

AGENDA

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

May 16th, 2016

6:00 P.M.

SPECIAL BUDGET
MEETING

ARCHER CITY HALL

CALL TO ORDER

PRAYER

PLEDGE OF ALLEGIANCE

I. New Business

- A. Resolution 2016-09 - Adopting Amendments to the Fiscal Year 2015-2016 Budget (General Fund Only)

II. Budget for Fiscal Year 2017

- A. Budget Guidelines
- B. Board Focus Issues
- C. Financial Policies
 1. Resolution 2016-10 - Personnel Policy Removing Section 5.8 (payroll advance) and Updating the Section Numbers Accordingly.
 2. Resolution Adopting the Same

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

RESOLUTION NUMBER: 2016-09

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ARCHER, FLORIDA, ADOPTING AMENDMENTS TO THE FISCAL YEAR 2015-2016 BUDGET; AND PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, after studies of the proposed budget of the City of Archer, for the fiscal year beginning on October 1, 2015, and ending September 30, 2016, the City Commission did, by motion, approve and adopt the budget for said fiscal year, by Resolution 2015-16; and

WHEREAS, the City of Archer, must adopt amendments to the budget; and

WHEREAS, Section 166.241(2), Florida Statutes, requires that appropriations for said fiscal year be made for all expenditures and that appropriations not exceed revenues; and

WHEREAS, Section 166.241(4)(c), Florida Statutes requires that the budget amendment must be adopted in the same manner as the original budget, unless otherwise specified in the municipality's charter; and

WHEREAS, Section 166.241(5), Florida Statutes requires that if the governing body amends the budget pursuant to paragraph (4)(c) the adopted amendment must be posted on the official website within five (5) days of adoption.

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

SECTION ONE: Each "WHEREAS" clause set forth above is true and correct and herein incorporated by this reference.

SECTION TWO: The City's adopted budget for the Fiscal Year beginning October 1, 2015, and ending September 30, 2016, is hereby amended as set forth in **Exhibit A**, attached hereto and expressly made a part hereof.

SECTION THREE: This Resolution shall be posted on the City's website within five (5) days of adoption.

SECTION FOUR: If any clause, section, or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and shall in no way affect the validity of the remaining portions of this Resolution.

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

SECTION SIX: This Resolution shall take effect immediately upon its 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 May, 2016.

ATTEST:

Zeriah Folston, City Manager

Corey Harris, Mayor

Approved as to form and legal sufficiency:

Courtney W. Johnson, Assistant City Attorney

City of Archer - General Fund
Profit & Loss Budget vs. Actual
October 2015 through September 2016

Ordinary Income/Expense	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
Income				
310000 · General Government Taxes				
312400 · Local Option Gas Tax	37,066.73	57,000.00	-19,933.27	65.03%
312410 · New Local Option Gas Tax	27,684.50	45,000.00	-17,315.50	61.52%
314100 · Utility Service Tax-Electricity	46,848.60	68,000.00	-21,151.40	68.9%
314300 · Utility Service Tax -Water	8,417.40	15,500.00	-7,082.60	54.31%
314800 · Utility Service Tax-Propane	2,248.14	4,000.00	-1,751.86	56.2%
315000 · Communications Service Tax (202	14,441.34	21,500.00	-7,058.66	67.17%
Total 310000 · General Government Taxes	136,706.71	211,000.00	-74,293.29	64.79%
311000 · Ad Valorem Tax	153,286.81	174,581.00	-21,294.19	87.8%
313100 · Franchise Fees - Elec.	29,609.61	41,200.00	-11,590.39	71.87%
320000 · Permits,Fees, Licenses				
322000 · Building Permits	135.00			
323100 · Franchise Fee-Electricity	1,750.55	0.00	1,750.55	100.0%
Total 320000 · Permits,Fees, Licenses	1,885.55	0.00	1,885.55	100.0%
321100 · Occupational Licenses	1,549.50	1,000.00	549.50	154.95%
322100 · Building/ZV Permits	380.00	300.00	80.00	126.67%
329300 · Zoning Permits	0.00	1,500.00	-1,500.00	0.0%
334000 · State Grants				
334100 · State Grant-General Government	0.00	50,000.00	-50,000.00	0.0%
Total 334000 · State Grants	0.00	50,000.00	-50,000.00	0.0%
335000 · State Shared				
335120 · State Revenue Sharing-Proceeds	33,383.34	57,550.00	-24,166.66	58.01%
335140 · Mobile Home Licenses	983.62	1,200.00	-216.38	81.97%
335150 · Alcoholic Beverage Licenses	867.01	900.00	-32.99	96.33%
335180 · Local Gov Half-Cent Sales Tax	38,074.61	62,000.00	-23,925.39	61.41%
Total 335000 · State Shared	73,308.58	121,650.00	-48,341.42	60.26%
335900 · FDOT Lighting Agreement	0.00	12,500.00	-12,500.00	0.0%
340000 · Service Charges				
341900 · Lien Search Fee	40.00	0.00	40.00	100.0%
343300 · Water Billings	110.68	0.00	110.68	100.0%

City of Archer - General Fund
Profit & Loss Budget vs. Actual
October 2015 through September 2016

