



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

September 5, 2017

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 -

PLEDGE OF ALLEGIANCE - Mayor Pro Tem Miller

ROLL CALL - City Clerk Rowell

APPROVAL OF MINUTES - City Council

Regular Meeting August 1, 2017

Workshop Meeting August 10, 2017

Workshop Meeting August 15, 2017

ITEMS FROM THE AUDIENCE (non-agenda items)

REGULAR AGENDA

1. **Public Hearing on City of Parker and Community Redevelopment Agency
2017-2018 Budgets**
2. **Tuition Reimbursement Program—Mayor Musgrave and Council**
3. **Report on Infrastructure Sales Surtax—City Clerk Rowell**
4. **Parker 50th Birthday Party—Mayor Musgrave**

CLERK'S REPORT

MAYOR'S REPORT

COMMENTS AND ANNOUNCEMENTS - Council

ADJOURNMENT

Upcoming Events

- Next Planning Commission Meeting is September 12, 2017 at 5:00 pm
- Next Regular City Council Meeting is September 19, 2017 at 5:30 pm
- Final Budget Hearing/Adoption—Special Council Meeting THURSDAY
September 21, 2017 at 5:30 pm



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**

August 1, 2017

5:30 p.m.

Mayor Musgrave 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, Miller and Mayor Musgrave

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

APPROVAL OF MINUTES—On motion of Council Member Chaple and second of Council Member Miller, the minutes of the Regular Council Meeting of July 18, 2017 were approved, 5 ayes, 0 nays.

ITEMS FROM THE AUDIENCE—Pam Kapps of E. 3rd Street addressed the Council saying there were roaming, dangerous dogs in her area that killed chickens and are trying to attack citizens. She said she feels scared; that neither Code Enforcement nor Animal Control have been able to help; that the dogs and owner live at 4934 E. 3rd St.

Jackie Hudgins addressed the Council regarding the same dogs and that the owner does not have them under voice command.

Cicely Austin addressed the Council saying that she had lived in Parker since June 18th and that her apartment was not in good shape, and gave several instances of things she felt weren't safe or were not according to current building code. She said the landlord was Arell Holloway. City Attorney Sloan replied that what she was describing were issues between landlords and tenants which should be addressed using the Landlord-Tenant Act found in the Florida Statutes. Ms. Austin again said she thought it was the City's responsibility.

REGULAR AGENDA

1. Request for approval to place non-ad valorem tax assessments on tax roll—Code Enforcement Officer Brannon addressed the Council recommending assessments on three properties in order to recover costs for the City for abatement (clean-up). The properties were: 4809 N. Lakewood Drive, 101 N. Lakewood Drive, and a vacant lot behind 5007 Donalson Road. Council Member Haney made a motion to assess and place the properties on the tax roll. Council Member Miller seconded the motion and it passed, 5 ayes, 0 nays.

2. Banking Resolution 2017-346—Bookkeeper Dean addressed the Council, explaining that the resolution would enable the City to begin electronic banking and payments with Trustmark Bank. She explained that risk would be minimized by one person being able to initiate a payment and another required to authorize it; having an authorized list of vendors to which payments could

be made and that a person outside the payment process would receive an alert if an unauthorized payment was initiated. Council Member Miller suggested that those with signatory authority must review and approve the vendor list and any additions to it.

Council Member Miller made a motion to read Resolution 2017-346 and Council Member Chaple seconded motion. The motion passed, 5 ayes, 0 nays, and City Clerk Rowell read the resolution by title.

Council Member Miller made a motion to adopt Resolution 2017-346 and Council Member Chaple seconded the motion. By a vote of 5 ayes, 0 nays, the motion passed and Resolution 2017-346 was adopted.

3. Department Heads' presentation of 2017-2018 draft budgets--Mayor Musgrave introduced the item, noting that this was the first opportunity for the Department Heads to go over their expense requests for the upcoming year.

Fire Chief Kelly addressed the Council, saying it was basically the same budget as last year; that he was not asking for any equipment; that the largest increase was in overtime; that because of the low salaries for firefighters (\$10 hr.) there was constant turnover and he needed overtime dollars to cover the vacancies. Mayor Musgrave noted that the Chief had, in the past, not wanted to increase the hourly rate, and the Chief said that he was wrong, that it should be increased.

