



AGENDA
CITY COUNCIL MEETING
SEPTEMBER 20, 2011 @ 7:00 P.M.

Notice is hereby given the City Council for the City of Parker will meet in a Regular Meeting on Tuesday September 20, 2011 at 7:00 P.M. at Parker City Hall, 5700 E. Parker Road, Parker, Texas 75002.

CALL TO ORDER – Roll Call and Determination of a Quorum

PLEDGE OF ALLEGIANCE

American Pledge: I pledge allegiance to the flag of the United States of America; and to the republic for which it stands, one nation under God, indivisible with liberty and justice for all.

Texas Pledge: Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

A moment of reflection for the Parker firefighters deployed to the wildfires in Bastrop.

PUBLIC COMMENTS The City Council invites any person with business before the Council not scheduled on the agenda to speak to the Council. No formal action may be taken on these items at this meeting. Please keep comments to 3 minutes.

INDIVIDUAL CONSIDERATION ITEMS

1. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON MEETING MINUTES FROM SEPTEMBER 6, 2011.
2. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON THE AMERICAN-JAPAN GRASSROOTS SUMMIT.
3. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ORDINANCE 674 ADOPTING THE FY 2011-2012 WATER AND SEWER BUDGET.
4. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION 2011-347 REGARDING TIME WARNER FRANCHISE PEG FEES.

5. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ELECTRONIC VOTING EQUIPMENT FOR THE MAY 2012 GENERAL ELECTION.

ROUTINE ITEMS

6. FUTURE AGENDA ITEM REQUESTS.


7. UPDATES

8. ADJOURN

In addition to any specifically identified Executive Sessions, Council may convene into Executive Session at any point during the open meeting to discuss any item posted on this Agenda. The Open Meetings Act provides specific exceptions that require that a meeting be open. Should Council elect to convene into Executive Session, those exceptions will be specifically identified and announced. Any subsequent action, as a result of this Executive Session, will be taken and recorded in open session.

I certify that this Notice of Meeting was posted on September 16, 2011 by 5:00 p.m. at the Parker City Hall, and as a courtesy, this Agenda is also posted to the City of Parker Website at www.parkertexas.us.

Date Notice Removed


Carrie L. Smith, TRMC, CMC
City Secretary

The Parker City Hall is Wheelchair accessible. Sign interpretations or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972 442 6811.



Council Agenda Item

Budget Account Code:	Meeting Date: September 20, 2011
Budgeted Amount:	Department/ Requestor: City Secretary
Fund Balance-before expenditure:	Prepared by: C Smith
Estimated Cost:	Date Prepared: 9/12/2011
Exhibits:	1) Proposed Minutes

AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON MEETING MINUTES FROM SEPTEMBER 6, 2011.

SUMMARY

Review the attached draft of the September 6 meeting minutes.

POSSIBLE ACTION

- Move to approve as written or amended.
- Move to table to a future agenda

Inter -- Office Use			
Approved by:	<i>Carrie Smith</i>	Date:	9/16/2011.
Department Head:		Date:	
City Attorney:		Date:	
City Administrator:	<i>Johnna Boyd</i>	Date:	9/16/2011

MINUTES

CITY COUNCIL MEETING

September 6, 2011

CALL TO ORDER – Roll Call and Determination of a Quorum

The Parker City Council met in a regular meeting on the above date at Parker City Hall, 5700 E. Parker Road, Parker, Texas 75002.

Mayor Cordina called the meeting to order at 7:03 p.m. with Councilmembers Leamy, Sumrow, Marshall, Evans and Levine present. A quorum was present.

Staff Present: City Attorney James Shepherd, Interim City Administrator Jeff Flanigan, City Secretary Carrie Smith, Finance/HR Manager Johnna Boyd, and Police Chief Tony Fragoso.

PLEDGE OF ALLEGIANCE

American Pledge: Councilmember Evans led the pledge.

Texas Pledge: Mayor Cordina led the pledge.

PUBLIC COMMENTS The City Council invites any person with business before the Council not scheduled on the agenda to speak to the Council. No formal action may be taken on these items at this meeting. Please keep comments to 3 minutes.

- Trudy Jackson, 605 Sunrise Court, Murphy TX 75094 – representing Corinth Presbyterian Church. Filming for the movie "Dallas" is underway at Southfork Ranch. The film makers are seeking additional filming sites in the area. The Church has submitted an email to the film makers stating an interest in the use of the Church and cemetery. She will provide the contact information if the City is interested in allowing the use of the Preserve or other City property.

INDIVIDUAL CONSIDERATION ITEMS

4. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON MEETING MINUTES FROM AUGUST 29, 2011.

Item 5 was amended. Mayor Pro-tem Marshall was not present at the August 9 meeting and abstained from the vote.

MOTION: Councilmember Leamy moved to approve the minutes as amended. Councilmember Evans seconded with Councilmembers Leamy, Sumrow, Marshall, Evans and Levine voting for. Motion carried 5-0.

5. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ORDINANCE 672 ADOPTING THE FY 2011-2012 BUDGET.

Finance/H.R. Manager Boyd noted a change had been made to the proposed budget as a result of the August 29 public hearing. Line item City Elections was increased by \$3,000, totaling \$11,500 and Council Contingency was reduced by \$3,000.

There was discussion as to why the water budget was not included in the exhibit for Ordinance 672. City Attorney Shepherd noted the water budget may be adopted by separate ordinance not later than September 30, 2011.

MOTION: Councilmember Leamy moved to approve Ordinance 672 as written. Councilmember Sumrow seconded with Councilmembers Leamy, Sumrow, Marshall, Evans and Levine voting for. Motion carried 5-0.

6. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ORDINANCE 673 ADOPTING AN AD VALOREM TAX RATE FOR THE YEAR 2011 AT A RATE OF \$0.37708.

MOTION: Mayor Pro-tem Marshall moved to approve Ordinance 673 adopting an ad valorem tax rate for 2011 of \$0.37708. Councilmember Leamy seconded with Councilmembers Leamy, Sumrow, Marshall, Evans and Levine voting for. Motion carried 5-0.

7. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON VENDORS FOR MAY 2012 ELECTION EQUIPMENT.

At the August 29 meeting Council requested staff bring contracts for the rental of election voting equipment from vendors ES&S and Dominion. City Attorney Shepherd would like Council's direction on how they would like staff to proceed. The contracts, from the vendors, provide very little warranty for the City and will need negotiating. He will consult with Collin County Elections Administrator Sharon Rowe for her opinion on the vendors and the contracts. Due to the lower cost of the ES&S contract he will begin negotiations with them first. If an agreement cannot be reached with ES&S, he will proceed with negotiations with Dominion.

If the City were to cancel the May 2012 election, the last day for write-in candidates is in March and more than 30 days prior to the election. The City would be able to cancel the contract without penalty. The only cost would be for the services rendered.

Collin County Election Administrator Rowe submitted an email to all entities regarding the use of County Services for the May 2012 general election. (See Exhibit 7A)

Councilmember Levine stated, the vendors having a termination clause in the contract is unacceptable when the City is mandated to have this equipment during the election.

This item is to be brought back at the September 20th Council meeting for Council action.

8. CONSIDERATION AND/OR ANY APPROPRIATE ACTION AUTHORIZING STAFF TO PREPARE BID DOCUMENTS AND ADVERTISING FOR THE FM 2551 WATERLINE PROJECT.

The City has acquired all right-of-way easements for the waterline project along FM 2551. The construction and bid documents are 90% complete and bids will be brought back to Council for action in October. The estimated cost for the project is \$660,000, the State is to reimburse the City \$290,000 and the balance will be paid from the City Certificate of Obligation funds.

MOTION: Councilmember Evans moved to authorize staff to prepare bid documents and proceed with advertising. Councilmember Leamy seconded with Councilmembers Leamy, Sumrow, Marshall, Evans and Levine voting for. Motion carried 5-0.

9. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON THE AMERICAN-JAPAN GRASSROOTS SUMMIT.

The City of Parker is one of several local municipalities being considered for inclusion in the 22nd American Japan Grassroots Summit cultural exchange. The Mayor stated, as the recipient of the #1 Best Dallas Area Suburb by D Magazine, the distinction of simply being considered is truly an honor reflecting equally on all Parker residents.

The Summit will be held August 28 – September 3, 2012 and Japan-America Society of Dallas/Ft. Worth is the lead host organization. Invitation letter and additional information is attached as exhibit 9A.

The action at this time is to find a coordinator for the event and begin locating Parker families to volunteer to host families in their homes. Once a coordinator is found the item will be brought back to Council to formally accept the invitation by Resolution.

Resident Linda Nelson asked the Council if the coordinator had to be a Parker resident. She knows someone in Dallas that works and coordinates events with Japan regularly.

There was discussion of advertising on the City website for a coordinator, as well as having information available at the VFD fundraiser.

Council would like additional information on the organization and event. Mayor Cordina will invite Mr. John M. Stich to give a presentation at a future Council meeting. It was noted Parker resident Richard Templeton serves on the Japan-America Society of Dallas/Ft. Worth Advisory Council.

No action was taken at this time.

10. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON THE BARN IN THE PRESERVE.

Vice-Chair Houx was present to provide a report of Parks and Recreations discussion at their August 31 meeting regarding the Historical Society's proposal to restore the barn in the Preserve. The Commission postponed this item to the September 28 meeting. They requested a drawing and additional information on the historical marker.

Discussion ensued regarding the approved park plan and location of the pavilion.

MOTION: Councilmember Leamy moved to return the item to the Parks and Recreation Commission and Historical Society to bring a recommendation back to Council in a timely manner. Motion died.

The Parks and Recreation Commission are to bring their recommendation back to City Council at the October 4 Council meeting for consideration.

ROUTINE ITEMS

11. FUTURE AGENDA ITEM REQUESTS.

- Delete Board and Commission Evaluation Process
- October 2011 - 457-Deferred Compensation
- September 20 - Adopt water budget
- Grassroots summit to later date
- October 4 – Recommendation from Parks and Recreation Commission on the restoration of the barn in the City Preserve
- October - Performance appraisal for City personnel
- September 20 – contracts for rental of election equipment

12. UPDATES

No updates.

13. ADJOURN

Mayor Cordina adjourned the meeting at 10:12 p.m.

APPROVED:

Joe Cordina
Mayor

ATTESTED:

Carrie L. Smith, TRMC, CMC
City Secretary

APPROVED on the 20th day of
September, 2011.

INSERT EXHIBITS
7A – County Elections Memo
9A-Grassroots Summit

DATE: September 2, 2011

TO: City Secretaries, School District Officials, and Special Utility District Officials

FROM: Sharon Rowe, Collin County Elections Administrator

RE: SB100 Options for Contract Election Services

The Collin County Elections Administration has provided cost estimates for election services under various scenarios for 2012. If your jurisdiction chooses to remain on the May 2012 Limited Uniform Election Date, we must receive notice of your intent by October 1, 2011. In order to purchase the required voting equipment, a Memorandum of Understanding (MOU) will be provided to you by my office and must be signed by your entity no later than November 16, 2011.

The MOU will specify the details of the actual purchase price of the equipment plus licensing fees. Your jurisdiction will be responsible for remitting this amount to the County upon execution of the Memorandum of Understanding. This payment is non-refundable.

The election services contract will be handled separately and the preparation fee will remain at \$75.00 in the event a jurisdiction is able to cancel their election.

I would like to remind you that the cost estimates provided are based on a worst case scenario. It is based on all jurisdictions holding an election on the May 2012 date. We already know that is probably not going to happen: 1) some do not have a scheduled election for 2012, 2) some are changing terms and moving to odd-year cycles, and others are 3) moving to the November election date.

Cost estimates will be refined again after we have confirmation of the number of jurisdictions that will hold their election in May 2012.



