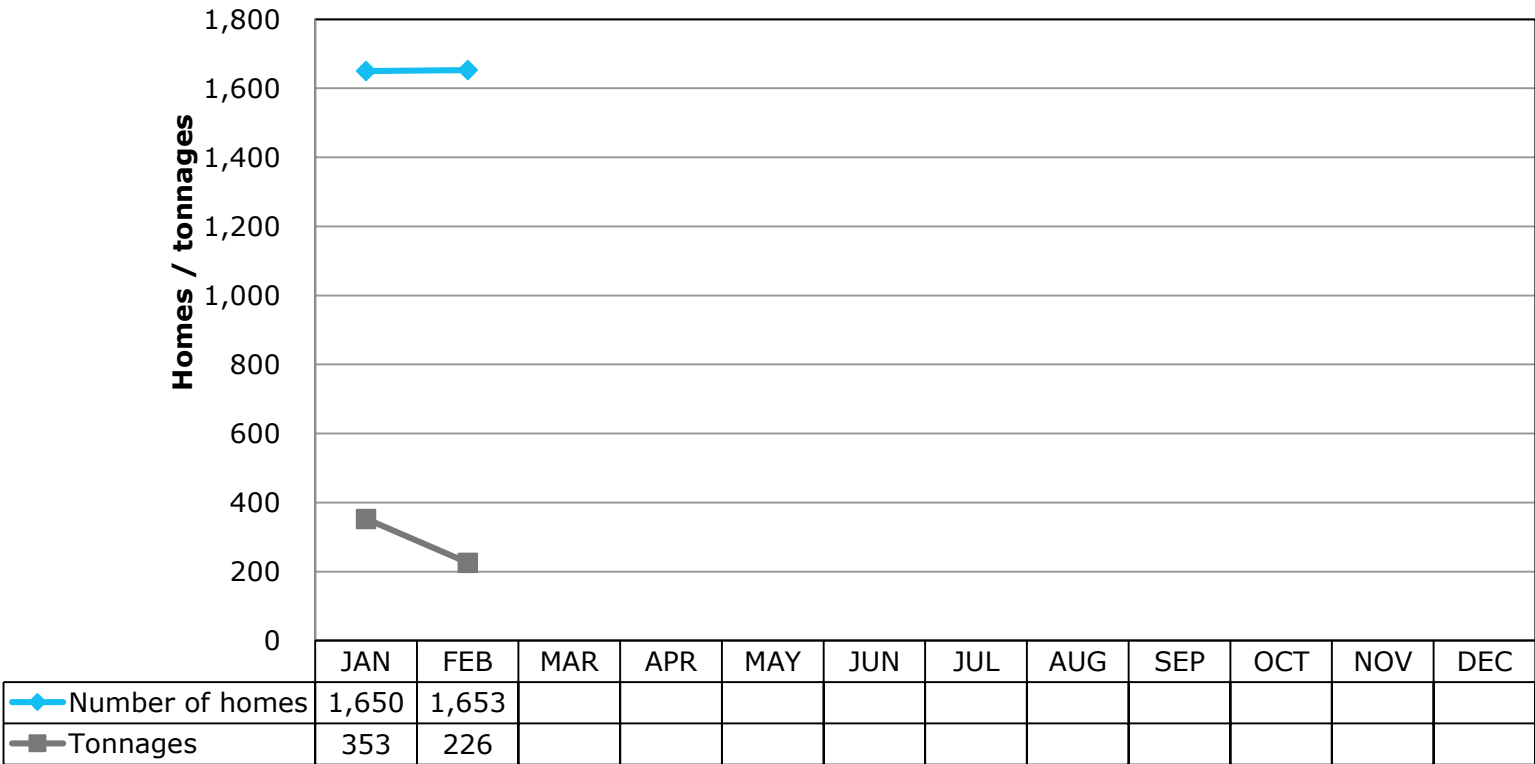
Meeting Date: 03/16/2021 Item 2.

## CITY OF PARKER - RESIDENTIAL STATISTICS 2020

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Participation													
# Households	1650	1653											
Serviceable Households- drive by	15180	11,615											

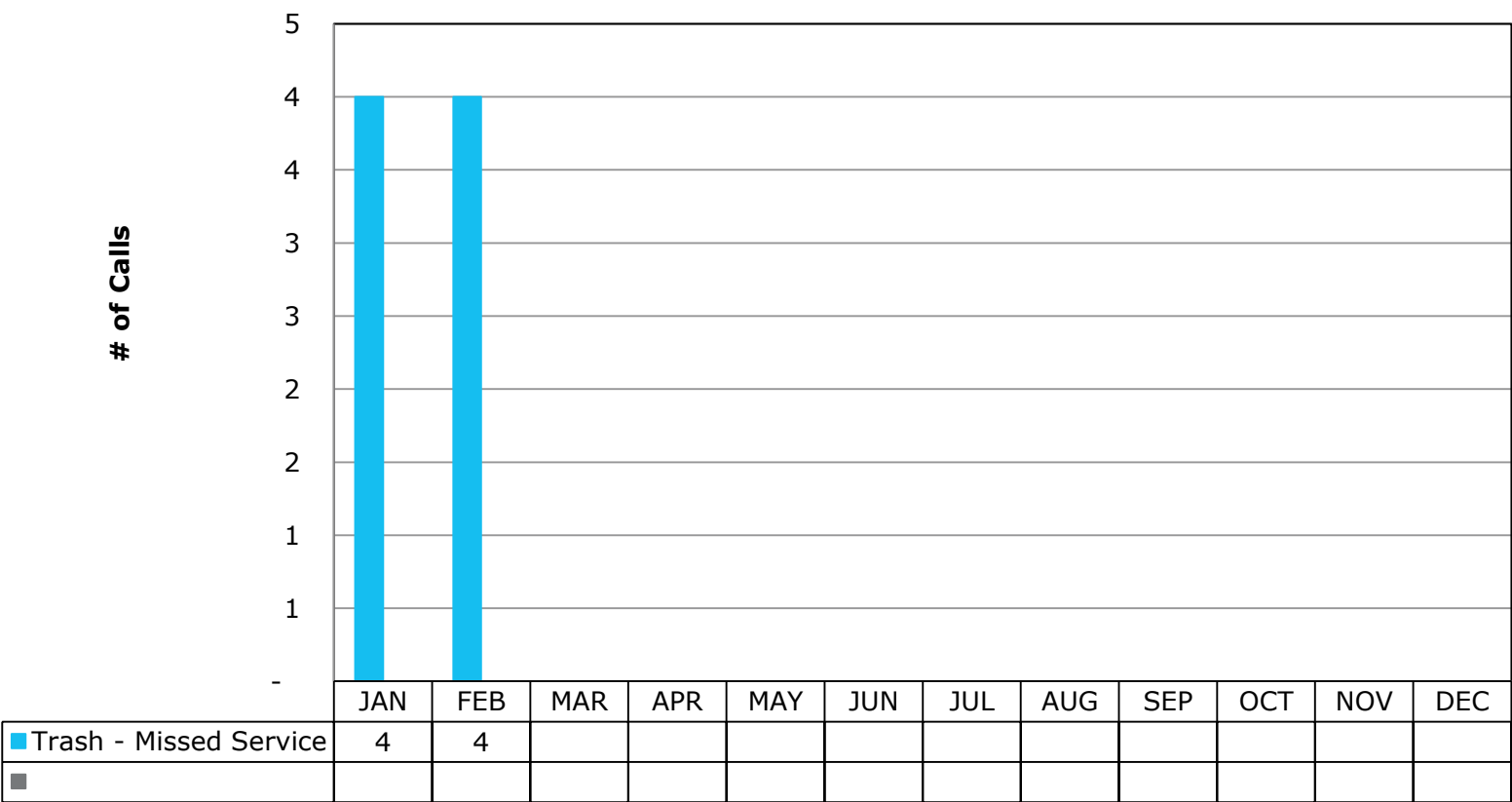


PARKER – HOMES / TONNAGES



# SERVICE ISSUES MONTHLY

PARKER – Service issues



# SAFETY RECORD

Meeting Date: 03/16/2021 Item 2.

CITY OF PRKER - SAFETY RECORD 2020													
Service Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Property Damage	0	0											
Motor Vehicle Accidents	0	0											
TOTAL	0	0											



# Upcoming Items: Parker

No accidents or Injuries





## 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: January 19, 2021
Exhibits:	<a href="#"><u>Departmental Reports</u></a> 1. Building Code (FEB) 2. Court (FEB) 3. Police (FEB) 4. PIWIK (FEB)

### AGENDA SUBJECT

DEPARTMENT REPORTS - BUILDING/CODE (FEB), COURT(FEB), POLICE (FEB), AND WEBSITE(FEB)

### SUMMARY

Please review and consider accepting the Departmental Reports.

### 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:	03/11/2021
City Attorney:		Date:	
Acting City Administrator:	<i>Luke B. Olson</i>	Date:	03/12/2021



PERMIT FEE LISTING BY ISSUED DATE (02/01/2021 TO 02/28/2021)  
FOR CITY OF PARKER TEXAS

Permit Type	Work Class	Permit Number	Valuation	Billing Contact(s)	Parcel	Address	Sq Ft	Apply Date	Issue Date	Expire Date	Final Date	Fee Name	Fee Amount	Amount Paid	
Building (Residential)	Accessory Structure	BLDR-000531-2021	\$20,000.00		2732279	5306 WESTFIELD, PARKER, TX 75002	352	02/02/2021	02/11/2021	08/10/2021		Accessory/Outbuilding Permit fee	\$100.00	\$100.00	
												Electrical Square Footage Fee	\$10.56	\$10.56	
													\$110.56	\$110.56	
		BLDR-000554-2021	\$0.00		56058	3907 SADDLE, PARKER, TX 75002	0	02/10/2021	02/10/2021	08/09/2021		Electrical Square Footage Fee	\$34.50	\$34.50	
												Mechanical Square Footage Fee	\$34.50	\$34.50	
												Plumbing Square Footage Fee	\$34.50	\$34.50	
		BLDR-000557-2021	\$0.00		2560675	5006 ENGLENOOK, PARKER, TX 75002	10	02/11/2021	02/11/2021	08/10/2021		Electrical Square Footage Fee	\$0.57	\$0.00	
												Plumbing Square Footage Fee	\$0.57	\$0.00	
												Accessory/Outbuilding Permit fee	\$100.00	\$0.00	
			\$101.14	\$0.00											
		Addition	BLDR-000473-2021	\$28,500.00		2006018	5003 DUBLIN CREEK, PARKER, TX 75002	400	01/13/2021	02/03/2021	08/02/2021	02/03/2021	Plumbing Square Footage Fee	\$12.00	\$12.00
													New/Addition Construction Base Fee	\$250.00	\$250.00
	Electrical Square Footage Fee												\$12.00	\$12.00	
	Mechanical Square Footage Fee												\$12.00	\$12.00	
		\$286.00	\$286.00												
	Fence	BLDR-000486-2021	\$0.00		2776747	5004 LYNWOOD, PARKER, TX 75002	0	01/19/2021	02/10/2021	08/09/2021		Fence Permit Fee	\$75.00	\$75.00	
													\$75.00	\$75.00	
		BLDR-000504-2021	\$0.00		2753372	5203 BELVEDERE, PARKER, TX 75002	0	01/25/2021	02/03/2021	08/02/2021		Fence Permit Fee	\$75.00	\$75.00	
													\$75.00	\$75.00	
	BLDR-000505-2021	\$0.00		2753382	4704 DONNA LN, PARKER, TX 75002	0	01/25/2021	02/03/2021	08/02/2021		Fence Permit Fee	\$75.00	\$75.00		
												\$75.00	\$75.00		