Police Chief Hutto addressed the Council, noting that there were some cost savings in communications and building and grounds; that he wanted to put a little money into community outreach, mostly for kids; that repair and maintenance for vehicles should go down if the Council will agree to fund another new vehicle. Chief Hutto was asked about the income to the City for a traffic ticket and he gave a breakdown of the proceeds, noting the City would receive .12 cents from a \$112 citation.

City Clerk Rowell addressed the Council, noting that all budgets would reflect an increase in retirement contributions and health insurance; that in the general government budget there was an increase in other contractual services for the new financial management system when it comes on board mid-year; an increase in training/travel; a reduction in utilities due to a re-alignment and calculation of general government electrical usage; a reduction in the allocation of property/casualty insurance costs in general government; the reduction of \$100,000 going into reserves; \$75,000 budgeted for half the expense of the new financial management system and the other half is in Utilities; in the category construction-in-progress is \$150,000 as a placeholder to expend a portion of the expected infrastructure revenue. She went over the Code Enforcement budget, noting a reduction in the legal fees due to current year estimates.

Public Works Supervisor Summerlin addressed the Council regarding his various budgets. He began with Trash, noting that disposal and tipping fees should remain the same because the incinerator may be closing down for maintenance which will cause the City to go further to dump

the trucks; vehicle repair is increasing due to the age of the two old trucks which are still in daily service (13 and 11 years old). He asked for approval to order a new trash truck so that it will be available when the last payment is made on the most recent truck (4 years). For the Street Department, he said vehicle costs and repair and maintenance for buildings and grounds were reduced, but that there was a capital need for a new tractor (\$40,000); that the old tractor is a 1990 model and doesn't have a front bucket. He also said that for traffic signal maintenance, the plan was to give that over to the County and let them pursue reimbursement from the State; that this was a very high cost area with accidents and wire/squirrel damage. Supervisor Summerlin reviewed the Fleet budget and said it was the same as last year's. He went over the Parks budget, noting a decrease in machinery and equipment repair, along with a request for a new lawnmower; that the lawnmowers were 17, 16, 11 and 9 years old and another was needed. He said repair and maintenance for buildings and grounds was reduced, with a \$10,000 capital request for new roofs on park buildings. For the Utility budget, Supervisor Summerlin said that it was basically the same as last year except for capital needs. He noted that all digital water meters had been purchased, but that 10 new fire hydrants are needed costing \$28,000. He also said that instead of asking for a replacement backhoe, he is asking for a mini-excavator and a skid-steer and described a number of situations where the combination would be beneficial.

CLERK'S REPORT—City Clerk Rowell reported the Clerk's Office was working on cleaning out files; the insurance settlement for the police car crash; updating the website; budget estimates for the Council; the next newsletter; researching small cell antennas for permitting; reviewing the medical marijuana law to determine changes to the LDR; and, meeting with DOT officials on sidewalks.

MAYOR'S REPORT—Mayor Musgrave reported that the SRF program, through the Florida Department of Economic Opportunity, had let the City know that there may be additional funding available to help with the project already approved; that instead of a 30% grant, 70% loan, it could be 70% grant, 30% loan if the City could create an inventory of all our wastewater assets.

COMMENTS AND ANNOUNCEMENTS—Council Member Miller asked the Council if they wanted to further prioritize the sidewalk projects' work. The Council Members, by thumbs up, indicated they wanted to ask DOT to schedule the project from Morris Drive to the Sports Complex for design in 2019 and construction in 2021 to be on a similar time frame with the other projects. Council Member Haney said he would like to revisit the City picking up garbage instead of haulers. Council Member Chaple noted that the City's 50th anniversary celebration will be September. 22nd.

ADJOURNMENT—The meeting was adjourned at 6:59 p.m.

Nancy A. Rowell, City Clerk

MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL
August 10, 2017

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: Bookkeeper Dean, Police Chief Hutto, Fire Chief Kelly and Public Works Supervisor Summerlin

1. Review year-to-date revenues and expenditures and review draft of 2017-2018 budget—Bookkeeper Dean addressed the Council and reviewed the Funds Summary Sheet, noting the current year budget, the projected end-of-year revenues and expenditures for current year, the loss showing in the General Fund and the surplus in the Utility Fund, and a correction to be made in the Workers' Compensation expense. She reviewed the Utility revenues, noting that the proposed budget does not include a rate increase for the City, only the 2.85% increase for sewer per gallon charges from the County; the slight decrease in projected water revenue due to current year trend of lower usage; the Proceeds from Reserves for the dollars being budgeted for purchase of a new financial management system. She reviewed the General revenue, noting most all amounts were the same; that a new line item is shown for the Local Infrastructure Half Cent Tax.