ダラス・フォートワース日米協会

9/6/2011

Exhibit 9A

JAPAN-AMERICA SOCIETY OF DALLAS/FORT WORTH

August 21, 2011

The Honorable Joe Cordina
Mayor, City of Parker
5700 E. Parker Rd.
Parker, TX 75002
Via e-mail: jcordina@parkertexas.us

Dear Mayor Cordina:

The Japan-America Society of Dallas/Fort Worth (JASDFW) invites your community to participate in the **22nd America-Japan Grassroots Summit**, which will take place in North Texas from **August 28 to September 3, 2012**. This event will bring 200-250 Japanese people to North Texas to experience American culture. The heart of the program is a three-day/night homestay program in local communities. **We are inviting cities across North Texas to be host communities.**

Because Parker offers a blend of rural heritage and country living with easy proximity to other metroplex attractions, we feel it would be of particular interest to Japanese guests. Moreover, the grassroots exchange offers an unusual opportunity for strengthening mutual understanding and friendships between North Texans and our Japanese visitors.

Each host community will identify a key person to take the lead in recruiting 10-15 host families and organizing local group activities, hospitality, and cultural experiences. Host families will provide three nights of lodging and meals for one or two guests and transportation as needed during the local session, attend activities planned in their community, and generally share their local culture and lifestyle. For more details, see *What It Means to Be a Host Community* and the enclosed report on the 2010 Summit held in the San Francisco Bay Area.

The annual Grassroots Summit is organized by the John Manjiro Whitfield Commemorative Center for International Exchange (CIE) in Tokyo. JASDFW will be the lead host organization in Texas, working in partnership with other organizations and community leaders. **The Honorable J. Thomas Shieffer**, former U.S. Ambassador to Japan, has graciously agreed to serve as Chairman of the Summit.

We request an appointment with you to discuss this opportunity in greater detail and will call your office to set a date and time.

Sincerely,

John M. Stich
Honorary Consul General of Japan at Dallas
Vice-Chairman, America-Japan Grassroots Summit

Anna McFarland
Executive Director

Enclosures

Advisory Council

Ambassador
Michael H. Armacost
Stanford University

Gerard J. Arpey
American Airlines, Inc

Michael M. Boone
Haynes and Boone, LLP

Joseph M. DePinto
7-Eleven, Inc

Jeffrey P. Fegan
Dallas Fort Worth
International Airport

Ambassador
Thomas S. Foley

Makoto Hamada
Fujitsu Network
Communications Inc

Senator
Daniel K. Inouye
United States Senate

Ambassador
Ryozo Kato
Nippon Professional Baseball

Mayor Tom Leppert
City of Dallas

Mayor Mike Moncrief
City of Fort Worth

Ambassador
Walter F. Mondale
Dorsey & Whitney LLP

Prime Minister
Yasuhiro Nakasone

Takayuki Okada
NEC Corporation
of America

Ambassador
J. Thomas Shieffer

George Takei

Richard K. Templeton
Texas Instruments
Incorporated

Shoichiro Toyoda
Toyota Motor Corporation

R. Gerald Turner
Southern Methodist
University

Elaine Yamagata
Fort Worth
Japanese Society

Mitsuya Yamamoto
Sanden of America Inc

11615 Forest Central Drive, Suite 206 LB 26, Dallas, Texas 75243

Tel 214.342.2022 Fax 214.342.1022
www.jasdfw.org e-mail: info@jasdfw.org



Council Agenda Item

Budget Account Code:	Meeting Date: September 20, 2011
Budgeted Amount:	Department/ Requestor: Mayor Cordina
Fund Balance-before expenditure:	Prepared by: J Cordina
Estimated Cost:	Date Prepared: 9/12/2011
Exhibits:	1)

AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON THE AMERICAN-JAPAN GRASSROOTS SUMMIT.

SUMMARY

Anna McFarland, Executive Director of the Japan-America Society of Dallas/Fort Worth will be present to discuss the event details.

POSSIBLE ACTION

Inter - Office Use			
Approved by:			
Department Head:	<i>[Signature]</i>	Date:	9/12/11
City Attorney:		Date:	
City Administrator:	<i>[Signature]</i>	Date:	9/16/2011



JAPAN-AMERICA SOCIETY OF DALLAS/FORT WORTH

August 21, 2011

The Honorable Joe Cordina
Mayor, City of Parker
5700 E. Parker Rd.
Parker, TX 75002
Via e-mail: jcordina@parkertexas.us

Dear Mayor Cordina:

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Sincerely,

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Michael M. Boone
Haynes and Boone, LLP

Joseph M. DePinto
7-Eleven, Inc.

Jeffrey P. Fegan
Dallas/Fort Worth
International Airport

Ambassador
Thomas S. Foley

Makoto Hamada
Fujitsu Network
Communications, Inc.

Senator
Daniel K. Inouye
United States Senate

Ambassador
Ryozo Kato
Nippon Professional Baseball

Mayor Tom Leppert
City of Dallas

Mayor Mike Moncrief
City of Fort Worth

Ambassador
Walter F. Mondale
Dorsey & Whitney LLP

Prime Minister
Yasuihiro Nakasone

Takayuki Okada
NEC Corporation
of America

Ambassador
J. Thomas Schieffer

George Takei

Richard K. Templeton
Texas Instruments
Incorporated

Shoichiro Toyoda
Toyota Motor Corporation

R. Gerald Turner
Southern Methodist
University

Elaine Yamagata
Fort Worth
Japanese Society

Mitsuya Yamamoto
Sanden of America Inc.

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**JAPAN-AMERICA SOCIETY
OF DALLAS/FORT WORTH**

**22nd America-Japan Grassroots Summit in Dallas/Fort Worth
August 28 – September 4, 2012***

What It Means to Be a Host Community

1. Appoint a **key person** to be the main local coordinator and liaison to the Japan-America Society of Dallas/Fort Worth (JASDFW) and Center for International Exchange (CIE).
2. Provide information, including photos, for summit brochures/website etc.
3. Recruit **volunteer host families** in the community to provide 3-night/3-day home-stays for Japanese guests. Help match host families with Japanese visitors.

