

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

FINAL BUDGET PUBLIC HEARING

September 4, 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 – Pastor Adam Carter, Northstar Church

PLEDGE OF ALLEGIANCE - Mayor Pro Tem Miller

ROLL CALL

APPROVAL OF MINUTES - City Council

Workshop Meeting August 16, 2018

Regular Meeting August 21, 2018

ITEMS FROM THE AUDIENCE (non-agenda items)

REGULAR AGENDA

- 1. Final Public Hearing on, and Adoption of, City of Parker and Community Redevelopment Agency 2018-2019 Budgets—Council**
- 2. Wastewater Project Closeout—Public Works Supervisor Summerlin**
- 3. Non Ad Valorem Assessments for Tax Roll—City Attorney Sloan**
- 4. Update on TPO—Council Member Jones**

CLERK'S REPORT

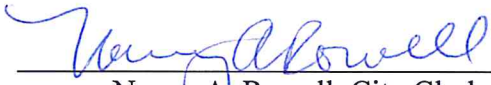
MAYOR'S REPORT

COUNCIL COMMENTS AND ANNOUNCEMENTS

ADJOURNMENT

Upcoming Events

- Next Planning Commission Meeting is September 11, 2018 at 5:00 p.m.
- Next Regular City Council Meeting is September 18, 2018 at 5:30 p.m.



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
WORKSHOP MEETING
PARKER CITY COUNCIL
August 16, 2018**

Mayor Musgrave called the workshop meeting to order at 5:30 p.m.

Present: Council Members Chaple, Haney, Jones, Miller and Mayor Musgrave

Also Present: City Clerk Rowell, Bookkeeper Wamsley, Fire Chief Kelly, Public Works Supervisor Summerlin, and Police Chief Hutto

1. Review year-to-date revenues and expenditures and review draft of 2018-2019 budget

—Bookkeeper Casey Dean Wamsley presented the updated July revenues and expenditures, explaining that the primary differences in end-of-year projections since June were due to actual expenditures and revenues in the SRF project, and that there were two payments in utilities to the County in July. She presented a summary with no increase for the City in water and sewer rates, a summary with a 3% increase for the City water and sewer rates but without the capital needs factored in, and a summary with the 3% and the capital needs factored in. She noted that for the proposed budget, the differences were: reducing the carry forward amount by \$50,000; decreasing infrastructure revenue based on projection by \$20,000; increasing disposal expenses by \$10,000, increase cost of LDR by \$15,000, increase cost of street lighting by \$5,000. She said workers' compensation insurance rates should be down by 15% and dental rates down by 5.3%; that utility revenues were proposed to increase and expenses to decrease; that end-of-year surplus for FY 2018-2019 would be about \$26,200. She said that the capital needs for the med truck had been reduced from \$50,000 to \$21,400 and the trash truck from \$30,000 to \$28,400; and, that the net total surplus after capital needs being met was projected at \$400,789. She also noted the inclusion of the debt schedule and the FRS contribution rate table.

There was discussion on replacing administration and code vehicles and whether there was a police forfeiture vehicle that could be used if both the old cars were sold. Public Works Supervisor Summerlin noted the importance of employees using a City vehicle or rental while on City business and the need to have adequate vehicles available; he recommended at least one new vehicle for the functions required. Fire Chief Kelly said nothing had changed since his last presentation of his budget and that he wanted to put the medical/rescue truck on sale at the end of October; that to purchase new vehicles he would use the Sheriff's Department contract. Chief Hutto said his request for a vehicle in capital was for a second K-9 vehicle. Public Works Supervisor Summerlin reviewed his capital needs: two mowers, attachments for the skid steer and tractor, pole barn with 12 stalls for large trucks and equipment, two 1-ton trucks, and one trash truck.

The Mayor reminded the Council that the next meetings would be August 21 (Regular), August 23 (Special/Budget Public Hearing) and September 4 (Regular), all at 5:30 p.m.

ADJOURNMENT—The workshop meeting was adjourned at 6:06 p.m.

Nancy A. Rowell, City Clerk

**MINUTES
REGULAR MEETING
PARKER CITY COUNCIL
August 21, 2018
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.
Reverend Jack Stanley gave the Invocation.
Mayor Pro Tem Miller led the Pledge of Allegiance.