Accrual Basis
Adopted City of Archer Budget

	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
343350 · Cut-ons and Connections	0.00	0.00	0.00	0.0%
343360 · Penalties	0.00	500.00	-500.00	0.0%
343400 · Solid Waste	158.94	0.00	158.94	100.0%
343700 · Utility Adjustments	0.00	0.00	0.00	0.0%
343800 · Cemetery	0.00	1,000.00	-1,000.00	0.0%
344100 · Airports	0.00	0.00	0.00	0.0%
Total 340000 · Service Charges	309.62	1,500.00	-1,190.38	20.64%
350000 · Judgements,Fines & Forfeits				
351100 · As Decide by Co. Court Criminal	0.00	0.00	0.00	0.0%
350000 · Judgements,Fines & Forfeits - Other	3,941.28	6,000.00	-2,058.72	65.69%
Total 350000 · Judgements,Fines & Forfeits	3,941.28	6,000.00	-2,058.72	65.69%
354000 · Code and Ordinance Violations	0.00	3,000.00	-3,000.00	0.0%
360000 · Interest and Other Earnings				
361100 · Interest	505.52	700.00	-194.48	72.22%
360000 · Interest and Other Earnings - Other	0.00	0.00	0.00	0.0%
Total 360000 · Interest and Other Earnings	505.52	700.00	-194.48	72.22%
362000 · Rents and Royalties				
362200 · Community Center Rental Fees	6,306.50	6,000.00	306.50	105.11%
362000 · Rents and Royalties - Other	295.00	0.00	295.00	100.0%
Total 362000 · Rents and Royalties	6,601.50	6,000.00	601.50	110.03%
363000 · Sales				
365000 · Sale of Surplus Materials,Scrap	0.00	0.00	0.00	0.0%
Total 363000 · Sales	0.00	0.00	0.00	0.0%
366000 · Contributions /Private Sources				
366911 · Recreation Sponsors	0.00	0.00	0.00	0.0%
366913 · Recreation Contributions/Other	0.00	3,500.00	-3,500.00	0.0%
366914 · Recreation - Concessions	0.00	500.00	-500.00	0.0%
366915 · Recreation Fundraisers	0.00	1,500.00	-1,500.00	0.0%
369900 · Other Misc. Revenue	0.00	1,500.00	-1,500.00	0.0%
369920 · Alachua Co Inter Loca	899.10	3,000.00	-2,100.90	29.97%
Total Income	0.00	34,254.00	-34,254.00	0.0%
Cost of Goods Sold	408,983.78	675,185.00	-266,201.22	60.57%

City of Archer - General Fund
Profit & Loss Budget vs. Actual
October 2015 through September 2016

	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
50000 · Cost of Goods Sold	0.00			
Total COGS	0.00			
Gross Profit Expense	408,983.78	675,185.00	-266,201.22	60.57%
510000 · Expenses				
511000 · Legislative				
511110 · Commission Salaries	7,800.00	12,000.00	-4,200.00	65.0%
511210 · Payroll Taxes FICA/Med	535.50	918.00	-382.50	58.33%
511220 · Retirement	700.00	1,200.00	-500.00	58.33%
511340 · Election Expense	1,855.55	2,500.00	-644.45	74.22%
511400 · Travel/Meeting	1,229.17	2,000.00	-770.83	61.46%
511500 · Memberships/Subscriptions	739.00			
Total 511000 · Legislative	12,859.22	18,618.00	-5,758.78	69.07%
512000 · Executive				
512110 · City Mgr	51,103.86	84,000.00	-32,896.14	60.84%
512210 · Payroll Expenses	3,564.14	6,500.00	-2,935.86	54.83%
512220 · Retirement Contributions	0.00	6,300.00	-6,300.00	0.0%
512230 · Insurance _ Health dental And L	635.98			
512250 · Administrative Leave	0.00	0.00	0.00	0.0%
Total 512000 · Executive	55,303.98	96,800.00	-41,496.02	57.13%
513000 · Financial & Administration				
513120 · ADM Salaries				
Salary - Grant(Khalfani)	0.00	0.00	0.00	0.0%
Travel	0.00	0.00	0.00	0.0%
513120 · ADM Salaries - Other	47,351.33	73,840.00	-26,488.67	64.13%
Total 513120 · ADM Salaries	47,351.33	73,840.00	-26,488.67	64.13%
513210 · Payroll Expenses	3,138.53	5,700.00	-2,561.47	55.06%
513220 · Retirement	0.00	3,700.00	-3,700.00	0.0%
513230 · Insurance-Health/Dental/Life	7,268.14	21,700.00	-14,431.86	33.49%
513235 · Unemployment Compensation	0.00	1,850.00	-1,850.00	0.0%
513240 · Insurance W/Comp	951.67	1,800.00	-848.33	52.87%
513310 · Minutes Recorder	2,120.00	2,200.00	-80.00	96.36%

City of Archer - General Fund
Profit & Loss Budget vs. Actual
October 2015 through September 2016

