

**SPECIAL BUDGET MEETING MINUTES**  
**Wednesday, June 1, 2016 Time: 4:00 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.

|  |                         |
|--|-------------------------|
| <b>CALL TO ORDER:</b>                    | Vice Mayor Drawdy       |
| <b>PRAYER:</b>                           | Commissioner Joan White |
| <b>LEADING THE PLEDGE OF ALLEGIANCE:</b> | Vice Mayor Drawdy       |
| <b>Quorum Present:</b>                   |                         |
| Mayor                                    | Corey Harris            |
| Vice Mayor                               | Susan Drawdy            |
| Commissioners                            | Fletcher Hope           |
|  | Joan White              |
|  | Michelle Harris         |
| <b>Staff:</b>                            |                         |
| City Manager                             | Zeriah K. Folston       |
| Assistant City Attorney                  | Courtney Johnson        |
| Minutes Recorder                         | Mary T. Flickinger      |

**I. OLD BUSINESS**

**A. City Vehicle for Administration**

**MOTION**

Commissioner Hope moved to consider the lease option for the regular basic Ford Focus.  
Vice Mayor Drawdy seconded the motion.

**PUBLIC COMMENT:** David Sistrand, Laurie Costello

**MOTION FAILED:** 1-4.

**MOTION**

Vice Mayor Drawdy moved to ask the City Manager to look into purchasing a city vehicle.  
Commissioner White seconded the motion.

**AMENDED MOTION**

Vice Mayor Drawdy moved to direct the City Manager to investigate the purchase of a vehicle for the city, not to exceed \$15,000 in cost.

Commissioner Harris seconded the motion.

**PUBLIC COMMENT:** Roberta Lopez, Laurie Costello.

**MOTION CARRIED:** 4-1 (Opposed: Commissioner Hope)

**II. NEW BUSINESS**

**A. Resolution Number: 2016-11, Adopting a Petty Cash Policy for the City of Archer.**

Attorney Johnson read Resolution Number 2016-11, by title only: Resolution Title: A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, ADOPTING A PETTY CASH POLICY FOR THE CITY OF ARCHER ESTABLISHING PROCEDURES AND INTERNAL CONTROLS REGARDING CASH HANDLING; REPEALING ALL RESOLUTIONS IN CONFLICT AND PROVIDING AN EFFECTIVE DATE.

MOTION

Vice Mayor Drawdy moved to adopt Resolution 2016-11, read by title only.

Commissioner White seconded the motion.

PUBLIC COMMENT: Roberta Lopez

AMENDED MOTION

Vice Mayor Drawdy moved to adopt Resolution 2016-11, read by title only, making amendments to Exhibits A, under Section 5, Purchases, to include that no more than \$300 will be kept in petty cash at any one time and also an amendment to Section 2, Scope, in the fourth sentence which will now read, "The City Manager is authorized to interpret the policy and to address items that are not specifically addressed in this policy and to report the same to the City Commission at regular intervals at the City Manager's Report."

Commissioner White seconded the motion.

PUBLIC COMMENT: Sue Batey, Laurie Costello

MOTION CARRIED: 5-0

**B. Resolution Number: 2016-12, Adopting a Credit Card Policy for the City of Archer.**

Attorney Johnson read Resolution Number 2016-12, by title only: Resolution Title: A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, ADOPTING A CREDIT CARD POLICY FOR THE CITY OF ARCHER ESTABLISHING PROCEDURES FOR EMPLOYEE USE OF CREDIT CARDS INCLUDING A CREDIT CARD CARDHOLDER AGREEMENT; REPEALING ALL RESOLUTIONS IN CONFLICT AND PROVIDING AN EFFECTIVE DATE.

MOTION

Commissioner White moved to approve Resolution 2016-12, read by title only.

Commissioner Hope seconded the motion.

AMENDED MOTION

Commissioner White moved to adopt Resolution 2016-12, read by title only, amending Exhibit A, Section 2, Scope, in the fourth sentence which will now read, "The City Manager is authorized to interpret the policy and make exceptions to address items that are not specifically addressed in this policy and to report the same to the Commission at regular intervals at the City Manager's Report." To also removed the language "or designee" from Section 3 and Section 5, Procedures, the language "or designee." Also to amend the cardholder agreement, paragraph 7, to now read I acknowledge I am accountable for all charges made against the card.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: Sue Batey, Laurie Costello

MOTION CARRIED: 5-0.