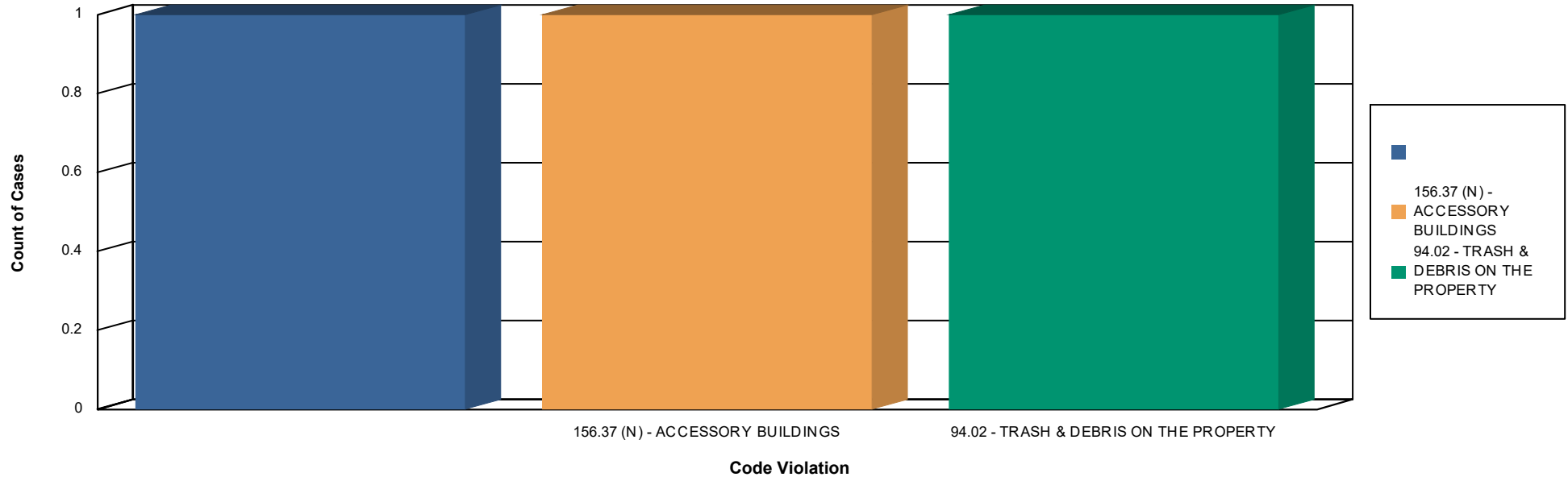
Permit Type	Work Class	Permit Number	Valuation	Billing Contact(s)	Parcel	Address	Sq Ft	Apply Date	Issue Date	Expire Date	Final Date	Fee Name	Fee Amount	Amount Paid
		BLDR-000506-2021	\$0.00		2753380	4700 DONNA, PARKER TX 75002	0	01/25/2021	02/03/2021	08/02/2021		Fence Permit Fee	\$75.00	\$75.00
													\$75.00	\$75.00
		BLDR-000508-2021	\$0.00		2732257	5307 WESTFIELD, PARKER, TX 75002	0	01/26/2021	02/24/2021	08/23/2021		Fence Permit Fee	\$75.00	\$75.00
													\$75.00	\$75.00
		BLDR-000530-2021	\$35,000.00			5700 Gregory LN, Parker, TX 75002	0	02/02/2021	02/04/2021	08/03/2021		Fence Permit Fee	\$75.00	\$75.00
													\$75.00	\$75.00
	New Single Family	BLDR-000472-2021	\$0.00			4900 Cheshire Ln LN, Parker, TX 75002	10,464	01/11/2021	02/04/2021	08/03/2021		1" Water Meter (With Existing tap) Fee	\$2,000.00	\$2,000.00
												Mechanical Square Footage Fee	\$313.92	\$313.92
												Water Impact Fee (1 inch meter)	\$3,938.95	\$3,938.95
												Electrical Square Footage Fee	\$313.92	\$313.92
												Building Permit Deposit Fee	\$1,000.00	\$1,000.00
												Sewer Tap Fee	\$1,000.00	\$1,000.00
												Plumbing Square Footage Fee	\$313.92	\$313.92
												New/Addition Construction Base Fee	\$5,482.00	\$5,482.00
													\$14,362.71	\$14,362.71
		BLDR-000543-2021	\$390,390.00			5104 Whisper DR, Parker, TX 75002	7,098	02/05/2021	02/10/2021	08/09/2021		Mechanical Square Footage Fee	\$212.94	\$212.94
												1" Water Meter (With Existing tap) Fee	\$2,000.00	\$2,000.00
												Building Permit Deposit Fee	\$1,000.00	\$1,000.00
												Electrical Square Footage Fee	\$212.94	\$212.94
												Plumbing Square Footage Fee	\$212.94	\$212.94
												Water Impact Fee (1 inch meter)	\$3,938.95	\$3,938.95
												New/Addition Construction Base Fee	\$3,799.00	\$3,799.00
													\$11,376.77	\$11,376.77

Permit Type	Work Class	Permit Number	Valuation	Billing Contact(s)	Parcel	Address	Sq Ft	Apply Date	Issue Date	Expire Date	Final Date	Fee Name	Fee Amount	Amount Paid
		BLDR-000550-2021	\$565,920.00			7613 Nocona DR, Parker, TX 75002	6,712	02/09/2021	02/11/2021	08/10/2021		Plumbing Square Footage Fee	\$201.36	\$0.00
												1" Water Meter (With Existing tap) Fee	\$2,000.00	\$0.00
												Water Impact Fee (1 inch meter)	\$3,938.95	\$0.00
												Building Permit Deposit Fee	\$1,000.00	\$0.00
												New/Addition Construction Base Fee	\$3,606.00	\$0.00
												Mechanical Square Footage Fee	\$201.36	\$0.00
												Electrical Square Footage Fee	\$201.36	\$0.00
												Sewer Tap Fee	\$1,000.00	\$0.00
													\$12,149.03	\$0.00
TOTAL VALUATION:			\$1,039,810.00				TOTAL SQ FT:	25,036.00				TOTAL FEES:	\$38,939.71	\$26,689.54
Irrigation	Irrigation	IRRA-000517-2021	\$0.00			3701 Nancy DR, Parker, TX 75002	0	01/29/2021	02/03/2021	08/02/2021		Lawn Irrigation and Backflow Fee	\$75.00	\$75.00
													\$75.00	\$75.00
TOTAL VALUATION:			\$0.00				TOTAL SQ FT:	0.00				TOTAL FEES:	\$75.00	\$75.00
Plumbing (Residential)	Plumbing	PLMR-000515-2021	\$0.00		2762726	5415 WESTFIELD, PARKER, TX 75002	0	01/28/2021	02/10/2021	08/09/2021		Plumbing Permit Fee	\$75.00	\$75.00
													\$75.00	\$75.00
		PLMR-000532-2021	\$0.00		2732279	5306 WESTFIELD, PARKER, TX 75002	0	02/02/2021	02/11/2021	08/10/2021		Plumbing Permit Fee	\$75.00	\$75.00
													\$75.00	\$75.00
		PLMR-000562-2021	\$0.00		2136338	6028 RATHBONE, PARKER, TX 75002	0	02/22/2021	02/23/2021	08/23/2021		Plumbing Permit Fee	\$75.00	\$75.00
													\$75.00	\$75.00
TOTAL VALUATION:			\$0.00				TOTAL SQ FT:	0.00				TOTAL FEES:	\$225.00	\$225.00
Pool / Spa (Residential) In Ground with Fence														

PERMIT FEE LISTING BY ISSUED DATE (02/01/2021 TO 02/28/2021)													Meeting Date: 03/16/2021 Item 3.		
Permit Type	Work Class	Permit Number	Valuation	Billing Contact(s)	Parcel	Address	Sq Ft	Apply Date	Issue Date	Expire Date	Final Date	Fee Name	Fee Amount	Amount Paid	
		POOLR-000436-2020	\$0.00		2776712	5308 CHEYENNE, PARKER, TX 75002	0	12/17/2020	02/04/2021	08/03/2021		Pool and Fence – In ground Fee	\$500.00	\$500.00	
TOTAL VALUATION:			\$153,000.00	TOTAL SQ FT:			1,152.00	TOTAL FEES:			\$3,500.00	\$3,000.00			
GRAND TOTALS		VALUATION:	\$1,192,810.00	SQ FT:		26,188.00	FEES:		\$42,739.71	\$29,989.54					



## CODE CASES OPENED BY VIOLATION (02/01/2021 TO 03/03/2021) FOR CITY OF PARKER TEXAS



Case #	Case Type	Case Status	Project	District	Main Address	Parcel	Assigned To	Opened Date	Closed Date
CODE-000201-2021	Code Enforcement	Closed - Resolved		Parker Texas			Chad Case	02/04/2021	02/24/2021
TOTAL CASES OPENED FOR :									1
156.37 (N) - ACCESSORY BUILDINGS									
CODE-000202-2021	Code Enforcement	In Progress		Parker Texas			Chad Case	02/03/2021	
TOTAL CASES OPENED FOR 156.37 (N) - ACCESSORY BUILDINGS:									1
94.02 - TRASH & DEBRIS ON THE PROPERTY									
CODE-000203-2021	Code Enforcement	Closed - Resolved		Parker Texas			Chad Case	02/26/2021	03/03/2021
TOTAL CASES OPENED FOR 94.02 - TRASH & DEBRIS ON THE PROPERTY									1
GRAND TOTAL OF CASES:									3

\*Indicates an Emergency

# City of Parker Municipal Court Report

Meeting Date: 03/16/2021 Item 3.