	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
513320 · Audit	509.00	12,000.00	-11,491.00	4.24%
513400 · Travel/Meetings	668.26	750.00	-81.74	89.1%
513430 · Admin Utilities	4,792.58	12,500.00	-7,707.42	38.34%
513450 · Insurance/Financial & Admin	1,908.30	6,000.00	-4,091.70	31.81%
513460 · Vehicle Maint/Expense	125.00	500.00	-375.00	25.0%
513490 · Legal Advertising	2,967.79	3,600.00	-632.21	82.44%
513491 · Codes Enforcement	1,735.40	12,000.00	-10,264.60	14.46%
513510 · Admin Office	10,960.44	7,000.00	3,960.44	156.58%
513515 · Community Center Expense	40.00	750.00	-710.00	5.33%
513520 · Vehicle (Fuel & Oil)	309.96	1,000.00	-690.04	31.0%
513530 · Copier/Printing	-105.27			
513540 · Memberships/Subscriptions	436.04	1,500.00	-1,063.96	29.07%
513550 · Engineering Fees	0.00	0.00	0.00	0.0%
513641 · Capital Outlay/Equipment	3,062.60	2,500.00	562.60	122.5%
513000 · Financial & Administration - Other	0.00	0.00	0.00	0.0%
Total 513000 · Financial & Administration	88,239.77	170,890.00	-82,650.23	51.64%
514310 · Legal Fees	25,989.70	45,000.00	-19,010.30	57.76%
515310 · Comprehensive Planning Costs	6,000.00	7,000.00	-1,000.00	85.71%
515490 · Planning & Zoning Board	0.00	5,000.00	-5,000.00	0.0%
519000 · Other General Government Servc				
519310 · Prof Svcs Info Svcs	10,183.30	12,000.00	-1,816.70	84.86%
519340 · Admin Cleaning Services	200.00	1,000.00	-800.00	20.0%
519450 · Insurance/Other Gen Gov. Svr	2,855.04	7,000.00	-4,144.96	40.79%
519460 · Repairs & Maintenance	3,878.12	2,500.00	1,378.12	155.13%
519495 · Other Misc Expense	660.18	2,500.00	-1,839.82	26.41%
519510 · Office Supplies	3,116.86	2,500.00	616.86	124.67%
519520 · Admin All Cleaning So	0.00	250.00	-250.00	0.0%
519641 · Capital Outlay/Equip-Gen Gov Sv	0.00	3,500.00	-3,500.00	0.0%
519000 · Other General Government Servc - Other	0.00	0.00	0.00	0.0%
Total 519000 · Other General Government Servc	20,893.50	31,250.00	-10,356.50	66.86%
521000 · Law Enforcement				
521340 · Alachua Co. Sheriff's Dept	960.77	1,500.00	-539.23	64.05%

City of Archer - General Fund
Profit & Loss Budget vs. Actual
October 2015 through September 2016

	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
521480 · LPJ Lights	106.35	150.00	-43.65	70.9%
521000 · Law Enforcement - Other	0.00	0.00	0.00	0.0%
Total 521000 · Law Enforcement	1,067.12	1,650.00	-582.88	64.67%
522000 · Fire Control				
522230 · Utilities-Fire Control	468.28	0.00	468.28	100.0%
522700 · Debt Service-Loan Pmts				
522701 · Debt Service- Interest	4,734.19	0.00	4,734.19	100.0%
522702 · Debt Service-Principal	18,096.13	0.00	18,096.13	100.0%
522700 · Debt Service-Loan Pmts - Other	0.00	33,700.00	-33,700.00	0.0%
Total 522700 · Debt Service-Loan Pmts	22,830.32	33,700.00	-10,869.68	67.75%
Total 522000 · Fire Control	23,298.60	33,700.00	-10,401.40	69.14%
539490 · Cemetery	5,117.75	1,500.00	3,617.75	341.18%
510000 · Expenses - Other	-43.59	0.00	-43.59	100.0%
Total 510000 · Expenses	238,726.05	411,408.00	-172,681.95	58.03%
541000 · Street Expenses				
541120 · Street Salaries	28,755.13	44,280.00	-15,524.87	64.94%
541210 · Payroll Expenses	1,949.84	3,388.00	-1,438.16	57.55%
541220 · Retirement 5%	920.34	2,214.00	-1,293.66	41.57%
541230 · Insurance-Health/Dental/Life	3,187.38	5,212.00	-2,024.62	61.16%
541240 · Insurance W/Comp	951.67	3,133.00	-2,181.33	30.38%
541310 · Engineering Fees	0.00	5,000.00	-5,000.00	0.0%
541311 · Tree Removal	0.00	7,000.00	-7,000.00	0.0%
541340 · Signal Maintenance	0.00	2,500.00	-2,500.00	0.0%
541430 · Utilities-Road & Street Facilit	19,183.71	35,500.00	-16,316.29	54.04%
541450 · Insurance-Road & Street Facilit	1,218.99	5,763.00	-4,544.01	21.15%
541460 · Vehicle/Equip Expenses	1,164.16	6,500.00	-5,335.84	17.91%
541520 · Small Tools	254.85	500.00	-245.15	50.97%
541521 · Uniforms	457.52	400.00	57.52	114.38%
541523 · Vehicle(Fuel,Oil)Rd & St Facil	2,587.68	4,700.00	-2,112.32	55.06%
541524 · GIS Software	325.00	0.00	325.00	100.0%
541530 · Street Maintenance	5,807.81	27,000.00	-21,192.19	21.51%
541532 · Training	0.00	0.00	0.00	0.0%

City of Archer - General Fund
Profit & Loss Budget vs. Actual
October 2015 through September 2016