Host families should expect to:

- Provide 3 nights of lodging and meals (Aug. 30-31, Sept. 1) in their homes for the Japanese guests. Guests are prepared to pay for any meals eaten outside of the home.
 - Provide transportation for the guests while they stay with host families in the local community Aug. 30 – Sept. 2, as well as provide transportation to Dallas on Sept. 2 for the closing ceremony. Hosts are also invited to the closing ceremony.
 - Share/exchange information about each other's culture. Experiencing everyday life in someone's home in a foreign country is the purpose of this program. Keep schedules as routine as possible, while including guests in family activities, such as walks, grocery shopping, sporting or school events, etc.
 - Attend the planned activities in the local community.
 - Take photographs to share with your guests and others at the closing ceremony.
4. Plan and organize three days of **local session programs**, such as outings or events that are specific to the local community or that showcase the community's unique attributes. For example, a rural town might show the workings of a local ranch or farm, a rodeo team or a football team. A lakeside community might organize a day of boating or fishing. Depending on distance from Dallas or Fort Worth, local sessions may also be able to take the Japanese visitors to sites or events in those cities or elsewhere in the Metroplex. Individual host families may also make their own plans.

* Participants depart DFW on Sept. 3 and arrive Tokyo Sept. 4



Council Agenda Item

Budget Account Code:	N/A	Meeting Date:	September 20, 2011
Budgeted Amount:	\$3,150,000.00	Department/ Requestor:	Finance Johnna Boyd
Fund Balance-before expenditure:	N/A	Prepared by:	Johnna Boyd
Estimated Cost:		Date Prepared:	9/14/2011
Exhibits:	1) Proposed Ordinance 674		

AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ORDINANCE 674
ADOPTING THE FY 2011-2012 WATER DEPARTMENT BUDGET.

SUMMARY

Water Budget as presented at Budget Session and Public Hearings reflecting all
changes made by Council.

POSSIBLE ACTION

Move to approve as presented (or amended)
Move to table

Inter -- Office Use			
Approved by:			
Department Head:	<i>Johnna Boyd</i>	Date:	9-15-11
City Attorney:		Date:	
City Administrator:	<i>Johnna Boyd</i>	Date:	9-16-2011

ORDINANCE NO. 674
(Adopting a Water and Sewer Fund Budget for 2011-2012)

AN ORDINANCE OF THE CITY OF PARKER, COLLIN COUNTY, TEXAS APPROVING AND ADOPTING A WATER AND SEWER FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2011, AND ENDING SEPTEMBER 30, 2012; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, as required by law, the Mayor has prepared and submitted to the City Council a proposed budget reflecting financial policies for the year and forecasting revenues and expenditures for conducting the affairs of the City and providing a complete financial plan for the fiscal year beginning October 1, 2011, and ending September 30, 2012; and

WHEREAS, the City Council has received the Mayor's proposed budget for the general fund for maintenance, operations, and debt service, a copy of which and all supporting schedules have been filed with the City Secretary of the City of Parker, Texas and which was adopted by Ordinance No. 672; and

WHEREAS, the City Council has considered the proposed budget for the Water and Sewer Fund as proposed by the Mayor and city staff;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PARKER, COLLIN COUNTY, TEXAS AS FOLLOWS:

SECTION 1. The proposed budget of the revenue and expenditures necessary for conducting the affairs of the Water and Sewer Fund budget for the City of Parker, said budget being in the amount of \$3,150,000.00 providing a complete financial plan for the fiscal year beginning October 1, 2011, and ending September 30, 2012, as submitted to the City Council by the Mayor, attached hereto as Exhibit "A", be and the same is hereby adopted and approved as the Water and Sewer Fund budget of the City of Parker, Texas for the fiscal year beginning October 1, 2011, and ending September 30, 2012.

SECTION 2. The expenditures during the fiscal year beginning October 1, 2011, and ending September 30, 2012 shall be made in accordance with the budget approved by this ordinance unless otherwise authorized by a duly enacted ordinance of the City of Parker, Texas.

SECTION 3. All budget amendments and transfers of appropriations budgeted from one account or activity to another within any individual activity for the fiscal year 2010-2011 are hereby ratified, and the budget Ordinance for fiscal year 2010-2011, heretofore enacted by the City Council, be and the same is hereby, amended to the extent of such transfers and amendments for all purposes.

SECTION 4. Specific authority is given to the Mayor, with consent of Council, to make the following adjustments:

1. Transfer of appropriations budgeted from one account classification to another account classification within the same department.
2. Transfer of appropriations from designated appropriation from one department or activity to another department or activity within the same fund.

SECTION 5. All notices and public hearings required by law have been duly completed.

SECTION 6. All provisions of the Ordinances of the City of Parker, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed, and all other provisions of the Ordinances of the City of Parker, Texas not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 7. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional.

SECTION 8. This Ordinance shall take effect from and after its passage as the law and charter in such cases provide.

DULY PASSED by the City Council of the City of Parker, Texas, on the 20th day of September, 2011.

APPROVED:

Joe Cordina, Mayor

ATTESTED:

Carrie L. Smith, City Secretary

APPROVED AS TO FORM:

James E. Shepherd, City Attorney

PROPOSED FY 2011 / 2012

WATER BUDGET

Revenue - Water		ACTUALS AS OF: 9/1/2011	2010/2011 BUDGETED REVENUE	2010 / 2011 ANTICIPATED REVENUE	2011 / 2012 PROPOSED BUDGET (before adjustments)	Adjustments	2011/ 2012 PROPOSED BUDGET
	FUND BALANCE-C/O	0	1,000,000	1,000,000	175,000		175,000
	Transfer from Cap Improve				71,250	303,750	375,000
	Water Sales	1,727,990	1,650,000	1,650,000	1,800,000		1,800,000
	Meter Installation fees	55,000	50,000	50,000	60,000		60,000
	Water Late Charges	20,207	20,000	20,000	20,000		20,000
	Reimbursement from Col County-Water line improvements	0	0	0	290,000		290,000
	Other Income and interest	8,734	10,000	10,000	10,000		10,000
	City of Parker reimb PW	0	10,000	10,000	10,000		10,000
	Sewer Revenue	142,647	150,000	150,000	160,000		160,000
	Sanitation Revenue	227,121	245,000	245,000	250,000		250,000
	TOTAL REVENUE - WATER	2,181,700	3,135,000	3,135,000	2,846,250	303,750	3,150,000