	Feb, 2020	March, 2020	April, 2020	May, 2020	June, 2020	July, 2020	Aug, 2020	Sept, 2020	Oct, 2020	Nov, 2020	Dec, 2020	Jan, 2021	Feb, 2021
New Cases Filed	139	95	6	31	29	55	85	100	65	98	100	95	80
Traffic	110	70	4	24	23	51	69	90	56	78	79	87	69
Non-Traffic	29	25	2	7	6	4	16	10	9	20	21	8	11
Uncontested Dispositions	48	48	23	6	20	20	29	34	64	60	70	36	37
Compliance Dismissals:													
After Driving Safety Course	27	25	13	25	25	4	8	4	7	14	12	23	18
After Deferred Disposition	25	30	18	23	38	15	8	11	11	17	23	14	16
After proof of Insurance	1	2	0	1	0	1	3	3	3	0	2	0	0
Other Dismissals	1	4	1	0	0	0	1	0	0	1	1	4	1
Total Cases Disposed	102	109	55	55	83	40	49	52	85	92	108	77	72
Show Cause Hearings Held	19	13	0	0	0	0	0	5	0	3	4	0	0
Trials	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrest Warrants Issued	1	0	0	0	0	0	0	0	0	0	0	0	0
Warrants Cleared	9	6	1	1	2	4	2	11	38	45	31	6	20
Total Outstanding Warrants	641	635	634	633	631	627	625	614	576	525	494	488	442
Fines, Court Costs & Other Amounts Collected:													
Retained by City	\$10,704.00	\$11,338.00	\$ 5,593.00	\$2,409.00	\$ 3,996.00	\$ 5,146.00	\$ 7,668.00	\$9,865.00	\$9,090.00	\$10,545.00	\$ 10,819.00	\$9,280.00	\$7,055.00
Remitted to State	\$9,492.00	\$10,164.00	\$ 4,811.00	\$1,952.00	\$ 2,828.00	\$ 4,560.00	\$ 6,445.00	\$8,405.00	\$9,441.00	\$8,762.00	\$ 8,943.00	\$8,759.00	\$6,203.00
Total	\$20,196.00	\$21,502.00	\$ 10,404.00	\$4,361.00	\$ 6,824.00	\$ 9,706.00	\$ 14,113.00	\$18,270.00	\$18,531.00	\$19,307.00	\$ 19,762.00	\$18,039.00	\$13,258.00

**Definitions:**  
**Show Cause Hearing** - A court hearing that is held for a defendant who has been granted a Driving Safety Course or Deferred Disposition to Show Cause for Non-Compliance  
*All Cases heard in Municipal Court are Class C Misdemeanors Only*

PARKER POLICE DEPARTMENT  
REPORT OF MONTHLY STATISTICS YEAR TO DATE

February 2021	THIS MONTH	THIS MONTH LAST YEAR	% CHANGE	YTD 2021	YTD 2020	% CHANGE
<b>Total Incidents</b>	964	856	13%	2185	1910	14%
Calls for Service	89	109	-18%	181	229	-21%
House Watch	115	215	-47%	231	480	-52%
Other Service Response Incidents	760	532	43%	1773	1201	48%
<b>Reported Incidents - Group A</b>	3	4	-25%	11	14	-21%
Arson	0	0	0%	0	0	0%
Assault	0	1	-100%	0	2	-100%
Bribery	0	0	0%	0	0	0%
Burglary/Breaking and Entering	0	0	0%	0	2	-100%
Counterfeiting/Forgery	0	0	0%	1	0	100%
Destruction/Damage/Vandalism of Property	1	0	100%	2	2	0%
Drug/Narcotic Offenses	0	0	0%	2	0	200%
Embezzlement	0	0	0%	0	0	0%
Extortion/Blackmail	0	0	0%	0	0	0%
Fraud	1	1	0%	2	3	-33%
Gambling	0	0	0%	0	0	0%
Homicide	0	0	0%	0	0	0%
Human Trafficking	0	0	0%	0	0	0%
Kidnapping/Abduction	0	0	0%	0	0	0%
Larceny/Theft	1	1	0%	3	3	0%
Motor Vehicle Theft	0	0	0%	0	1	-100%
Pornography/Obscene Material	0	0	0%	0	0	0%
Prostitution	0	0	0%	0	0	0%
Robbery	0	0	0%	0	0	0%
Sex Offenses	0	1	-100%	0	1	-100%
Sex Offenses, Nonforcible	0	0	0%	0	0	0%
Stolen Property	0	0	0%	0	0	0%
Weapon Law Violations	0	0	0%	1	0	100%
<b>Group B Offenses</b>	1	4	-75%	4	5	-20%
Bad Checks	0	0	0%	0	0	0%
Curfew/Loitering/Vagrancy Violations	0	0	0%	0	0	0%
Disorderly Conduct	0	0	0%	0	0	0%
Driving Under the Influence	0	1	-100%	1	1	0%
Drunkenness	0	1	-100%	0	1	-100%
Family Offenses, Nonviolent	0	0	0%	0	0	0%
Liquor Violations	1	0	100%	1	0	100%
Peeping Tom	0	0	0%	0	0	0%
Runaway	0	1	-100%	0	1	-100%
Trespass of Real Property	0	0	0%	0	1	-100%
All Other Offenses	0	1	-100%	2	1	100%
<b>Incident Reports - Non-Offenses</b>	4	4	0%	10	11	-9%
Incident Reports	4	4	0%	10	11	-9%
Mental Health	0	0	0%	0	0	0%



<b>Adult Arrests</b>	2	2	0%	5	3	67%
Males	2	2	0%	4	3	33%
Females	0	0	0%	1	0	100%
<b>Juvenile Detentions</b>	0	0	0%	1	0	100%
Males	0	0	0%	1	0	100%
Females	0	0	0%	0	0	0%
<b>Traffic Enforcement</b>	166	214	-22%	404	391	3%
Citations	72	135	-47%	167	265	-37%
Warnings	94	79	19%	237	126	88%
<b>Accidents</b>	5	11	-55%	9	22	-59%
Injury	2	6	-67%	3	13	-77%
Non-Injury	3	5	-40%	5	9	-44%
FLID	0	0	0%	1	0	100%
<b>Investigations</b>	110	54	104%	205	131	56%
Cases Assigned	9	11	-18%	26	36	-28%
Clearances	17	8	113%	37	19	95%
Cases Filed with DA	3	0	300%	8	3	167%
Follow-Ups	38	26	46%	91	64	42%
Leads Online	0	9	-100%	0	9	-100%
Current Active Investigations	43	0	4300%	43	0	4300%
<b>Alarm Activations</b>	14	19	-26%	28	36	-22%
Residential	10	19	-47%	20	36	-44%
Chargeable	10	17	-41%	20	29	-31%
Non-Chargeable	0	2	-100%	0	7	-100%
Business	4	0	400%	8	0	800%
Chargeable	2	0	200%	5	0	500%
Non-Chargeable	2	0	200%	3	0	300%
<b>Outside Agency Activities</b>	11	18	-39%	29	46	-37%
Parker PD Assisting Outside Agency	10	18	-44%	28	46	-39%
Murphy PD	2	10	-80%	9	24	-63%
Collin County SO	1	3	-67%	6	10	-40%
Wylie PD	0	0	0%	1	2	-50%
Allen PD	0	1	-100%	3	2	50%
Other	7	4	75%	9	8	13%
Outside Agency Assisting Parker PD	1	0	100%	1	0	100%
Murphy PD	1	0	100%	1	0	100%
Collin County SO	0	0	0%	0	0	0%
Wylie PD	0	0	0%	0	0	0%
Allen PD	0	0	0%	0	0	0%
Other	0	0	0%	0	0	0%
Outside Agency Specialty Assist Parker PD	0	0	0%	0	0	0%
<b>Staff</b>	<b>Sworn</b>	<b>Civilian</b>	<b>Reserve</b>			
Authorized	11	1	2			
Current Strength	11	1	1			
In Training	0	0	0			
Openings	0	0	0			
% Staffed	100%	100%	50%			
<b>Reserve Hours</b>	10	22				

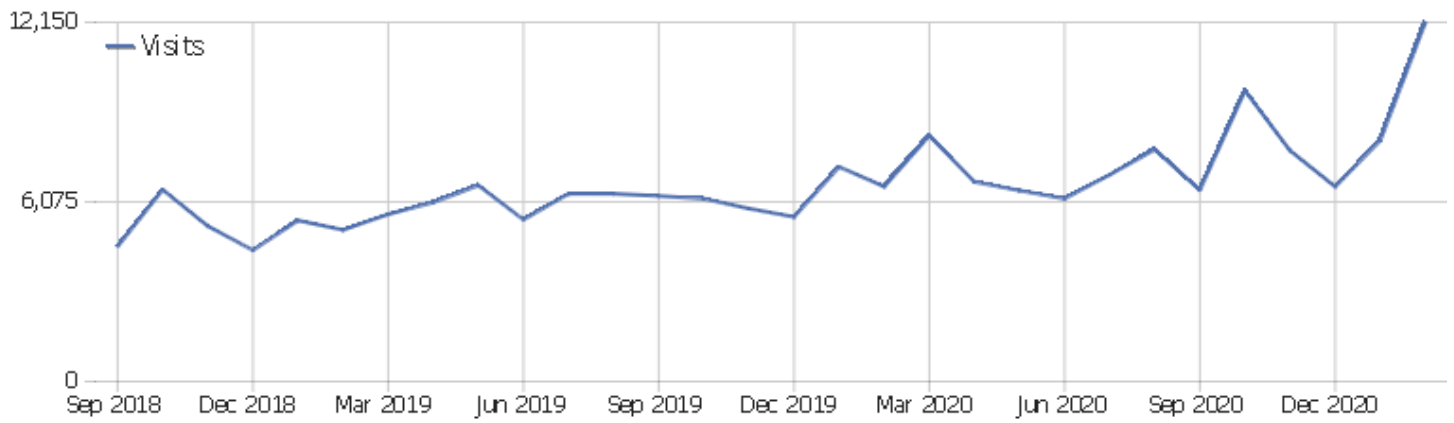


Parker, TX

Date range: February 2021

Monthly Web Report

## Visits Summary



Name	Value
Unique visitors	8,689
Visits	12,146
Actions	25,924
Maximum actions in one visit	169
Actions per Visit	2
Avg. Visit Duration (in seconds)	00:01:45
Bounce Rate	63%
