	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
541640 · Capital Outlay-Rd & St. Facilit	0.00	2,500.00	-2,500.00	0.0%
541641 · Capital Outlay-Equipment	0.00	1,500.00	-1,500.00	0.0%
541000 · Street Expenses - Other	0.00	0.00	0.00	0.0%
Total 541000 · Street Expenses	66,764.08	157,090.00	-90,325.92	42.5%
542700 · Debt Service				
542702 · Debt Service-Principal	0.00	0.00	0.00	0.0%
542700 · Debt Service - Other	0.00	6,415.00	-6,415.00	0.0%
Total 542700 · Debt Service	0.00	6,415.00	-6,415.00	0.0%
560460 · Senior Activity Center Expense	369.96	3,000.00	-2,630.04	12.33%
560822 · Grants & Aids	36,013.00	50,000.00	-13,987.00	72.03%
570000 · Recreation Expense				
572120 · Recreation Salaries	8,480.00	20,800.00	-12,320.00	40.77%
572240 · Insurance-W/Comp	951.68	0.00	951.68	100.0%
572430 · Utilities	3,428.19	6,935.00	-3,506.81	49.43%
572450 · Insurance	1,427.52	6,500.00	-5,072.48	21.96%
572460 · Recreation Equipment	0.00	0.00	0.00	0.0%
572495 · Misc/Trophies	0.00	400.00	-400.00	0.0%
572510 · Office Supplies	0.00	500.00	-500.00	0.0%
572520 · Rec Maintenance/Supplies	3,616.92	0.00	3,616.92	100.0%
572523 · Vehicle(Fuel & Oil)	0.00	0.00	0.00	0.0%
572540 · Dues/Fees/Travel	130.00	300.00	-170.00	43.33%
572541 · Concession Supplies	103.99	200.00	-96.01	52.0%
572542 · Recreation Fundraising Expense	0.00	0.00	0.00	0.0%
572650 · Recreation Capital Outlay	0.00	0.00	0.00	0.0%
570000 · Recreation Expense - Other	0.00	1,000.00	-1,000.00	0.0%
Total 570000 · Recreation Expense	18,138.30	36,635.00	-18,496.70	49.51%
575000 · Community Center Expenses				
575100 · Utilities/ Phones/ Alarms	6,398.59	0.00	6,398.59	100.0%
575200 · Insurance	1,427.52	0.00	1,427.52	100.0%
575510 · Building Maint. Expenses	6,654.75	0.00	6,654.75	100.0%
575520 · Community Center Tables/Chairs	0.00	0.00	0.00	0.0%
575000 · Community Center Expenses - Other	99.70	0.00	99.70	0.0%

City of Archer - General Fund
Profit & Loss Budget vs. Actual
October 2015 through September 2016

	<u>Oct '15 - Sep 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 575000 · Community Center Expenses				
581003 · Interfund transfer out	14,580.56	0.00	14,580.56	100.0%
590000 · Water Fund Expense	0.00	0.00	0.00	0.0%
593200 · Water Fund Salaries	3,633.68	0.00	3,633.68	100.0%
593201 · Payroll Expenses	0.00	0.00	0.00	0.0%
593210 · Payroll Expenses-Water	0.00	0.00	0.00	0.0%
593220 · Retirement	170.80	0.00	170.80	100.0%
593230 · Insurance - Life/Health	278.15			
593240 · Insurance - Work Comp	0.00			
593312 · Professional Services - WF	0.00	0.00	0.00	0.0%
593420 · Vehicle Equip Expense	0.00	0.00	0.00	0.0%
593430 · Utilities	0.00			
593450 · Insurance	0.00			
593461 · Water Line Upgrade	0.00	0.00	0.00	0.0%
593462 · Pump House/Bldg Main	0.00	0.00	0.00	0.0%
593495 · Miscellaneous	33.37	0.00	33.37	100.0%
593510 · Office Supplies	143.25	0.00	143.25	100.0%
593520 · Chemicals	0.00	0.00	0.00	0.0%
593521 · Uniforms	0.00			
593523 · Vehicle (Fuel & Oil)	0.00	0.00	0.00	0.0%
Total 590000 · Water Fund Expense	4,259.25	0.00	4,259.25	100.0%
595000 · Solid Waste Fund				
595100 · Contracted Services-Waste	0.00	0.00	0.00	0.0%
Total 595000 · Solid Waste Fund	0.00	0.00	0.00	0.0%
66000 · Payroll Expenses				
Fla. Unemployment Tax	0.00	0.00	0.00	0.0%
FUTA Expense	0.00	0.00	0.00	0.0%
Medicare Company Match	261.02	0.00	261.02	100.0%
Social security - Company Match	1,116.13	0.00	1,116.13	100.0%
66000 · Payroll Expenses - Other	217.12	0.00	217.12	100.0%
Total 66000 · Payroll Expenses	1,594.27	0.00	1,594.27	100.0%
66900 · Reconciliation Discrepancies	-0.19			

1:34 PM
05/12/16

Accrual Basis
Adopted City of Archer Budget

City of Archer - General Fund
Profit & Loss Budget vs. Actual
October 2015 through September 2016

	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
Total Expense	380,445.28	664,548.00	-284,102.72	57.25%
Net Ordinary Income	28,538.50	10,637.00	17,901.50	268.3%
Other Income/Expense				
Other Expense				
Reserve for Contingencies 2013	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	28,538.50	10,637.00	17,901.50	268.3%

