



# **CITY OF PARKER**

## **City Hall**

**1001 West Park Street**

**Phone 850-871-4104**

**[www.cityofparker.com](http://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

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## **PUBLIC NOTICE**

### **REGULAR MEETING**

**OF**

### **THE CITY OF PARKER COUNCIL**

**October 3, 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**  
**Special Meeting September 21, 2017**

**ITEMS FROM THE AUDIENCE (non-agenda items)**



## **REGULAR AGENDA**

1. **Tuition Reimbursement Program**—Mayor Musgrave and Council
2. **Amendment to Agreement for Legal Services**—City Clerk Rowell and City Attorney Sloan

## **CLERK'S REPORT**

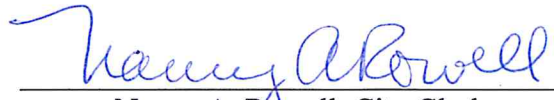
## **MAYOR'S REPORT**

## **COMMENTS AND ANNOUNCEMENTS - Council**

## **ADJOURNMENT**

### **Upcoming Events**

- Next Planning Commission Meeting is October 10, 2017 at 5:00 pm
- Next Regular City Council Meeting is October 17, 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  
SPECIAL MEETING  
PARKER CITY COUNCIL  
September 21, 2017  
5:30 p.m.**

Mayor Musgrave called the meeting to order at 5:30 p.m.  
Council Member Chaple gave the Invocation.  
Mayor Pro Tem Miller led the Pledge of Allegiance.

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

**Absent:** Council Member Jones

**Also Present:** City Clerk Rowell, Bookkeeper Dean and Police Chief Hutto

**APPROVAL OF MINUTES**—On motion of Council Member Miller and second of Council Member Chaple, the minutes of the Regular Meeting of September 5, 2017, were approved, 4 ayes, 0 nays.

**ITEMS FROM THE AUDIENCE**—None

**1. Public Hearing on City of Parker and Community Redevelopment Agency 2016-2017 Budgets**—Mayor Musgrave opened the Public Hearing. No members of the public commented on the proposed budgets and the Public Hearing was closed. Mayor Musgrave asked the Council if they wanted to put the \$100,000 previously identified for operating reserves in the General Fund into reserves in the Utility Fund instead, to begin saving again for capital purchases needed in the future. Council Member Miller made a motion to put the \$100,000 into Utility Reserves. Council Member Chaple seconded the motion and the motion passed, 4 ayes, 0 nays.

**2. Resolution No. 2017-347-Adopting City Final Budget for FY 2017-2018**—Council Member Miller made a motion to read Resolution 2017-347. It was seconded by Council Member Haney and the motion passed, 4 ayes, 0 nays. City Clerk Rowell read the resolution by title. Council Member Miller made a motion to adopt Resolution 2017-347. It was seconded by Council Member Haney, the motion passed and Resolution 2017-347 was adopted by a vote of 4 ayes, 0 nays.

**3. CRA Resolution No. 2017-21-Adopting CRA Final Budget for FY 2017-2018**—Council Member Haney made a motion to read Resolution 2017-21. It was seconded by Council Member Miller and the motion passed, 4 ayes, 0 nays. City Clerk Rowell read the resolution by title. Council Member Miller made a motion to adopt Resolution 2017-21. It was seconded by Council Member Chaple, the motion passed and Resolution 2017-21 was adopted by a vote of 4 ayes, 0 nays.





**4. First Reading of Ordinance No. 2017-378—Contracting and Bidding**—Council Member Haney made a motion to read Ordinance No. 2017-378 by title and Council Member Miller seconded the motion. The motion passed, 4 ayes, 0 nays, and City Clerk Rowell read the ordinance by title. City Clerk Rowell explained that the ordinance made a single change to the bidding section of the City Code; that the change would allow the City to purchase from a purchasing cooperative when that cooperative had bid products to ensure competitive pricing.

Council Member Chaple and Mayor Musgrave reminded the Council of the 50<sup>th</sup> birthday party for the City the following day, beginning at 3:00 p.m. The Council members commented on the new digital sign at the Sports Complex.