Ord. 674
Exhibit A

**PROPOSED FY 2011 / 2012
WATER BUDGET**

Expenses - Water	ACTUALS AS OF: 9/1/2011	2010/2011 BUDGETED EXPENSES	2010/ 2011 ANTICIPATED EXPENSES	2011 / 2012 PROPOSED BUDGET (before adjs)	Adj	2011/ 2012 PROPOSED BUDGET
Cost of Water Utilities						
North Texas Water	559,036	635,000	635,000	700,000	0	700,000
Plano Water Cost	84	1,000	1,000	500	0	500
Utilities	37,981	50,000	50,000	50,000	0	50,000
TOTAL COST OF WATER UTILITIES	597,101	686,000	686,000	750,500	0	750,500

Expenses - Water	ACTUALS AS OF: 9/1/2011	2010/2011 BUDGETED EXPENSES	2010 / 2011 ANTICIPATED EXPENSES	2011 / 2012 PROPOSED BUDGET (before adjustments)	1st-pass Adjustments	2011/ 2012 PROPOSED BUDGET
Water Repairs & Maintenance						
Repairs and Maintenance	41,042	50,000	50,000	55,000	0	55,000
Meter Reading Expense	16,269	19,000	19,000	20,000	0	20,000
Equipment & Tools - Water	208	2,000	1,000	3,000	0	3,000
Truck Expense	14,201	14,500	15,500	17,000	0	17,000
TOTAL WATER REPAIRS & MAINTENANCE	71,720	85,500	85,500	95,000	0	95,000

**PROPOSED FY 2011 / 2012
WATER BUDGET**

Expenses - Water	ACTUALS AS OF: 9/1/2009	2010/2011 BUDGETED EXPENSES	2010 / 2011 ANTICIPATED EXPENSES	2011 / 2012 PROPOSED BUDGET (before adjustments)	1st pass Adjustments	2011 / 2012 PROPOSED BUDGET
Water Debt Service						
2008 Certificate of Obligation	270,434	270,435	270,435	267,142	0	267,142
Bank Service Charges	0	500	500	500	0	500
Paying agent(bond) fees	0	1,000	1,000	1,000	0	1,000
2010 Refunding Bonds	152,559	152,559	152,559	144,240		144,240
TOTAL WATER DEBT SERVICE	422,994	424,494	424,494	412,883	0	412,883

**PROPOSED FY 2011 / 2012
WATER BUDGET**

Expenses - Water	ACTUALS AS OF: 9/1/2011	2010/2011 BUDGETED EXPENSES	2010 / 2011 ANTICIPATED EXPENSES	2011 / 2012 PROPOSED BUDGET (before adjs)	Adjustments	2011 / 2012 PROPOSED BUDGET
Professional Fees & Insurance						
All Insurance	16,095	20,000	20,000	20,000		20,000
Engineering	21,043	30,000	30,000	25,000		25,000
Audit	9,000	9,000	9,000	9,500		9,500
Legal	18,051	30,000	30,000	27,000		27,000
Training/Education	3,017	3,000	3,000	3,000		3,000
TOTAL PROFESSIONAL FEES AND SERVICES	67,206	92,000	92,000	84,500	0	84,500
Expenses - Water	ACTUALS AS OF: 9/1/2011	2010/2011 BUDGETED EXPENSES	2010 / 2011 ANTICIPATED EXPENSES	2011 / 2012 PROPOSED BUDGET (before adjustments)	1st. pass Adjustments	2011 / 2012 PROPOSED BUDGET
Billing and Office Expense						
Office Supplies	1,857	1,750	1,750	2,500		2,500
Communication	5,235	5,250	5,250	5,500		5,500
Computer Upgrade and Expense	1,265	2,000	2,000	2,000		2,000
Printing and Postage	6,099	8,000	8,000	7,000		7,000
TOTAL BILLING AND OFFICE	14,456	17,000	17,000	17,000	0	17,000
Expenses - Water	ACTUALS AS OF: 9/1/2011	2010/2011 BUDGETED EXPENSES	2010 / 2011 ANTICIPATED EXPENSES	2011 / 2012 PROPOSED BUDGET (before adjustments)	1st. pass Adjustments	2011 / 2012 PROPOSED BUDGET
Water - Miscellaneous						
Contingency Fund	0	12,471	12,471	37,864	0	37,864
TOTAL WATER MISCELLANEOUS	0	12,471	12,471	37,864	0	37,864

**PROPOSED FY 2011 / 2012
WATER BUDGET**

	ACTUALS AS OF:	2010/2011	2010 / 2011	2011 / 2012		2011 / 2012
Expenses - Water	9/1/2011	BUDGETED EXPENSES	ANTICIPATED EXPENSES	PROPOSED BUDGET (before adjustments)	1st pass Adjustments	PROPOSED BUDGET
Water System Improvements						
Water Lines/Pump Station Improvements	520,025	475,000	475,000	560,000	0	560,000
Elevated Storage Tank	124,319	500,000	500,000	0	0	0
Metering		25,000	25,000	71,250	303,750	375,000
TOTAL WATER SYSTEM IMPROVEMENTS	644,344	1,000,000	1,000,000	631,250	303,750	935,000

	ACTUALS AS OF:	2010/2011	2010 / 2011	2011 / 2012		2011 / 2012
Expenses - Water	9/1/2011	BUDGETED EXPENSES	ANTICIPATED EXPENSES	PROPOSED BUDGET (before adjustments)	1st pass Adjustments	PROPOSED BUDGET
Personnel Costs						
Salary & Wages	275,986	325,769	325,769	326,041		326,041
Employee Benefits	29,744	37,575	37,575	37,600		37,600
Overtime Wages	327	3,000	3,000	3,000		3,000
Workers' Compensation	6,226	6,442	6,442	7,712		7,712
Medicare	4,007	4,811	4,811	4,815		4,815
Personnel Contingency	0	3,000	3,000	3,000		3,000
Health Insurance	28,200	36,442	36,442	38,544		38,544
TOTAL PERSONNEL COSTS	344,490	417,039	417,039	420,712	0	420,712

