

SPECIAL COMMISSION MEETING MINUTES
Tuesday, June 14, 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.

CALL TO ORDER: Mayor Corey Harris
PRAYER: Commissioner Fletcher Hope
LEADING THE PLEDGE OF ALLEGIANCE: Mayor Corey Harris

Quorum Present:
Mayor Corey Harris
Vice Mayor Susan Drawdy
Commissioners Fletcher Hope
Joan White
Michelle Harris

Staff:
City Manager Zeria K. Folston
Minutes Recorder Mary T. Flickinger

I. NEW BUSINESS

A. Tentative Budget Message

City Manager Folston stated that while preparing the budget message for tonight's presentation, he recalled the many unexpected issues that he encountered during his past 100 days at the City of Archer. City Manager Folston recalled seeing the condition of the budget, the Water Fund and General Fund, and the condition of the facilities and maintenance around the city. The budget was not easy to produce. Traditionally, five years of revenues and expenditures form the basis for the analysis of future trends. Unfortunately, as we work to drastically clean up our budget, those trends are not stable enough to make estimates for the future.

City Manager Folston stressed the importance of focusing on where Archer is going and to hold the belief that the future is greater than what we see and sense right now. City Manager Folston shared that he is most proud of the people in Archer, their commitment, strength of community and the sense of pride that is expressed in the City of Archer.

The message the City wants to send is that we want to provide a quality of life and to make sure that our focus is on providing a level of service to all of our citizens. In closing, City Manager Folston thanked staff who have gone out of their way and worked countless hours to get Archer moving forward.

B. Tentative Budget Presentation

The FY-2017 Tentative Budget was distributed and shown in its entirety on the overhead screen. City Manager Folston gave a detailed presentation of the budget beginning with the General Fund:

- The Taxable value in the City of Archer has increase, potentially allowing us to collect more revenues. Most cities never budget 100% of the tax revenues because the likelihood of receiving this amount is extremely rare. A more conservative figure is to budget 95%, noting that it may be more or less.
- Local Option Gas tax, Electric, Utilities Services/Franchise Fees: These numbers can be changed if we want to increase revenues. These numbers are estimates until the State releases their figures.
- Tot Lot Grant: The City must put the money up first, and then be reimbursed \$50,000.00 from the grant.
- State Shared Revenue Proceeds: This item will be more defined as the state provides the numbers.

- Alcohol Licenses, will probably be the most arcuate number, because we know who is licensed.
- Mobile Home licenses: this number can change, but most likely will not trend downward.
- FDOT Lighting Agreement: A check is sent to us each year for services.
- Lien Search Fee: Varies depending on what is happening during the year.
- Laurel Hills Cemetery: Last year this item was budgeted at \$1,000. This year no one has purchased a lot. The City wants to be more aggressive in selling the lots in the future.
- Judgements, Fines & Forfeits: This number fluctuates depending on various court decisions.
- Community Center Rental Fees: The Archer Community Center Advisory Board is considering raising the rental fees. Currently, renters can pick up the building key the day before their event allowing them extra time to decorate and prepare, using the air-conditioning and other building utilities free of charge. A new thermostat has been installed to better conserve energy when the building is not in use.
- Other City Facilities: Once the pavilion roof is repaired, it is hoped that we will start seeing events held there that might have gone to the Old Fire Station.
- Inter Local – Fire Station. This is the amount that we currently receive from the county, and the City, in turn, pays the note on the Old Fire Station.
- Equigen Site: City Manager Folston explained that when the City purchased the Equigen site, they liquidated an existing CD and put the money into the General Fund instead of the Water Fund. There was a reimbursement grant for the Equigen site, but the City had to purchase the property first. When the reimbursement grant was received, it was put into the General Fund when it should have gone in the Water Fund. The City, and the auditors, could not find where the Commission gave the authority to liquidate the CD. The City made a \$107,000.00 transfer to the Water Fund when it was noticed that the Water Fund was in trouble. Currently, the General Fund owes the Water Fund, rounding it off, approximately \$200,000.

Roberta Lopez, Vice Chair, Archer Community Center Advisory Board, proposed adding a line item under Community Center Rental Fees, for Community Center Contributions, in the amount of \$2,000.00.

MOTION

Commissioner Hope moved to add a line item stating Community Center Contributions \$2,000.00.

Commissioner White seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

EXPENSES:

- Commission Salaries: Researching other small cities, such as Branford, it was found that they pay their Commissioners \$400.00 per month. The budget number is not changing, it will remain the same.
- Election Expense: The City is researching if the Supervisor of Elections would pay for this expense.
- Insurance – Health, Dental & Life: The City of Archer’s Health & Dental Plan is expensive, the co-payments are high, and employees are not choosing family coverage because it is too expensive. Next year the health insurance will be taxed and our current health care provider told us a safe number would be an increase of 15% in plan costs. City Manager Folston proposed giving each employee a \$450 monthly stipend, approximately \$413 after taxes, so that employees can purchase an appropriate plan from the Marketplace that fits their needs. If employees do not get health insurance, they will be fined at the end of the year at tax time.
- Minutes Recorder: City Manager Folston stated that the cost of the minute’s recorder has gone up over the years, but this is a good resource and investment of our money.
- Audit: City Manager Folston stated that the Water Fund should technically pay more because the auditors are auditing the Water Fund more than the General Fund. At the county, the executive level salary is nestled in several of the budgets throughout the county because the manager is dealing with all those areas. City Manager Folston stated that he was going to recommend breaking out his salary over the two funds, but the Water Fund could not sustain that change at the present time.

