

# AGENDA

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

July 26, 2017

6:00 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 June 16, 2017
- B. Approve minutes from the meeting on June 21, 2017

### II. Special Guest

- A. Jahi Khalfani

### III. Old Business

- A. Revised ACCAB Calendar of Events - Discussion
- B. Revised Historic Marker Presentation Budget
- C. Health Fair Final Expenses – Actual
- D. Weyerhaeuser Grant

### IV. New Business

- A. Party in the Park Plans – Commissioner White
- B. Beautification Presentation – Commissioner White/Roberta Lopez
- C. ACCAB Member Terms
- D. City Manager Report
- E. ACCAB Chair Report
- F. ACCAB Members Reports

## **V. Calendar**

- A. ACCAB Meeting, August 24th, 2017 at 6:00pm, City Hall

## **VI. Citizen Comments**

## **VII. Committee Comments**

## **VIII. Motion to Adjourn**

## ARCHER COMMUNITY HEALTH FAIR PLANNING MEETING

### ACCAB/MINUTES

**JUNE 16, 2017**

**5:30PM**

The ACCAB/Volunteers planning meeting for the Archer Community Health Fair was called to order at 5:30pm by ACCAB Chair Roberta Lopez. The ACCAB and Volunteers were given assignments and instruction on how the Health fair would be conducted and what roll the participants would play. At the end of the meeting there, the ACC was ready for the event to be held on June 17, 2017.

#### **Attendance**

Roberta Lopez, Chair

Commissioner Fletcher Hope

Mary Hope

Roberta Lopez

Frank Lopez

Sue Batey

Rosemarie Aslanian

Del Meliti

Kathy Penny

Tameka Hicks

Sheila Brice

Meeting adjourned

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Roberta Lopez, Chair

**CITY OF ARCHER**  
16870 SW 134<sup>th</sup> Ave, Archer, Florida 32618-0039  
Phone 352-495-2880 Fax: 352-495-2445

**ARCHER COMMUNITY CENTER ADVISORY BOARD**  
**MEETING MINUTES**  
Tuesday, June 21, 2017 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, Roberta Lopez  
Sue Batey  
Shelia Brice  
Kathy Penny  
Doug Jones  
Vice Chair, Annie Studemire arrived late

**ABSENT:**

Mae Francis Hunt

**STAFF:**

Zeriah K. Folston

**CALL TO ORDER:**

Chair Lopez called the meeting to order at 6:02PM.

**CONSENT AGENDA:**

MOTION Board Member Penny made a motion to approve the consent agenda as presented.

Board Member Jones seconded the motion.

Board Member Jones asked why the meeting minutes from the past Friday which would have been June 16, 2017 were not included in the Consent Agenda. Chair Lopez said they were provided to staff. City Manager Folston stated that there was a scrivener error which Chair Lopez questioned. Manager Folston stated that the meeting was posted for one time and held at another time. Board Member Jones asked for a brief summary of what was discussed. Chair Lopez stated it was all about the set-up for the upcoming health fair event.

Chair asked for any additional comments or corrections to the consent agenda.

MOTION CARRIED 5-0

Chair recognized Vice Chair Studemire joining the meeting.

**CITY MANAGER REPORT:**

City Manager Folston stated the ACCAB Ordinance passed upon second reading by the City Commission. He also stated the ACCAB Resolution was presented and passed. City Manager

read the resolution into the record in its entirety to remind the ACCAB Board members of the duties of the Board.

**ACCAB CHAIR REPORT:**

Chair Lopez gave a brief summary of the Health Fair event and thanked all of its participants adding Ms. Sylvia Schenk with Vial of Life to the list. She also recognized a thank you letter from Life South. She then read a letter she had received to the Board and audience from Ana Robels-Rhoads with Elder Options. Board Member Jones requested that the receipts for the event be made available for review. City Manager Folston stated they would be presented to them at next meeting.

**OLD BUSINESS:**

Upcoming Marker Program/Grant Information - Chair Lopez stated the City was awarded a \$950 matching grant. She presented a budget regarding the Marker program and asked for motion to approve the budget as presented. City Manager Folston asked for time for staff to review the budget prior to approval. Board Member Jones concurred stating that although the Marker Program was on the agenda the budget that was presented was not within the agenda packet and feels it is not appropriate to move on something before the board can review and a discussion can take place. Chair Lopez stated she would submit to staff for next meeting.

MOTION MOVE TO TABLE was made by Board Member Jones.

SECONDED by Board member Brice

MOTION passed unanimously

City Manager Folston wanted to give a special thank you to Deanna Alltop.

MOTION to have the City Commission verbally recognize Ms. Alltop for the work she did with submitting the Marker grant.

SECONDED by Board Member Penny

MOTION passed unanimously

Advertisement/Promotion - Board Member Kathy Penny gave an update on the discussion she had with an event planner about the potential of a wedding expo event. When her discussion led to monetary questions she thought it was best to be handled by the City Manager.

MOTION to have the City Manager engage for external promotion person

SECONDED by Board Member Penny

BOARD DISCUSSION the census of the board was to NOT utilize a promotion person but to identify costs and narrow down proposed dates even if it means postponing it for a year for a successful turnout. Board Member Batey suggested going through the Community Center Rental Application and mine participant contact information. Board Member Jones wanted clarification on the classification of participants that the board is trying to target. Board Member Studemire asked about the Board sharing lists between them, which City Manager Folston stated that it was a good reminder and the entire event will have to be planned in committee. Board Member Batey suggested to table for further information gathering. After further discussion on recruiting volunteers to help with the event, sponsorship and fundraising.

MOTION to remove previous motion made by Board Member Jones

SECONDED by Board Member Penny

MOTION passed unanimously

Brochure Distribution - Chair Lopez asked again about Brochure Distribution

Roll Like a Royal Event– Board Member Sheila Brice stated that the event is set for October 14, 2017. The first volunteer meeting is August 29th @ 6:00PM at the Library. She stated that the event is for high school age kids 14-18. She asked the Board to help promote within the community.

**NEW BUSINESS:**

Parliamentary Procedures Information was scratched from the agenda by Chair Roberta Lopez. Board Member Jones stated that scratching it from the agenda was stated but not voted on and wanted clarification on exactly what this agenda item was about. Chair Lopez stated it was a little booklet she was going to give out but decided not to. Item (A) was added to the agenda by Chair Lopez.

MOTION to remove New Business Item (A) Parliamentary Procedures from the agenda made by Board Member Jones.

SECONDED by Board Member Batey

MOTION passed unanimously

**CALENDAR:**

ACCAB Meeting July 26, 2017 at 6:00pm, City Hall

**CITIZENS COMMENTS:**

Laurie Costello, Iris Bailey City Commissioner

**COMMITTEE COMMENTS:**

Annie Studemire - Health Fair Success. Suggestion for Roll with Royals event target all high schools in the area.

Sue Batey - No comment

Shelia Bailey - Health Fair Success

Doug Jones - Health Fair Success, recommendations and appreciation to all volunteers. Help promote the Family Clinic in the city regarding a grant they have in for ultra-sound imaging.

Kathy Penny - Health Fair Success

**MOTION TO ADJOURN:**

MOTION to adjourn made by Board Member Studemire

SECONDED by Board Member Jones

MOTION passed unanimously

Meeting adjourned at 7:35PM

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Roberta Lopez, Chair

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Annie Studemire, Vice Chair

Name: Jahi Khalfani

High School: Eastside IB Program

College: University of Florida \*\*recently accepted into Emerson College as a transfer

Major: Advertising

My plan is to make a living doing what I love: crafting cinema. I love video production, every aspect of it to be exact, and I love it because of the final product and how you have the creative freedom to capture something in your own unique way and present that to an audience. So far I've done commercial projects for companies, automotive films, nightlife after movies, bike films, skate videos, and a handful of other things. On the 13th I start filming for my first music video.

Although I got accepted, I won't be attending Emerson College in Boston due to the amount of money it would cost to attend despite being awarded \$30,000. Instead I'll be staying at the University of Florida and majoring in advertising while I work on building my company, 23rd Esque which is slowly becoming a small-scale production house that offers a handful of creative services ranging from video production to web design to social media marketing and management.

My brother and I are also working on building a car at the moment. Fun fact.

I look forward to hearing back from you, let me know if you need any more information.

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*J. Khalfani*

**ACCAB 2017 CALENDAR OF EVENTS AND ACTIVITIES**

PREPARED FOR MARCH 23, 2017 MEETING

FEBRUARY 25, 2017	ROLL LIKE A ROYAL PROGRAM
MARCH 4, 2017	YARD SALE CANCELED
MAY 29, 2017	MEMORIAL DAY EVENT –CANCELED
JUNE 17, 2017	ANNUAL HEALTH FAIR
AUG/SEPT 2017	HISTORIC MARKER PRESENTATION (MARKER GRANT APPROVED)
OCTOBER 14, 2017	ROLL LIKE A ROYAL PROGRAM
OCTOBER ? 2017	PARTY IN THE PARK – COMM. WHITE
NOVEMBER 11, 2017	VETERANS DAY EVENT – BRICK SALE COMMISSIONER WHITE/COMMITTEE WILL SPEARHEAD THIS EVENT

PLEASE NOTE, UPCOMING ROLL LIKE A ROYAL WILL BE THE THIRD ONE.  
DECEMBER, FEBRUARY AND OCTOBER.



## MARKER PRESENTATION EVENT BUDGET

This Historic Marker event budget was presented to the ACCAB and the City Manager/Staff. At our May Meeting. At that meeting I wanted to get the health fair and the marker event budget approved. The Manager indicated that he wanted to wait before approving this budget. I brought this budget back at the June 21<sup>st</sup> meeting and I let the board know that I cut somethings and reduced the budget from \$1757.00 to \$1557.00 and this new total included the marker funds (\$950.00) Mr. Doug Jones said he did not have the document in the package so it was delayed again. Mr. Jones receive all documents that other board members receive in their package but for some reason he does not remember seeing them.

I am submitting this budget again and asking that all ACCAB members receive in their package for the July 26 meeting. We will start planning for the event in July.

### HISTORIC MARKER PRESENTATION                      AUGUST/SEPT 2017

#### FOOD/OTHER FOR GUEST

FINGER FOOD TRAYS	\$300.00	reduced to \$250.00
PUNCH/WATER/TEA	\$50.00	reduced to \$25.00
SWEETS/COOKIES	\$25.00	
ICE	\$9.00	
MISC	\$25.00	remove this cost
GRANT MATCH	\$950.00	
INVITATIONS/DESIGN	\$100.00	(BOB's price for 250)
TECH/SLIDE SHOW	\$100.00	
MAIL-OUT	\$75.00	COST TO MAIL 150 INVITES
ALACHUA TODAY AD	\$123.00	
GAINESVILLE SUN AD		FREE IN COMMUNITY CALENDAR
WILLIAMS THOMAS FUNERAL HOME		FREE TV AD
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TOTAL	\$1,757.00	NEW TOTAL \$1557.00

#1

**THE CITY OF ARCHER AND ACCAB HEALTH FAIR BUDGET REPORT**

**REVISED - 7/13/17**

**APPROVED EVENT BUDGET FOR JUNE 17, 2017 (See Revisions)**

**Amount Budgeted for the Health Fair/Blood Drive \$387.45**

**Amount Spent \$186.62 under Budget (Revised)**

**City of Archer wrote check to Subway \$120.00? Paid by City (Karen)**

**Total \$306.62 under Budget (Revised)**

**Unused budgeted funds \$80.83 (Revised)**

**The budgeted funds were used for food, water, decorations, ACC cleaning supplies, Subs/pizza's, cookies, advertisement, printing/copies/other misc. items (see receipts)**

**HOW THE EVENT WAS ADVERTISED**

**William Thomas Funeral Home TV AD, Alachua County Today Newspaper, Radio Station 103.1, Yard Signs, Social Media, Emails, Phone Calls, Gainesville Sun, Post in Businesses, Library, WCJB TV, Other Cities, word of mouth/other.**

**Please do not forget to attend the upcoming meeting on JULY 26, 2017 at 6:00 pm at city hall.**

**RCL/ REVISED HEALTH FAIR BUDGET REPORT**

**ARCHER COMMUNITY HEALTH FAIR                      2016 & 2017 COMPARISON**

2016 PUBLIC ATTENDANCE                      42 - PARTICIPANTS                      7 – PROVIDERS  
2017 PUBLIC ATTENDANCE                      57 – PARTICIPANTS                      17 – PROVIDERS

SEVERAL ARCHER FIREMAN ATTENDED

2017 LIFESOUTH BLOOD DRIVE COLLECTED 13 PINTS OF BLOOD FROM THE PARTICIPANTS (PINTS FOR PERRY)

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**HEALTH FAIR REPORT**

The 2017 City of Archer and the ACCAB Community Health Fair was a total success. Every year gets better. This year was special because we honored Perry McGriff, Jr. who gave 536 pints of blood during his life time. LIFESOUTH on hand at the health fair and collected 13 pints of blood from the participants. Our special guest included Mrs. Noel McGriff and Sons, Kevin and Keith and three grandchildren. She spoke of her husband’s involvement. As most of you already know, Mr. Perry McGriff, Jr., served as honorary chair for the restoration of ACC. He passed February 2, 2017.

A special thanks to the ACCAB members and Volunteers. The Commissioners, Mayor and City Manager/staff also assisted the ACCAB with this event. We thank Commissioner Hope for being our strong arm and hanging with us for the entire day. The health care providers participated in a drawing for certificates to receive a massage from the Florida School of Massage. We had three winners. Pearl dedicated a song to Perry and that was the highlight of the event. Our Library Director, Taryn Brown donated “I Love My Library” bags and we were able to pack with a water, ACC Brochure for promotion, Pens from Campus USA and other materials for the public.

Rosemarie Aslanian/Daughter and Del Meliti did a great job on mixing and fixing the salad. Everyone enjoyed it. Kathy Penny took pictures of the event. Roberta Lopez, Sue Batey and Tameka Hicks was everywhere. Annie Studmire and Mary Hope made sure all signed in. Sheila Brice and Commissioner Hope set up coffee for the early arrivals. Sheila made pumpkin cake. All Other ACCAB members donated items for this event and help with promoting it. We thank you. If I forgot to mention someone, I love you!!

## 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>		<b>100%</b>

**Electronic Signature**

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

Zeriah K. Folston

#3

8-1-17 Pg. 1

ARCHER

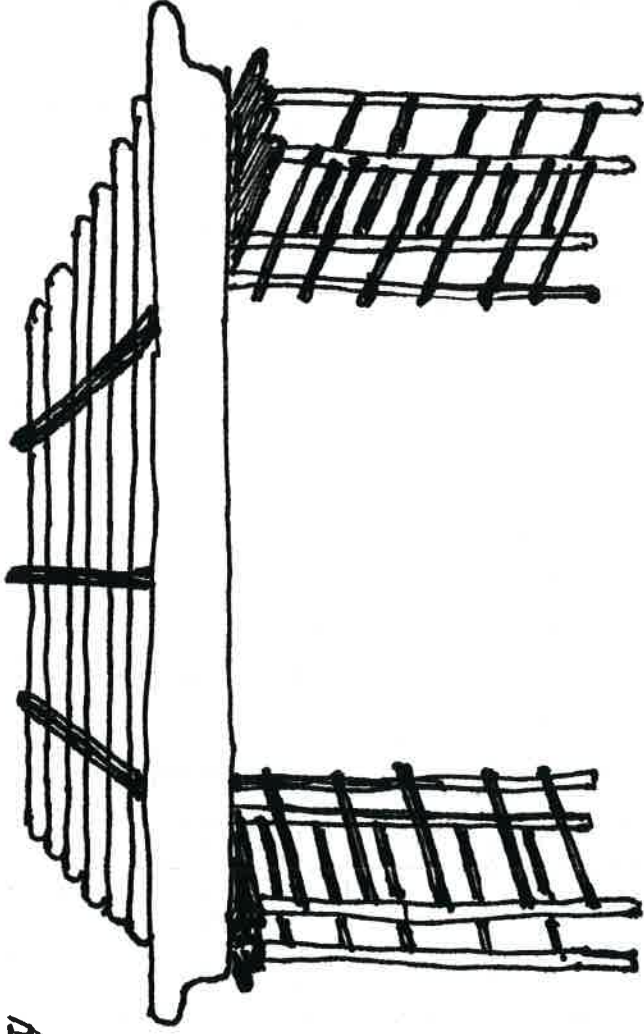
COMMUNITY

CENTER

PAGODA

FRONT VIEW

14' x 12'

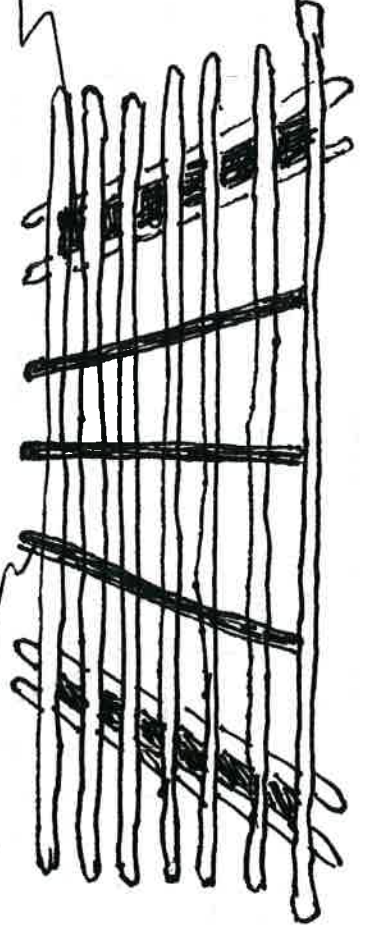


OVER-VIEW

LOOKING DOWN

2" x 2" STRUCTURE SUPPORTS

SOLID WOOD 1" x 4"



