

AGENDA

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

July 27th, 2016

4:00 P.M.

SPECIAL COMMISSION
MEETING

ARCHER COMMUNITY
CENTER

CALL TO ORDER

PRAYER

PLEDGE OF ALLEGIANCE

I. Old Business

- A. Emergency Remediation Estimates for City Hall
- B. Emergency Repairs for City Hall
- C. Accounting Services Cost

II. New Business

- A. Resolution Number 2016-25, City of Archer Donation to Not For Profits For Affordable Housing
- B. Grants Update
- C. Meeting Security
- D. Revised Archer Community Center Rental Application
- E. Scope of Work for the Maintenance at the Laurel Hill Cemetery

III. Citizen Participation:

As part of the Commission's public outreach we invite Archer residents and the members of the public to share their thoughts, suggestions and concerns at designated times during Commission meetings. Each person is allotted the maximum time of 3 minutes to ensure everyone has an opportunity to be heard and responded to we ask that you adhere to the following guidelines:

- Please state your full name (or first name if you prefer) and state whether or not you reside within the city limits.
- Please state your question, comment or concern in as few words as possible.
- Please try to make it clear what information you want or what problem you want solved so that the Commission can accurately respond to your request.
- Please be courteous of others and refrain from using language that would be considered insulting, offensive, or insensitive.

Thank you for your cooperation.

The Commission is here to serve you.

IV. Adjournment



ESTIMATE # 57

DATE Jul 18, 2016

The Best Restoration Estimate

TOTAL **\$6,335.00**

CUSTOMER

City Of Archer

MAKE PAYMENT TO

The Best Restoration
3715 NW 97th Blvd, Suite B
Gainesville, FL 32606
(352) 505-3321

www.TheBestRestoration.com
info@TheBestRestoration.com

SERVICES

qty unit price subtotal

Mold Remediation

Mold remediation estimate,

Mr. Jones informs me that all the wallpaper and carpet will have already been removed from the building before we start the mold remediation.

We will also ask before we start the remediation that all of the unused cardboard boxes, misc paperwork and any other loose items be stacked up in a orderly fashion, and that personal belongings be removed prior to starting the mold remediation. Also that the access hole into the attic area be secured.

This mold remediation will take upto 5 days. We will require that any post air testing take place no later than one day of the completed remediation, we will coordinate with Mr. Jones on the scheduling of the post air test.

RESMOLD - Containment

2.0 \$75.00 \$150.00

Build Containment walls to isolate effected Area. We will put one containment in the reception area, and one containment on the meeting room door. These containments prevent cross-contamination into other parts of the building during the removal of contaminated material.

ResDemo - Removal of contaminated material

1.0 \$1,250.00 \$1,250.00

In the reception area we will remove the drywall under the window approximately 10 ft.², also any affected insulation in that area, in the meeting room HVAC closet we will remove most of the drywall 4 foot up and the front of the Ac stand Will be removed so we can inspect and clean necessary. Also in the meeting room the window to the left we will remove approximately 20 ft.² of drywall and insulation. All contaminated material will be bagged and disposed of.

Always keep in mind when you start exposing the structure of the building you never know what might be in the area such as rot, termites and other compromised material.

If we find situations like this we will coordinate with Mr. Jones on how to correct them.

RESMOLD - Hepa Vac	1.0	\$800.00	\$800.00
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Hepa Vacuum Will take place throughout the entire building including the exposed structure, walls, ceilings, content, Doors, windows, etc.

This process is done to remove excessive spores and takes a special HEPA vacuum to complete the process. This process is very detailed and time consuming.

RESMOLD - Antimicrobial	1.0	\$2,500.00	\$2,500.00
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Anti Microbial Solution Applied to the entire inside of the building including the expose structure, this process removes any remaining residue from spores. This also includes cleaning of all the chairs in the meeting room. We will pay special attention to the areas where there were building materials removed especially in the HVAC closet that's located in the meeting room.

Just like the HEPA vac process this process is very detailed and time consuming and does take the most time of the entire remediation.

Could take up to three days.