## Site Search Keywords

Keyword	Searches	Search Results pages	% Search Exits
trash	12	1	8%
bulk trash	9	1	0%
true	8	2	13%
water	7	1	14%
water,sewer,trash services	6	1	0%
alarm	3	1	100%
citation	3	1	0%
home alarm registration forms and fees	3	1	0%
jobs	3	1	33%
pay	3	1	0%
rolling blackouts	3	1	33%
trash collection	3	1	33%
trash pickup	3	1	33%
alarm permit	2	1	100%
building code	2	1	0%
calendar	2	1	0%
careers	2	1	50%
code of ordinances	2	1	0%
comprehensive plan ord 721-proposed	2	5	100%
contact us	2	2	50%
covid-19 vaccine information	2	2	0%
covid-19 vaccine waitlist	2	2	50%
electricity	2	1	50%
Others	257	278	33%







## Referrer Type

Referrer Type	Visits	Actions	Actions per Visit	Avg. Time on Website	Bounce Rate	Revenue
Direct Entry	9,119	17,461	2	00:01:38	70%	\$ 0
Search Engines	2,776	7,995	3	00:02:14	40%	\$ 0
Websites	251	468	2	00:00:46	73%	\$ 0

# Country

Country	Visits	Actions	Actions per Visit	Avg. Time on Website	Bounce Rate	Revenue
 Unknown	9,479	20,443	2	00:01:46	63%	\$ 0
 United States	2,315	4,908	2	00:01:53	63%	\$ 0
 Germany	137	140	1	00:00:00	98%	\$ 0
 Philippines	34	48	1	00:01:04	76%	\$ 0
 South Korea	27	52	2	00:00:09	7%	\$ 0
 India	21	24	1	00:01:04	95%	\$ 0
 Russia	14	15	1	00:00:01	93%	\$ 0
 Canada	9	71	8	00:03:59	56%	\$ 0
 South Africa	9	15	2	00:00:47	67%	\$ 0
 Nigeria	7	17	2	00:02:23	86%	\$ 0
 Netherlands	5	5	1	00:00:00	100%	\$ 0
 China	4	5	1	00:00:01	75%	\$ 0
 Czech Republic	4	25	6	00:03:50	75%	\$ 0
 Greece	4	4	1	00:00:00	100%	\$ 0
 Palau	4	5	1	00:01:57	75%	\$ 0
 Turkey	4	4	1	00:00:00	100%	\$ 0
 United Kingdom	4	5	1	00:01:50	75%	\$ 0
 Vietnam	4	6	2	00:00:36	75%	\$ 0
 Australia	3	3	1	00:00:00	100%	\$ 0
 Brazil	3	9	3	00:00:44	33%	\$ 0
 Ghana	3	6	2	00:04:32	67%	\$ 0
 Malaysia	3	3	1	00:00:00	100%	\$ 0
 Morocco	3	4	1	00:00:12	67%	\$ 0
Others	46	107	2	00:01:15	70%	\$ 0

## Device type

Device type	Visits	Actions	Actions per Visit	Avg. Time on Website	Bounce Rate	Conversion Rate
 Smartphone	5,775	10,002	2	00:01:21	67%	0%
 Desktop	5,686	14,349	3	00:02:09	59%	0%
 Tablet	507	1,013	2	00:01:27	61%	0%
Unknown	167	538	3	00:02:55	85%	0%
 Phablet	9	18	2	00:05:11	67%	0%
 Feature phone	1	1	1	00:00:00	100%	0%
 Tv	1	3	3	00:00:13	0%	0%



## Council Agenda Item

Budget Account Code:	Meeting Date: See above.
Budgeted Amount:	Department/ Requestor: City Council
Fund Balance-before expenditure:	Prepared by: Parker Police Chief Richard Brooks
Estimated Cost:	Date Prepared: March 9, 2021
Exhibits:	<ol style="list-style-type: none"> <li>1. <a href="#">Proposed Resolution</a></li> <li>2. <a href="#">Mobile Modular Management Corporation Addendum Form City of Parker 214000841</a></li> </ol>

### AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION NO. 2021-661 REGARDING THE LEASE EXTENSION AGREEMENT WITH MOBILE MODULAR. [BROOKS]

### SUMMARY

This is lease extension with Mobile Modular for the buildings leased by the Police Department. This lease extension is 30 months (through 08/12/2023) to extend the lease through the new facility approval and construction phases. The lease extension will "lock-in" the monthly rent at \$2,300.00 per month and avoid any annual increases.

### POSSIBLE ACTION

City Council may direct staff to take appropriate action.

Inter – Office Use			
<b>Approved by:</b>	Enter Text Here		
Department Head/ Requestor:	<i>Richard D. Brooks</i>	Date:	03/11/2021
City Attorney:	<i>Brandon S. Shelby</i>	Date:	03/11/2021 via email
City Administrator:	<i>Luke B. Olson</i>	Date:	03/12/2021



**RESOLUTION NO. 2021-661**  
(Lease Extension with Mobile Modular)

**A RESOLUTION OF THE CITY OF PARKER, COLLIN COUNTY, TEXAS,  
AUTHORIZING THE EXTENSION OF LEASE WITH MOBILE MODULAR  
FOR THE USE OF MODULAR BUILDINGS FOR POLICE DEPARTMENT.**

**WHEREAS**, the City of Parker is currently utilizing modular buildings leased from Mobile Modular for use as their Police Department facilities and administrative offices; and

**WHEREAS**, the City of Parker wishes to continue to use the modular buildings and extend the lease with Mobile Modular for use through the approval and construction phases for a new City facility; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PARKER,  
COLLIN COUNTY, TEXAS:**

**SECTION 1.** The Parker City Council does authorize the Mayor to execute the lease extension agreement with Mobile Modular, attached hereto as Exhibit "A".

**SECTION 2.** This resolution shall be effective upon its execution by the Mayor.

**APPROVED AND ADOPTED this 16th day of March, 2021.**

\_\_\_\_\_  
Lee Pettie, Mayor

ATTEST:

\_\_\_\_\_  
Patti Scott Grey, City Secretary

APPROVED TO FORM:

\_\_\_\_\_  
Brandon Shelby, City Attorney



## Mobile Modular Management Corporation

5700 Las Positas Road, Livermore, CA 94551

Ph (925) 606-9000 Fax (925) 453-3201

[www.MobileModularRents.com](http://www.MobileModularRents.com)

### Contract Addendum

Date: 2/18/2021

**Customer :** City Of Parker  
**Billing Address:** 5700 East Parker Rd  
**City/State/Zip:** Parker, TX 75002

**Attn:** Richard D. Brooks  
**Phone :** 972-442-0333  
**Fax:** 972-429-7013  
**E-mail:** [Rbrooks@parkertexas.us](mailto:Rbrooks@parkertexas.us)

**Project Name :** Parker Police Department  
**Site Address :** 5700 East Parker Rd  
**City/State/Zip:** Parker, TX 75002

This will serve as an addendum to the contract agreement entered into between **City Of Parker** (Lessee) and MOBILE MODULAR MANAGEMENT CORPORATION (Lessor).

**ALL OTHER TERMS AND CONDITIONS TO REMAIN THE SAME.**

**Please sign and return an acknowledgement copy to our office as soon as possible. Thank you.**

#### Renewal Information

Contract No.	Building ID	Item Description	Addendum Start Date	Addendum Stop Date	Term	Rental Rate
214000841	77854	Office, 48x56	2/24/2021	8/12/2023	30 Months	\$ 2,300.00

- Rental rates do not include any applicable taxes or Personal Property Expense (PPE).
- Return delivery and preparing equipment for return will be quoted at time of return.
- This contract agreement defines a month as 30 calendar days. Bill Frequency for this contract is Monthly

#### Additional Contract Addendum Notes:

#### Mobile Modular Management Corporation

#### City Of Parker

Printed Name

Printed Name

Title

Title

Signature

Signature

Date

Date

**Please call (925) 606-9000 with any questions or comments and ask for \*\***  
**Thank you for contacting Mobile Modular.**

**\*\*Note:** Contract addendum valid only when executed, offer expires 30 days from addendum date if not executed.



## Council Agenda Item

Budget Account Code:	Meeting Date: See above.
Budgeted Amount:	Department/ Requestor: City Council
Fund Balance-before expenditure:	Prepared by: ACA/CS Scott Grey
Estimated Cost:	Date Prepared: March 2, 2021
Exhibits:	<ul style="list-style-type: none"> <li>None</li> </ul>

### AGENDA SUBJECT

DISCUSSION AND APPROPRIATE ACTION ON POSSIBLY CANCELING THE APRIL 20, 2021 REGULAR CITY COUNCIL MEETING. [PETTLE]

### SUMMARY

Due to May 1, 2021 General Election Early Voting (EV), it may be necessary to cancel the April 20, 2021 Regular City Council meeting.

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

Monday, April 19 - Friday, April 23, 8:00am - 5:00pm

Saturday, April 24, 8:00am - 5:00pm

Monday, April 26 thru Tuesday, April 27, 7:00am - 7:00pm

Saturday, May 1, 7:00am - 7:00pm

### 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:	03/11/2021
City Attorney:		Date:	
City Administrator:	<i>Luke B. Olson</i>	Date:	03/12/2021



## Council Agenda Item

Budget Account Code:	Meeting Date: See above.
Budgeted Amount:	Department/ Requestor: City Administration
Fund Balance-before expenditure:	Prepared by: City Secretary Scott Grey for City Administrator Olson
Estimated Cost:	Date Prepared: March 2, 2021
Exhibits:	<ol style="list-style-type: none"> <li>1. <a href="#">See Res. No. 2016-520, passed and approved August 30, 2016, attached</a></li> <li>2. <a href="#">Andrea L. Petro and Scott L. Jeffries Checks (2) \$500 each</a></li> </ol>

### AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON DONATION ACCEPTANCE FOR \$500 FOR PARKER FIRE DEPARTMENT AND \$500 FOR PARKER POLICE DEPARTMENT FROM ANDREA L. PETRO AND SCOTT L. JEFFERIES. [PETTLE/OLSON]

### SUMMARY

The Mayor and Council will consider accepting the generous donation from Andrea L. Petro and Scott L. Jefferies.