7:00 AM
05/14/16

**City of Archer - General Fund
Profit & Loss Budget vs. Actual
October 2015 through September 2016**

Accrual Basis
Amended City of Archer Budget
Exhibit A

Ordinary Income/Expense	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
Income				
310000 · General Government Taxes				
312400 · Local Option Gas Tax	37,066.73	58,000.00	-20,933.27	63.91%
312410 · New Local Option Gas Tax	27,684.50	45,000.00	-17,315.50	61.52%
314100 · Utility Service Tax-Electricity	46,848.60	72,000.00	-25,151.40	65.07%
314300 · Utility Service Tax -Water	8,417.40	15,500.00	-7,082.60	54.31%
314800 · Utility Service Tax-Propane	2,248.14	4,000.00	-1,751.86	56.2%
315000 · Communications Service Tax (202	14,441.34	21,500.00	-7,058.66	67.17%
Total 310000 · General Government Taxes	136,706.71	216,000.00	-79,293.29	63.29%
311000 · Ad Valorem Tax	153,286.81	174,581.00	-21,294.19	87.8%
313100 · Franchise Fees - Elec.	31,360.16	41,200.00	-9,839.84	76.12%
320000 · Permits,Fees, Licenses				
Total 320000 · Permits,Fees, Licenses	0.00	0.00	0.00	0.0%
321100 · Occupational Licenses	1,549.50	2,000.00	-450.50	77.48%
322100 · Building/Zoning Verification Permits	380.00	450.00	-70.00	84.44%
329300 · Zoning Permits	0.00	500.00	-500.00	0.0%
334000 · State Grants				
334100 · State Grant - General Government	0.00	50,000.00	-50,000.00	0.0%
Total 334000 · State Grants	0.00	50,000.00	-50,000.00	0.0%
335000 · State Shared				
335120 · State Revenue Sharing - Proceeds	33,383.34	57,550.00	-24,166.66	58.01%
335140 · Mobile Home Licenses	983.62	1,200.00	-216.38	81.97%
335150 · Alcoholic Beverage Licenses	867.01	870.00	-2.99	99.66%
335180 · Local Gov Half-Cent Sales Tax	38,074.61	62,000.00	-23,925.39	61.41%
Total 335000 · State Shared	73,308.58	121,620.00	-48,311.42	60.28%
335900 · FDOT Lighting Agreement	0.00	13,726.23	-13,726.23	0.0%
340000 · Charges For Services				
341900 · Lien Search Fee	40.00	60.00	-20.00	66.67%
343800 · Cemetery	0.00	1,000.00	-1,000.00	0.0%
Total 340000 · Service Charges	40.00	1,060.00	-1,020.00	3.77%
Transfer Outs to The Water Fund				

City of Archer - General Fund
Profit & Loss Budget vs. Actual
October 2015 through September 2016

	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
343300 · Water Billings	110.68	200.00	-89.32	55.34%
343350 · Cut-ons and Connections	0.00	0.00	0.00	0.0%
343360 · Penalties	0.00	0.00	0.00	0.0%
343400 · Solid Waste	158.94	200.00	-41.06	79.47%
343700 · Utility Adjustments	0.00	0.00	0.00	0.0%
350000 · Judgements, Fines & Forfeits				
350000 · Judgements, Fines & Forfeits - Other	3,941.28	6,600.00	-2,658.72	59.72%
Total 350000 · Judgements, Fines & Forfeits	3,941.28	6,600.00	-2,658.72	59.72%
354000 · Code and Ordinance Violations	0.00	500.00	-500.00	0.0%
360000 · Interest and Other Earnings				
360000 · Interest and Other Earnings - Other	505.52	880.00	-374.48	57.45%
Total 360000 · Interest and Other Earnings	505.52	880.00	-374.48	57.45%
362000 · Rents and Royalties				
362200 · Community Center Rental Fees	6,441.50	7,700.00	-1,258.50	83.66%
362000 · Rents and Royalties - Other	295.00	600.00	-305.00	49.17%
Total 362000 · Rents and Royalties	6,736.50	8,300.00	-1,563.50	81.16%
363000 · Sales				
365000 · Sale of Surplus Materials, Scrap	0.00	0.00	0.00	0.0%
Total 363000 · Sales	0.00	0.00	0.00	0.0%
366000 · Contributions /Private Sources				
366911 · Recreation Sponsors	0.00	1,000.00	-1,000.00	0.0%
366913 · Recreation Contributions/Other	0.00	639.77	-639.77	0.0%
366914 · Recreation - Concessions	0.00	200.00	-200.00	0.0%
366915 · Recreation Fundraisers	0.00	200.00	-200.00	0.0%
369900 · Other Misc. Revenue	899.10	1,000.00	-100.90	89.91%
369920 · Alachua Co Inter Loca	0.00	34,254.00	-34,254.00	0.0%
Total Income	408,714.16	674,711.00	-265,996.84	60.58%
Gross Profit	408,714.16	674,711.00	-265,996.84	60.58%
Expense				
510000 · Expenses				
511000 · Legislative				

City of Archer - General Fund
Profit & Loss Budget vs. Actual
October 2015 through September 2016

