

# AGENDA

CITY OF ARCHER  
16870 SW 134<sup>TH</sup> AVENUE  
P.O. BOX 39  
ARCHER, FL 32618-0039

November 29th, 2016

6:30 p.m. Archer Community Center  
Advisory Board Meeting ARCHER CITY HALL

*All persons wishing to participate and speak on an issue at the public meeting have the right, through the Chair, to ask questions of staff or other speakers, to seek clarification of comments made by staff or other speakers, and to respond to the comments or presentations of staff or other speakers.*

*All persons who present written materials to Commissioners for consideration must ensure that a copy of those materials is provided to the Clerk for inclusion in the record of proceedings and official minutes.*

*All persons are advised that, if they decide to appeal any decision made at this public hearing or meeting, they will need a record of the proceedings and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

*All interested persons are invited to attend and be heard.*

## CALL TO ORDER OPENING PRAYER

### I. Consent Agenda

- A. Approve minutes from the meeting on October 24<sup>th</sup>, 2016

### II. Old Business

- A. Weyerhauser Grant Report – Mr. Folston
- B. Roll Like a Royal - Sheila Brice

### III. New Business

- A. Resignation of Iris Bailey (new city Commissioner) – Mr. Folston
- B. Rate Changes Approved by Commission
  - 1. Brochure Revision – Mr. Folston
- C. Election of Chair and Vice Chair (January meeting) – Mr. Folston
- D. ACCAB Board Reorganization / Ordinance

- IV. A. Chair Report – Sue Batey
- B. Vice Chair Report – Roberta Lopez

### V. Citizen Comments

**VI. Committee Comments**

**VII. Upcoming Events**

**Roll Like a Royal – December 10, 2016**

**VIII. Motion to Adjourn**

**ARCHER COMMUNITY CENTER ADVISORY BOARD MEETING MINUTES**

**Monday, October 24, 2016. Time: 6:00 PM**

MINUTES, WHICH ARE PUBLIC RECORD, ARE NOTES TAKEN TO PROVIDE A SUMMARY MEMORANDUM OF MEETINGS OR HEARINGS AND CONTAIN ALL OFFICIAL ACTIONS TAKEN. MINUTES ARE NOT INTENDED TO BE A WORD FOR WORD OR VERBATIM TRANSCRIPTION OF THE MEETING.

**Quorum Present:**

Chair	Sue Batey
Vice Chair:	Roberta Lopez
Board:	Sheila Brice
	Frank Batey
	Iris Bailey
	Annie Studemire

**Absent Members:** Jacqueline Polke  
Laurie Costello

**Staff:**

City Manager:	Zeriah K. Folston
Minutes Recorder:	Mary T. Flickinger

**I. CALL TO ORDER**

Chairperson Batey called the meeting to order at 6:10 pm.

**II. CONSENT AGENDA**

**A. Approve minutes from the September 27, 2016, meeting.**

Chairperson Batey called for a motion to approve the Consent Agenda.

**MOTION**

Board Member Brice moved to approve the Consent Agenda and the minutes, as presented.

Vice Chair Lopez seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0. (Board Member Studemire was absent at the time of the vote)

**III. OLD BUSINESS**

**A. Party in the Park, Saturday, October 29, 2016, 6:00 - 9:00 pm., update - Commissioner White**

Chairperson Batey stated that Commissioner White is unable to attend tonight but has provided an update of the event. Vice Chair Lopez stated that Commissioner White would like the Board to ask the Diamond Divas and Gents Health Team if they could assist in bagging candy after their program on Thursday night. Chairperson Batey stated that Ace Hardware has the sand for the horseshoe event, but she did not have a chance to call the Baptist Church about the possible use of the bounce-house. The Historical Society needs cakes baked for the cake-walk event. Board Member Studemire stated that she has been asking people to bring two bags of candy to the event.

City Manager Folston stated that he will be meeting with Commissioner White tomorrow to make sure that we are all on the same page. The City is arranging for handicapped and regular porta potties, two golf carts, and marked handicapped parking spaces on the softball field. The Sheriff's office will be there to assist us as we know that parking will be a challenge.