Equipment - Air scrubber	10.0	\$75.00	\$750.00
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This mold remediation will require two large HEPA air scrubbers for upto 5 days, one will be placed in the meeting room and will be used to create negative air with in the meeting room, the other one will be placed in the printing room area.

This equipment removed 99.9% particulate in the air including mold spores. Includes set up, take down decontamination.

Equipment - Dehumidifier	10.0	\$75.00	\$750.00
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This mold remediation will require two large dehumidifiers for up to 5 days, one will be placed in the meeting room the other one near the printing area, this equipment controls the temperature and relative humidity during the mold remediation. Includes set up, takedown and decontamination.

RESMOLD - PPE	1.0	\$135.00	\$135.00
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Personal Protection Equipment, Filters, chemicals and all supplies.

Deposit

We will require a \$2000 deposit before starting this project.

Subtotal		\$6,335.00
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TOTAL		\$6,335.00
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Client: Archer City Hall
Property: 16870 Sw 134th ST
Archer, FL 32618

Operator: PRODUCTI

Estimator: Raymond, Jason
Company: Servpro of Alachua County West
Business: P.O. Box 357657
Gainesville, FL 32635

Business: (352) 374-6589
E-mail: production@servproacw.com

Type of Estimate: Other

Date Entered: 7/15/2016

Date Assigned:

Price List: FLGA8X_JUL16

Labor Efficiency: Restoration/Service/Remodel

Estimate: ARCHERCITYHALL

ARCHERCITYHALL

Main Level

Main Level

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
6. Cleaning & Remediation - Supervisory - per hr	5.00 HR	0.00	45.54	0.00	227.70
7. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit.	7.00 DA	0.00	105.00	0.00	735.00
8. Negative air fan/Air scrubber (24 hr period) - No monit.	7.00 DA	0.00	70.00	0.00	490.00
9. Negative air fan/Air scrubber (24 hr period) - No monit.	7.00 DA	0.00	70.00	0.00	490.00
33. Dehumidifier (per 24 hour period) - XLarge - No monitoring	5.00 EA	0.00	110.00	0.00	550.00
10. Add for personal protective equipment (hazardous cleanup)	4.00 EA	0.00	8.13	1.75	34.27
11. Respirator - Half face - multi-purpose resp. (per day)	4.00 DA	0.00	1.67	0.00	6.68
12. Add for HEPA filter (for negative air exhaust fan)	1.00 EA	0.00	183.81	10.50	194.31
13. Add for HEPA filter (for canister/backpack vacuums)	1.00 EA	0.00	48.81	2.40	51.21
18. Containment Barrier/Airlock/Decon. Chamber	100.00 SF	0.00	0.60	0.42	60.42
19. Peel & seal zipper	3.00 EA	0.00	10.31	1.38	32.31
20. sticky mat at entrances	2.00 EA	0.00	35.00	1.72	71.72
Total: Main Level				18.17	2,943.62



Meeting Room

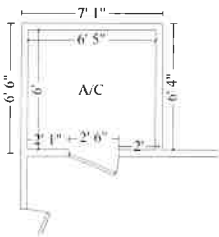
Height: 8'

901.33 SF Walls	752.19 SF Ceiling
1,653.52 SF Walls & Ceiling	752.19 SF Floor
83.58 SY Flooring	112.67 LF Floor Perimeter
112.67 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
21. Water Extraction & Remediation Technician - per hour	8.00 HR	0.00	42.97	0.00	343.76
Time to remove contaminated items					
22. Apply anti-microbial agent	2,405.71 SF	0.00	0.19	4.33	461.41
23. HEPA Vacuuming - Detailed - (PER SF)	2,405.71 SF	0.00	0.51	0.00	1,226.91
24. Water Extraction & Remediation Technician - per hour	4.00 HR	0.00	42.97	0.00	171.88

CONTINUED - Meeting Room

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
time to seal cavities for testing					
25. Water Extraction & Remediation Technician - per hour	1.00 HR	0.00	42.97	0.00	42.97
fogging of space between roof and drop ceiling					
26. Clean chair seat	40.00 EA	0.00	10.00	1.99	401.99
28. Clean office chair	8.00 EA	0.00	30.01	0.60	240.68
Totals: Meeting Room				6.92	2,889.60