Present: Council Members Chaple, Haney, Jones and Miller and Mayor Musgrave
Also Present: City Clerk Rowell, City Attorney Sloan, Public Works Supervisor Summerlin and Police Chief Hutto

APPROVAL OF MINUTES—On motion of Council Member Miller and second of Council Member Chaple, the minutes of the Workshop Meeting of July 5, 2018, the Regular Meeting of August 7, 2018, and the Workshop Meeting of August 8, 2018, were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—None

REGULAR AGENDA

1. **Update on Pier**—Pearce Barrett, Early Restoration Funds Project Manager, of the Florida Department of Environmental Protection (DEP) addressed the Council, providing a thorough update on the progress of the research/feasibility study and design concept of the pier for Earl Gilbert Park, a project begun with a legislative appropriation in 2013. He noted the source of the original funds, approximately \$993,000, had been from \$100 million received by the State from BP for early restoration projects to get waters and land ready to work for marine industries, tourism, and fisherman after the Deepwater Horizon oil spill. He said Taylor Engineering in Jacksonville had been hired to review the cost, environmental concerns and time frames for construction. He said that the review, which was provided to the Council in a document titled, "Conceptual Design Memorandum, Earl Gilbert Park Fishing Pier", showed feasibility of an approximately 460' long pier, 8' and 12' in width, with concrete pilings and timber decking, built low enough to the water to allow it to be underwater in major storm events, built in approximately the same area originally envisioned which did not harm sea grass beds, ADA compliant, and lit with turtle-friendly rail lighting. He noted that he had initially believed the amount requested for the project was too low, and that this concept design would have a total probable cost of \$2.3 million, which is a deficit of \$1.3 million from the original projected cost. After discussion about where the additional funding could come from, Mr. Barrett said he believed there had been enough savings from other projects around Florida that the State would be willing to provide the difference to see this project completed. He predicted it would be 14 months for design and permitting, that the permitting time frame was not predictable, and that construction should go quickly, by comparison, after that. He noted he would send a proposed schedule, once there is a contract with an engineering firm, of design, permitting and construction to the City, and clarified that the pier, once built, would be the responsibility of the City to maintain. Council Member Haney made a motion to give DEP approval to go forward with final design and permitting. Council Member Jones seconded the motion, and it passed by a vote of 5 ayes, 0 nays.

2. Task Order for Watermain Project—Public Works Supervisor Summerlin addressed the Council about the need for a task order with the City's engineering firm, Dewberry, for designing the project; that this was only for design, \$162,000. He said the overall project to improve both water pressure and flow consisted of major changes to the City's water infrastructure to provide 8 inch water lines and fire hydrants along Tyndall Parkway and fire hydrants and new lines near the fire station in an area on and around Business Hwy. 98; that the total project cost would be around \$3 million. He said that grant/loan funding was available to cover half the cost of the design so the City would only be funding \$81,000; that the sooner the design is complete, the sooner the rest of the grant application can be completed and submitted. After discussion regarding bidding for engineering services for the City and Mayor Musgrave's commitment to do so, Council Member Miller made a motion to approve the task order and Council Member Haney seconded the motion. The motion passed, 5 ayes, 0 nays.

3. Non Ad Valorem Assessments—This item was postponed until the next Regular Council Meeting.

CLERK'S REPORT—City Clerk Rowell reported that there were two new Public Works employees and that interviews should begin next week for Code Enforcement Officer.

MAYOR'S REPORT—Mayor Musgrave read a thank you note from Susan Stanley for Public Works and the nice parks in the City.

COMMENTS AND ANNOUNCEMENTS— Council Member Chaple reminded the Council of the Bay County League of Cities meeting on September 20th at the Firefly restaurant.

ADJOURNMENT—The meeting was adjourned at 6:38 p.m.

Nancy A. Rowell, City Clerk

RESOLUTION 2018-353

A RESOLUTION OF THE CITY OF PARKER, FLORIDA, ADOPTING A BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2018, THROUGH SEPTEMBER 30, 2019, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Parker on August 23, 2018, and September 4, 2018, held public hearings on the proposed budget; and

WHEREAS, the City of Parker set forth the revenues, appropriations, and other source estimates for the Budget for Fiscal Year 2018-2019.

NOW, THEREFORE, BE IT RESOLVED by the CITY OF PARKER, Florida, that:

SECTION ONE. The Fiscal Year 2018-2019 Final Budget be adopted and approved as the General Fund budget and the Utility Fund budget.

General Fund

Net Position - Prior Year Ending	\$2,842,467
Revenues	
Local Option Gas Tax	80,000
Utility Franchise Fees	299,500
Utility Taxes	456,700
Communications Service Tax	112,000
Sales & Use Tax	928,000
Solid Waste Disposal Fees	360,000
Other Revenue Sources	482,045
	<hr/>
	\$2,718,245
Intra-governmental Transfer from Utility Fund	151,695
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Total General Fund Revenues	\$2,869,940
Appropriations	
General Government	635,515
Police	826,012
Fire	385,987
Code	111,290
Trash	269,016
Street	368,296
Fleet	38,787
Parks	165,908
	<hr/>
	\$2,800,811
Special Funds	69,129
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Total General Fund Appropriations	\$2,869,940
Projected Ending Net Position	\$2,842,467

Utility Fund

Net Position - Prior Year Ending	\$7,698,607
Revenues	
Operating Income	2,425,744
Impact Fees	19,000
Tap Fees	11,400
Grants Income	162,075
Other Revenue Sources	243,178
Total Utility Fund Revenues	\$2,861,397
Appropriations	
Expenditures	2,515,702
Grants Expense	194,000
Intra-governmental Transfer to GF	151,695
Total Utility Fund Appropriations	\$2,861,397
Projected Ending Net Position	\$7,698,607

SECTION TWO: This resolution shall take effect immediately upon its adoption.

Duly adopted at a public hearing this 4th day of September, 2018.

CITY OF PARKER, FLORIDA

Richard Musgrave, Mayor

ATTEST:

Nancy A. Rowell, City Clerk

Resolution 2018-353

CRA RESOLUTION 2018-22

A RESOLUTION OF THE CITY OF PARKER, FLORIDA, COMMUNITY REDEVELOPMENT AGENCY, ADOPTING A BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2018, THROUGH SEPTEMBER 30, 2019, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Parker Community Redevelopment Agency on August 23, 2018, and September 4, 2018, held public hearings on the proposed budget; and

WHEREAS, the City of Parker Community Redevelopment Agency set forth the revenues and appropriations for the Budget for Fiscal Year 2018-2019.

NOW, THEREFORE, BE IT RESOLVED by the CITY OF PARKER COMMUNITY REDEVELOPMENT AGENCY, that:

SECTION ONE. The Fiscal Year 2018-2019 Final Budget be adopted and approved.

Fund Balance Carry Forward	13,452
Revenues	
CRA TIF Funds	0
Investment/Interest Income	<u>6</u>
	<u>6</u>
	13,458
Appropriations	
Professional Services	2,000
Other Current Charges	<u>1,000</u>
	3,000

SECTION TWO: This resolution shall take effect immediately upon its adoption.

Duly adopted at a public hearing this 4th day of September, 2018.

CITY OF PARKER, FLORIDA

Richard Musgrave, Mayor

ATTEST:

Nancy A. Rowell, City Clerk



CITY OF PARKER AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:

Public Works

2. MEETING DATE:

September 4, 2018

3. REQUESTED MOTION/ACTION: Approve Final Change Order #4 on Wastewater Improvement project

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)

Final changes include adding \$1,017.60 for backflow preventer covers at P-16 and P-17, and a \$7,500 reduction for Gulf Power Upgrades at P-17 they did at no charge. Net final contract reduction is \$6,482.40.

Change Order

No. 4

Date of Issuance: 09/04/2018

Effective Date: 09/04/2018

Project: Wastewater Improvements	Owner: City of Parker	Owner's Contract No.
Contract: WW030710		Date of Contract: May 18 th , 2017
Contractor: L & R Contracting, LLC		Engineer's Project No.: 91248131

The Contract Documents are modified as follows upon execution of this Change Order:

Addition of 2 (two) covers over backflow preventers at P-16 and P-17 (\$508.80 each)

Reduction of contract to remove unused Gulf Power Upgrades allowance at P-17 (\$7,500 reduction)

Attachments (list documents supporting change):

Attachment A – Explanation of Changes

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$1,095,576.08	Original Contract Times: <input type="checkbox"/> Working <input checked="" type="checkbox"/> Calendar days Substantial completion (days or date): <u>240 days</u> Ready for final payment (days or date): <u>261 days</u>
Increase from previously approved Change Orders No. <u>02</u> to No. <u>03</u> : \$0.00	Increase from previously approved Change Orders No. <u>02</u> to No. <u>03</u> : Substantial completion (days): _____ Ready for final payment (days): <u>80</u>
Contract Price prior to this Change Order: \$834,930.88	Contract Times prior to this Change Order: Substantial completion (days or date): <u>307</u> Ready for final payment (days or date): <u>345</u>
Reduction this Change Order: \$6,482.40	Increase of this Change Order: Substantial completion (days or date): <u>0</u> Ready for final payment (days or date): <u>0</u>
Contract Price incorporating this Change \$828,448.48	Contract Times with all approved Change Orders: Substantial completion (days or date): <u>July 6th, 2018</u> Ready for final payment (days or date): <u>425 (Aug 6th, 2018)</u>

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (Authorized Signature)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Date: _____	Date: _____	Date: _____
Approved by Funding Agency (if applicable): _____		Date: _____

ATTACHMENT A



Dewberry Engineers Inc. | 850.227.7200
324 Marina Drive | 850.227.7215 fax
Port Saint Joe, FL 32456 | www.dewberry.com

Date: September 4th, 2018

To: Bryan Goff
State Revolving Fund
850-245-2966

Subject: City of Parker Change Order No. 4 Submittal

Change Order No. 4 Summary:

The City of Parker has approved Change Order No. 4 to their construction contract WW030710 with L & R Contracting, LLC for the Parker Wastewater Improvements project.

This Change Order includes the following changes to the contract:

Addition of two (2) weather covers for backflow preventers	Addition Amount +\$1,017.60
Gulf Power Upgrades Allowance at P-17	Reduction Amount -\$7,500.00

During Final Inspection walk-through, the City of Parker requested that weather covers be added at the back flow preventers at P-16 and P-17.

In addition, Gulf Power has performed the upgrades at P-17 but does not intend to bill the City or L and R for these upgrades. Therefore, the allowance in the Contract may be removed and this amount reduced from over all project cost.

If you have any other questions or need any additional information, I can be reached via email at dbautista@dewberry.com or via phone at 850-571-1175.

Sincerely,
Dewberry

B. Dina Bautista, P.E.
Senior Project Manager
Dewberry | Preble Rish
324 Marina Dr
Port St Joe, FL 32456
850-571-1175
dbautista@dewberry.com



CITY OF PARKER AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:

Code Enforcement/City Attorney Sloan

2. MEETING DATE:

September 4, 2018

3. REQUESTED MOTION/ACTION:

Approve the non ad valorem assessment roll for 2018

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 information attached is for the unpaid nuisance abatement amounts which have been previously assessed against certain properties. These are now resulting in non ad valorem assessments to be collected on the property tax bill. There are 7 properties on the roll to approve.

City of Parker
 2017 -18 Non-Ad Valorem Assessments
 For Bay County, Florida's 2018 Tax Rolls

*paid by
new
owner*

Owner	Address	Parcel ID#	Amount	Billing Date
George D & Lillian J Navarre	123 CHERI LN	25249-361-000	\$50.00	6/28/2018
Jerome Oliver	122 CHERI LN	25249-141-000	\$50.00	6/28/2018
Anthony Smith	120 CHERI LN	25249-143-000	\$50.00	6/28/2018
Anthony Smith	131 CHERI LN	25249-322-000	\$50.00	6/28/2018
Perry Williams, Jr.	4809 Lakewood Dr N	25064-000-000	\$996.75	11/13/2017
Walter Jason Wilson	5152 Marla Dr.	25179-020-000	\$882.26	11/8/2017
Walter Jason Wilson	5152 Marla Dr.	25179-020-000	\$463.63	6/28/2018
Aurang Zeb	140 CHERI LN	25249-180-000	\$50.00	6/28/2018
Total Revenue			\$2592.64	