Board Member Bailey asked what the Board's main responsibility will be. Chairperson Batey stated that the Board has been assigned to run the horseshoe game, but if other areas need help we can assist as needed.

City Manager Folston stated that the volunteers are being asked to arrive by 5:00 pm so that they can park on the south end of the field.

### **B. Roll Like a Royal update – Board Member Sheila Brice**

Board Member Brice stated that we had our first meeting with the volunteers to discuss the etiquette program. We have eight talented volunteers with a variety of experience in planning and working with children. The event is scheduled for December 10, 2016, from 11:00 - 1:00 pm, and will begin with a holiday tea. Board Member Brice read a letter that she created for the purpose of providing the parents information on the etiquette program. Proposed attachments for parental signature include: a) known allergies, b) photo release, c) City liability. The letter will be provided to the school principle to be distributed to approximately 15 children.

City Manager Folston asked if the school is partnering with us on this program. Board Member Brice stated that Commissioner White has been communicating with the principle and he has agreed to send out approximately 15 letters to the parents with the anticipation of 8 to 10 responses to the program. Commissioner Harris also knows children who would benefit from the program.

City Manager Folston asked if everyone is in support of this program. If not, we would be spending money on a program that is not successful, not because the city will not fund the program, but because we do not have the participation. If everyone is committed, we should make it happen, but we must be sure that we are committed.

Vice Chair Lopez stated that everyone here is willing to work with Board Member Brice on anything that she might need, this is an ACCAB project, and it could be used in the future to obtain grants.

Board Member Brice stated that help will be needed in getting the churches to distribute letters to the parents and in decorating the room and baking food at the time of the event. We want to start small at first, with 16 children, approximately 10 to 12 years old if possible.

City Manager Folston stated that everything will need to go through the City because technically this is a City Board and a City run program. Program volunteers will need background checks because we will be working with children. We need to discuss with our attorney what type of legal documents the parents need to sign off on when the children come for the program. City Manager Folston asked Board Member Brice to forward to the City the names of the volunteers, the outline of the program, the age of the children, and the cost of the event. We also need to have in writing who is donating items and what happens if items are broken.

Vice Chair Lopez recommended providing the volunteers with the existing ACCAB volunteer form.

### **C. Bingo/Board Game night update**

City Manager Folston stated that we cannot hold Bingo at the Archer Community Center, we can have a family game night, but not Bingo. Attorney Johnson is currently checking with colleagues to see what is being done in other cities and will let us know if anything changes.

## **IV. NEW BUSINESS**

### **A. Cleaning**

City Manager Folston stated that he would like to get the facility cleaned before Thanksgiving and asked the ACCAB to prepare a bulleted list of items that we want to see done. The list will be given to the companies responding to the bid so that they have an understanding of what is needed. We are thinking of having the facility deep-cleaned every three months, depending on building usage.

**B. Volunteer to operate the Community Center Audio Equipment**

Chairperson Batey stated that the Fellowship Baptist Church has a member who is an electronic technician. In exchange for using the audio equipment on Sunday for their church service, the technician has offered to run the equipment when we need someone for an event. Everything needs to be verified, but she will ask him to contact City Manager Folston.

Vice Chair Lopez presented a letter she composed to be sent to area wedding planners, caterers, and event planners showcasing the Archer Community Center to their clients as a possible site for future events. The letter will include our new brochures and businesses will be asked to post the information for their clients to see. Vice Chair Lopez asked for the letter to go out on City letterhead.

**V. CITIZENS COMMENTS**

December McSherry, Linda Kasicki

December McSherry reported an incident that occurred at the Community Center when the building was being cleaned up after a recent Commission meeting had taken place. The main door was not locked properly. When everyone was ready to leave, a resident showed up who was disappointed that we were closing the building and asked if we had a legitimate responsibility to lock the building. The resident was told that the building was locked and he left in his car, yelling and screaming throughout Archer.