Accrual Basis
Amended City of Archer Budget

Exhibit A

	<u>Oct '15 - Sep 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
511110 · Commission Salaries	7,800.00	12,000.00	-4,200.00	65.0%
511210 · Payroll Taxes FICA/Med	535.50	918.00	-382.50	58.33%
511220 · Retirement	700.00	4,200.00	-3,500.00	16.67%
511340 · Election Expense	1,855.55	1,855.55	0.00	100.0%
511400 · Travel/Meeting	1,229.17	2,500.00	-1,270.83	49.17%
511500 · Memberships/Subscriptions	739.00	750.00	-11.00	98.53%
Total 511000 · Legislative	12,859.22	22,223.55	-9,364.33	57.86%
512000 · Executive				
512110 · City Mgr	51,103.86	75,000.00	-23,896.14	68.14%
512210 · Payroll Expenses	3,564.14	7,000.00	-3,435.86	50.92%
512220 · Retirement Contributions	0.00	7,000.00	-7,000.00	0.0%
512230 · Insurance Health, Dental, Vision and Life	635.98	6,000.00	-5,364.02	10.6%
512250 · Administrative Leave	0.00	0.00	0.00	0.0%
Total 512000 · Executive	55,303.98	95,000.00	-39,696.02	58.22%
513000 · Financial & Administration				
513120 · ADM Salaries - Other	47,351.33	73,840.00	-26,488.67	64.13%
513210 · Payroll Expenses	3,138.53	5,700.00	-2,561.47	55.06%
513220 · Retirement	0.00	3,700.00	-3,700.00	0.0%
513230 · Insurance-Health/Dental/Life	7,268.14	21,700.00	-14,431.86	33.49%
513235 · Unemployment Compensation	0.00	1,000.00	-1,000.00	0.0%
513240 · Insurance W/Comp	951.67	1,985.00	-1,033.33	47.94%
513310 · Minutes Recorder	2,120.00	3,500.00	-1,380.00	60.57%
513320 · Audit	509.00	16,509.00	-16,000.00	3.08%
513400 · Travel/Meetings	668.26	1,800.00	-1,131.74	37.13%
513430 · Admin Utilities	4,792.58	11,000.00	-6,207.42	43.57%
513450 · Insurance/Financial & Admin	1,908.30	4,000.00	-2,091.70	47.71%
513460 · Vehicle Maint/Expense	125.00	500.00	-375.00	25.0%
513490 · Legal Advertising	2,967.79	4,000.00	-1,032.21	74.2%
513491 · Codes Enforcement	1,735.40	500.00	1,235.40	347.08%
513510 · Admin Office	10,960.44	14,000.00	-3,039.56	78.29%
513515 · Community Center Expense	40.00	750.00	-710.00	5.33%

City of Archer - General Fund
Profit & Loss Budget vs. Actual
October 2015 through September 2016

	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
513520 · Vehicle (Fuel & Oil)	309.96	1,000.00	-690.04	31.0%
513540 · Memberships/Subscriptions	436.04	1,100.00	-663.96	39.64%
513550 · Engineering Fees	0.00	0.00	0.00	0.0%
513641 · Capital Outlay/Equipment	3,062.60	4,200.00	-1,137.40	72.92%
513000 · Financial & Administration - Other	0.00	0.00	0.00	0.0%
Total 513000 · Financial & Administration	88,239.77	170,784.00	-82,544.23	51.67%
514310 · Legal Fees	25,989.70	46,000.00	-20,010.30	56.5%
515310 · Comprehensive Planning Costs	6,000.00	7,000.00	-1,000.00	85.71%
515490 · Planning & Zoning Board	0.00	1,000.00	-1,000.00	0.0%
519000 · Other General Government Servc	10,183.30	12,000.00	-1,816.70	84.86%
519310 · Prof Svcs Info Svcs	200.00	1,000.00	-800.00	20.0%
519340 · Admin Cleaning Services	2,855.04	6,000.00	-3,144.96	47.58%
519450 · Insurance/Other Gen Gov. Svr	3,878.12	2,500.00	1,378.12	155.13%
519460 · Repairs & Maintenance	660.18	1,500.00	-839.82	44.01%
519495 · Other Misc Expense	3,116.86	4,000.00	-883.14	77.92%
519520 · Admin All Cleaning So	0.00	250.00	-250.00	0.0%
519641 · Capital Outlay/Equip-Gen Gov Sv	0.00	3,500.00	-3,500.00	0.0%
519000 · Other General Government Servc - Other	0.00	0.00	0.00	0.0%
Total 519000 · Other General Government Servc	20,893.50	30,750.00	-9,856.50	67.95%
521000 · Law Enforcement	960.77	2,200.00	-1,239.23	43.67%
521340 · Alachua Co. Sheriff's Dept	106.35	150.00	-43.65	70.9%
521480 · LPJ Lights	1,067.12	2,350.00	-1,282.88	45.41%
Total 521000 · Law Enforcement	2,034.24	4,700.00	-2,665.76	56.26%
522000 · Fire Control	468.28	0.00	468.28	100.0%
522230 · Utilities-Fire Control	4,734.19	8,000.00	-3,265.81	59.18%
522700 · Debt Service-Loan Pmts	18,096.13	26,000.00	-7,903.87	69.6%
522701 · Debt Service- Interest	0.00	0.00	0.00	0.0%
522702 · Debt Service-Principal	0.00	0.00	0.00	0.0%
522700 · Debt Service-Loan Pmts - Other	0.00	0.00	0.00	0.0%
Total 522700 · Debt Service-Loan Pmts	22,830.32	34,000.00	-11,169.68	67.15%