### 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:	03/11/2021
City Attorney:		Date:	
City Administrator:	<i>Luke B. Olson</i>	Date:	03/12/2021

**RESOLUTION NO. 2016-520***(Acceptance of Gifts to the City by the Mayor)*

**A RESOLUTION OF THE CITY OF PARKER, COLLIN COUNTY, TEXAS, AUTHORIZING THE MAYOR TO ACCEPT, OR REJECT, GIFTS TO THE CITY OF PARKER OF A VALUE OF \$500.00 OR LESS; AND REQUIRING A RECORD TO BE KEPT BY THE CITY OF ALL ACCEPTED OR REJECTED GIFTS.**

**WHEREAS**, the prior policy of the City of Parker has been for the City to take formal action regarding the proposed donation of all gifts to the City of Parker, and

**WHEREAS**, the City Council has determined that gifts to the City of a value of \$500.00 or less could be accepted, or rejected, by the Mayor at the Mayor's discretion, and

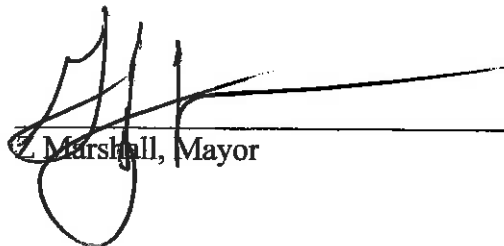
**WHEREAS**, all other gifts, and all gifts including any form of real estate, shall continue to be placed on the City Council Agenda;

**NOW, THEREFORE BE IT RESOLVED** by the City Council by the City of Parker, Texas as follows:

1. The Mayor is authorized to accept or reject in writing all gifts offered to the City of Parker of a monetary value of \$500.00 or less, and excluding all other gifts; including any form of real estate. The Mayor may make such inquiry as to the nature and purpose of the gift as the Mayor requires.
2. All gifts of a value of more than \$500.00, or which include real estate, shall be placed on the City Council Agenda for formal approval, or rejection, by vote of the City Council.
3. A written or electronic record of each and every gift offered to, and either accepted or rejected by the City of Parker shall be maintained as a public record. The minutes of a city council meeting are sufficient.

Resolved this 30th day of August, 2016.

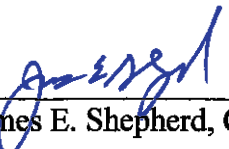


  
Z. Marshall, Mayor

ATTEST:

  
Patti Scott Grey, City Secretary

APPROVED AS TO FORM:

  
James E. Shepherd, City Attorney

ANDREA L PETRO  
SCOTT L JEFFRIES  
4600 SYCAMORE LN  
PARKER, TX 75002-5702

Meeting Date: 03/16/2021 Item 6.

12-31-20

Date

Pay to the  
Order of

City of Parker Fire Department \$500<sup>00</sup>  
Five hundred and <sup>00</sup>/<sub>100</sub>

Dollars



Photo  
Safe  
Deposit  
Details on back

ANDREA L PETRO  
SCOTT L JEFFRIES  
4600 SYCAMORE LN  
PARKER, TX 75002-5702

1500

37-65/1119 1417

12-31-20

Date

Pay to the  
Order of

City of Parker Police Department \$500<sup>00</sup>  
Five hundred and <sup>00</sup>/<sub>100</sub>

Dollars



Photo  
Safe  
Deposit  
Details on back

12-31-20

Dear Lee,

Please accept these donations to the City of Parker's Police and Fire Departments, made in memory of Charles Petro, former chief of police in Lakewood, Ohio.

Sincerely,

Scott Jeffries

Andrea Petro



ias/Petro  
yeamore Lu  
TX 75002

Meeting Date: 03/16/2021 Item 6.



Mayor Lee Pettie  
City of Parker  
5700 E. Parker Rd.  
Parker, TX 75002





## Council Agenda Item

Budget Account Code:	Meeting Date: See above.
Budgeted Amount:	Department/ Requestor: Public Works Department
Fund Balance-before expenditure:	Prepared by: Public Works Director Machado City Engineer Birkhoff
Estimated Cost:	Date Prepared: March 2, 2021
Exhibits:	<ol style="list-style-type: none"> <li>1. <a href="#">Proposed Resolution</a></li> <li>2. <a href="#">Professional Engineering Services Agreement</a></li> </ol>

### AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION NO. 2021-662, APPROVING THE TERMS AND CONDITIONS OF THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT OF THE CITY OF PARKER AND BIRKHOFF, HENDRICKS & CARTER, REGARDING THE AMERICAN WATER INFRASTRUCTURE ACT OF 2018 WATER SYSTEM RISK AND RESILIENCE ANALYSIS AND EMERGENCY RESPONSE PLAN AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT. [MACHADO/BIRKHOFF/OLSON]

### SUMMARY

Please review the "Professional Engineering Services Agreement" provided for the American Water Infrastructure Act of 2018 Water System Risk and Resilience Analysis and Emergency Response Plan. The Plan describes the scope involved and details the computer-based software, which must be used. The United States Environmental Protection Agency (EPA) requires the "Analysis" be completed by June 30, 2021 and the "Response Plan" be completed by December 31, 2021. EPA has a daily fine of \$25,000 per day.

*\*There may be some forgiveness not meeting the schedule due to COVID-19 at the discretion of EPA.*

### POSSIBLE ACTION

City Council may direct staff to take appropriate action.

Inter – Office Use			
<b>Approved by:</b>	Enter Text Here		
Department Head/ Requestor:	<i>Patti Scott Grey</i>	Date:	03/11/2021
City Attorney:		Date:	
City Administrator:	<i>Luke B. Olson</i>	Date:	03/12/2021

**RESOLUTION NO. 2021-662**  
*(Professional Engineering Services Agreement)*

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARKER APPROVING THE TERMS AND CONDITIONS OF THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT OF THE CITY OF PARKER AND BIRKHOFF, HENDRICKS & CARTER REGARDING THE AMERICAN WATER INFRASTRUCTURE ACT OF 2018 WATER SYSTEM RISK AND RESILIENCE ANALYSIS AND EMERGENCY RESPONSE PLAN; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT; PROVIDING FOR A REPEALER CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Parker originally entered into an agreement for professional engineering services with Birkhoff, Hendricks & Carter LLP authorized by Resolution 2016-504 and approved by the City Council on April 5, 2016; and

**WHEREAS**, the April 2016 agreement requires a separate agreement for projects with a construction value above a certain threshold; and

**WHEREAS**, the project related to the American Water Infrastructure Act of 2018 Water System Risk and Resilience Analysis and Emergency Response Plan has a value above that threshold; and

**WHEREAS**, the City of Parker requested a proposed agreement from the firm of Birkhoff, Hendricks & Carter, LLP for the herein described project, which is attached as Exhibit A (the "Agreement"); and

**WHEREAS**, the City of Parker finds that the terms and conditions of the Agreement are in the best interest of the City and should be approved;

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PARKER, COLLIN COUNTY, TEXAS, AS FOLLOWS:**

**SECTION 1.** The terms and conditions of the Agreement are approved.

**SECTION 2.** The Mayor is hereby authorized to execute the Agreement and all other necessary documents in connection therewith on behalf of the City of Parker.

**SECTION 3.** That all provisions of any and all resolutions of the City of Parker found to be in conflict with the provisions of this Resolution be, and the same are hereby, repealed to the extent of the conflict, and all other provisions of the resolutions of the City of Parker not in conflict with the provisions of this Resolution shall remain in full force and effect.

**DULY PASSED AND APPROVED** by the City Council of the City of Parker, Collin County, Texas on this the 16<sup>th</sup> day of March, 2021.

**CITY OF PARKER:**

\_\_\_\_\_  
Lee Pettle, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Patti Scott Grey, City Secretary

\_\_\_\_\_  
Brandon Shelby, City Attorney

## PROFESSIONAL ENGINEERING SERVICES AGREEMENT

**THIS AGREEMENT** is made and entered into by and between the **City of Parker, Texas**, hereinafter referred to as "City", and **Birkhoff, Hendricks & Carter, L.L.P.**, hereinafter referred to as "Engineer", to be effective from and after the date as provided herein.

The City desires to engage the services of the Engineer to complete services for the preparation of America Water Infrastructure Act of 2018 *Water System Risk and Resilience Analysis and Emergency Response Plan*, hereinafter referred to as the "Project"; and the Engineer desires to render such engineering design services for the City under the terms and conditions provided herein. That for and in consideration of the covenants contained herein, and for the mutual benefits to be obtained hereby, the parties hereto agree as follows:

### I. Employment of the Engineer

The City hereby agrees to retain the Engineer to perform professional engineering services in connection with the Project; Engineer agrees to perform such services in accordance with the terms and condition of this Agreement.

### II. Scope of Services

The parties agree that Engineer shall perform such services as expressly set forth and described in Exhibit "A", which is attached hereto and thereby made a part of this Agreement. The parties understand and agree that deviations or modifications, in the form of written changes may be authorized from time to time by the City. Engineer shall have no further obligations or responsibilities for the project except as agreed to in writing. Engineer's services and work product are intended for the sole use and benefit of Client and are non-intended to create any third party rights or benefits, or for any use by any other entity or person for any other purpose.

Engineer shall perform his or her professional engineering services with the professional skill and care ordinarily provided by competent engineers practicing in North Central Texas and under the same or similar circumstances and professional license. Professional services shall be performed as expeditiously as is prudent, considering the ordinary professional skill and care of a competent engineer.

### **III. Schedule of Work**

The Engineer agrees to commence services immediately upon execution of this Agreement, and to proceed diligently with said service, except for delays beyond the reasonable control of Engineer, to completion, as described in the Completion Schedule attached hereto as Exhibit "B" and thereby made a part of this Agreement.

### **IV. Compensation and Method of Payment**

The parties agree that Engineer shall be compensated for all services provided pursuant to this Agreement in the amount and manner described and set forth in the Payment Schedule attached hereto as Exhibit "C" and thereby made a part of this Agreement. Engineer further agrees that it will prepare and present such monthly progress reports and itemized statements as are described in said Exhibit "C". City agrees to pay invoices upon receipt. Statement for services shall include a line for previous payments, contract amount, and amount due current invoice.

### **V. Information to Be Provided by The City**

The City agrees to furnish, prior to commencement of work, all information requested by Engineer that is available to the City.

### **VI. Insurance**

Engineer agrees to procure and maintain for the duration of the contract Professional Liability Insurance (\$2,000,000), Worker's Compensation, General Liability and Automobile Insurance.

### **VII. Assignment and Subletting**

The Engineer agrees that neither this Agreement nor the services to be performed hereunder will be assigned or sublet without the prior written consent of the City. The Engineer further agrees that the assignment or subletting of any portion or feature of the work or materials required in the performance of this Agreement shall not relieve the Engineer from its full obligations to the City as provided by this Agreement.

### **VIII. Contract Termination**

The parties agree that City or the Engineer shall have the right to terminate this Agreement without cause upon thirty (30) days written notice to the other. In the event of such termination without cause, Engineer shall deliver to City all finished or unfinished documents, data, studies, surveys, drawings, maps, models, reports, photographs or other items prepared by Engineer in connection with this Agreement. Engineer shall be entitled to compensation for any and all services completed to the satisfaction of City in accordance with the provisions of this Agreement prior to termination.