City Manager Folston stated that the City must be responsible and we must hire someone to open and close the facility or have someone on staff do this. The board will not have to worry about cleaning the facility after events because we will have someone to do this as well as lock and unlock the building before and after events. The recommendation to hire someone or to compensate staff will come before the Commission in November. The locks will be changed, the alarm set, and only City staff will have keys to the building. City Manager Folston stated that he appreciates and recognizes the commitment that the Board has shown, but we must address this issue for safety.

**VI. COMMITTEE COMMENTS**

Vice Chair Lopez stated that there will a political rally on Friday, October 28, 2016, from 5:30 to 7:30 pm at the Community Center and everyone is invited.

City Manager Folston stated that the next meeting we will discuss overtime rates for day rentals because our day renters are going over their rental time.

Board Member Bailey wanted to discuss, at some point, renting out the extra tables and chairs for events.

Chairperson Batey stated that she will send a thank you note to Public Works for the help at a recent event.

**VII. MOTION TO ADJOURN**

MOTION

Board Member Bailey moved to adjourn the meeting.

Board Member Batey seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 6-0. Time: 7:57 pm.

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Sue Batey, Chair

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Zeriah K. Folston, City Manager

## Request | View

### Project Overview

<b>Project Title:</b>	Acher Community Center - Empowering Our Community
<b>What are you asking us to support?</b>	We're asking for support to enhance our youth programs, wellness programs, and maintenance of the Historic Archer Community Center.
<b>Amount Requested:</b>	\$10,000.00
<b>Project Begin Date</b>	08/02/2011
<b>Project End Date</b>	
<b>Which Weyerhaeuser community would benefit from this request?</b>	FLORIDA*
<b>Under which area is your program associated?</b>	State or local government agency

**Additional Project Information**

**Project description:** The City of Archer and the Archer Community Center Advisory Board have partnered together to increase the quality of life of the citizens of the City of Archer and surrounding communities. We want to make our focus recreation of the body and mind.

**How would our grant be used?** This grant would be used to facilitate ongoing programs like: Roll Like A Royal, Annual Health Fair, Diamond Divas Weight Management  
New Programs like:  
The Archer Academic Empowerment, The Healthy Families Initiative, Community Game Night, Community Movie Night, The Historic Archer Community Center Preservation program.



**Outcomes and measurement:** Organizational Goals, Objectives, and Outcomes

Goal: To academically empower our youth!

Objectives:

- Institute an afterschool empowerment program
- Provide tutoring and social programming
- Provide tutoring services two days a week
- Provide social programs on etiquette and conflict resolution
- Provide a snack
- Provide motivational speakers from our community and region

Outcome: The Archer Academic Empowerment program, a twice a week after school tutorial/mentoring program held at the Community Center for ages 6 to 16 years' old

Goal: To increase the wellness of our community

Objectives:

- Provide weight management programs
- Provide rewards for Health weight management
- Provide exercise programs
- Provide pharmacology support to our seniors
- Provide an annual Health Fair and Free Health Screenings
- Provide rewards for Health weight management

Outcome: Healthy Families Initiative program, a weekly program that allows families to come exercise and learn healthy eating habits.

Goal: To maintain our historic building.

Objectives:

- Hire a cleaning service to do bi-weekly cleaning services
- Replace kitchen counter top
- Re paint inside of facility
- Repair original wood and siding
- Fund half of the State approved historical marker

Outcome: Repainted inside of facility, repaired kitchen counter top, repaired wood paneling around base of facility, repaired flooring.