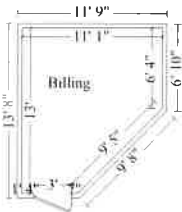


A/C

Height: 8'

198.67 SF Walls	38.50 SF Ceiling
237.17 SF Walls & Ceiling	38.50 SF Floor
4.28 SY Flooring	24.83 LF Floor Perimeter
24.83 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
14. Water Extraction & Remediation Technician - per hour	4.00 HR	0.00	42.97	0.00	171.88
Time to remove contaminated items					
15. Apply anti-microbial agent	275.67 SF	0.00	0.19	0.50	52.88
16. HEPA Vacuuming - Detailed - (PER SF)	275.67 SF	0.00	0.51	0.00	140.59
17. Water Extraction & Remediation Technician - per hour	2.00 HR	0.00	42.97	0.00	85.94
time to seal cavities for testing					
Totals: A/C				0.50	451.29



Billing

Height: 8'

353.82 SF Walls	121.73 SF Ceiling
475.55 SF Walls & Ceiling	121.73 SF Floor
13.53 SY Flooring	44.23 LF Floor Perimeter
44.23 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
29. Water Extraction & Remediation Technician - per hour	4.00 HR	0.00	42.97	0.00	171.88

CONTINUED - Billing

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Time to remove contaminated items					
30. Apply anti-microbial agent	597.28 SF	0.00	0.19	1.08	114.56
31. HEPA Vacuuming - Detailed - (PER SF)	597.28 SF	0.00	0.51	0.00	304.61
32. Water Extraction & Remediation Technician - per hour time to seal cavities for testing	2.00 HR	0.00	42.97	0.00	85.94
Totals: Billing				1.08	676.99
Total: Main Level				26.67	6,961.50
Line Item Totals: ARCHERCITYHALL				26.67	6,961.50

Grand Total Areas:

1,453.82 SF Walls	912.41 SF Ceiling	2,366.24 SF Walls and Ceiling
912.41 SF Floor	101.38 SY Flooring	181.73 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	181.73 LF Ceil. Perimeter
912.41 Floor Area	971.94 Total Area	1,453.82 Interior Wall Area
1,573.02 Exterior Wall Area	174.78 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

Coverage	Item Total	%	ACV Total	%
Dwelling	6,318.83	90.77%	6,318.83	90.77%
Other Structures	0.00	0.00%	0.00	0.00%
Contents	642.67	9.23%	642.67	9.23%
Total	6,961.50	100.00%	6,961.50	100.00%

Summary for Dwelling

Line Item Total	6,294.75
Material Sales Tax	24.08
Replacement Cost Value	\$6,318.83
Net Claim	\$6,318.83

Raymond, Jason

Summary for Contents

Line Item Total	640.08
Material Sales Tax	2.59
Replacement Cost Value	\$642.67
Net Claim	\$642.67

Raymond, Jason

Recap by Room

Estimate: ARCHERCITYHALL

Area: Main Level		2,925.45	42.18%
Coverage: Dwelling	100.00% =	2,925.45	
Meeting Room		2,882.68	41.57%
Coverage: Dwelling	77.80% =	2,242.60	
Coverage: Contents	22.20% =	640.08	
A/C		450.79	6.50%
Coverage: Dwelling	100.00% =	450.79	
Billing		675.91	9.75%
Coverage: Dwelling	100.00% =	675.91	
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Area Subtotal: Main Level		6,934.83	100.00%
Coverage: Dwelling	90.77% =	6,294.75	
Coverage: Contents	9.23% =	640.08	
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Subtotal of Areas		6,934.83	100.00%
Coverage: Dwelling	90.77% =	6,294.75	
Coverage: Contents	9.23% =	640.08	
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Total		6,934.83	100.00%