### **IX. Engineer's Opinion of Cost**

The parties recognize and agree that any and all opinions of cost prepared by Engineer in connection with the Project represent the best judgment of Engineer as a design professional familiar with the construction industry, but that the Engineer does not guarantee that bids solicited or received in connection with the Project will not vary from the opinion by the Engineer.

### **X. Construction**

On projects that include construction, the Owner recognizes that the Contractor and Subcontractors will be solely in control of the Project site and exclusively responsible for construction means, methods, scheduling, sequencing, jobsite safety, safety programs, and compliance with all construction documents and directions from Owner or Building Officials. Construction contracts are between the Client and the Construction Contractor. Consultant shall not be responsible for construction related damages, losses, costs, or claims; except only to the extent caused by Consultant's sole negligence.

### **XI. Ownership of Documents**

All materials and documents prepared or assembled by CONSULTANT under this Contract shall become the sole property of CITY and shall be delivered to CITY without restriction on future use. CONSULTANT may retain in its file's copies of all drawings, specifications and all other pertinent information for the work. CONSULTANT shall have no liability for changes made to any materials or other documents by others subsequent to the completion of the Contract.

## **XII. Complete Contract**

This Agreement, including the exhibits hereto numbered "A" through "C" constitutes the entire agreement by and between the parties regarding the subject matter hereof, and supersedes all prior or contemporaneous written or oral understanding. This agreement may only be amended, supplemented, modified or canceled by a duly executed written agreement.

## **XIII. Mailing of Notices**

Unless instructed otherwise in writing, Engineer agrees that all notices or communications to City permitted or required under this Agreement shall be addressed to City at the following address:

Mr. Luke Olson  
City Manager  
City of Parker  
5700 East Parker Road  
Parker, Texas 75002

City agrees that all notices or communications to Engineer permitted or required under this Agreement shall be addressed to Engineer at the following address:

John W. Birkhoff, P.E.  
Birkhoff, Hendricks & Carter, L.L.P.  
11910 Greenville Ave., #600  
Dallas, Texas 75243  
Phone: (214) 361-7900

All notices or communications required to be given in writing by one party or the other shall be considered as having been given to the addressee on the date such notice or communication is posted by the sending party.

## **XIV. Texas Board of Professional Land Surveying Contact Information**

Recipients of professional land surveying services under this agreement may direct complaints regarding such services to the Texas Board of Professional Land Surveying, 12100 Park 35 Circle, Building A, Suite 156, MC 230, Austin, TX 78753, Phone (512) 239-5263, Fax (512) 239-5253.



**XV. Contract Amendments**

This Agreement may be amended only by the mutual agreement of the parties expressed in writing.

**XVI. Indemnification Clause**

CONSULTANT AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY, ITS CITY COUNCIL, OFFICERS, EMPLOYEES, AND AGENTS, FROM AND AGAINST ALL LIABILITY, CAUSES OF ACTION, CITATIONS, CLAIMS, COSTS, DAMAGES, DEMANDS, EXPENSES, FINES, JUDGMENTS, LOSSES, PENALTIES OR SUITS, WHICH IN ANY WAY ARISE OUT OF, RELATE TO, OR RESULT FROM CONSULTANT'S PERFORMANCE UNDER THIS CONTRACT OR WHICH ARE CAUSED BY THE INTENTIONAL WRONGFUL ACTS OR NEGLIGENT ACTS OR OMISSIONS OF CONSULTANT, SUBJECT TO THE LIMITATIONS IN TEXAS LOCAL GOVERNMENT CODE § 271.904 (A) AND TEXAS CIVIL PRACTICE AND REMEDIES CODE, § 130.002 (B).

**XVII. Effective Date**

This Agreement shall be effective from and after execution by both parties hereto, with originals in the hand of both parties.

**WITNESS OUR HANDS AND SEALS** on the date indicated below.

**CITY OF PARKER, TEXAS**

**BIRKHOFF, HENDRICKS & CARTER, L.L.P.**

*A Texas Limited Liability Partnership*

*Texas Board of Professional Engineers Firm No. 526*

*Texas Board of Professional Land Surveyors Firm No. 100318-00*

By: \_\_\_\_\_

By:  \_\_\_\_\_  
John W. Birkhoff, P.E.

Date: \_\_\_\_\_

Date: 3/3/2021

**ATTEST**

By: \_\_\_\_\_

# EXHIBIT “A”

## SCOPE OF SERVICES

In October 2018 the America’s Water Infrastructure Act (AWIA) was signed into law. The act requires systems serving over 3,300 persons to improve the overall sustainability of their water system involving a two-step process. For Cities with populations greater than 3,300-persons such as the City of Parker, the Risk and Resilience Analysis (RRA) must be completed no later than June 30, 2021 to avoid a **\$25,000** per day fine. Step 1 is to conduct an RRA for malevolent acts and natural hazards of the City’s water infrastructure. Step 2 is to create the City’s Emergency Response Plan (ERP) with strategies and resources to improve the resilience of the system with physical security and cyber security to aid in the detection of malevolent acts and natural hazards. The AWIA requires the ERP update (or creation) for Royse City to be completed no later than December 31, 2021. The American Water Works Association J100-10(R13), First Edition standards for Risk and Resilience Management of Water and Wastewater Systems Risk Analysis and Management Critical Asset Protection (RAMCAP) methodology will be utilized on the RRA process with the aid of the Environmental Protection agency (EPA) VSAT Web 2.0 software and the AWWA Cybersecurity Tool spreadsheet. For each step of the process outlined below, the Engineer will prepare an agenda, attend and run a workshop with the City’s RRA committee and the engineer’s subconsultants, if applicable. All tasks summarized below include input and participation from the City’s RRA Committee.

### **PART A:**

#### **I. Project Kickoff**

- a. Provide a summary of the steps required to complete the Risk and Resilience Analysis (RRA).
- b. With City input, form the City’s RAA committee.
- c. Gather information – Provide a request for information on system assets, system controls and operational management of the water system.
- d. Develop a water system diagram exhibit showing locations of critical assets for workshops.
- e. Initiate the City to begin work with the SCADA subconsultant to introduce Cybersecurity questions that will need to be answered about the City’s existing SCADA controls and protective measures that will be required for the Cybersecurity portion of the RRA.
- f. Once the Committee is formed, prepare an RRA mission statement based on guidance from the Engineer.

#### **II. Conduct Asset Characterization**

- a. Identify assets and which are critical, that if compromised, can result in widespread service interruptions or degradation , injuries, fatalities, detrimental economic impact.
  - i. Identify mission or critical functions.
  - ii. Identify list of potentially critical assets.
  - iii. Identify internal and external supporting infrastructures.
  - iv. Identify and document protective countermeasures and mitigation measures.
  - v. Estimate worst reasonable consequences resulting from destruction or loss of each asset without regard to the threat.
  - vi. Prioritize critical assets from consequences in EPA Vulnerability Self-Assessment Tool (VSAT 2.0) Program.

### **III. Conduct Threat Characterization**

- a. Identify threats to be considered (General and specific threat Scenarios with attacks by insiders (current or past employees), outsiders (adversaries, criminals & vandals) and natural (hurricanes, floods, tornadoes, earthquakes, wildfires & dependency hazards).
- b. Utilize a uniform and consistent reference of threats to evaluate vulnerability and consequence for cross-asset comparisons.
  - i. Describe malevolent threats – Numbers and capabilities of adversaries.
    1. Weapons, equipment, tools, explosives, tactics & delivery/transport.
  - ii. Describe Natural Hazards
    1. Hurricanes, floods, tornadoes, earthquakes, wildfires & dependency hazards that have occurred or could occur in the location of the facility.
    2. Define range of magnitude from smallest that could cause harm to the largest reasonable case.
  - iii. Describe dependency hazards
    1. Interruptions of utilities, suppliers, employees, customers, transportation or dangerous neighboring sites.
  - iv. Evaluate and rank threat-asset pairs.
  - v. Identify all threats included in the analysis and which threats apply to which assets.
  - vi. Select critical threat-asset pairs to be included in the analysis.

### **IV. Conduct Consequence Analysis**

- a. Determine what happens to assets from threat or hazard.
- b. Estimate the results of the threat analysis using quantitative metrics.
  - i. Number of fatalities.
  - ii. Number of serious injuries.
  - iii. Financial losses to City.
  - iv. Economic losses to community.
- c. Employ 5-step procedure for the Consequence Analysis.
  - i. Apply worst-reasonable-case assumptions for each threat scenario.
    1. For malevolent threats, assume adversary is intelligent, adaptive and knowledgeable of utility structure and will attempt to maximize consequences.
  - ii. Estimate consequences in terms of loss of life, serious injuries and financial losses to City and economic losses to the community.
  - iii. Evaluate additional consequences such as loss of public confidence or environmental degradation.
  - iv. Document specific assumptions and procedures utilized for preparation of the Consequence Analysis.
  - v. Record consequence values utilizing the Water Health and Economic Analysis Tool (WHEAT) in compliance with AWWA J-100 estimated ranges for use in RRA.

### **V. Conduct Vulnerability Analysis**

- a. Determine vulnerabilities that would allow a threat or hazard to cause the consequences.

- b. Conduct 4-step procedure for the Vulnerability Analysis.
  - i. Review details of facility construction, systems and layout, including countermeasures, mitigation measures and impediments that provide detection, delay and response measures. Identify weaknesses in the protection system.
  - ii. Analyze the vulnerability of each critical asset and estimate the likelihood the threat consequences in 3. Will result.
    - 1. Utilize the VSAT 2.0 vulnerability calculator to determine the vulnerability percentage for each critical asset.
  - iii. Document the method used for performing Vulnerability Analysis.
  - iv. Record the vulnerability estimates from the RAMCAP scales.
    - 1. Attack success can be measured as a fraction, a probability or number of successes among the attempts.

## **VI. Conduct Threat Analysis**

- a. Determine likelihood a terrorist, natural hazard or dependency hazard will strike an asset
  - i. Malevolent Threats – Three approaches for estimating malevolent threat likelihood.
    - 1. Proxy Measure – based on attractiveness of utility size, area – WHEAT calculator with VSAT 2.0 Program
    - 2. Best Estimate – Based on informed experience of City, federal, state and local law enforcement determine a probability number between 0.0 and 1.0 from the WHEAT calculator.
    - 3. Conditional Assignment – Use Likelihood of 1.0 (Good for Worst Case Scenario).
      - \*- Use same method between analysis for a comparison to be valid.
  - ii. Natural Hazards — Estimate probability of natural hazards from historical records or optionally, **Appendix G** of AWWA J-100 that is incorporated into the VSAT program.
  - iii. Dependency and Proximity Hazards – Likelihood of incurring collateral damage from attack on a nearby asset is based on local situation.
  - iv. Record the method utilized and whether they are single value estimates or ranges.