Fire Chief Kelly addressed the Council noting most of the Fire Department expenses were the same as prior year and years before; that he only asks for what he needs to get by; that he expects to under-spend this year's budget by about \$10,000; that the new ISO rating could save Parker taxpayers between \$16.66 and \$34.00 per month per house insured; that his budget reflected a large increase in Overtime to cover vacancies; that Repair and Maintenance was increased due to needing to replace fire truck tires more often. Council Member Haney asked if some of the projected remaining dollars could be used to help retain the firefighter. Chief Kelly said his proposed budget included a 2% increase for all positions and a dollar-per-hour raise included for positions gaining EMT certification; that he would like to do a salary study next year; that once you make firefighter there is no further advancement; that there should be an interview with those leaving the department.

Police Chief Hutto addressed the Council saying his large request was for a new 2018 model-year vehicle from Capital Outlay (a March delivery date); that he would be able to replace the vehicle that was recently totaled with expense dollars from the investigative cost recovery fund and the settlement from the insurance company (a 2017 model-year vehicle with a mid-September delivery date); that the road expectancy for a police vehicle is seven years; that he wanted to remain competitive with other jurisdictions with benefits and hourly pay and that the hourly rate should be brought back to the table next year; that Lynn Haven police have a higher hourly rate but the benefits are not as good as Parker's.

Public Works Supervisor Summerlin addressed the Council saying that the amount budgeted for Tipping Fees in Trash was increased by \$5,000; that the "new" trash truck's last payment was in

the proposed budget; that a tractor was requested for Streets in the amount of \$40,000; that for the first time ever, all water meters were read in one day and credited the Bulldog “scooters” and the touch-read meters and his team; that Parks has a decrease in the Buildings and Grounds-Capital Outlay amount (\$45,000) to finish building repair and roof replacement; that a lawn mower was needed in Parks for \$15,000 and was requested in Capital Outlay, and that another mower would probably be needed next year; that Utilities needed \$28,000 for 10 fire hydrants and additional manhole rain-stoppers; that there was further need for Capital funds for a mini-excavator and skid-steer to replace the 24-year-old backhoe and that there was a possibility of zero-percent financing with payments over 4 years.

Mayor Musgrave handed out a fund summary showing 4-year financing of the skid-steer, mini-excavator and tractor and the complete purchase of the mower and said that there would still be a surplus of approximately \$54,000 and there would still be enough to purchase the police vehicle; that prior years’ carryover would still be \$368,000. Public Works Supervisor Summerlin said that he would prefer to seek equipment for the “fleet” that is consistent with what the City currently has.

ADJOURNMENT—The workshop meeting was adjourned at 6:30 p.m.

Nancy A. Rowell, City Clerk

**MINUTES
WORKSHOP MEETING
PARKER CITY COUNCIL
August 15, 2017**

Mayor Musgrave called the workshop meeting to order at 4:00 p.m.

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

Also Present: Bookkeeper Dean, Police Chief Hutto, Fire Chief Kelly and Public Works Supervisor Summerlin

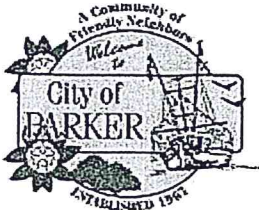
1. Review year-to-date revenues and expenditures and review draft of 2017-2018 budget—Mayor Musgrave noted that the Funds Summary sheet now included all the Capital Needs rolled into Expenses. City Clerk Rowell reviewed increasing the Professional Services category by about \$13,000 for review of the Comprehensive Plan and LDR; that in the General Government category a 2% increase was included for Bookkeeper Dean and for herself; that the proposed budget was less than prior year except for the purchase of the new financial management system; that the Construction In Progress category included \$150,000 as a placeholder in order to expend infrastructure funds.

Mayor Musgrave asked the Council to consider establishing a Tuition Reimbursement Program and to budget some amount for that. The Council discussed and said they wanted an agreement for continuing to work for the City for some amount of time after the tuition had been reimbursed, and agreed to put \$20,000 into such a program fund. Fire Chief Kelly spoke against the program requiring employees to stay a certain amount of time. The Council said they wanted the courses to pertain to the employee's job. Mayor Musgrave said he would gather information from other jurisdictions.