City Hall/Chambers Remediation Project Chart

Project	City Hall	Commission Chambers
A/C Drops for the dais, two new supplies (vents) for air flow		\$863.52
A/C filtration system-AprilAire air filtration for optimum air cleaning	\$980.00	\$980.00
Flooring for chambers foyer		\$350.00
Carpet for chambers		\$900.00
Flooring for City Hall foyer	\$200.00	
Vinyl base trim	\$200.00	\$100.00
Door replacement in chambers		TBD
Flooring in City Hall	\$2,200.00	
Wallpaper and panel removal	TBD	TBD
Painting	TBD	TBD
Window replacement	\$280.00	\$881.00
Closing in windows		TBD
Drywall	TBD	TBD
Portable Office	TBD	
Total	\$3,860.00	\$4,074.52

Accountant for the City of Archer

Name	Rate per hour	Rate per Day	Travel cost per visit	Initial clean-up 32 hours	Annual 8 hours a month
Michel Whitehead	\$ 80.00	N/A	\$ 40.00	\$ 2,720.00	\$ 680.00
Athena Smith	\$ 65.00	\$ 350.00	N/A	\$ 1,400.00	\$ 350.00
Betty Addison	\$ 130.00	N/A	N/A	\$ 4,160.00	\$ 1,040.00

RESOLUTION NO 2016-25

A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, DETERMINING AND DECLARING CERTAIN REAL PROPERTY AS SURPLUS LOCATED IN THE CITY OF ARCHER, FLORIDA FOR DONATION TO NOT FOR PROFITS FOR AFFORDABLE HOUSING; AND AUTHORIZING THE CITY MANAGER TO DISPOSE OF SAID PROPERTY IN ACCORDANCE WITH THE CITY'S AFFORDABLE HOUSING SURPLUS PROPERTY POLICY; REPEALING ALL RESOLUTIONS IN CONFLICT, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Archer adopted an Affordable Housing Surplus Property Policy via Resolution 2016-21 on July 11, 2016, to govern the donation of real property owned by the City of Archer to not for profit companies for affordable housing; and

WHEREAS, the City of Archer is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166 of the Florida Statutes; and

WHEREAS, the City of Archer is the owner of real property located within the municipal borders of the City of Archer; and

WHEREAS, the City Commission has determined that the subject property listed below no longer serves a public purpose; and

WHEREAS, surplus property is property which no longer servers a public purpose, or is in excess of the City's needs, or the sale of which would serve a greater public purpose than the retention of the property; and

WHEREAS, the City's Affordable Housing Surplus Property Policy requires the City Commission to make a finding property is surplus in the form of a Resolution prior to disposition by the City; and

WHEREAS, the City Commission finds it is in the best interest of the City of Archer that the property be declared surplus and be disposed of to a not for profit company for affordable housing; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ARCHER, FLORIDA AS FOLLOWS:

SECTION ONE: The City Commission of the City of Archer finds and declares that real property listed below are hereby identified and classified as surplus real property as the properties serve no public purpose and continued ownership of the subject properties would be uneconomical and inefficient for the City, and the best use is to make these properties available

for not for profit organizations for affordable housing:

- a. Tax Parcel Number: 05045-001-000, located at 17194 SW 129th Ave., Archer, Florida 32618

SECTION TWO: The City Manager of the City of Archer is hereby authorized to dispose of the subject properties listed above to a not for profit organization to encourage affordable housing in Archer.

SECTION THREE: The City Manager shall follow the City's Affordable Housing Surplus Property Policy in the disposition of the subject properties.

SECTION FOUR: If any word, phrase, clause, paragraph, section or provision of this Resolution or the application hereof to any person or circumstances is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of the resolution which can be given without the valid or unconstitutional provisions or application, and to this end the provisions of this Resolution are declared severable.

SECTION FIVE: All resolutions and parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION SIX: This Resolution shall become effective immediately upon final adoption.

ADOPTED, by an affirmative vote of a majority of a quorum present of the City Commission of the City of Archer, Florida, at a regular meeting, this _____, day of July, 2016.