- Admin Utilities: The City is trying to become more green in our offices by adjusting the air-conditioning level at the end of the day, weekends and holidays.
- City Vehicle: This number will probably come down once we secure a loan.
- Vehicle Maintenance/Expense: Even though the vehicle will be used, it should not require high maintenance.
- Code Enforcement: City Manager Folston reported that several courtesy letters have been sent out and noted that many violations can often be solved with a courtesy letter. City Manager Folston asked if it is the will of the Commission to pursue further Code Enforcement. On Commission recommendation, a meeting will be scheduled with the existing Code Enforcement Board and the line item will be increased to a more appropriate amount to cover future costs.
- Alachua County Deputy: City Manager Folston stated that it costs the city \$2,000.00 per year for the Alachua County Deputy to attend meetings. When the meetings run late, it has been noticed that the deputy does not stay to the end of the meeting. The general consensus of the Commission was to cut this item, possibly moving some of the money into Code Enforcement.
- Cemetery Maintenance Contract: This item has been left vacant right now, pending conversation. Some of the funds from the Alachua County Deputy can be moved down, but the maintenance, if we paid for it, would total to \$12,000.00 per year. Tammy West, from West Farms, stated that they will not charge the City for the cemetery maintenance this year. City Manager Folston stated that he discussed the possibility of maintaining the Wilson Robinson Park with Ms. West.
- Recreation Salaries: This item has been left vacant, pending Commission conversation. City Manager Folston stated that we may need to have someone manage the different recreational programs, as a head volunteer, and proposed that they should receive some type of salary.
- Recreation Equipment: Rubberized mulch material is currently being considered for the Tot Lot which is a better product and lasts longer than regular mulch. To combat vandalism, light timers, and other items will be discussed as recreation becomes available. City Manager Folston stated that the lights at Maddox Park were vandalized and even the fixtures were removed by vandals.

City Manager Folston stated that two items are not in the budget: The cost of the audit and having a professional accountant come in once a month to clean up our books. Richard Powell, our auditor, recommended the services of a professional accountant that could perform this work. The City will be in a relationship with the state auditors for some time and there is still a tremendous amount of cleanup that needs to take place. The City does not have the staff to perform these duties, we must have a professional accountant to perform this work.

- Community Center Expenses: Totaling to \$14,868.27, cover utilities, phones and alarms, insurance, building maintenance and other expenses. City Manager Folston stated that the floor will need to be cleaned more often as the building is in use more.
- Pavilion roof: \$10,000.00.
- Storm water \$10,000.00. The storm water is causing our roads to flood.
- Water Fund: Water billings have been raised to \$190,000.00, but we might will need to consider increasing our water billings.
- Solid Waste numbers can fluctuate as commercial customers choose different options on dumpster sizes.
- City Manager Folston stated that many of the Sensus meters are showing error readings and staff must make adjustments to the water bills. Sensus will be contacted to discuss ways of solving these issues. Staff are currently researching ways to pay the water bill on line.
- Water Fund Postage is a new line item in the budget, at \$3,000.00. This was not included in the budget before, but it is the cost of postage for the water fund.

City Manager Folston stated that this is a tentative budget, a living document that will continually go through adjustments and changes. Many cities and counties regularly amend their budgets and this should not be considered an unusual process.

C. Budget Process Calendar, June 2016

All meetings will be held at the Archer Community Center, unless indicated differently.

June 23, 2016, 6:00 pm, Community Meeting on Sports & Recreation

June 27, 2016, 6:00 pm, Special Commission Meeting, presentation of regular audit.

June 29, 2016, 4:00 pm, Special Commission Meeting, budget discussion.

June 30, 2016, 6:00 pm, Community Meeting, Holly Hills/Wastewater, Other Areas, Archer Church of God in Christ.

July 6, 2016, 4:00 Special Commission meeting

July 7, 2016, 10:00, Not-for-Profits meeting.

July 11, 2016, 6:00 pm, regular Commission Meeting.

July 13, 2016, 9:00 am, Business Owners Round Table

July 13, 2016, 4:00 pm, Special Commission Meeting

July 19, 2016, 6:00 pm, Special Commission Meeting

July 25, 2016, 6:00 pm, Special Commission Meeting

July 27, 2016, 4:00 pm, Special Commission Meeting.

City Manager Folston stated that the City Hall renovations will be taken care of out of the current budget. Our insurance carrier has been contacted and will complete an assessment of the damage, but the City will still be responsible for the items after the remediation is complete, such as the carpets, repainting, and other items.

III. CITIZEN PARTICIPATION

Laurie Costello

(Roberta Lopez, Laurie Costello asked questions throughout the budget process as items were presented).

IV. ADJOURNMENT

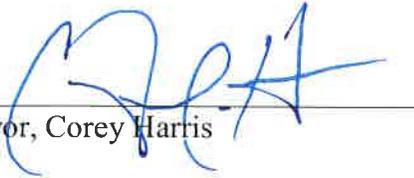
MOTION

Commissioner White moved to adjourn the meeting.

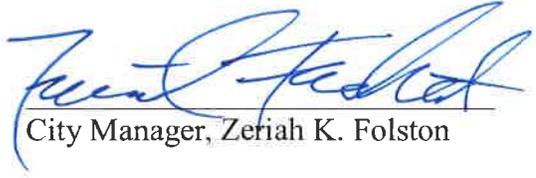
Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0 Time: 07:30 pm



Mayor, Corey Harris



City Manager, Zeria K. Folston