Submitted By SILVIA SHENK

8-1-17 Pg. 1

#3

ARCHER

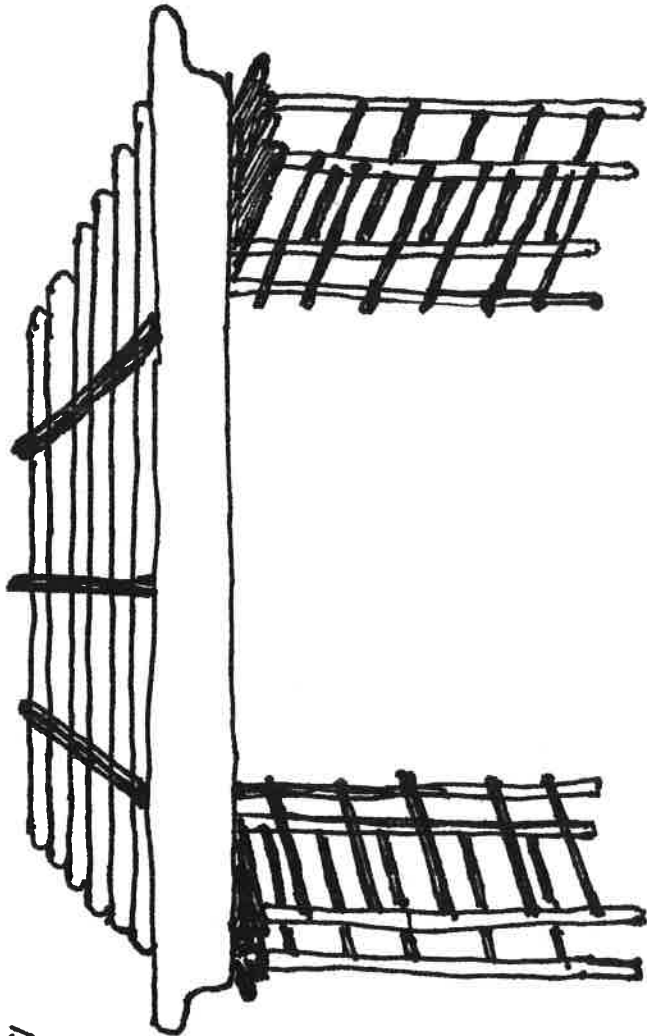
COMMUNITY

CENTER

PAGOTA

FRONT VIEW

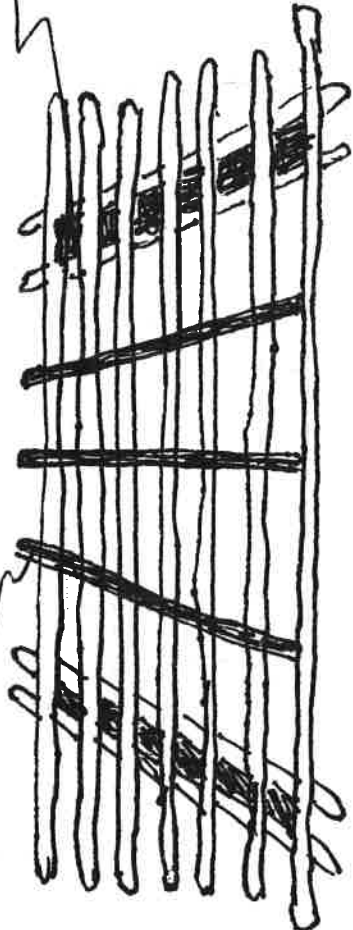
14' x 12'



OVER-VIEW LOOKING DOWN

2" x 2" STRUCTURE SUPPORTS

SOLID WOOD 1" x 4"



Submitted By SLUWA SHENK

## ACCAB Member Terms

<b>Name</b>	<b>Appointment Date</b>	<b>Reappointment Date</b>
Sheila Brice - 1 Year	April 1, 2016	March 1, 2017
Laurie Costello - 2 Year	April 1, 2016	March 1, 2018
Roberta Lopez - 2 Year	April 1, 2016	March 1, 2018
Sue Batey - 3 Year	April 1, 2016	March 1, 2019
Frank Batey - 3 Year	April 1, 2016	March 1, 2019
Annie Studemire - 3 Year	April 1, 2016	March 1, 2019
Doug Jones - 3 Year	January 1, 2017	March 1, 2020
Mae Francis Hunt - 3 Year	January 1, 2017	March 1, 2020
Kathy Penny - 3 Year	February 1, 2017	March 1, 2020