ATTEST:

Zeriah K. Folston, MPA, City Manager

Corey Harris, Mayor

Approved as to form and legal sufficiency:

Courtney W. Johnson, Assistant City Attorney

Grant Name	Start Date	End Date	Amount of Grant	Amount used	Amount Unused
Doris Robinson - Tot Lot	8/26/14	4/30/2017	\$ 50,000.00	\$ 47,000.00	\$ 3,000.00
Doris Robinson - Green Fields	10/19/15	4/30/2018	\$ 50,000.00	\$ 450.00	\$ 49,550.00
Waste Water Treatment	12/21/15	2/28/2018	\$ 750,000.00	\$ 750,000.00	\$ 750,000.00
Holly Hills Water Quality Improvement and Stormwater Mitigation	Pending		\$ 82,700.00	*	

*4,000.00 match by City for tree removal

ARCHER COMMUNITY CENTER
(352) 495-2880
USE APPLICATION, CONTRACT AND
RENTAL POLICY

Deposits are required to secure the rental date.

Date _____

Renter's Name: _____

Phone: Home _____

Renter's Address: _____

Cell Phone _____

Email Address: _____

DL Number: _____ (copy required)

Event Planner _____

Phone _____

Event Information*

Date(s): _____ Activity: _____ Hours _____ - _____ All day _____

Anticipated Number of People _____ Alcohol to be served? ** _____ Yes _____ No

- Items Requested:
- _____ Sound System/Audio Visual
 - _____ Additional Folding Chairs (66) and 12 Rectangle tables fee **\$25.00**
 - _____ Tables/ Chairs (to be inventoried before returning deposit)
 - _____ Convection Oven
 - _____ (Optional) Clean up fee **\$175.00**

* The City reserves the right to require liability insurance at the determination of the City Manager. The City may require renters to obtain security services at the determination of the City Manager.

**ACSO security must be provided for events where alcohol will be served.

Events with no admission fees or fundraising (weddings, family reunions, etc....)

Rental Fee: **\$400.00 (8:30am to 10:00pm)** Paid _____ Amount Due \$ _____

Rental Fee: **\$300.00** for first three (3) hours/**\$50** per additional hour Paid _____ Amount Due \$ _____

Reservation Deposit: 25% of rental fee to be paid at time of rental – refundable if reservation is cancelled at least (8) weeks prior to rental date. Paid _____

Security Deposit: **\$150** refundable deposit to be returned upon walk through inspection for damage or cleaning. Paid _____

Sound System/Audio Visual

\$500.00 by payment of separate check, to be refunded upon inspection and confirmation of no damage. If damage occurs, the renters deposit will be utilized for repair of the damage. Renter will be assessed for any costs incurred for repair of damage in excess of the \$500.00 deposit and refunded if less than \$500. Paid _____

Events hosted by non-profit (no admission or fundraising-must provide 501 3-C status)

Rental Fee: **\$400.00 (8:30am to 10:00pm)** Paid _____ Amount Due \$ _____

Rental Fee: **\$270.00** for first (3) three hours Paid _____ Amount Due \$ _____

Reservation Deposit: 25% of rental fee to be paid at time of rental – refundable if

16671 SW 137th Avenue

City of Archer

Community Center

Rental Application and Policy

Page 1 of 7

Updated July 2016

reservation is cancelled at least (8) weeks prior to rental date. Paid _____

Security Deposit: \$150 refundable deposit to be returned upon walk through inspection Paid _____

Events with admission charge or where compensation is received (including political fundraisers)

Rental Fee: \$345.00 for first (3) three hours / \$65 per additional hour Paid _____ Amount Due \$ _____

Rental Fee: \$600.00 (8:30am to 10:00pm) Paid _____ Amount Due \$ _____

Reservation Deposit: 25% of rental fee to be paid at time of rental – refundable if reservation is cancelled at least (8) weeks prior to rental date. Paid _____

Security Deposit: \$150 refundable deposit to be returned upon walk through inspection for damage or cleaning Paid _____

**Sound System:
Audio Visual
Deposit** \$500.00 by payment of separate check, to be refunded upon inspection and confirmation of no damage. If damage occurs, the renters deposit will be utilized for repair of the damage. Renter will be assessed for any costs incurred for repair of damage in excess of the \$500 deposit and refunded if less than \$500 Paid _____

Deposits and fees shall be paid by credit card, check or money order.