**C. Resolution Number 2016-13, Adopting a Policy of Handling and Reporting Fraud.**

Attorney Johnson read Resolution Number 2016-13, by title only: Resolution Title: A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, ADOPTING A POLICY FOR HANDLING AND REPORTING FRAUD; REPEALING ALL RESOLUTIONS IN CONFLICT AND PROVIDING AN EFFECTIVE DATE.

MOTION

Commissioner White moved to adopt Resolution 2016-13, read by title only.

Commissioner Harris seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

**D. Resolution Number: 2016-14, Adopting Administrative Forms Relating to City Employees.**

Attorney Johnson read Resolution Number 2016-14, by title only: Resolution Title: A RESOLUTION OF THE CITY OF ARCHER, FLORIDA ADOPTING ADMINISTRATIVE FORMS RELATING TO THE CITY EMPLOYEES TO INCREASE ACCURACY AND EFFICIENCY IN THE CITY THROUGH DOCUMENTATION OF LEAVE REQUESTS, TRAVEL, AND TIME SHEETS; REPEALING ALL RESOLUTIONS IN CONFLICT AND PROVIDING AN EFFECTIVE DATE.

- a. Travel Authorization Form
- b. Leave Request Form
- c. Supervisor & Employee Feedback Form
- d. Time Sheet – Hourly
- e. Time Sheet – Salary

**MOTION**

Vice Mayor Drawdy moved to pass Resolution 2016-14, read by title only.

Commissioner White seconded the motion.

PUBLIC COMMENT: David Sistrand, Laurie Costello, Sue Batey

MOTION CARRIED: 5-0.

**E. Additional Policies**

City Manager Folston stated that there are no additional policies and the only thing that we are currently working on with the state is procedures regarding compensating factors and employee qualifications.

- Asked the Commission if they would like to assign Commission appointments at the June 13, 2016, Commission Meeting.
- Reported that certified mold specialists will inspect the Old Fire Station and City Hall to work on a resolution.
- Stated that the Budget Meeting on June 7, 2016, was cancelled. The Budget meeting was rescheduled for June 14, 2016, at 4:00 pm and the Archer Community Center Advisory Board was rescheduled to June 16, 2016, at 5:30 pm.
- Proposed moving the Commission meetings to an earlier hour, possible time to consider 6:00 pm.

**MOTION**

Commissioner Hope moved to bring back a resolution moving the Commission Meeting to 6:00 pm, the 2nd Monday, by Charter.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

- Reminded the Commission about Community meetings that will be scheduled soon with area churches and local non-profits. The meetings are tentatively scheduled for Thursdays and will be held in the community. The Commission will be notified as soon as times and dates have been solidified.
- Leaving tonight to attend the City/County Managers meeting in Orlando, but will be accessible by email or phone.
- Stated that he has been speaking with other municipalities about how they dealt with making the transition to wastewater.
- Stated that the auditors are still at the City. The dialog has been good concerning the budget and we are currently looking at accurately splitting out the Public Works salaries between the water fund and general fund.

- Reported that answers must be obtained from Sensus because the City is having issues with the meters and bills. Stated that staff might be sent to Hawthorne for training on the RVS System. Proposed moving towards a better system, similar to what Newberry has, once the funding mechanism has been determined for wastewater. Another option would be to have an accountant come in on a once a month basis to make sure that we are in compliance and reconciled appropriately.

Commissioner Hope:

- Stated that FDOT is planning an open meeting at the Best Weston Grand on June 7, 2016, from 5:30 to 7:30 pm regarding the I-75 corridor. The Alachua County Commission will be meeting at 6:00 pm, on June 6, 2016, to discuss the I-75 corridor.

Commissioner White:

- Requested for the budget meetings to be only about the budget, if other items are discussed, to call the meeting a Special Commission Meeting.
- Requested for the Commissioner packets to be delivered earlier to allow time for review.
- Inquired about putting a water fountain in the lobby area for citizens.

Commissioner Harris:

- Inquired about the procedures to schedule events throughout the summer.

Mayor Harris

- Thanked everyone for their support and asked citizens to encourage others to attend the Commission Meetings.

### III. CITIZEN PARTICIPATION

Roberta Lopez, Laurie Costello, Roberta Lopez

### IV. ADJOURNMENT

#### MOTION

Commissioner Harris moved to adjourn the meeting.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0 Time: 7:31 pm

Mayor, Corey Harris



City Manager, Zeria K. Folston