## **VII. Conduct Risk and Resilience Analysis**

- a. Combines results from Consequence Analysis (CA), Threat Characterization (TC), Vulnerability Analysis (VA) and Threat Analysis (TA).
- b. Using the Following Equations Determine City's Risk:
  - i. **RISK** = Consequences X Vulnerability X Threat Likelihood.
    - 1. Consequences - from CA for each TA pair in terms of fatalities, serious injuries financial loss of City and economic losses of the community.
    - 2. Vulnerability - Likelihood when the threat occurs to a particular asset, results in the estimated consequences.
    - 3. Threat Likelihood – Probability of a specific threat occurring to the asset in question. Unit of measure is the probability or frequency of occurrence over a given time period (1-Year).
      - \*- When estimates are utilized, they shall be used directly in the calculations. When RAMCAP ranges are utilized, the midpoint of the range shall be used in the calculations.

- ii. RESILIENCE = Duration X Severity X Vulnerability X Threat Likelihood; At the threat-asset pair level, estimate asset and economic metrics of resilience of the estimated consequences.
1. Duration – time period of service denial, in days.
  2. Severity – the amount of daily service denied in gallons per day.
  3. Vulnerability - Vulnerability - Likelihood when the threat occurs to a particular asset, results in the estimated consequences.
  4. Threat Likelihood – Probability of a specific threat occurring to the asset in question. Unit of measure is the probability or frequency of occurrence over a given time period (1-Year).
  5. \*- Perfect asset resilience is a value of zero.  
 \*\*- Anything greater than zero is an opportunity for asset resilience enhancement.
  6. City's economic resilience is lost revenue due to loss of the threat-asset pair. Lost revenue is the asset resilience times the unit price of the pre-disruption service.
  7. Community Economic Resilience is the lost economic activity to the community served by the City.

#### **VIII. Review Risk and Resilience Management Strategies**

- a. Risk and Resilience management is the deliberate process of deciding whether improvements are needed to enhance all-hazards security or resilience or both, and if needed implementing one or more options such as security countermeasures, improving consequence mitigation tactics, providing redundancy, entering into mutual aid pacts, creating ERP's, training and exercises in business continuity to achieve an acceptable risk and resilience level at an acceptable cost to the utility and community.
- b. Utility Shall:
  - i. Decide if risk and resilience levels are acceptable by examining results for each threat asset pair. For threat-asset pair not within acceptable risk to the City shall:
    1. Define countermeasures and mitigation / resilience options for the threat-asset pairs that are not acceptable.
    2. Estimate the investment and O & M costs for each item. Adjust future costs to present value.
    3. Assess the options with an analysis of the asset or facility the option has been implemented by revisiting Sections III through V of this outline. Re-estimate Risk and resilience calculations. Difference between the risk with and without the new options in place = Resilience.
    4. Identify the options that have benefits that apply to multiple threat-asset pairs.
    5. Calculate the benefits and benefit-cost ratio that are relevant to the City to estimate the total value and risk reduction efficiency of each option.
    6. Review the options considering fatalities, serious injuries, financial losses to the City and economic losses to the community. Allocate resources to the selected options that are favored that have the highest net benefits.

7. Monitor and Evaluate the performance of the selected options. Manage the operation of the selected options, evaluate their effectiveness and make mid-course adjustments for maximum effectiveness.

**IX. Conduct Cybersecurity Analysis**

- a. Prepare and run Cybersecurity workshops with City and the Subconsultants during two meetings.
- b. Input Cybersecurity questions into the "AWWA Cybersecurity Tool" spreadsheet (Tool).
- c. Review the Tool recommended controls and identify the recommended controls current status (Fully Implemented and Maintained, Partially Implemented, Planned and Not Implemented or Not Planned and/or Not implemented – Risk Accepted).
- d. Add notes in the column of the Tool to document answers of the control status.
- e. Review the Tools' recommended priority of controls implementation status summary.
- f. Prepare opinions of probable cost to implement improvements in the Tool provided format.
- g. Assist the City with completing the Tools' optional Declaration of Due Diligence form if the committee prefers the form to be completed.
- h. Develop a formal Cybersecurity Improvement Plan. Based on RRA Committee Input:
  - i. Assign roles and responsibilities to implement the program.
  - ii. Establish budget and implantation schedule.
  - iii. Prioritize projects based on available time, budget and City's objectives.
- i. Utilize Cybersecurity Tool output and improvement plan in Sections II though VIII of this scope.

**X. Risk and Resilience Analysis Summary**

- a. Prepare Summary Report of RRA analysis.
- b. Prepare EPA Certification letter for City execution.
- c. Submit the EPA Certification letter electronically though the EPA website or by email.

**PART B:****I. Kick-off meeting and data gathering:**

- a. Prepare agenda and lead one workshop with the ERP committee
- b. In conjunction with the City, develop ERP team.
- c. Review mutual aid programs available for inclusion into the ERP
- d. Research FEMA accounting requirements for Federal assistance following an incident.
- e. Explore interdependencies with critical customers and suppliers.
- f. Explore partnership opportunities with adjacent communities.

**II. Determine ERP requirements with regards to AWIA requirements:**

- a. Prepare agenda and lead one workshop with the ERP committee.
- b. Develop and list interdependences.
- c. Review emergency power requirements and resilience.
- d. Establish strategies to ensure critical resources are available.
- e. Explore and identify emergency water supplies.
- f. Develop mutual aid partnerships.
- g. Develop a crisis communication plan, if not provided in the existing ERP
- h. Assist the City with preparing updated contact information lists.
- i. Prepare hazard specific plans for critical water system assets identified in the RRA.
- j. Assist the City with updating Standard Operating Procedures (SOP).
- k. Review the City's current ERP testing and exercise plan. Provide recommendations for improvements. Coordination will be with a workshop to discuss the "Gaps".

**III. Crate ERP document:**

- a. Prepare agenda and lead two workshops with the ERP committee.
- b. Review RRA results.
- c. Coordinate with partner agencies to update contact information and procedures.
- d. Create the ERP report body and appendices.

One loose final paper copy and one pdf copy of the report will be provided to the City for reproduction.

**IV. Terms and Conditions for Electronic File Transfers**

- a. Electronic files are transmitted on the terms and conditions below:
- b. By opening, accessing, copying or otherwise using the transmitted electronic files, these terms and conditions are accepted by the user.
- c. The electronic files are compatible with the following software packages operating on a PC using Windows operating systems:
- d. AutoCAD 2017
- e. Microsoft Office 365
- f. Adobe Acrobat (PDF)
- g. Birkhoff, Hendricks & Carter, L.L.P. does not make any warranty as to the compatibility of these files beyond the specified release of the above stated software.
- h. Because data stored on electronic media can deteriorate undetected or be modified, Birkhoff, Hendricks & Carter, L.L.P. will not be held liable for completeness or correctness of electronic media.
- i. The electronic files are instruments of our service. Where there is a conflict between the hard copy drawings and the electronic files, Birkhoff, Hendricks & Carter, L.L.P.'s hard copy file will govern in all cases.
- j. Electronic files may only be modified in accordance with the Texas Engineering Practice Act for modifying another Engineer's design.

**V. Exclusions**

The intent of this scope of services is to include only the services specifically listed herein and no others. Services specifically excluded from this scope of services include, but are not necessarily limited to the following:

- A. Consulting services by others not included in Scope of Services.
- B. Fiduciary responsibility to the Client.
- C. Risk assessment of wastewater facilities.



# EXHIBIT B

## PAYMENT SCHEDULE

Payment for Professional Services described under Part A (I through Part X) and Part B (I Through III) shall be on a lump sum basis.

The maximum overall fee established herein shall not be exceeded without written authorization from the City, based on increased scope of services.

The following is a summary of the estimated charges for the various elements of the proposed services:

### **PART A – RISK AND RESILIENCE ANALYSIS (RRA)**

I - Kickoff / Data Collection/Setup .....	\$4,000
II - Asset Characterization .....	\$2,475
III – Threat Characterization .....	\$2,900
IV - Consequence Analysis .....	\$2,900
V - Vulnerability Analysis .....	\$2,250
VI – Threat Analysis .....	\$2,350
VII – Risk & Resilience Analysis .....	\$2,100
VIII – Risk Management Strategies .....	\$1,500
IX – Cybersecurity Analysis .....	\$5,000
X – Project Summary Report & Certification .....	<u>\$1,585</u>
<b>SUBTOTAL: .....</b>	<b>\$27,060</b>

### **PART B – EMERGENCY RESPONSE PLAN (ERP)**

I - Kickoff / Data Collection .....	\$2,800
II – Determine ERP Requirements .....	\$5,850
III – Amendment to Existing ERP .....	\$4,000
<b>SUBTOTAL: .....</b>	<b>\$12,650</b>

**LUMP SUM NOT TO EXCEED TOTAL: ..... \$39,710**

# EXHIBIT “C”

## MEETING SCHEDULE

City shall schedule all meetings, meeting time and conference room upon Notice to Proceed.