Deposits are required to secure the rental date.

Additional charges due to event running longer than time reserved will result in additional hourly charges to the tenant and may result in forfeiture of the security deposit.

Deposits will be returned within two (2) weeks of the rental date; provided no damages were found.

All rental fees and security officer fees are to be paid in full two (2) weeks prior to the scheduled event or the event may be cancelled at the City Manager's discretion.

Failure to pay all fees two (2) weeks prior to the scheduled event may result in forfeiture of the deposit.

As a condition precedent to the issuance of this contract, I the undersigned responsible person, knowingly and voluntarily assume the responsibility to abide by all federal, state, county and city laws and ordinances and Guidelines and Use Policy (attached) pertaining to the Archer Community Center, all of which are hereby incorporated herein by reference.

I, for myself and my children, agents, servants, employees, heirs, executors, administrators and assigns, and the entity on whose behalf I am entering into this contract, agree to release, indemnify and hold harmless the City of Archer, Florida, its officials, officers, employees, agents and volunteers from

any claim arising out of the use of the Archer Community Centers, including but not limited to accidents, injuries, illness, negligent or intentional torts, acts of God, attorney fees, loss of service claims, or any other expenses or claims, including those based on a subrogate interest of any insurer, or loss of group or personal property relating to the use of the center.

Agreed to and accepted by _____ this _____ day of _____, _____

Signature OF RENTER

ARCHER COMMUNITY CENTER GUIDELINES AND USE POLICY

Tables & Chairs 150

Chairs only 216

1. Application for use of the Archer Community Center must be made on the City's request form. The request must be signed by an adult (21) years or older who assumes responsibility for the Archer Community Center reservation and actions of their guests and must be present at all times during the rental of the facility. The City has the discretion to deny use of the facility for any event, including those it deems harmful to the public health, safety and welfare of the City of Archer. **Picture identification is required at time of application.**
2. Hours of operation are from 8:30 a.m. to 10:00 p.m. unless prior authorization is received from the City Manager or his designee.
3. City of Archer personnel will arrange for entry to the Community Center one week prior to the event for viewing and planning purposes. Keys will be made available to renters.
4. Alcohol violations will cause forfeiture of the security deposit.
5. The sound system/audio visual shall be operated only by City of Archer personnel, or authorized representative as designated by the City Manager. Renter may provide music or other media to be played through the sound system or alternatively, renter may provide a DJ or other means of playing audio or video.
6. Please note the City does NOT provide a stove in the kitchen area, or use of the office facility within the Community Center.
7. Payment of all fees must be verified before renter may take possession of the premises.
8. If for any reason, where it is impossible or impractical and the City is not able to deliver the Community Center upon the date, or in the condition requested, the applicant hereby agrees to release the City from any claim derived there from with the sole exception that the deposit or prepaid rent shall be refunded to the applicant
9. No birdseed, rice, or other loose material may be thrown inside the building. No loose glitter/sparkles/or sequins may be used for decorations.
10. Compliance with the International Fire Code as adopted by the City is required when using candles. Candles must be enclosed in a hurricane- type holder. No tapered candles are allowed.
11. The center is a smoke free facility. **NO SMOKING IS ALLOWED. NON-COMPLIANCE WILL RESULT IN FORFEITURE OF DAMAGE/SECURITY DEPOSIT.**
12. **RENTER IS RESPONSIBLE FOR CLEAN-UP OF RENTED AREA AT THE CONCLUSION OF THE TIME RESERVED** This must include picking up trash, decorations, removing trash to outside dumpsters, restrooms, and all the areas around the exterior of the building, including the landscaping and

trash/cigarette receptacle. The Community Center should be left in the condition in which it was found.