TOTAL WATER EXPENSES	2,162,311	2,734,504	2,734,504	2,449,709	303,750	2,753,459
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PROPOSED FY 2011 / 2012

WATER BUDGET

Expenses - Sewer	ACTUALS AS OF: 9/1/2011	2010/2011 BUDGETED EXPENSES	2011 / 2011 ANTICIPATED EXPENSES	2011 / 2012 BUDGET (before adjs)	1st pass Adjustments	2011/ 2012 PROPOSED BUDGET
Sewer Personnel Cost						
Salary & Wages	6,934	8,079	8,079	8,023		8,023
Benefits	750	593	593	589		589
Workers' Compensation	167	173	173	209		209
Medicare	100	117	117	116		116
Health Insurance	744	811	811	858		858
TOTAL SEWER PERSONNEL COST	8,695	9,773	9,773	9,795	0	9,795

Sewer Services						
Liability & Property Insurance	334	450	450	450		450
Sewer Operating Expense	84,337	140,000	140,000	140,000		140,000
Repairs & Maintenance	0	15,000	15,000	11,000		11,000
Truck Expense	0	500	500	500		500
SEWER SERVICES	84,671	155,950	155,950	151,950		151,950

TOTAL SEWER EXPENSES	93,365	165,723	165,723	161,745	0	161,745
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**PROPOSED FY 2011 / 2012
WATER BUDGET**

Expenses - Sanitation	ACTUALS AS OF: 9/1/2011	2010/2011 BUDGETED EXPENSES	2010 / 2011 ANTICIPATED EXPENSES	2011 / 2012 PROPOSED BUDGET (before adjs)	1st pass Adjustments	2011 / 2012 PROPOSED BUDGET
Sanitation Personnel Cost						
Salary & Wages	6,934	8,079	8,079	8,023		8,023
Benefits	750	593	593	589		589
Workers' Compensation	167	173	173	209		209
Medicare	100	117	117	116		116
Health Insurance	744	811	811	858		858
TOTAL SANITATION PERSONNEL COST	8,695	9,773	9,773	9,796	0	9,796
Sanitation Collection Services						
Sanitation Collection Services	185,686	225,000	225,000	225,000		225,000
SANITATION COLLECTION SERVICES	185,686	225,000	225,000	225,000	0	225,000
TOTAL SANITATION EXPENSES	194,381	234,773	234,773	234,796	0	234,796

PROPOSED FY 2011 / 2012

WATER BUDGET

Summary - REVENUE	ACTUALS AS OF: 9/1/2011	2010/2011 BUDGETED REVENUE	2010 / 2011 PROPOSED BUDGET (before adjustments)	1st pass Adjustments	2011 / 2012 PROPOSED BUDGET
TOTAL REVENUE	2,181,700	3,135,000	2,846,250	303,750	3,150,000

Summary - EXPENSES	ACTUALS AS OF: 9/15/2011	2009/2010 BUDGETED EXPENSES	2010 / 2011 PROPOSED BUDGET (before adjustments)	1st pass Adjustments	2010 / 2011 APPROVED BUDGET
Expenses					
Cost of Water and Utilities	597,101	686,000	750,500	0	750,500
Water Repairs & Maintenance	71,720	85,500	95,000	0	95,000
Water Debt Service	422,994	424,494	412,883	0	412,883
Professional Fees & Insurance	67,206	92,000	84,500	0	84,500
Billing and Office Expense	14,456	17,000	17,000	0	17,000
Water-Miscellaneous	0	12,471	37,864	0	37,864
Water System Improvements	644,344	1,000,000	631,250	303,750	935,000
Personnel Costs/Water	344,490	417,039	420,712	0	420,712
Sewer Expense	93,365	165,723	161,745	0	161,745
Sanitation Expense	194,381	234,773	234,796	0	234,796
TOTAL EXPENSES	2,450,057	3,135,000	2,846,250	303,750	3,150,000



Council Agenda Item

Budget Account Code:	Meeting Date: September 20, 2011
Budgeted Amount:	Department/ Requestor: Time Warner Cable
Fund Balance-before expenditure:	Prepared by: Jim Shepherd
Estimated Cost:	Date Prepared: 9/16/2011
Exhibits:	1) Time Warner correspondence 2) Proposed resolution 3) Franchise fee spreadsheet

AGENDA SUBJECT

Parker currently receives a franchise fee of approximately 6.2% from Time Warner Cable. The Texas Legislature amended the law in the last legislative session to require those cities receiving the normal 5% fee, plus a 1% PEG fee to specifically account for the PEG fee, and restrict the use of the 1% PEG fee to expenditures for PEG qualified expenses. Those expenses are primarily for a dedicated cable TV channel for the city public, education, or governmental (PEG) uses.

As Parker does not have a TV channel, nor would it appear the 1% fee would be sufficient to pay for one, a change is needed. It would be possible, but not advisable, to continue to assess the 1% fee, place the proceeds into a specific reserve account, and be unable to expend those fees except for PEG expenses the City does not have.

To do so would be logical if the Council felt the legislature would reverse course in a future session, and allow the accrued funds to be expended for non-PEG City expenses. Or, that the City could request a TV channel qualifying for PEG.

The total Time Warner Franchise fee for the last year was \$13,867.83. See attached spreadsheet for details. The SICFA amount shown is the PEG fee.

SUMMARY

The Council can provide the taxpayers with a small reduction in their Time Warner invoices by waiving the 1% PEG fee, and retaining the remaining franchise fee of apx 5%.

POSSIBLE ACTION

1. Pass the attached resolution, as modified from the form proposed by Time Warner. The result is a waiver of the 1% fee, and retention of the 5% fee.
OR
2. Create a restricted account, and place all funds collected equal to the 1% PEG fee into that account. Expenditures would be limited to authorized PEG expenses.

While I intend to review PURA and the bill that amended it a bit more prior to the Council meeting, I would recommend option 1, above.

Jim Shepherd

Inter -- Office Use			
Approved by:			
Department Head:		Date:	
City Attorney:	by email	Date:	Fri 9/16/2011 @ 1:00 PM
City Administrator:	<i>John R. Boyd</i>	Date:	9-16-2011

*Department of Government Relations
750 Canyon Dr., Ste 500 E
Coppell, TX 75019
Phone: 469-464-4772
Fax: 469-464-4021*



July 29, 2011

Ms. Dena Daniel
City Administrator, City of Parker
5700 E. Parker Rd.
Parker, TX 75002

RE: State-Issued Certificate of Franchise Authority

Dear Ms. Daniel:

Time Warner NY Cable LLC, d/b/a Time Warner Cable, provides cable service in your community pursuant to a State-Issued Certificate of Franchise Authority (SICFA) issued by the Texas Public Utilities Commission under terms of the Public Utility Regulatory Act (PURA). We are writing to inform you of legislation, SB 1087, approved by the 82nd Texas Legislature, which may impact the City. This letter does not constitute legal advice; it merely communicates the major impact of the bill from our perspective.

The City currently is collecting a fee, labeled a "State Fee" on customers' bills, equal to 1% of Gross Revenues, to fund capital expenditures associated with Public, Educational and Government ("PEG") facilities. Beginning in the few months, this fee will be labeled on customers' bills as "PEG Capital Fee" to more accurately describe the fee.

SB 1087 amends PURA to impose accountability requirements on cities that collect the 1% fee. Specifically, cities must maintain revenue from the fees in a separate account established for that purpose; may not commingle revenue from the fees with any other money; shall maintain a record of each deposit to and disbursement from the separate account, including a record of the payee and purpose of each disbursement; and may not spend revenue from the fees except directly from the separate account.

The City does not have a PEG channel. Accordingly capital funds for PEG facilities would appear to be unnecessary, and use of these funds for other purposes is a violation of federal law. The City may elect to waive the collection of the 1% PEG

ATTN: All Holders of a State Issued Certificate of Franchising Authority

We understand that Section 66.005 of the Public Utility and Regulatory Act requires the holder of a certificate of franchise authority to pay a franchise fee of five percent of gross revenues. We also understand that Section 66.006(b) of the Public Utility and Regulatory Act provides that, to fund capital expenses associated with Public, Educational and Governmental facilities, and in lieu of in-kind contributions and grants, a municipality may elect to receive one percent of a cable service provider's gross revenues or the per subscriber fee that was paid to it under the expired incumbent cable service provider's agreement.

Knowing that the holder of a state-issued certificate is entitled to recover any fee imposed by the state and paid to the municipality from the cable service provider's customers, and wishing not to further burden its citizens with the additional fee authorized by Section 66.006(b) of the Public Utility and Regulatory Act, the City of Parker wishes not to receive the fee authorized under Section 66.006(b) of the Public Utility and Regulatory Act.

SAMPLE RESOLUTION

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARKER
ELECTING NOT TO REQUIRE THE REMITTANCE OF A PEG FEE BY
HOLDERS OF A STATE ISSUED CERTIFICATE OF FRANCHISE
AUTHORITY.**

WHEREAS, Section 66.005 of the Public Utility and Regulatory Act requires the holder of a certificate of franchise authority to pay a franchise fee of five percent of gross revenues; and

WHEREAS, Section 66.006(b) of the Public Utility and Regulatory Act provides that, to fund capital expenses associated with Public, Educational and Governmental facilities, and in lieu of in-kind contributions and grants, a municipality may elect to receive one percent of a cable service provider's gross revenues or the per subscriber fee that was paid to it under the expired incumbent cable service provider's agreement; and

WHEREAS, the holder of a state-issued certificate is entitled to recover any fee imposed by the state and paid to the municipality from the cable service provider's customers; and

WHEREAS, the City does not wish to further burden its citizens with the additional fee authorized by Section 66.006(b) of the Public Utility and Regulatory Act;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PARKER, TEXAS:

1. The holder of a state-issued certificate of franchise authority shall not remit a percentage or per subscriber fee to the City under Section 66.006(b) of the Public Utility and Regulatory Act.
2. The City Manager shall send a certified copy of this Resolution to the Company.
3. This Resolution takes effect immediately upon its adoption.

ADOPTED THIS ____ DAY OF _____, 20__.

CITY OF PARKER

By: _____

ATTEST:


Capital Fee from its constituents. For your convenience, we have enclosed a sample letter from an authorized City official and a sample council resolution. The form of waiver is at the city's discretion, so long as it is in writing. To ensure adequate time to process the City's decision, we ask that you provide us the waiver documentation by September 16, 2011. Should the City's PEG capital facility needs change at some point in the future, the City may rescind this waiver and establish the collection and remittance of the fee at that time.

Under state law, all holders of SICFAs for service in your community are subject to the same fees, so the decision to waive or collect the 1% fee is applicable to all certificate holders providing services in your City.

Regarding the City's courtesy video services: The Act establishes the rules regarding complimentary services. Our records show we are providing courtesy services to your city at the locations listed on the attachment. If your municipality requests the continued provision of complimentary services to City buildings, we are entitled to deduct the actual incremental cost of such service from your franchise fee payment. However, we will continue to provide existing courtesy video services at no charge for now.

Feel free to contact me at 469-464-4772 with any question or concerns regarding this correspondence. Thank you for the opportunity to be a part of the future in our community.

Sincerely,



Clem Maddox, Director of Government Relations

Enclosures: Sample 1% Fee forms of waiver
Courtesy List

SAMPLE LETTER

Account nbr	Resident Name	Address Line	Address City	Address Sta	Address Zip
8260130350006824	CITY HALL, PARKER	5700 E PARKER RD	ALLEN	TX	75002-6767

RESOLUTION 2011-347
(Time Warner Franchise PEG fee)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARKER ELECTING NOT TO REQUIRE THE REMITTANCE OF A PEG FEE BY HOLDERS OF A STATE ISSUED CERTIFICATE OF FRANCHISE AUTHORITY.