City of Archer - General Fund
Profit & Loss Budget vs. Actual
October 2015 through September 2016

	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
Total 522000 · Fire Control	23,298.60	34,000.00	-10,701.40	68.53%
539490 · Cemetery - Maintenance	1,529.99	1,800.00	-270.01	85.0%
Cemetery - Water	3,587.76	4,000.00		
Total 510000 · Expenses	238,726.05	414,907.55	-176,181.50	57.54%
541000 · Street Expenses				
541120 · Street Salaries	28,755.13	44,280.00	-15,524.87	64.94%
541210 · Payroll Expenses	1,949.84	3,388.00	-1,438.16	57.55%
541220 · Retirement 5%	920.34	2,214.00	-1,293.66	41.57%
541230 · Insurance-Health/Dental/Life	3,187.38	5,212.00	-2,024.62	61.16%
541240 · Insurance W/Comp	951.67	3,133.00	-2,181.33	30.38%
541310 · Engineering Fees	0.00	4,000.00	-4,000.00	0.0%
541311 · Tree Removal	0.00	5,000.00	-5,000.00	0.0%
541340 · Signal Maintenance	0.00	2,000.00	-2,000.00	0.0%
541430 · Utilities-Road & Street Facilit	19,183.71	35,500.00	-16,316.29	54.04%
541450 · Insurance-Road & Street Facilit	1,218.99	5,763.00	-4,544.01	21.15%
541460 · Vehicle/Equip Expenses	1,164.16	6,500.00	-5,335.84	17.91%
541520 · Small Tools	254.85	500.00	-245.15	50.97%
541521 · Uniforms	457.52	800.00	-342.48	57.19%
541523 · Vehicle(Fuel,Oil)Rd & St Facil	2,587.68	4,700.00	-2,112.32	55.06%
541524 · GIS Software	325.00	325.00	0.00	100.0%
541530 · Street Maintenance	5,807.81	25,700.00	-19,892.19	22.6%
541532 · Training	0.00	250.00	-250.00	0.0%
541640 · Capital Outlay-Rd & St. Facilit	0.00	2,500.00	-2,500.00	0.0%
541641 · Capital Outlay-Equipment	0.00	1,500.00	-1,500.00	0.0%
541000 · Street Expenses - Other	0.00	0.00	0.00	0.0%
Total 541000 · Street Expenses	66,764.08	153,265.00	-86,500.92	43.56%
542700 · Debt Service				
542702 · Debt Service-Principal	0.00	0.00	0.00	0.0%
542700 · Debt Service - Other	0.00	0.00	0.00	0.0%
Total 542700 · Debt Service	0.00	0.00	0.00	0.0%

City of Archer - General Fund
Profit & Loss Budget vs. Actual
October 2015 through September 2016

	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
560460 · Senior Activity Center Expense	369.96	1,000.00	-630.04	37.0%
560460 · Senior Activity Center Utilities		2,000.00		
560822 · Grants & Aids	36,013.00	50,000.00	-13,987.00	72.03%
570000 · Recreation Expense				
572120 · Recreation Salaries	8,480.00	8,480.00	0.00	100.0%
572240 · Insurance-W/Comp	951.68	1,200.00	-248.32	79.31%
572430 · Utilities	3,428.19	6,935.00	-3,506.81	49.43%
572450 · Insurance	1,427.52	2,000.00	-572.48	71.38%
572460 · Recreation Equipment	0.00	5,000.00	-5,000.00	0.0%
572495 · Misc/Trophies	0.00	400.00	-400.00	0.0%
572510 · Office Supplies	0.00	0.00	0.00	0.0%
572520 · Rec Maintenance/Supplies	3,616.92	5,000.00	-1,383.08	72.34%
572523 · Vehicle(Fuel & Oil)	0.00	523.45	-523.45	0.0%
572540 · Dues/Fees/Travel	130.00	300.00	-170.00	43.33%
572541 · Concession Supplies	103.99	300.00	-196.01	34.66%
572542 · Recreation Fundraising Expense	0.00	0.00	0.00	0.0%
572650 · Recreation Capital Outlay	0.00	0.00	0.00	0.0%
570000 · Recreation Expense - Other	0.00	3,000.00	-3,000.00	0.0%
Total 570000 · Recreation Expense	18,138.30	33,138.45	-15,000.15	54.74%
575000 · Community Center Expenses				
575100 · Utilities/ Phones/ Alarms	6,398.59	10,000.00	-3,601.41	63.99%
575200 · Insurance	1,427.52	2,000.00	-572.48	71.38%
575510 · Building Maint. Expenses	6,654.75	8,000.00	-1,345.25	83.18%
575520 · Community Center Tables/Chairs	0.00	0.00	0.00	0.0%
575000 · Community Center Expenses - Other	99.70	400.00	-300.30	24.93%
Total 575000 · Community Center Expenses	14,580.56	20,400.00	-5,819.44	71.47%
581003 · Interfund transfer out	0.00	0.00	0.00	0.0%

City of Archer - General Fund
Profit & Loss Budget vs. Actual
October 2015 through September 2016

	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
590000 · Water Fund Expense				
593200 · Water Fund Salaries	0.00	0.00	0.00	0.0%
593201 · Payroll Expenses	0.00	0.00	0.00	0.0%
593210 · Payroll Expenses-Water	0.00	0.00	0.00	0.0%
593220 · Retirement	0.00	0.00	0.00	0.0%
593230 · Insurance - Life/Health	0.00	0.00	0.00	0.0%
593240 · Insurance - Work Comp	0.00	0.00	0.00	0.0%
593312 · Professional Services - WF	0.00	0.00	0.00	0.0%
593420 · Vehicle Equip Expense	0.00	0.00	0.00	0.0%
593430 · Utilities	0.00	0.00	0.00	0.0%
593450 · Insurance	0.00	0.00	0.00	0.0%
593461 · Water Line Upgrade	0.00	0.00	0.00	0.0%
593462 · Pump House/Bldg Main	0.00	0.00	0.00	0.0%
593495 · Miscellaneous	0.00	0.00	0.00	0.0%
593510 · Office Supplies	0.00	0.00	0.00	0.0%
593520 · Chemicals	0.00	0.00	0.00	0.0%
593521 · Uniforms	0.00	0.00	0.00	0.0%
593523 · Vehicle (Fuel & Oil)	0.00	0.00	0.00	0.0%
Total 590000 · Water Fund Expense	0.00	0.00	0.00	0.0%
66000 · Payroll Expenses				
Fla. Unemployment Tax	0.00	0.00	0.00	0.0%
FUTA Expense	0.00	0.00	0.00	0.0%
Medicare Company Match	0.00	0.00	0.00	0.0%
Social security - Company Match	0.00	0.00	0.00	0.0%
66000 · Payroll Expenses - Other	0.00	0.00	0.00	0.0%
Total 66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies				
Total Expense	374,591.95	674,711.00	-300,119.05	55.52%
Net Ordinary Income	34,122.21	0.00	34,122.21	100.0%
Other Income/Expense				
Other Expense				

7:00 AM
05/14/16

Accrual Basis
Amended City of Archer Budget

Exhibit A

Reserve for Contingencies 2013

Total Other Expense

Net Other Income

Net Income

City of Archer - General Fund
Profit & Loss Budget vs. Actual
October 2015 through September 2016

	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
	0.00	0.00	0.00	0.0%
	0.00	0.00	0.00	0.0%
	0.00	0.00	0.00	0.0%
	<u>34,122.21</u>	<u>0.00</u>	<u>34,122.21</u>	<u>100.0%</u>

RESOLUTION NUMBER: 2016-10

A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, ADOPTING A REVISED PERSONNEL POLICY AND EMPLOYEE HANDBOOK FOR THE CITY OF ARCHER TO RESCIND AND REMOVE SECTION 5.8 PAYROLL TRANSACTION TO ELIMINATE AUTHORIZATION FOR PAYROLL ADVANCES; REPEALING ALL RESOLUTIONS IN CONFLICT AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Archer, Florida, adopted the City of Archer Personnel Policy and Employee Handbook on July 11, 2011, and amended the same on April 14, 2014, and again September 14, 2015; and

WHEREAS, the revised Personnel Policy and Employee Handbook contained Section 5.8 which authorized payroll advances within the discretion of the City Manager; and

WHEREAS, it has been deemed necessary to revise the current manual as provided for in the City of Archer Personnel Policy and Employee Handbook attached hereto as **Exhibit A** to correct this deficiency by removing the same; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ARCHER, FLORIDA, as follows:

Section 1: The revised manual removing Section 5.8 relating to the City's policy of allowing payroll advances to City employees at the City Manager's discretion, which is attached to this Resolution as **Exhibit A**, and by reference made part hereof, is hereby adopted as amending the Personnel Policy of the City of Archer, Florida.

Section 2: Existing resolutions in conflict are hereby repealed to the extent of such conflict.

Section 3: This Resolution shall take effect immediately upon its adoption.

This Resolution adopted this _____ day of May, 2016 after motion, second and majority vote favoring same.

ATTEST:

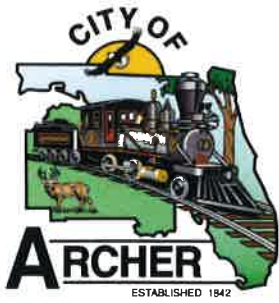
NAME

Zeriah Folston, City Manager

By: _____
Corey Harris, Mayor

Approved as to form and legal sufficiency:

Courtney W. Johnson, Assistant City Attorney



CITY OF ARCHER

Mayor: Corey Harris
Vice-Mayor: Susan Drawdy

Commissioners

Fletcher Hope
Michelle Harris
Joan White

City Manager

Zeriah K. Folston, MPA

May 16th, 2016

Running Priority List

Recreation

Capital Assets Management Plan

Christmas Decorations

Long and Short Term Maintenance Funding

Project List of Roads

Laurel Hill Cemetery Management

Laurel Hill Cemetery Maintenance

Basic Maintenance

Renovation of City Hall – Represents Us

Fundraiser

16870 SW 134TH AVE., P.O. BOX 39 - ARCHER, FLORIDA 32618-0039
Tel: (352)495-2880 Fax (352)495-2445