CITY OF PARKER
AGENDA ITEM SUMMARY
MEETING DATE: 12/05/2023

1. ITEM: 4
Task List

PLACED ON THE AGENDA BY:
City Council

PRESENTED BY:
City Council

2. PURPOSE:

PRESENTATION ____
PUBLIC HEARING ____
APPROVAL ____
REGULAR ____
DISCUSSION _x__

3. IS THIS ITEM BUDGETED (IF APPLICABLE)

YES___ NO_x_ N/A___

4. BACKGROUND:

ATTACHMENTS: Task List

5. REQUESTED MOTION/ACTION **M____ 2ND____**

	A	B	C	D	E	F	G
1	**City of Parker - Task List**						
2	**MTG DATE**	**SPEAKER**	**TOPIC/ISSUE**	**F/U DATES**	**F/U Notes**	**BY**	**RESOLVED DATE**
3	2023 0710	Stacie / Julie	Look at other insurance plans. Why have two? If city switches to one, can costs be reduced? Overall cost of health insurance FY 2024, includes 12% increase, $376,575. SG requested a workshop to discuss	2023 0717	Discussion about city covering 100% of insurance package for employees.	Stacie / April	
4	2023 0710	Mayor	Some owners still have not signed-off to allow for water main down Tyndall Pkwy. AK to call residents, believes there are 19. Status?				
5	2023 0717	Stacie	RFQ for health insurance program asap so can be considered for 2024 FY. Last time put out 2014. M, S, UV.				
6	2023 0717	Stacie	City-wide pay rate analysis. Need to do by position across the board. Compare to the local area. Need to do well before budget workshops. Suzanne suggests January 2024.				
7	2023 0717	Stacie	Are supervisors conducting annual evaluations/performance reviews/merit increases?				
8	2023 0717	Mayor	What is value of actual package? Wage plus all benefits? Suzanne suggests statements of benefit package to be prepared for each employee. Suggested we do this with our W2.				
9	2023 0718	Tony	Fulcrum putting in drain pipes to connect all run off into pond. "should be finished next week"				
10	2023 0801	Stacie, Sloan	Make changes to setback on Parker roads to be consistent with 50' setback, estimate 2 months to complete				
11	2023 0801	April	Review LDRs and see what else should be updated				
12	2023 0919	April	Motion approved to schedule 3-part workshop for citizens to share input on Sports Park	2023 1025	meeting 1 of 3		
13	2023 0919	Mayor	Get copy of 2014 letter that Bay County has re parcel division applications in Parker				

City Council Meeting
Follow Up/Task List Items

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2	**RESOLUTION**
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City Council Meeting
Follow Up/Task List Items

	A	B	C	D	E	F	G
14	2023 0919	Mayor, Sloan	Brannon property swap deal	2023 1003	Still waiting for the summary	Tonya	
15	2023 0919	Stacie / Kim	Calendared in May/June 24 to prepare RFQ for employee insurance package				
16	2023 1003	April / Kim	Post infrastructure committee spot on FB and website, call for applicants				
17	2023 1003	Sloan	Michael Murray, 6002 Hwy 98 E - permit for RV park versus trailer park. Preliminary info needed - current map, what's on property, what's being rented on property, site location of pads. Also discussion of lift station on the property.				
18	2023 1003	Stacie	Audit item #1, are there fewer instances of concerns from 2021 to 2022? Auditor will provide numbers.				
19	2023 1003	Stacie	Audit item #3, Fed awards reports are not consistent with GAAP. Auditor will provide details.				
20	2023 1003	Stacie	Audit Item #4, bank reconciliations of pooled cash not being done timely. Did it improve in 2nd half of 2022 after contractor (Suzanne) was hired?				
21	2023 1003	Stacie	Audit - has city transitioned fully from cash to accrual basis?				
22	2023 1003	Stacie	Audit pg 11 - mention that in 2024 additional staff would be added to help with accounting -did not budget - still plan to add?				
23	2023 1003	Mayor / Stacie	CRI McKinney retired. Mayor was told to expect price increase. SG wants to prepare RFB, TB says find out price. Julie reminded council 2023 YE and Audit begins soon. AK no work until price is learned and agreed to. Sloan to review contract (K) and determine cancellation clause. Status?				
24	2023 1121	Stacie	Post an Indeed ad for grant writer				
25	2023 1121	Stacie	Send the detail on the 11 milllion cash in bank				
26	2024 1121	Stacie	Requested we add a consent agenda item to the agenda				
27	2024 1121	Stacie / Sloan	Verify that there is not a need for a YE modified budget				

City Council Meeting
Follow Up/Task List Items

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City Council Meeting
Follow Up/Task List Items

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28	2024 1121	Stacie	Kim to provide a summary of online clerk class vs in person				

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