13. Any decorating, covering or changes to the facility must be approved at the time of the rental application and put in writing as a part of the agreement. The use of cellophane or adhesive tape, nails, staples, screws, etc. on tables, walls or other equipment is not permitted. Placement, relocation, or arrangement of equipment, other than tables and chairs, is not permitted.
14. All events must end no later than 10:00 p.m. the day it began, and the building must be restored to its pre-event condition, and vacated. Individuals still on community center property will be charged with trespassing. The security deposit will be forfeited when it has been determined that trespassing has occurred.
15. NO SOAP OF ANY TYPE IS TO BE USED ON THE FLOORS OF THE COMMUNITY CENTER. FLOORS ARE TO BE DAMP MOPPED ONLY WITH CLEAN HOT WATER.
16. Renter will use only those facilities or equipment specifically designated on the rental request form. Chairs and tables will be made available at no extra cost. Set-up and break-down of chairs and tables are the responsibility of the renter. Chairs and tables shall not be dragged across the Community Center floor, which may cause damage for which the renter will be liable.
17. The piano shall not be moved from its current location.
18. Renters are responsible for leaving the Community Center in a clean organized manner. This shall include, but is not limited to, putting away tables and chairs, sweeping or mopping, cleaning the hallway, bathrooms and kitchen. All trash must be placed in the outside trash container on the west side of the building.
19. Storage facilities are not available for renter's use. **NO ITEMS MAY BE LEFT IN THE CENTER AFTER ITS RENTAL.**
20. All dances and activities which are open to the public shall require approval of the City Commission.
21. Gambling is prohibited, with the exception of bingo, which may be conducted in accordance with state, federal and other applicable laws.
22. **RENTAL AGREEMENTS ARE NOT TRANSFERRABLE OR ASSIGNABLE TO ANOTHER PERSON.**
23. A City representative will be present at all events during the rental use where use of the sound system is requested.
24. The rental group, its guests or invitees shall comply with all applicable City, County, State and Federal laws and any specific use regulations.
25. The City of Archer is not responsible for accidents, injury, illness, or loss of group or individual property. The City may require in its discretion, proof of insurance coverage.
26. No tables, chairs, furniture, or equipment of any type may be removed from the building or used

outdoors.

- 27 The serving or consumption of alcohol on the premises is allowed as otherwise permitted by law. Those using the facility must comply with City, County, and State laws and ordinances.
- 28 When alcohol is served, renter shall provide Alachua County Sheriff's Office off-duty security detail. The number of security officers necessary shall be at the discretion of the City Manager.
- 29 RENTER OR HIS/HER DESIGNEE MUST BE ON SITE AT ALL TIMES.
- 30 Users shall vacate the building at the time designated by the rental agreement. Failure to comply will result in extra charges.
- 31 All persons using the center shall be properly clothed, including shirt and shoes.
- 32 No animals are permitted in the center (except Seeing Eye dogs), except as provided as part of a specially authorized program.
- 33 Any person violating the established Guidelines and Use Policy, or creating a nuisance, will be required to leave the facility and property. Misuse of the center will be sufficient reason for terminating the agreement between the City and renter. Security Deposit will not be refunded.
34. The time allotted for rental shall include sufficient time for set-up prior to the event and clean-up after the event.
35. Skate boards, golf carts, roller blades, roller skates, bicycles, and similar equipment are not permitted in the building.
36. Do not dispose of paper towels in the toilets.
37. The restrooms will be cleaned and stocked at the start of the rental period. It will be the renter's responsibility to maintain the restrooms and provide additional paper during the rental period.
38. There are a limited number of tables and chairs available for use at the community center. Any additional tables or chairs needed must be furnished by the applicant. (Additional 66 Chairs and 11 tables can be rented through the City of Archer)
39. Please do not load heavy equipment on the wheel chair lift.
40. No parking on front lawn or sidewalks.
41. All pictures must remain on the walls. Do not remove
42. Please do not leave doors open for a long period of time – AC on.
43. Do not hang any decorations from ceiling in the foyer with the use of tape tacks and staples.
44. Remove all food from the sink – we have no garbage disposal.