Bookkeeper Dean noted the Funds Summary included all of July's expenditures for both funds and Utility revenues for July; that it includes the financing for the tractor, mini-excavator and skid steer for the full 4-years, and the mower and police vehicle purchase; that there was a surplus of \$49,000. Council Member Chaple asked if the new financial management system will allow electronic payments/automatic withdrawals and City Clerk Rowell responded, yes. He also asked about what type of mowers might be purchased and Public Works Supervisor Summerlin said that he would purchase the least expensive and best products that best fit with the City's current fleet and maintenance capabilities.

ADJOURNMENT—The workshop meeting was adjourned at 4:27 p.m.

Nancy A. Rowell, City Clerk



30 Connectionville
9/5/17

CITY OF PARKER 2017 - 2018 MEDICAL COST ANALYSIS

GENERAL BENEFITS		CURRENT	RENEWAL	ALTERNATE
		FL BLUE	FL BLUE	FL BLUE
		14003	14003	14604
		BlueOptions	BlueOptions	BlueSelect
Annual Deductible (DED)				
Per Person		\$500	\$500	\$1,500
Per Family		\$1,500	\$1,500	\$3,000
Max Out of Pocket (OOP)				
Per Person		\$2,000	\$2,000	\$5,000
Per Family		\$6,000	\$6,000	\$10,000
Coinsurance		80% / 20%	80% / 20%	80% / 20%
Office Visits				
Primary		\$10	\$10	\$20
Specialist		\$25	\$25	\$50
Adult Wellness		\$0	\$0	\$0
Hospital Services				
Inpatient		\$200 per day \$600 max	\$200 per day \$600 max	CYD + 20% Coins
Outpatient		ASC - \$100 Hospital - \$150	ASC - \$100 Hospital - \$150	ASC - 20% Coins Hospital - CYD + 20% Coins
Emergency Room		\$100	\$100	CYD + 20% Coins
Urgent Care		\$30	\$30	\$55
Prescription Drugs				
Generic		\$0 / \$4 / \$10	\$0 / \$4 / \$10	\$0 / \$4 / \$10
Preferred Brand		\$15 / \$30	\$15 / \$30	\$15 / \$30
Non Preferred		\$50	\$50	\$50
Specialty		\$150	\$150	\$150
Employee	31	\$ 719.09	\$ 749.42	\$ 481.63
Emp/Spouse	0	\$ 1,438.18	\$ 1,498.84	\$ 963.26
Emp/Child	0	\$ 1,330.32	\$ 1,386.43	\$ 891.02
Family	0	\$ 2,049.41	\$ 2,135.85	\$ 1,372.65
Estimated Monthly Total		\$ 22,291.79	\$ 23,232.02	N/A
Estimated Annual Total		\$ 267,501.48	\$ 278,784.24	N/A
Annual Increase/Decrease (%)			4.22%	N/A
Annual Increase/Decrease (\$)			\$ 11,282.76	N/A

*THE ABOVE RATES ARE SUBJECT TO FINAL RATING AND MEDICAL UNDERWRITING BASED ON ACTUAL ENROLLMENT AT EFFECTIVE DATE.

*THIS A BENEFIT COMPARISON SHEET. PLEASE REFER TO BENEFIT SUMMARIES AND PROPOSAL FOR COMPLETE BENEFIT INFORMATION.

*THE ABOVE ILLUSTRATES IN-NETWORK BENEFITS AND OPTION 1 FACILITIES.

City of Parker
2017 Dental, Life, Retiree Life Renewal
Total Cost Savings Analysis

GENERAL BENEFITS		CURRENT	RENEWAL
		Unum	Sun Life*
Total Estimated Annual Cost			
Dental		\$16,879.68	\$20,676.60
Group Term Life		\$1,958.40	\$1,503.36
Retiree Life		\$1,064.25	\$499.23
Estimated Annual Total**		\$19,902.33	\$22,679.19
Estimated Annual Cost Savings with Unum**		\$2,776.86	N/A

*Sun Life rates assume dental, life, and retiree life are sold as a package.

**Total annual projected premiums are estimates only and are based on current enrollment. Actual total cost is subject to final enrollment during the plan year.



CITY OF PARKER AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:

Public Works/Tony Summerlin

2. MEETING DATE:

9/19/2017

3. REQUESTED MOTION/ACTION:

The Public Works Department is requesting to purchase a used bucket truck in next fiscal year; approximate price: \$20,000 or less.