### PART A – RISK AND RESILIENCE ANALYSIS (RRA)

Council Action .....	February 16, 2021
Notice to Proceed .....	February 17, 2021
Part I - Kick Off / Begin Cybersecurity Analysis/Setup .....	February 23, 2021
Part II – Asset Characterization .....	March 2, 2021
Part III – Threat Characterization .....	March 9, 2021
Part IV – Consequence Analysis .....	March 16, 2021
Part V – Vulnerability Analysis .....	April 23, 2021
Part VI – Threat Analysis .....	April 23, 2021
Part VII – Risk & Resilience Analysis .....	May 7, 2021
Part VIII – Risk & Resilience Management Strategy .....	May 14, 2021
Part IX – Cybersecurity Analysis .....	May 7 - 14, 2021
Part X – RRA summary and Report .....	June 17, 2021
Submit Certification of RRA Completion to EPA .....	June 30, 2021

### PART B – EMERGENCY RESPONSE PLAN (ERP)

Notice to Proceed .....	July 1, 2021
Part I - Kick Off / Data Gathering .....	August 5, 2021
Part II – Update ERP to Include AWIA Provisions .....	October 7, 2021
Part III – Update ERP Document .....	November 4, 2021
Submit Certification of ERP Completion to EPA .....	December 31, 2021

**Dates are subject to change based on Notice to proceed dates and availability of the RRA committee to attend meetings.**

## **EXHIBIT “D”**

### **SUB-CONSULTANTS**

#### **Cybersecurity Enhancements and Opinions of Cost**

John Segovia  
Texas Industrial Solutions  
817-901-4646



## Council Agenda Item

Budget Account Code:	Meeting Date: See above.
Budgeted Amount:	Department/ Requestor: City Council
Fund Balance-before expenditure:	Prepared by: ACA/CS Scott Grey for City Attorney Shelby
Estimated Cost:	Date Prepared: March 10, 2021
Exhibits:	<ol style="list-style-type: none"> <li>1. <a href="#">Proposed Resolution</a></li> <li>2. <a href="#">OCSC Invoice</a></li> </ol>

### AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION NO. 2021-663, AUTHORIZING CONTINUED PARTICIPATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR; AND AUTHORIZING THE PAYMENT OF SIX CENTS PER CAPITA TO THE STEERING COMMITTEE TO FUND REGULATORY AND LEGAL PROCEEDINGS AND ACTIVITIES RELATED TO ONCOR ELECTRIC DELIVERY COMPANY, LLC. [SHELBY]

### SUMMARY

The Steering Committee undertakes activities on behalf of municipalities for which it needs funding support from its members. Municipalities have original jurisdiction over the electric distribution rates and services within the city. The Steering Committee has been in existence since the late 1980s. It took on a formal structure in the early 1990s. Empowered by city resolutions and funded by per capita assessments, the Steering Committee has been the primary public interest advocate before the Public Utility Commission, ERCOT, the courts, and the Legislature on electric utility regulation matters for over three decades.

The Steering Committee is actively involved in rate cases, appeals, rulemakings, and legislative efforts impacting the rates charged by Oncor Electric Delivery Company, LLC within the City. Steering Committee representation is also strong at ERCOT. It is possible that additional efforts will be necessary on new issues that arise during the year, and it is important that the Steering Committee be able to fund its participation on behalf of its member cities. A per capita assessment has historically been used and is a fair method for the members to bear the burdens associated with the benefits received from that membership.

### POSSIBLE ACTION

City Council may direct staff to take appropriate action.

Inter – Office Use			
Approved by:	Enter Text Here		
Department Head/ Requestor:	<i>Richard D. Brooks</i>	Date:	03/11/2021
City Attorney:	<i>Brandon S. Shelby</i>	Date:	03/11/2021 via email
City Administrator:	<i>Luke B. Olson</i>	Date:	03/12/2021

**RESOLUTION NO.2021-663  
(ONCOR Steering Committee)**

**A RESOLUTION AUTHORIZING CONTINUED PARTICIPATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR; AND AUTHORIZING THE PAYMENT OF SIX CENTS PER CAPITA TO THE STEERING COMMITTEE TO FUND REGULATORY AND LEGAL PROCEEDINGS AND ACTIVITIES RELATED TO ONCOR ELECTRIC DELIVERY COMPANY, LLC.**

**WHEREAS,** the City of Parker, Texas is a regulatory authority under the Public Utility Regulatory Act (PURA) and has exclusive original jurisdiction over the rates and services of Oncor Electric Delivery Company, LLC (Oncor) within the municipal boundaries of the city; and

**WHEREAS,** the Steering Committee of Cities Served By Oncor (Steering Committee) has historically intervened in Oncor rate proceedings and electric utility related rulemakings to protect the interests of municipalities and electric customers residing within municipal boundaries; and

**WHEREAS,** the Steering Committee is participating in Public Utility Commission dockets and projects, as well as court proceedings, and legislative activity, affecting transmission and distribution utility rates; and

**WHEREAS,** the City is a member of the Steering Committee; and

**WHEREAS,** the Steering Committee functions under the direction of an Executive Committee which sets an annual budget and directs interventions before state and federal agencies, courts and legislatures, subject to the right of any member to request and cause its party status to be withdrawn from such activities; and

**WHEREAS,** the Steering Committee at its December 2020 meeting set a budget for 2021 that compels an assessment of six cents (\$0.06) per capita; and

**WHEREAS,** in order for the Steering Committee to continue its participation in these activities which affects the provision of electric utility service and the rates to be charged, it must assess its members for such costs.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PARKER, TEXAS:**

**SECTION I.** That the City is authorized to continue its membership with the Steering Committee of Cities Served by Oncor to protect the interests of the City of Parker, Texas and protect the interests of the customers of Oncor Electric Delivery Company, LLC residing and conducting business within the City limits.

**SECTION II.** The City is further authorized to pay its assessment to the Steering Committee of six cents (\$0.06) per capita based on the population figures for the City shown in the latest TML Directory of City Officials.

**SECTION III.** A copy of this Resolution and the assessment payment check made payable to "*Steering Committee of Cities Served by Oncor*" shall be sent to Brandi Stigler, Steering Committee of Cities Served by Oncor, c/o City Attorney's Office, Mail Stop 63-0300, 101 S. Mesquite St., Suite 300, Arlington, Texas 76010.

**PRESENTED AND PASSED** on this the 16th day of March, 2021, by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays at a regular meeting of the City Council of the City of Parker, Texas.

\_\_\_\_\_  
Lee Pettie  
Mayor

**ATTEST:**

\_\_\_\_\_  
Patti Scott Grey  
City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Brandon Shelby  
City Attorney

City of Arlington, c/o Oncor Cities  
Steering Committee  
Attn: Brandi Stigler  
101 S. Mesquite St., Ste. 300  
MS # 63-0300  
Arlington, TX 76010

# Invoice

Date	Invoice #
2/24/2021	21-108

Bill To
City of Parker

Item	Population	Per Capita	Amount
2021 Membership Assessment	5,177	0.06	310.62
Please make check payable to: Oncor Cities Steering Committee and mail to Oncor Cities Steering Committee, Attn: Brandi Stigler, Arlington City Attorney's Office, 101 S. Mesquite St., Ste. 300, MS #63-0300, Arlington, Texas 76010		<b>Total</b>	\$310.62



## Council Agenda Item

Budget Account Code:	Meeting Date: See above.
Budgeted Amount:	Department/ Requestor: City Secretary
Fund Balance-before expenditure:	Prepared by: City Secretary Scott Grey
Estimated Cost:	Date Prepared: March 10, 2021
Exhibits:	<ul style="list-style-type: none"> <li>• <a href="#">Future Agenda Items</a></li> </ul>

### AGENDA SUBJECT

#### FUTURE AGENDA ITEMS

##### UPDATE(S):

- DRAINAGE COMMITTEE (MEYER)
- TRANSPORTATION COMMITTEE [STANDRIDGE]
- LEWIS LANE [OLSON]
- PUMP STATION [MACHADO]
- DUBLIN ROAD [MACHADO]
- ACCEPTANCE OF FOOD DONATION(S) FOR POLICE, FIRE, AND CITY STAFF DUE TO COVID-19 FOR THE RECORD (Each valued at between \$0 - \$500). [PETTLE]
  - 2021 0302 Carol Wolniewicz donated snacks estimated value \$35.00
  - 2021 0302 The Clark Family donated snacks estimated value \$50.00
  - 2021 0303 Sam and April Loera – Gatorade, coffee, and snacks – estimated value \$30.00
  - Steve and Jill Lambouses – Starbucks coffee – estimated value \$275.00

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:	03/11/2021
City Attorney:		Date:	
City Administrator:	<i>Luke B. Olson</i>	Date:	03/12/2021



## FUTURE AGENDA ITEMS

AGENDA DATE	ITEM DESCRIPTION	CONTACT	Notes
<b>2021</b>			
TBD	International Building Codes	Machado	2018 0920 PWD GM working on update
TBD	Annual Codification Supplement	C'Sec	Last update 2019 0604 CC Mtg
TBD	2021 City Fee Schedule	Olson/Machado	2015-2016 Approved 2/29; added 2016-17 to FAI; last Update 2019 0604; BP Update 2019 0917
Monthly	Republic Waste Report	Bernas	Last Update 2021 0119; 0302; 0316
Feb(Mar), May, Aug, Nov	Fire Department Quarterly Report	Sheff/Miller/Flo wers	1st Qtr 2021 0302 CC Agenda
Feb(Mar), May, Aug, Nov	Investment Quarterly Report	Savage	1st Qtr 2021 0302 CC Agenda
TBA	Drainage Committee	Meyer	Last Update 2020 1006; 2021 0202; 0316
TBA	Transportation Committee	Standridge	Last Update 2021 0112; 0316
TBA	Emergency Communication Committee	Abraham	Last Update 2021 0112; 2021 0302
TBA	Comprehensive Plan Committee	Olson/Slaughter	Last Update 2021 0112; 0406
TBA	Capital Improvement Program (CIP) Committee	Lynch	Last Update 2021 0112
As needed	Noise Committee	Olson/?	Last Update 2021 0119
Ongoing	Facility	Council	2021 0105 Community Meeting
March	Pump Station - every other month	Machado	Last Update 2021 0112; 0316
March	North Texas Municipal Water District (NTMWD) - every other month	Olson	Last Update 2021 0112
TBA	Sales Tax (As directed by CM Cindy Meyer)	Meyer	Last Update 2021 0112; 0119 Possibly Feb/Mar
TBA	Strategic Plan - Looking for Members - (As directed	Lynch	Last Update 2021 0112; 2021 xxxx

## FUTURE AGENDA ITEMS

AGENDA DATE	ITEM DESCRIPTION	CONTACT	Notes
TBA	Town Hall Meeting - Drainage	Meyer/Pettie	2019 0922 MLP Email
April 6, 2021	PWD GM Recognition	Machado	Added 2021 0311
April 6, 2021	TCAP Presentation	Olson	Added 2021 0311
April 6, 2021	Pump Station Change Order	Machado/Birkhoff/Scott Grey	Added 2021 0311
April, 2021	Advertise for Bids 2020-2021 Annual Road Maintenance Project	Machado/Birkhoff/Scott Grey	Advertised last in May, 2020
April, 2021	Water Rate Analysis	Savage/Machado	0810 Ord739 2016 Water Rate Amendments for 2016-2020
April, 2021	Prompt for Vacations	Scott Grey	Send email March
April, 2021	ACSC Participation	Shelby	Last 2019 0319
TBA	Consider Tax Freeze for those over 65	Grant/Shelby	2019 0820 CC - Lou Zettler
TBA	Advertise for Bids for water line or other projects	Machado/Birkhoff/Scott Grey	
April, 2021	Candidates Night	PWC	
April 19-24; 26,27, 2021	Early Voting	Scott Grey	