WHEREAS, Section 66.005 of the Public Utility and Regulatory Act requires the holder of a certificate of franchise authority to pay a franchise fee of five percent (5%) of gross revenues; and

WHEREAS, Section 66.006(b) of the Public Utility and Regulatory Act provides that, to fund capital expenses associated with Public, Educational and Governmental facilities, and in lieu of in-kind contributions and grants, a municipality may elect to receive an additional one percent (1%) of a cable service provider's gross revenues or the per subscriber fee that was paid to it under the expired incumbent cable service provider's agreement (the PEG fee"); and

WHEREAS, the holder of a state-issued certificate is entitled to recover any fee imposed by the state and paid to the municipality from the cable service provider's customers; and

WHEREAS, the City of Parker does not wish to further burden its citizens with the additional fee authorized by Section 66.006(b) of the Public Utility and Regulatory Act;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PARKER, TEXAS:

1. The holder of a state-issued certificate of franchise authority shall not remit a PEG fee of one (1%) percentage or per subscriber fee to the City under Section 66.006(b) of the Public Utility and Regulatory Act. The holder, Time Warner, shall continue to remit a franchise fee of five percent (5%) of gross revenues to the City pursuant to Section 66.005 of the Public Utility and Regulatory Act.
2. The City Secretary shall send a certified copy of this Resolution to the Company.
3. This Resolution takes effect immediately upon its adoption.

ADOPTED THIS 20TH DAY OF SEPTEMBER, 2011.

APPROVED:

Mayor Joe Cordina

ATTESTED:

City Secretary Carrie L. Smith

APPROVED AS TO FORM:

City Attorney James E. Shepherd

3) FRANCHISE FEE
SPREADSHEET

City of Parker
Attn Tax Collector
5700 East Parker Road
Parker, TX 75002

Due Date: 08/15/11

Vendor 132094
ACH Vendor #TAS0000093-1

	<u>Q2 2011</u>
Net Ad Sales	\$5,106.85
Shopping	226.24
Cable	\$ 53,773.36
Total Revenue Basis	<u>\$59,106.45</u>
Franchise Fee 5%	\$ 2,955.32
SICFA 1%	\$ 591.06
TOTAL FRANCHISE FEE BASIS	<u>\$ 62,652.84</u>
Total Franchise Fee Due	<u>\$ 3,132.64</u>
Less: FF Overpayment Adjustment	\$ (210.00)
Total Franchise Fee Due	<u>\$ 2,922.64</u>
Total Franchise Fees - Ad Sales	\$ 270.66
Total Franchise Fees - Cable	\$ 2,651.98
Total SICFA Due	<u>\$ 626.53</u>
Total SICFA - Ad Sales	\$ 54.13
Total SICFA - Cable	\$ 572.40

TOTAL PAYMENTS DUE \$ 3,549.17

Basic Subscribers: 224
Total Subscribers: 420,486
Percentage of Subscribers 0.053%

Other Cable Related Revenue

Home Shopping Account 49030 \$ 424,693.17 \$ 226.24



Council Agenda Item

Budget Account Code:	Meeting Date: September 20, 2011
Budgeted Amount:	Department/ Requestor: City Council
Fund Balance-before expenditure:	Prepared by: J Shepherd
Estimated Cost:	Date Prepared: 9/16/2011
Exhibits:	

AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON ELECTRONIC VOTING EQUIPMENT FOR THE MAY 2012 GENERAL ELECTION.

SUMMARY

An update by Mr. Shepherd will be provided at the meeting.

Carrie Smith

POSSIBLE ACTION

Inter - Office Use			
Approved by:			
Department Head:		Date:	
City Attorney:		Date:	
City Administrator:	<i>Johnna Boyd</i>	Date:	9-16-11

**CITY COUNCIL
FUTURE AGENDA ITEMS**

	City Council Future Agenda Items			
approx time (mins)	ITEM DESCRIPTION	SCHEDULED AGENDA DATE	Project Contact/ Requestor	Notes
	Review Master Park Plan	4-Oct	Sterk/Flanigan	
	Discuss preservation of the Barn in the preserve	4-Oct	Sterk/Flanigan	
15	Qrtly Parks Report	October	Sterk/Flanigan	Last report was June 21, 2011
15	Qrtly Allied Report	October	Allied	per contract - Quarter ending September
15	457 Deferred Comp	October	Boyd	
	Approval of water bids for FM2551	October	Flanigan	Will need standard resolution approving bid.
30	Boards and Commission Roles and Duties	October	Council	Tabled from 8/29/2011.
	CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON AN EMERGENCY MANAGEMENT CESSATION PLAN.	October	Flanigan	Jeff - Need back up and possible legal review.
15	Allied Waste	October	Flanigan	Brenda requested a meeting with Council to discuss possible rate increases at 8/16 meeting. 9/6/2011- Jeff to contact Brenda.
5	Official Newspaper for the City	October	Smith	State mandate; Resolution required and contract from Dallas Morning News.
30	Appointments to Boards and Commissions	November	Sumrow/ Marshall	
15	Amend Resolution 2011-336 - Newsletter Committee and Processes	November	Flanigan/Smith	Names need to be removed and only titles used. Font requirements need to be amended.; Will need a revised resolution for Council action
15	Annual approval of investment policy	November		State mandate
15	Appointment of investment officers	November		
30	Appointment of Fire Marshall	TBD	Sheff	Chris Reinke retired.
15	policy for credit card changes	TBD	Boyd	Allison requested a policy on changes to credit cards at the 8/9 meeting

**CITY COUNCIL
FUTURE AGENDA ITEMS**

	City Council Future Agenda Items			
approx time (mins)	ITEM DESCRIPTION	SCHEDULED AGENDA DATE	Project Contact/ Requestor	Notes
15	plans and review of Personnel Committee's recommendations on Ordinance 481 regarding retirement plans for City employees.	TBD	Boyd	Allison requested
10	Adoption of City Emergency Management Plan	TBD	Sheff	
30	Sale of Fire Engine 10	TBD	Sheff	Council requested at 8/29, staff will discuss issue first; Jeff will speak with Mike.