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)

Currently the City has an arrangement with a local contractor to use their bucket truck when needed, but with work conflicts it is not always available. The City then has to hire another contractor to perform the tasks that the City could accomplish if we had a bucket truck.

AGENDA ITEM #

4

FUNDS SUMMARY

	2016/2017		Proposed		Capital Needs
	2016/2017 Budget	September Projected EOY	FY 2017-18	FY 2017-18	
			4.2%		
			BCBS		
			W	0%	
			S	0%	
General Fund					
Revenues	2,576,696	2,293,751	2,471,842		
Expenditures	2,576,696	2,403,068	2,797,257		
Net	(0)	(109,317)	(325,415)	60,000	
Utility Fund					
Revenues	2,708,910	2,385,959	3,664,180		
Expenditures	2,708,910	2,100,682	3,250,172		
Net	0	285,277	414,008	130,000	
Combined					
Revenues	5,285,606	4,679,710	6,136,022		
Expenditures	5,285,606	4,503,750	6,047,429		
Surplus/(Deficit)	(0)	175,960	88,593	190,000	
CarryForward to Proposed		0			
Remaining Surplus		175,960		440,830	
Carryover from 2016*		440,830		0	
Remaining Surplus		616,790		440,830	
Approved Capital Funding:		170,000		0	
Remaining Surplus		446,790		440,830	
Unfunded Capital Needs		20,000			
Net Total Surplus		426,790			

* Calculation of 2016 Carryover
 2015-16 Net
 To Op/Cap resrvs
 Balance
 Add'l to resrv
 Balance

Capital
includes
 Mini Excavator & Skidsteer
 Tractor
 Bucket Truck

130,000
 40,000
 20,000

Utility revenue
includes
 0% Water
 0% Sewer
 Loan Proceeds

1,208,435
 4,420
 7,410
 75,000
 1,208,435

General revenue
includes
 Infrastructure Revenue
 Retirement increase
 Health Ins increase
 Infrastructure Projects
 Paving
 Financial Software
 Mower
 Police vehicle

380,000
 5,580
 12,947
 150,000
 150,000
 75,000
 15,000
 40,000

FUNDS SUMMARY

	2016/2017		Proposed		Capital Needs
	2016/2017 Budget	September Projected EOY	FY 2017-18 4.2% BCBS	FY 2017-18	
			W	S	
General Fund					
Revenues	2,576,696	2,293,751	2,471,842		
Expenditures	2,576,696	2,403,068	2,857,257		
Net	(0)	(109,317)	(385,415)	0	
Utility Fund					
Revenues	2,708,910	2,385,959	3,854,180		
Expenditures	2,708,910	2,100,682	3,380,172		
Net	0	285,277	474,008	0	
Combined					
Revenues	5,285,606	4,679,710	6,326,022		
Expenditures	5,285,606	4,503,750	6,237,429		
Surplus/(Deficit)	(0)	175,960	88,593	0	
CarryForward to Proposed		0			
Remaining Surplus		175,960			
Carryover from 2016*		440,830			
Remaining Surplus		616,790			
Approved Capital Funding:		0			
Remaining Surplus		616,790			
Unfunded Capital Needs		0			
Net Total Surplus		616,790			
* Calculation of 2016 Carryover					
2015-16 Net				440,830	
To Op/Cap resrvs				0	
Balance				440,830	
Add'l to resrv				0	
Balance				440,830	
All capital funded in budget					
General revenue includes					
Infrastructure Revenue					
Retirement increase					
Health Ins increase					
Infrastructure Projects					
Paving					
Financial Software					
Mower					
Police vehicle					
Tractor					
Bucket Truck					
General expense includes					
Utility revenue includes					
0% Water					
0% Sewer					
Loan Proceeds					
Retirement increase					
Health Ins increase					
Financial Software					
SRF Loan costs					
Mini Excavator & Skidsteer					
Capital includes					

RESOLUTION 2017-21

A RESOLUTION OF THE CITY OF PARKER, FLORIDA, COMMUNITY REDEVELOPMENT AGENCY, ADOPTING A BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2017, THROUGH SEPTEMBER 30, 2018, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Parker Community Redevelopment Agency on September 5, 2017, and September 21, 2017, 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 2017-2018.

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

SECTION ONE. The Fiscal Year 2017-2018 Final Budget be adopted and approved.

Fund Balance Carry Forward	13,451
Revenues	
CRA TIF Funds	0
Investment/Interest Income	<u>6</u>
	<u>6</u>
	13,457
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.



CITY OF PARKER

TUITION REIMBURSEMENT PROGRAM

I. Objective:

It is recognized that the continued successful operation of the City depends upon the present skills and the potential development of employees at every level in the City's organization. Therefore, employees are encouraged to increase their effectiveness by means of additional education which jointly benefits the individual and the City.

II. Practices:

- A. These practices apply to all full-time employees of the City. The employee must have at least one (1) year of active employment at the time the course commences to be eligible for tuition reimbursement.
- B. Tuition reimbursement is intended to provide remuneration for those courses taken outside normal working hours. Special approval is required for courses taken during normal working hours. Courses given through approved correspondence schools are also considered for tuition reimbursement.
- C. The employee's proposed educational program must be in keeping with his/her developmental needs and career goals with the City and with the present or future needs of the City. Therefore, the following courses when given by an accredited and/or generally recognized institution are considered to be reimbursable:
 - a. Individual courses (not associated with a degree program) that are developmental in nature or specifically related to an employee's field of work with the objective of maintaining or improving the skills required to perform a particular or current job function.
 - b. Degree programs (including required courses) must be through a regionally or nationally accredited institution, or as approved by the Mayor and included on the list of approved degree programs in Exhibit A.

J. Doctoral-level studies will not be approved for reimbursement.

III. Procedures:

A. Human Resources will:

- i. Oversee the administration of this program.
- ii. Be responsible for assuring that the required data and the necessary approvals are obtained.

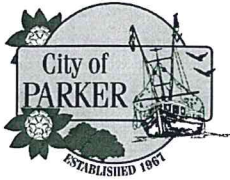
B. Courses and the institutions offering such courses are to be selected in the consultation between the employee and his/her Department Head. Particular consideration is to be given to the developmental needs and the employee's career goals with the City and to the present or future needs of the City. Thereafter:

- i. The employee is to complete the "Tuition Reimbursement Request Form" and submit it to his/her immediate supervisor.
- ii. The application will be reviewed by the employee's Department Head in reference as to the established criteria (see Section II (A- D)) and will require the approval of the Department Head and Human Resources and may be reviewed and/or revised by the Mayor.
- iii. A copy of the approved application form will be returned to the employee. Human Resources will retain the original and will handle processing.
- iv. If the application is disapproved, the reason(s) for the disapproval will be explained to the applicant. All such decisions are final and will not be subject to further review.
- v. Service Obligations: The employee must sign a Conditional Repayment Agreement agreeing to reimburse the City proportionately for Tuition reimbursement costs if he/she terminates employment within 2 years.

Exhibit A

Sample Degree Programs

- Accounting
- Biology
- Business
- Chemistry
- Computer Science
- Criminal Justice
- Economics
- Employee/Labor Relations
- Engineering
- Finance
- Fire Science
- Horticulture
- Human Resource Management
- Law Enforcement
- Management Information Systems
- Management
- Park & Recreation Management
- Physical Education
- Planning
- Political Science
- Psychology
- Public Administration
- Purchasing



City of Parker Tuition Reimbursement Request

This form must be completed and given to your the Department Head in time for review and decision prior to the first day of class.

Employee Name: _____

Phone Number: _____

Department: _____

Job Title: _____

Name of School: _____

Proposed Course is:

- ☐ Individual Course
- ☐ Undergraduate Course
- ☐ Graduate Course

Course Number: _____

Course Number: _____

Course Title: _____

Course Title: _____

Credit Hours: _____

Credit Hours: _____

Course Begins: _____

Course Begins: _____

Course Ends: _____

Course Ends: _____

Cost of Course: _____

Cost of Course: _____

Itemized receipts for Tuition and Fees are required for reimbursement.

Are courses for credit leading to a degree?

☐ Yes ☐ No

Name of Diploma/Degree: _____

Major Field of Study: _____

Are you receiving VA benefits or other educational financial support?

☐ Yes ☐ No

If yes, what assistance? _____

How does the proposed course of study relate to your job assignment or duties?