**ADJOURNMENT**—Mayor Musgrave adjourned the meeting at 5:45 p.m.

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Nancy A. Rowell, City Clerk







## CITY OF PARKER AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:**

Administration—Human Resources

**2. MEETING DATE:**

October 3, 2017

**3. REQUESTED MOTION/ACTION:**

Approve Tuition Reimbursement Program application and policy

**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 Council approved the program concept and provided budget dollars for FY 17-18. The Council asked for changes to the employees eligible to seek reimbursement and to the total amount available.

This item is for final review of the policy and application.





## **CITY OF PARKER**

### **TUITION REIMBURSEMENT PROGRAM**

#### **I. Objective:**

It is recognized that the continued successful operation of the City depends upon the skills and knowledge of our employees. 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 full-time employees of the City, except an employee in the Florida State Retirement Program, DROP. 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 an employee's working hours.
- 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:
  - 1. 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.
  - 2. 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.

- D. The maximum amount of course work that will be approved under the program for any semester period will be six (6) semester hours, or the equivalent value if correspondence study is undertaken. No more than an aggregate of 24 semester hours in a calendar year will be eligible for reimbursement.
- E. In no case is an employee to assume the City's approval of any course until the completed application form has been returned to the employee with the necessary approvals. As such, if the decision to pursue a particular course is contingent upon City reimbursement, the employee is to obtain approval prior to registration.
- F. A final grade of "C" or above must be achieved in order to receive tuition/fee reimbursement. Tuition and required fees (i.e., laboratory or registration fees) will be reimbursed by the City up to the maximum of the State University System of Florida's cost per credit hour at the following rates:
  - A – 100%
  - B – 75%
  - C – 50%Since textbooks remain the property of the employee, costs of textbooks will not be reimbursed.
- G. In cases where the employee receives reimbursement from an outside source, (e.g. Veteran's Educational Benefits), the City's refund will be a percentage of the amount the employee has paid out of pocket.
- H. Employee must sign a Conditional Repayment Agreement which requires the employee to reimburse the City proportionately for tuition reimbursement costs if he/she terminates employment within 2 years.
- I. All reimbursements are contingent upon compliance with all requirements and in accordance with the Internal Revenue Code and current fiscal funds budgeted.

- J. Master's and Doctorate-level studies are not reimbursable.

### **III. Procedures:**

- A. Human Resources will oversee the administration of the program and 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 employee's developmental needs, the employee's career goals with the City, and to the present or future needs of the City. Thereafter:
  - 1. The employee is to complete the "Tuition Reimbursement Request Form" and submit it to his/her immediate supervisor.
  - 2. The request will be reviewed by the employee's Department Head against the established criteria (see Section II (A-C)) and will require the approval of the Department Head and Human Resources and may be reviewed and/or revised by the Mayor.
  - 3. A copy of the approved application form will be returned to the employee. Human Resources will retain the original and will handle processing.
  - 4. If the application is not approved, the reason(s) why will be explained to the applicant. All such decisions are final and will not be subject to further review.
- C. Service Obligations: Upon approval of the reimbursement request, the employee must sign the Conditional Repayment Agreement which requires the employee to reimburse the City proportionately for tuition reimbursement costs if he/she terminates employment within 2 years.



1. The employee must agree to remain in the employ of the City for at least two (2) years following course(s) completion. Employees who separate from employment for any reason other than disability or death within the time period applicable to course(s) or degree are required to repay the City for all tuition or fee benefits applicable to coursework completed during the affected period.
  2. The repayment amount will be pro-rated for the remaining period of employment not completed, rounded to the nearest month.
  3. The required repayment amount to the City may be withheld from any final pay to which employee may be entitled and if legal action is necessary, attorney's fees shall be added.
- D. The reimbursement for tuition will be made to an employee after written notification from the institution indicating satisfactory completion of the course(s), with a grade of "C" or above, and tuition receipts have been submitted to Human Resources. The employee must turn in official notice of grades and the original tuition/fee receipt within 60 days of the completion of the approved course(s) for reimbursement consideration. Human Resources will review the grade(s) and costs incurred, approve or disapprove reimbursement accordingly, and submit to accounting to reimburse the employee.