45. Do not place cooked /raw food in the Retention Pond.
46. Please do not place the Convection Oven on the counter top (If requested).
47. Please unload and load supplies and equipment at the back door on the EAST side and the door leading to the kitchen on the WEST side of the building.
48. The City shall furnish light, heat, and air-conditioning, incidental to ordinary building usage. The renter shall be responsible for all decorating and other special preparations necessary for rental. All decorations shall be put up and taken down on the day of the activity unless prior arrangement is received from the City Manager or his designee.
49. Placement and arrangement of equipment or property owned or rented by renter may be done by seeking approval as a part of the rental agreement.
50. The renter, as well as the group or organization the renter represents, shall be responsible for any damage to Community Center equipment or property. If, after an activity, additional janitorial maintenance is required (other than the normal cleaning process); the renter will be charged accordingly. **The security deposit will be used to reimburse the City for expenses or damages it incurs in this regard**

THE FOREGOING GUIDELINES AND USE POLICY HAS BEEN READ, UNDERSTOOD AND AGREED TO BY RENTER ON THE DATE INDICATED HEREON. BY NOT FOLLOWING ALL RULES AND GUIDELINES THE SECURITY DEPOSIT WILL BE FORFEITED.

Agreed to and accepted by _____ this _____ day of _____, _____.

Signature OF RENTER

**ARCHER COMMUNITY CENTER
ALCOHOL REGULATIONS**

Consumption of Alcoholic Beverages; Permitted:

Consumption of alcoholic beverages at the Community Center is permitted per City Ordinance 02-2013 Persons 21 years of age or older may consume alcoholic beverages inside the community center building only. Open alcoholic beverage containers and public consumption in the parking lot is prohibited.

Sale of Alcoholic Beverages; Prohibited:

The sale of any alcoholic beverage is strictly prohibited.

The charging of any fee, or any exchange of money related to the distribution or consumption of any alcoholic beverage is considered an unlawful sale and is prohibited.

Possession or Consumption by Persons under 21 Years of Age; Prohibited:

Permitting consumption by, or directly or indirectly furnishing any alcoholic beverage to, any person under the age of 21 is prohibited.

Security personnel assigned to an event are sworn police officers of the Alachua County Sheriff's Office. It is the policy of the Alachua County Sheriff's Office to arrest or cite any minor in possession of, or who has consumed alcoholic beverages, as well as arrest or cite the person furnishing the alcohol.

Renter's Responsibility:

The person renting the Community Center, as indicated in the "Renter's Name" on the rental application, may be held responsible for any violation of the regulations governing alcoholic beverages.

The Renter must be present at the Community Center at all times during any event in which alcoholic beverages are being consumed.

Violations appearing deliberate or reoccurring will cause the event to be stopped and result in the forfeit of any deposits or rental fees.

Attendance Levels:

Assigned security personnel reserve the right to request additional security personnel if the event attendance excessively exceeds the attendance level reported on the rental application. The renter is responsible for the additional security fees.

Agreed to and accepted by _____ this _____ day of _____, _____.

Signature OF RENTER

Laurel Hill Cemetery
Scope of Work Maintenance Plan

Upon acceptance of this proposal you will provide the following services:

- Mowing, weed eating, and edging will be done for an annual total of 19 normal maintenance visits. Mowing should be done once a month during the periods of November-March then twice a month for the months of April-October.
- Chemical weed control should be done on the property six times per year in March, May, June, July, August and September. This will included spraying beds, edges of the main drive. Also including, pulling vines and weeds from areas that cannot be sprayed.
- Shrub pruning for appearance will be provided six times per year. The months for this service will be March, May, July, August, September and November. Being extremely mindful of the blooming shrubs.
- Trimming – The Azaleas would be trimmed to a size of 24” in height. Hauling away of the clippings is to be done by vendor. Trimming will be done in 4 sections:

Sections would be divided as:

1. Inside the front gate, West side all the way to the center circle.
2. Inside the front gate on the East side all the way to the center circle.
3. From the center circle on the West side to the rear of the cemetery.
4. From the center circle on the East side to the rear of the cemetery.

Trimming pattern would be either section 1 and 4 or 2 and 3. As you know, not doing them all at once, would ensure we have beautiful color in the spring in each section.

Based upon 19 visits per year the cost per month to maintain our landscape would be: