



CITY OF PARKER

City Hall

1001 West Park Street

Phone 850-871-4104

www.cityofparker.com

Mayor

Rich Musgrave

Clerk

Nancy Rowell

Council Members

Mike Miller, Mayor Pro Tem

Ron Chaple

John Haney

Ken Jones

Attorney

Tim Sloan

PUBLIC NOTICE

REGULAR MEETING

OF

THE CITY OF PARKER COUNCIL

February 6, 2018

5:30 PM

PARKER CITY HALL

NOTE: AT EACH OF ITS REGULAR OR SPECIAL MEETINGS, THE CITY OF PARKER COUNCIL ALSO SITS, AS EX OFFICIO, AS THE CITY OF PARKER COMMUNITY REDEVELOPMENT AGENCY (CRA) AND MAY CONSIDER ITEMS AND TAKE ACTION IN THAT CAPACITY.

AGENDA

CALL TO ORDER - Mayor Musgrave

INVOCATION – Rev. Danny Davis, Refuge AG Church

PLEDGE OF ALLEGIANCE - Mayor Pro Tem Miller

ROLL CALL

APPROVAL OF MINUTES - City Council

Regular Meeting January 16, 2017

ITEMS FROM THE AUDIENCE (non-agenda items)

REGULAR AGENDA

1. **Review Unfit/Unsafe Properties**—Mayor Musgrave
2. **Review Council Agenda Publication Process**—Council Member Haney/Council
3. **Choose Consultant/Contractor for Comprehensive Plan Update**—City Clerk Rowell

CLERK'S REPORT

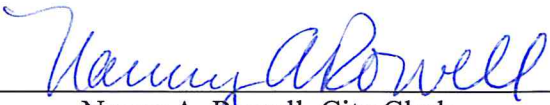
MAYOR'S REPORT

COUNCIL COMMENTS AND ANNOUNCEMENTS

ADJOURNMENT

Upcoming Events

- Next Planning Commission Meeting is February 13, 2018
- Next Regular Council Meeting is February 20, 2018



Nancy A. Rowell, City Clerk

If a person decides to appeal any decision made by the City Council with respect to any matter considered at the meeting, if an appeal is available, such person will need a record of the proceeding and such person may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be made. Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the City Clerk at 1001 West Park Street, Parker, Florida 32404; or by phone at (850) 871-4104. If you are hearing or speech impaired and you have TDD equipment, you may contact the City Clerk using the Florida Dual Party System, which can be reached at 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD). ALL INTERESTED PERSONS DESIRING TO BE HEARD ON THE AFORESAID agenda are invited to be present at the meeting.

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
January 16, 2018
5:30 p.m.**

Mayor Pro Tem Miller called the meeting to order at 5:30 p.m.
City Clerk Rowell gave the Invocation.
Mayor Pro Tem Miller led the Pledge of Allegiance.

Present: Council Members Chaple, Haney, Jones, and Mayor Pro Tem Miller

Absent: Mayor Musgrave

Also Present: City Clerk Rowell, City Attorney Sloan, Police Sergeant Peavy and Public Works Supervisor Summerlin

APPROVAL OF MINUTES—On motion of Council Member Haney and second of Council Member Jones, the minutes of the Regular Council Meeting of December 19, 2018 were approved, 4 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. AWT Financing Update—Public Works Supervisor Summerlin addressed the Council regarding excess monies in the City's AWT facility account. He said that when the City borrowed the money for its investment in the plant years ago, it chose not to use a portion of it at that time; that there is approximately \$565,630 in excess of funds currently needed on the AWT books; he said that he and Bookkeeper Dean were recommending the City set aside the funds for identified capital needs upcoming for the facility, specifically a grinder. He noted that there is a five-year repair and replacement program for the facility that totals \$8.3 million; that the City's payment percentage is 10.274%, or about \$171,164 annually, for a total of \$855,824, plus the grinder. The City's portion of the grinder would be approximately \$41,000. He noted that the funds could be used to pay down current debt for the plant, but that preserving these funds to be used for capital investments in the plant later was his preference.

Council Member Haney asked what the grinder did, and Public Works Supervisor Summerlin responded that it was also a centrifuge which got rid of the solids and foreign objects in the sewage. He invited the Council Members to go on a tour of the plant to see the operation.

2. Contract for Comprehensive Plan Update—City Clerk Rowell addressed the Council noting that \$20,000 was budgeted for planning services, and that the update of the Comprehensive Plan was the main need this year. She noted that while some local governments had planning staff and did this work themselves, she had checked with other local governments that used consultants to help. She said that she had received proposals from 3TP Ventures and The Planning Collaborative; that 3TP Ventures gave a thorough proposal at a price that was within the City's budget. She said that the Comprehensive Plan amendments need to be transmitted to the State by

August 29 of this year; that there are public hearings and Planning Commission meetings that need to be held.

Council Member Haney asked if this needed to go out for a request for qualifications. City Clerk Rowell noted that it was below the bid threshold and that she had sought proposals. Council Member Miller noted that the LDR needed to be in sync with the Comprehensive Plan, that in the past there were some problems. City Clerk Rowell noted that the Comprehensive Plan should be updated first and that whoever was then chosen after that to update the LDR should ensure it was aligned with the Comprehensive Plan. She also noted that development order review services would be needed, but that this issue was just for the Comprehensive Plan update. Council Member Haney asked who updated the Plan last time and City Clerk Rowell responded that it was Wilson Miller, now Stantec, and that the bills had been high, \$168,000 over five years for the Comp Plan and the LDR. Council Member Haney questioned a low bid from a group the City had never used before; that it was too soon to just approve this, it was something new; that he didn't get his packet in his box until a few days ago; that he hasn't had enough time to consider it, only a weekend and a few days and hadn't had a chance to do his own research about it and to check out different ways to get things taken care of; that he has asked several times for the agenda a week ahead of time and that the City Clerk can't do her job. City Clerk Rowell said that she puts the agenda together from items from the Members and the Departments. She asked if he had ever given her an item and he said that he never had had anything that seemed to need attention. Mayor Pro Tem Miller noted that the need for the Plan update had been mentioned a few times and that bids weren't necessary; that the project needed to get underway. Council Member Haney continued to tell the Clerk she needed to have the agendas out a week ahead of time and generally express his displeasure on the amount of time he has to make a decision on agenda items.

There was no motion on the item.

3. Status on Sidewalk Projects—Mayor Pro Tem Miller told the Council that he had been working with the DOT and the TPO on the Safe Routes to Schools (SRTS) and the Transportation Alternatives Projects (TAP). He said there were five projects between these two programs showing with DOT for Parker sidewalks. Using a colored map, he went through the numbered projects: TAP 1--designed by DOT in 2017 and construction funded and planned for 2021; SRTS 1,2,3--planned design by DOT in 2019, and construction funded and planned in 2021, but City may have to become Local Area Program (LAP) certified to administer construction of two of the projects; TAP 2—planned design by DOT 2019, but another application for construction funding must be submitted. Council Member Haney asked about sidewalks on Cherry Street between Tyndall Parkway and Hwy 22-A and Mayor Pro Tem Miller said that the roadway was considered Callaway's and they don't have sidewalks planned there. Council Member Jones asked if DOT can move on the Hwy 98 portion, that the projects seem backward; Mayor Pro Tem Miller said that it was all coordinated for planning in the same year and construction in the same year; that we just need to get the new application in.

CLERK'S REPORT—City Clerk Rowell told the Council that 1) the Florida League of Cities is sending out a fair amount of email to keep cities updated on the 2018 Legislative Session and that she was forwarding email to the members; that if they had any problems with their City email accounts to let her know so they didn't miss important updates; 2) there would be an item for the next agenda about run-down properties in the City so the Council could determine a potential plan for addressing the clean up; and, 3) unpaid utility accounts will begin being turned off at 7:30 Friday morning.

COMMENTS AND ANNOUNCEMENTS—Council Member Haney said that he was elected to do this job and if he couldn't get information in front of him in time to research it and make a logical decision about it, he may as well sit at the house and eat bon bons; that he has said about three times that the Council should have agendas a week beforehand so they figure out what to do with it; that getting the agenda on Friday afternoon is ridiculous; that the City Clerk was incapable of doing this job; that she should find another job; that it should be made an agenda item. The Clerk tried to clarify what the item would be and he said to find a decent clerk who could get the agenda out a week beforehand.

ADJOURNMENT—The meeting was adjourned at 6:18 p.m.

Nancy A. Rowell, City Clerk



CITY OF PARKER AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:

Code Enforcement—Mayor Musgrave

2. MEETING DATE:

February 6, 2018

3. REQUESTED MOTION/ACTION:

Determine if City should have a “tear-down assistance” program and if so, begin outlining requirements/policies

4. IS THIS ITEM BUDGETED (IF APPLICABLE)

YES

☐

NO

☒

N/A

☐

5. BACKGROUND: (PROVIDE HISTORY; WHY THE ACTION IS NEEDED; WHAT GOAL WILL BE ACHIEVED FOR THE CITY)

Code Enforcement, Fire Chief and Police Chief identified structures in Parker that are unfit/unsafe/blighted and believe should be torn down. Some owners have said they want to tear structures down but do not have the money. Some don't want to tear structures down but structures remain dangerous. Should the City use resources to assist in tear down? Should the City require, or tear down, unfit/unsafe structures even if owner doesn't want to?

Color pics of structures
too large to send in
single email
attachment.

Please contact
City Clerk if you
want hard, or
electronic, copies
prior to meeting.

narowell@cityofperker.com
850-871-4104



CITY OF PARKER AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:

Council Member Haney

2. MEETING DATE:

February 6, 2018

3. REQUESTED MOTION/ACTION:

Motion to set agenda publication time

4. IS THIS ITEM BUDGETED (IF APPLICABLE)

YES

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NO

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N/A

☒

5. BACKGROUND: (PROVIDE HISTORY; WHY THE ACTION IS NEEDED; WHAT GOAL WILL BE ACHIEVED FOR THE CITY)

Council Member Haney would like the agendas to be published one week ahead of the Regular Council Meetings. See attached procedures.

AGENDA ITEM # 2

CITY of PARKER

MEETING PROCEDURES

Basic Meeting Information:

1. Regular Council meetings are every first and third Tuesday @ 5:30pm
2. Planning Commission meetings are every second Tuesday @ 5:00pm

Creating the Agenda:

1. Open the Agenda template. This template is on City letterhead and can be found in "Clerk Files" under "Agendas"
2. Update the date of the meeting.
3. Update the Invocation section by using the Pastor Invocation schedule.
4. Update the minutes that are to be approved at the meeting being noticed.
5. Update the date of the meeting on Page 2 of the Agenda
6. In the Regular Agenda section, list all items that have been submitted and the presenter of each item. Items may be provided by the Mayor, Council Members, Planning Commission Chairperson, Department Heads or citizens to the City Clerk. Each item submitted should have an Agenda Item Summary completed by the department submitting the item.
7. Update the Upcoming Events section with the most recent events forthcoming such as Planning Commission meetings, Special Meetings, Workshops, etc.
8. Save the newly created Agenda in the "Agenda" folder on the drive using naming convention of "Agenda Regular Meeting (date)"
9. The agenda and all backup information should be final and in the Clerk's office on Friday's after a Regular Council Meeting, at noon. This allows editing, copying, scanning, publication and distribution by Tuesday, a week before the next meeting.

When the agenda is FINAL:

1. Print two originals and obtain signatures from City Clerk.
2. One signed original is to be kept in the Clerk's office and will be filed along with the original agenda support materials once completed.
3. The other signed original is to be scanned and emailed to the appropriate notification groups.
4. Once scanned, make approximately 17 to 20 two-sided copies. 7 copies will be for the packets which will be given to the Mayor, City Clerk, Attorney, and Council Members, and the remaining copies will be placed in the holder by the council room for the attending audience.
5. After scanning and copying, pin the signed agenda to the bulletin board outside of City Hall.

Distributing the Notice of Agenda:

1. Attach the electronic copy of the scanned agenda and all the agenda items in an email addressed to the following groups:
 - a. Media Group
 - b. Council Member Group
 - c. Meeting Notification Group (this group includes citizens who have asked to be on the mailing list, contractual partners, and ex-officio planning commission members)
 - d. Department Notification Group (this group includes the staff members responsible for updates to the website and putting notice on marquee)
 - e. Planning Commission Group
2. In the subject line of the Email, advise what type of meeting is being held, as well as the date the meeting is to be held, such as Notice- Agenda Parker City Council Meeting 10-12-14.

Completing the Agenda Packet:

1. Make and attach copies of all agenda support materials to the copies of the agendas for all members. Once the packets are completed, place them in all members' boxes.

2. The original support materials will be filed with the original signed agenda under the appropriate month in the filing cabinet in the City Clerk's Office.

Preparing the Council Room:

1. On the day before the meeting, place the appropriate name plate on the desk according to the type of meeting that is being held on that date.
2. Make sure that all microphones are positioned correctly, facing each speaker's chair.
3. Make sure the room is tidy and free of any unnecessary objects.

After Meeting Instructions:

1. Remove left –over agendas from the pocket outside Council Room.
2. Remove notice from bulletin board outside City Hall.
3. Make sure original agenda packet contains any handouts from the meeting, labeled as such, and file the original agenda packet.
4. Ensure that the minute book is updated with minutes approved at the meeting.



CITY OF PARKER AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:

Planning/Administration

2. MEETING DATE:

February 6, 2018

3. REQUESTED MOTION/ACTION:

Approve 3TP Ventures to update City's Comprehensive Plan

4. IS THIS ITEM BUDGETED (IF APPLICABLE)

YES



NO



N/A



5. BACKGROUND: (PROVIDE HISTORY; WHY THE ACTION IS NEEDED; WHAT GOAL WILL BE ACHIEVED FOR THE CITY)

The City is required to evaluate its Comprehensive Plan at least every 7 years and make changes as needed. The evaluation of the Plan against state law requirements has been done by The Planning Collaborative, and now studies, public hearings and amendments must occur to bring the Plan into compliance and to determine if other changes are desired by the Planning Commission, the community, and the Council. There are not many "free-lance" planners that do this type of work, and after advertising in the News Herald for proposals, there were no new proposals from the time of the last meeting. 3TP Ventures qualifications, process and price are responsive for the City's needs.

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January 10, 2018

Nancy Rowell
City of Parker
1001 West Park Street
Parker, FL 32404

PROPOSAL: COMPREHENSIVE PLAN UPDATE

Dear Ms. Rowell,

I am pleased to submit this proposal to assist the City of Parker in updating the Comprehensive Plan and taking the revised document through the review and approval process. I have reviewed the Evaluation and Appraisal of the 2025 Parker Comprehensive Plan document that identifies the changes and additions needed and based this proposal on the recommendations included in that document.

About the Company

3TP Ventures, Inc. is designed to bring applied expertise to clients that do not have the full reach to organize and advance important community projects. We bring people power, knowledge, best practices and financial strategies to the equation. Our cost structure is designed to make this possible for smaller communities and organizations working in resource-constrained environments. We work with client communities and organizations to:

- Think through issues and opportunities and strategically position them for success;
- Plan, design and vet specific projects and policies internally and among partners and stakeholders; and
- Do the challenging work of implementing impactful community-based initiatives, programs and enterprises.

We believe every community deserves the opportunity to tap into the power of its people, businesses and institutions and unlock its potential to build lasting prosperity. We would be very enthusiastic about applying that philosophy in this work for the City of Parker.

We Want to do this Project with You

We take a holistic approach to community building. The Comprehensive Plan is an opportunity to create a roadmap for informing and shaping public decisions, investments and policy development. Done right, it can help the City address the basic needs of economy, quality of life and overall resiliency while making the case for thoughtful stewardship of the community's assets and overall value. In addition to policy planning expertise, we have a very diverse set of skills in economic development, market analysis, placemaking and systems planning that we very much look forward to exercising this important work.

We don't have a set recipe for success. The City is unique, and this process deserves thoughtful attention. In addition to fully responding to the Evaluation and Appraisal recommendations, we will listen to, absorb and understand the context of this work before creating policies. While there is a lot of defined structure for creating Comprehensive Plan policies, we will create a customized set of policies for the City in this update. We will emphasize the strategic implications of the policies, capital improvements, and other

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initiatives that will be included in the document. We will make this Comprehensive Plan go to work for you in shaping Parker's success.

We will do this work with you, not to you. We will help you improve upon what you have already worked hard to establish in your policy regime. We realize that you need help getting through this project efficiently and within a defined time constraint, but we will make time to build in feedback mechanisms with you and the stakeholders in your community to ensure we are delivering work effectively throughout the process.

Expertise

The staff and affiliates of the company have been brought together to employ topical expertise in:

- Comprehensive and policy planning;
- Strategic planning;
- Physical planning and design;
- Market and economic analysis;
- Downtown revitalization;
- Transportation;
- Environment and natural systems;
- Business and enterprise development;
- Public health;
- Local food systems; and
- Housing.

This expertise is combined with project management, program management and business skills to guide and execute a hands-on approach to the work we will do with you.

Staffing Plan and Qualifications

Tim Whaler will be the project manager for this project and your day to day contact for the work. Tim has extensive experience working for, with and on behalf of local governments in Florida to create and implement growth and development policy. Tim is currently working with the City of Destin as in-house staff. He is implementing the Land Development Code and maintaining the City's Multimodal Transportation District in terms of policies, system level of service maintenance and current planning. His experience with Destin goes back over ten years and includes several tasks related to the maintenance and implementation of the City's Comprehensive Plan. Tim is also currently working with Walton County on an update to the County's Comprehensive Plan and is a former planning staff member of the County. Tim has worked with numerous other local governments around the State of Florida as a private consultant.

I will be the contract manager for the project and ultimately responsible for the quality assurance of the work. I will also be supporting the effort in policy development and communications. My experience with Comprehensive Planning includes working as a staff member to the Hillsborough County City-County Planning Commission. While there, I supported two updates of the Comprehensive Plans for Hillsborough County, the City of Tampa, the City of Temple Terrace and the City of Plant City. In addition to working with Tim for the recent City of Destin and Walton County work, I have related experience managing comprehensive planning and community-wide planning projects for the City of Clearwater, the City of Winter Haven, the City of St. Cloud, and Port Tampa Bay to name a few. I also have had the privilege of providing technical assistance to numerous small communities around the country under several federal programs that support smart growth, economic development and community revitalization.

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Hours and Fee Estimate

We will complete this project as described in the attached Scope of Services for a lump sum cost of \$17,834.64. The attached Fee Estimate shows hours by staff and the 2018 hourly rates used to generate the estimate as well as the direct expenses associated with the project. The majority of the work will be conducted by Tim and me. The estimate includes hours for 3TP Ventures to present the plan at City meetings and conduct a public comment process. It also includes hours to take responsibility of the mapping effort for the project. It is understood that the County maintains data that will be useful for the project. We will work with them to make that data available for use and create an updated map series for the Comprehensive Plan. I have included hours for supporting staff with expertise in coastal management/flood resilience. I have more than one affiliate partner that could address this topic effectively. If hired for this work, I will work with you to identify which person makes the most sense for this project.

Time spent negotiating services will not be charged for this project. If selected for the work, we will have a pre-project scoping meeting to go over the details of the work and set expectations for the project. We will then contract for the project and commence the services described above.

Thank You

I am excited about the prospect of working with you on this project. I look forward to hearing from you.

Sincerely,



Alan Steinbeck | President

3TP VENTURES

alan@3tpventures.com

919-636-2834

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Scope of Services

The following tasks are required to complete the update to the City of Parker Comprehensive Plan.

Task 1 - Project Commencement and Ongoing Coordination

We will prepare for and conduct an in-person kick off meeting for the project. We will conduct activities to support the project such as create a schedule of meetings, activities and deliverables; conduct data and document collection; and establish document branding, formatting and templates.

The project manager will conduct in-person, monthly coordination meetings with the City and at least one other formal phone coordination meeting each month of the project. Other project staff will participate in meetings as reports on progress, presentations of draft deliverables and formal feedback sessions are conducted.

There will be at least two points in the project where we will set aside a half-day working session to talk through issues of policy development and approach. They are described as working session one and working session two below.

Deliverables: project schedule, document templates and brand strategy, project presentation

Task 2 - Draft Comprehensive Plan

As this project is not a rewrite of the adopted Comprehensive Plan, we will approach the project as revisions to the existing document. We will start with a thorough, tracked markup of the existing document based on the Evaluation and Appraisal report and our initial recommendations for what might need to be eliminated, updated or added. We will need to have the City supply an editable version of the existing Comprehensive Plan. When complete, this document will be submitted to the City along with a data and mapping strategy for the project. We will then conduct working session one to review these deliverables.

We will prepare text amendments, updated data and map amendments in response to the initial review and coordination. These text revisions will go through a process of review and feedback with City staff and any agency and stakeholder groups that need to give feedback. Based on this feedback, we will present the draft amendments to the Planning Commission and City Council in a joint workshop. We will ask these bodies to release the draft amendments for public review. We will work with the City to develop a specific approach to public review of the document. We will prepare summary materials to facilitate this review and propose an email solicitation of feedback, an open house, and a questionnaire to solicit measurable feedback. We will conduct work session two prior to the open house. We will revise the Comprehensive Language as needed in response to the review then prepare a transmittal to the state that documents the process and the nature of the feedback we received. The City Council should take action to formally transmit the document for review and be briefed on the public feedback at that time.

Deliverables: initial markup and data/mapping strategy, draft and transmittable text amendments and maps; updated project presentation; public feedback materials; written summary/status of process and feedback as cover for transmittal to the state and agenda item summaries for the update.

Task 3 - Final Review and Adoption

We will work with the City to respond to the comments received from the state review. We will conduct a final set of revisions of the Comprehensive Plan based on that review. We will then present for adoption the final document to the Planning Commission and City Council.

Deliverables: final plan document in editable and ready-to-publish format.

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Fee Estimate

| 3TP Ventures | | | | | |
|---------------------------|--|--------------|-----------------|---------------|--------------|
| | | Principal | Project Manager | Support Staff | TOTAL |
| | | \$ 81.68 | \$ 72.45 | \$ 63.80 | |
| Task 1 | | | | | |
| Hours | | 12.0 | 20.0 | 4.0 | 36.0 |
| Dollars | | \$ 980.16 | \$ 1,449.00 | \$ 255.20 | \$ 2,684.36 |
| Task 2 | | | | | |
| Hours | | 48.00 | 80.00 | 22.00 | 150.00 |
| Dollars | | \$ 3,920.64 | \$ 5,796.00 | \$ 1,403.60 | \$ 11,120.24 |
| Task 3 | | | | | |
| Hours | | 8.00 | 28.00 | 10.00 | 46.00 |
| Dollars | | \$ 653.44 | \$ 2,028.60 | \$ 638.00 | \$ 3,320.04 |
| HOURS | | 68.0 | 128.0 | 36.0 | 232.0 |
| LABOR COSTS | | \$ 5,554.24 | \$ 9,273.60 | \$ 2,296.80 | \$ 17,124.64 |
| Firm Total Hours | | 232.00 | | | |
| Firm Total Labor Subtotal | | \$ 17,124.64 | | | |
| Other Direct Costs | | 710.00 | | | |
| Total By Firm | | \$ 17,834.64 | | | |
| Total Hours | | 232.00 | | | |
| Total Cost Estimate | | 17,834.64 | | | |

PROPOSAL

November 2, 2017



the planning collaborative

Allara Mills Gutcher, AICP
Ph: 850.319.9180
allara@theplanningcollaborative.com

Prepared for: City of Parker, Nancy Rowell

Project: Update of the City of Parker Comprehensive Plan

Allara Mills Gutcher, AICP, is a certified land use planner and Principal/Owner of The Planning Collaborative (TPC). She has been a professional planner for almost twenty years and has experience in both the private and public sectors. She most recently was the Planning and Community Development Director for Gadsden County, Florida, and prior to that was the Planning Manager for the City of Panama City, Florida. Allara is a seasoned professional with a wide realm of experience from large long-range projects to parcel-specific analysis and development review. Her work includes over 100 comprehensive plan future land use map amendments, over 50 zoning changes, compatibility analyses for each comprehensive plan amendment completed, and large-scale projects such as the West Bay Sector Plan in Bay County. In addition she has worked on state-wide initiatives such as the integration of the Local Mitigation Plan with the local Comprehensive Plan and as the project manager for the Centers for Disease Control and Prevention funded Planners4Health project.

Overview: This proposal includes the text update of the 2025 City of Parker Comprehensive Plan (Plan) adopted August 2010 to include the encompassing ten elements. Mapping services are not included as part of this proposal. In addition, a minimal amount of data and analysis shall be conducted which shall be that what is needed to develop policy. This shall include no more than sixteen (16) hours' worth of research and analysis.

Product: A digitally submitted document to include each of the ten Comprehensive Plan Elements in strikethrough and underline format, to show what is suggested to be removed and what is suggested to be included as new text. This document shall include language that was identified as needed in the Evaluation and Appraisal Report conducted in September 2017.

Travel: No travel other than attendance to the meetings noted on the next page are included in this proposal.

Research Methods/Document Review: All relevant and necessary documents shall be reviewed to prepare the report.

Timeline: The proposed timeline for the delivery of the Plan update shall be no later than close of business on March 2, 2018. This timeline is dependent upon the City of Parker entering into agreement (contract) with The Planning Collaborative no later than November 16, 2017. If the City of Parker enters into agreement with The Planning Collaborative after November 16, 2017, a revised timeline shall be agreed upon.

Submission: The report shall be submitted electronically via email in PDF format to the authorized representative, whom shall be determined at the time of the agreement or contract. This proposal does not include the production of hard copies of materials, nor any maps that are required as part of the Comprehensive Plan map series.

Public Hearings: Attendance at two Planning Commission meetings and two City Council meetings is included in this proposal. Meeting dates shall be agreed upon by TPC and the City at least one month prior to scheduling.

Cost of Comprehensive Plan update and attendance at four meetings:

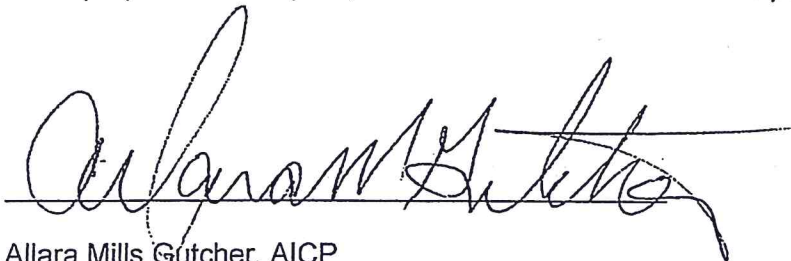
\$30,800.00

Payment Terms: TPC shall invoice the within 30 days after the electronic delivery of the Comprehensive Plan. Payment is due upon receipt of the invoice. The invoice shall be submitted via electronic mail to the authorized representative.

Note: Not included in this proposal are the creation of any maps the City may deem necessary as part of the Comprehensive Plan. Maps are needed as part of the Future Land Use Map series. The City shall contract with another consultant/agency for these needs.

As noted, this proposal does not include submission of hard copies. All submissions shall be made digitally.

If this proposal is accepted, a contract shall be entered into prior to commencement of work.



Allara Mills Gutcher, AICP

Mailing Address:
The Planning Collaborative
2311 Lee Street
Lynn Haven, FL 32444