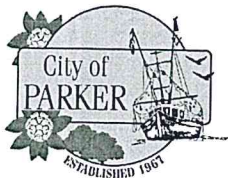
## Exhibit A

### 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 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

Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Credit Hours: \_\_\_\_\_

Course Begins: \_\_\_\_\_

Course Ends: \_\_\_\_\_

Cost of Course: \_\_\_\_\_

Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Credit Hours: \_\_\_\_\_

Course Begins: \_\_\_\_\_

Course Ends: \_\_\_\_\_

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?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



If the course meets during your work hours, how do you propose your work schedule will be adapted? \_\_\_\_\_

How will the course-provided knowledge/techniques improve your performance and be useful to the City of Parker? \_\_\_\_\_

I have read and understand the Tuition Reimbursement Policy and agree to the terms of the policy.

Employee Signature: \_\_\_\_\_

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

Review and Signatures:

Department Head Comments: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

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

☐ Approved ☐ Denied

If denied, state reason: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_

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

☐ Approved ☐ Denied

If denied, state reason: \_\_\_\_\_

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Accounting Department Authorization for Educational Reimbursement

Amount of Refund \_\_\_\_\_

Cost Center \_\_\_\_\_

Authorization:

City Clerk : \_\_\_\_\_ Date: \_\_\_\_\_



## 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: 1) I am subject to repay the City in accordance with the Service Obligations Section of the Tuition Reimbursement Program Policy; 2) dollars paid by the City and not repaid by me may be withheld from any final pay to which I may be entitled; and, 3) if legal action is necessary, attorney's fees will be added and payable.

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







## CITY OF PARKER AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:**

Legal—City Attorney Sloan

**2. MEETING DATE:**

October 3, 2017

**3. REQUESTED MOTION/ACTION:**

Approve amendment to Professional Services Agreement

**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 Attorney last received an hourly increase on Oct. 1, 2006, 11 years ago.

The City's current rate for legal services is \$200 an hour for the City Attorney, and \$75 an hour for paralegal/legal assistant. His standard hourly rate for other clients is \$300 an hour.

The proposed amendment would change the City Attorney's hourly rate to \$250, and a paralegal/legal assistant's rate to \$100. If a law clerk (someone who has finished law school but not yet passed the Florida Bar) is used, the rate would be \$150.



**AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

This AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT ("Amendment") is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the CITY OF PARKER, FLORIDA, by and through its City Council ("City") and TIMOTHY J. SLOAN of TIMOTHY J. SLOAN, P.A. f/k/a HARMON & SLOAN, P.A. (individually and collective the "City Attorney").

WHEREAS, City and City Attorney entered into an Agreement for Professional Services dated October 1, 1995, as amended by Amendment dated October 1, 2003, and further amended by that certain Amendment to Professional Services Agreement dated October 1, 2006, whereby Attorney would provide certain legal and other services to and for the City (collectively "Agreement"); and

WHEREAS, the parties desire to amend the Agreement as set forth herein.

NOW THEREFORE, for and in consideration of mutual covenants and agreements herein expressed, the parties agree as follows:

1. Payment. The Council shall pay the City Attorney compensation for legal services rendered at the following applicable hourly rates for the various individual lawyers employed by the City Attorney: Timothy J. Sloan, \$250.00 per hour, and any other attorney associated with Timothy J. Sloan, P.A. shall be at his or her respective then existing normal hourly rate not to exceed \$250.00 per hour. Additionally, fees for the services of law clerks shall be \$150.00 per hour and for the services of

11  
paralegals/legal assistants shall be \$100.00 per hour. Services shall be itemized on monthly billings. Notwithstanding and in addition to the foregoing, City Attorney reserves the right to charge traditional fees for bond issues and title insurance and those fees acceptable to City's insurance carrier(s).

2. Continuation of Agreement. Except as modified herein, the Agreement shall remain unaltered and in full force and effect.

IN WITNESS WHEREOF, the parties hereunto have set their hands and seals the date and year first above written.

WITNESSES:

CITY OF PARKER, FLORIDA

\_\_\_\_\_  
Name Printed: \_\_\_\_\_

By: \_\_\_\_\_  
Richard Musgrave, as Mayor

\_\_\_\_\_  
Name Printed: \_\_\_\_\_

\_\_\_\_\_  
Name Printed: \_\_\_\_\_

\_\_\_\_\_  
Timothy J. Sloan

\_\_\_\_\_  
Name Printed: \_\_\_\_\_

TIMOTHY J. SLOAN, P.A.

\_\_\_\_\_  
Name Printed: \_\_\_\_\_

By: \_\_\_\_\_  
Timothy J. Sloan, President

\_\_\_\_\_  
Name Printed: \_\_\_\_\_