**Number of people served:** 35

<b>Focus area alignment:</b>	Education and Youth Development
<b>Project/program budget:</b>	\$20,000.00
<b>Total funding committed:</b>	\$5,450.00
<b>Total funding outstanding:</b>	\$14,550.00
<b>List of sources of committed funding:</b>	<p>City of Archer - \$4,000</p> <p>Roberta Lopez - Citizen \$100</p> <p>Kelly Bros Construction - Business \$250</p> <p>Ed Crapo - Alachua County Property Appraiser \$25</p> <p>Buddy Irby - Alachua County Clerk of Courts \$25</p> <p>December Mcsherry - Citizen \$100</p> <p>Sheriff Sadie Darnel - Alachua County Sheriff \$100</p> <p>Drummond Bank - Local Bank \$500</p> <p>Hutch Hutchinson - Alachua County Commissioner \$100</p>
<b>List of other organizations applied to:</b>	None
<b>Budget sustainability:</b>	The City has made an active commitment to this facility that will be perpetually.
<b>Description of finances (please include any additional information you may want us to know about your financials, if nothing applies use a N/A):</b>	We have very limited funding to provide additional programming and maintenance. This is why we are reaching out to your organization for assistance.
<b>Audited financial statements?</b>	Yes
<b>Fiscal year of most recent audited statement:</b>	2016
<b>Organizational mission:</b>	<p>The Archer Community Center Advisory Board</p> <p>To increase the quality of life for citizens of the City of Archer and surrounding areas through the use of a renovated historical landmark to enhance academic, social and recreational activities.</p>
<b>Year founded:</b>	2016
<b>Fiscal Year Starting</b>	10/1/2016

<b>Fiscal Year Ending</b>	9/30/2017
<b>Number of paid staff:</b>	3
<b>Number of volunteers:</b>	15
<b>Annual operating budget:</b>	\$17,692.00
<b>Organization background:</b>	<p>The City Commission after recognizing the importance of citizen participation and the desire of our citizens to be involved in enhancing the quality of life within our City; established the Archer Community Center Advisory Board. The Archer Community Center Advisory Board was established to help us maximize our limited resources while increasing our reach within our community. This collaboration between our City and citizens has been a tremendous success! We've been able to maximize our limited financial resources while utilizing our diverse citizen commitment to providing holistic services to all of citizens and surrounding areas.</p>

The Archer Community Center is a place WHERE HISTORY WAS MADE. It is a 1936 WPA structure restored and opened for service on August 2, 2011. The center serves the citizens of Archer, Alachua County, and portions of Levy County. The City saw the need for a multi-purpose center to positively impact families and enhance the quality of life of our citizens. In addition to social, educational, and civic affairs. The building has/is being used for Health Fairs, Back to School events, Christmas Celebrations, Exercise and Dance Classes, Performing Arts, Easter Egg Hunts, Senior Activities, Reunions, Weddings, Birthday Parties, Workshops, Banquets, Meetings, Movie Night, Game Night, City of Archer special meetings and much more.

The City of Archer is supported by the citizens, businesses and leaders in the community. Their support range from cash donations, sponsorships, in-kind donations and involvement with various projects in the City and the Archer Community center. The City of Archer raised approximately 1 mill to restore/renovate the Archer High School Gym (1936 historic structure) and made it a multi-purpose center for the citizens of Archer and surrounding areas. The center has been in operation since Aug 2, 2011 and has offer a wide range of services and events.

**Board involvement:** The City Commission and City Manager provide oversight of the Archer Community Center. The City Manager provides day to day operational oversight. The Archer Community Center Advisory Board assist in developing programming, administering programming, recruiting volunteers, marketing, promoting, and general upkeep of the building. The Board consist of 9 voting members who are residents of Archer, business owners in Archer, or property owners in Archer.

**Previous WY support:** Plum Creek contributed to our project previously.

**WY employee involvement:** No

**Chief Executive (or equivalent)** Zeria K. Folston, MPA

**Prefix:** Mr.

**First name:** Zeria

**Last name:** Folston

**Title:** City Manager

**How long has this person been in this position?** Seven Months

**Phone number:** (352)495-2880

**Email:** zfolston@cityofarcher.com

#### Documentation

Source	Document File	Description
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**Budget**

**Project Income**

<b>Source</b>	<b>Amount</b>	<b>Description</b>
Government Public Funding	92.0%	Board Appropriation
Individual Contributions	8.0%	
<b>Total</b>		100%

**Electronic Signature**

I confirm that everything included in this grant application is true and accurate to the best of my ability.

Zeriah K. Folston