Tuition Reimbursement Program Conditional Repayment Agreement

Employee Name: _____

Department: _____

Job Title: _____

I have read and fully understand the City of Parker's Tuition Reimbursement Program Policy. I agree to remain employed with the City for a period of two (2) years following completion of any course(s) for which I receive tuition reimbursement.

If my service is terminated with the City, voluntary or involuntary, within the time frame as stated above, I understand and agree that I am subject to repay the City in accordance with the Service Obligation Section of the Tuition Reimbursement Program Policy, and that dollars paid by the city and not repaid by me may be withheld from any final pay to which I may be entitled.

I further understand that if it is found that I knowingly falsified information provided on the Tuition Reimbursement Request Form, that I will be held liable for all costs associated with those classes taken, and be subject to disciplinary action.

Signature

Date

Original: Personnel File, Human Resources
Copy: Employee

Breakdown of Half Cent Infrastructure Tax Dollars

Date	Description	Revenue	Expense
3/23/2017	January Collections	21,421.32	
4/21/2017	February Collections	22,960.75	
4/25/2017	Manhole replacement		(98,910.20)
5/9/2017	1st Quarter 2017	5,247.88	
5/30/2017	March Collections	30,511.67	
6/27/2017	April Collections	29,673.15	
7/24/2017	May Collections	33,180.19	
8/18/2017	2nd Quarter 2017	7,679.09	
8/28/2017	June Collections	39,287.35	
Total		189,961.40	(98,910.20)
		Balance:	91,051.20

City of Parker 50th Birthday Party

Friday, September 22, 2017

3:00 pm to 7:00 pm

Memorial Park – 1001 W. Park Street

Co-hosted by Mayor Musgrave and Channel 13's Amy Hoyt
Cap'n Jack Sparrow will help with the buried treasure (City time capsule)

- Arts/Crafts Vendors
- Silent Auction Items
- Cake Walk
- Hat Raffle (hat has \$100 worth of Lotto tickets on it)
- Kids Activities
- Free hot dogs, chips, and water
- Ann Houpt, author of "Parker" sharing stories 4pm to 6pm
- Parker Elementary School choir
- Opening of Time Capsule
- Special limited-edition Parker 50th Anniversary coin on sale

Proceeds will go towards \$20,000 building fund for Parker History Museum
(across from City Hall)



August 30, 2017

Re: Parker Wastewater Improvements

Attn: Eric Pitts

As previously discussed there are two bores on the project that cannot be installed as designed due to site constraints and the methodology of placing a directional bore. After evaluating the existing field conditions, we propose rerouting the bores as shown on the attached drawings. The proposed route is very similar to bore "B" placed at 3rd Court and Tyndall Pkwy. Please look over the attached and let us know if you concur with the proposed locations.

Bore "N" Modifications:

• Additions:	\$11460.23
• Deductions:	<u>-\$4492.33</u>
○ TOTAL:	\$6967.90

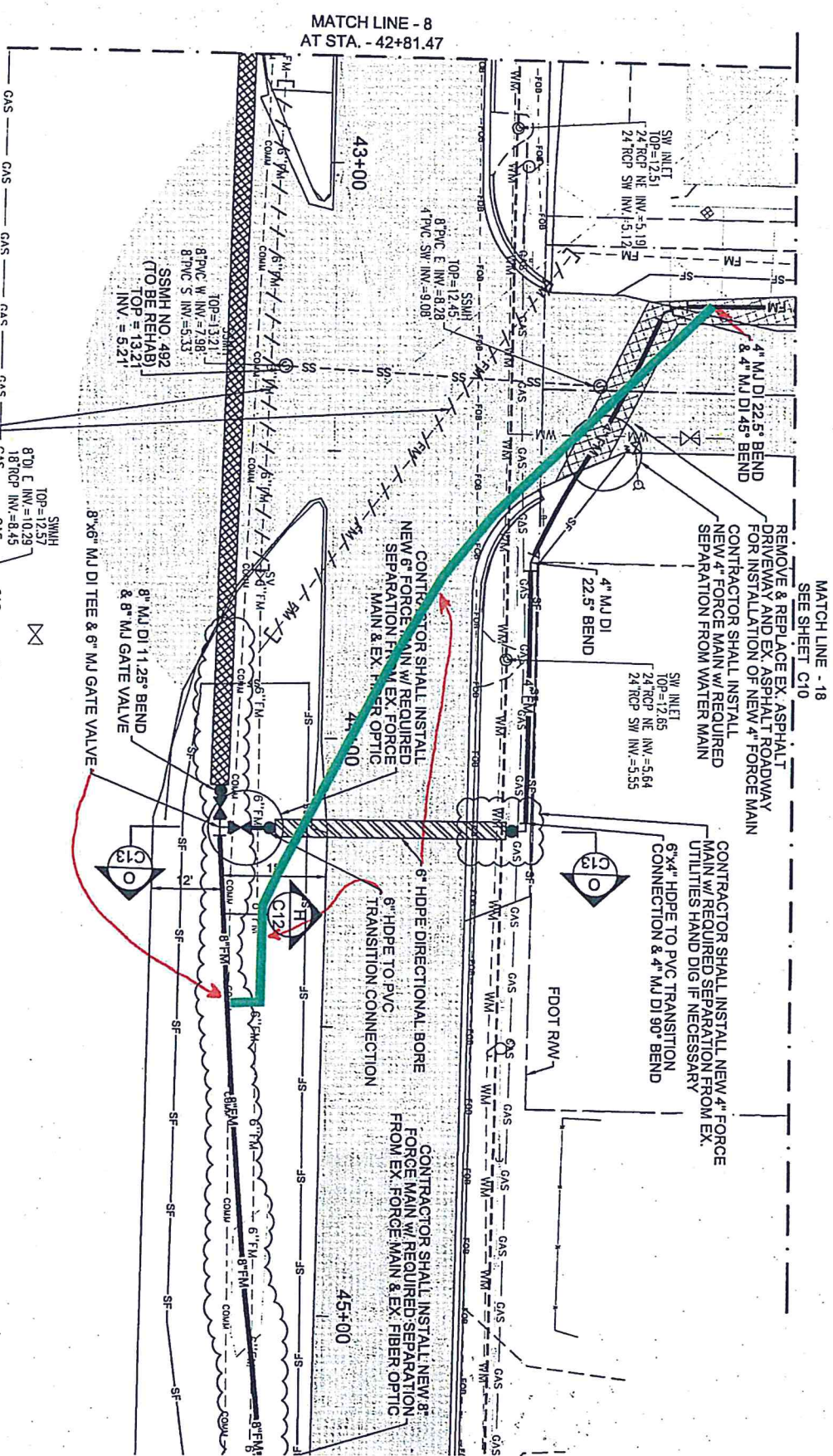
Bore "O" Modifications:

• Additions:	\$6679.72
• Deductions:	<u>\$1073.16</u>
○ TOTAL:	\$5606.56

• **Total increase in contract value: \$12,574.46**

Sincerely,

Brian Strickland



D

E

REMOVE & REPLACE EX. SIGN AS NECESSARY
FOR INSTALLATION OF NEW FORCE MAIN
CONTRACTOR TO COORDINATE THE HOLDING
OF EX. POWER POLES DURING THE
INSTALLATION OF THE NEW FORCE MAIN

1.45° BEND
ED DOWN
30" RCP SW INV=4.32
18" RCP SE INV=5.77
30" RCP NE INV=4.24

EASEMENT FOR CONSTRUCTION &
MAINTENANCE OF PIPE LINE
O.R. BOOK 373, PAGE 713

CONTRACTOR TO FLOWABLE FILL EXISTING FORCE MAIN
AFTER NEW FORCE MAIN IS CLEARED AND PLACED IN
SERVICE UNDER U.S. HWY 98 AND INSTALL MJD CAP/PLUG

SSMH NO. 543
TOP = 10.47
INV. = 6.03'

SSMH
TOP = 10.47

MASONRY WALL

INSTALL THE CROWN OF NEW 10"
FORCE MAIN 24" BELOW EX. 18" RCP

8" FPVC DIRECTIONAL BORE

8" HDPE

8" 6-7c
Valve

8" MJD 11.25° BEND

8" MJD 11.25° BEND

SSMH NO. 544
TOP = 9.18
BOTTOM = 15

SSMH NO. 509
(TO BE REHAB)
TOP = 11.49
BOTTOM = 5.44

CONTRACTOR TO FLOWABLE FILL
EXISTING FORCE MAIN AFTER NEW
FORCE MAIN IS CLEARED AND PLACED
IN SERVICE UNDER U.S. HWY 98 AND

8x8 MJD "Y"

CONTRACTOR TO PROVIDE
SHORING FOR ROADWAY IF
NECESSARY FOR
INSTALLATION FORCE MAIN