

SPECIAL BUDGET MEETING MINUTES
Monday, May 16, 2016 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.

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
Assistant City Attorney Courtney Johnson
Minutes Recorder Mary T. Flickinger

I. CONSENT AGENDA

MOTION

Commissioner Hope moved to approve the consent agenda, as presented.

Commissioner White seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0. (Absent: Vice Mayor Drawdy).

II. EXCUSE OF ABSENCE

MOTION

Commissioner White moved to excuse the absence of Vice Mayor Drawdy.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0. (Vice Mayor Drawdy arrived shortly after the motion was made)

III. NEW BUSINESS

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

City Manager Folston stated that by law, we are supposed to amend our budget anytime the expenditures are greater than the budget. Many cities and counties make these types of adjustments on a regular basis and we are amending our budget to make sure that our line items are not greater than our expenses.

Giving an example, City Manager Folston stated that in the original budget, the Community Center had nothing budgeted, but in the amended budget, costs have been broken out to show better detail. Cemetery costs have also been broken out in the amended budget to separate maintenance and water costs. City Manager Folston stated that many cities group costs together, but because transparency has been an issue in the past, now is the time for the budget to show the detail of how much we are spending to run and maintain the city and our facilities.

Attorney Johnson read Resolution 2016-09 by title only. Resolution Title: 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.

MOTION

Commissioner White moved to adopt Resolution 2016-09, as read by title.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: Roberta Lopez, Frank Lopez, Laurie Costello, December McSherry, Laurie Costello, Roberta Lopez.

MOTION CARRIED 5-0.

IV. BUDGET FOR FISCAL YEAR 2017

The 2017 Budget Development information was shown on the overhead screen. This information is also available on the City’s website. City Manager Folston presented the 2016 Calendar for the budget process, as follows:

- May 16th, Budget Guidelines (tonight).
- May 31st, Financial Policies and Procedures and New Forms.
- June 1st, Preliminary Tax Roll Received.
- June 7th, City Manager 100th Day Report and Tentative Budget.
- July 1st, Certified Property Values received.
- July 18th, Set Proposed Millage Rates.
- September 12th and 26th Public Hearings to set final millage rates and adopt final budget.

A. Budget Guidelines

City Manager Folston recapped the Budget Guidelines, as follows:

- Maintain 5% reserve of operating revenue for major operating funds.
- Budget 95% minimum of operating revenue.
- Address all concerns of the State Auditor General Findings.
- One-time sources will be allocated toward reserves or one-time expenditures.
- Present a two-year budget.
- Allocate money for Baskerville-Donovan, Inc., payback (BDI).
- Policy Development.

B. Board Priorities / Focus Issues, presented in no particular order:

City Manager Folston recapped that the focus issues presented below were discussed by the Commission at a previous meeting. City Manager Folston stated that he will build the 2017 budget based on the priorities identified by the Commission tonight.

- | | |
|----------------------------------|------------------------|
| ·Recreational Programming | ·Recreation Facilities |
| ·Storm Water | ·Roads |
| ·Capital Assets Management Plan | ·Christmas Decorations |
| ·Long and Short Term Maintenance | ·Fundraisers |
| ·Renovation of City Hall | ·Laurel Hills Cemetery |
| ·New Budget Software | |
| ·Or New Budget Procedures | |

MOTION

Commissioner Hope moved to direct staff to outsource and take to bid the ongoing perpetual maintenance of the municipal cemetery for the new budget year and come back, in this budget process, with competitive bids to make that decision.

Commissioner White seconded the motion

AMENDED MOTION

Commissioner Hope moved to research the cost of outsourcing the maintenance at the Laurel Hills Cemetery.

Commissioner White seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0

Mayor Harris asked the Commission to clarify the three budget priorities for the 2017 Budget. The Commission identified their priorities as follows:

Mayor Harris

1. Storm water
2. Recreational facilities
3. Roads

Commissioner Harris

1. Recreational facilities
2. Roads
3. Storm water (changed from Recreational programs)

Commissioner White

1. Storm water
2. Recreational facilities
3. Laurel Hills Cemetery

Vice Mayor Drawdy

1. Storm water
2. Roads
3. Laurel Hills Cemetery

Commissioner Hope

1. Recreation facilities
2. Roads
3. Laurel Hills Cemetery

City Manager Folston recapped the final budget priority results, as follows: 1) Recreational facilities, 2) Roads, 3) Storm water.

City Manager Folston reminded the Commission of the Financial Policies and Procedures and New Forms meeting scheduled for May 31, 2016. To accommodate schedules, the meeting was changed to June 1, 2016, at 4:00 pm.

C. Financial Policies

Resolution 2016-10, Personnel Policy Removing Sections 5.8, Payroll Advance, and updating the section numbers accordingly.

Attorney Johnson read Resolution 2016-10 by title only. Resolution Title: 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.

MOTION

Commissioner White moved to adopt Resolution 2016-10.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: Laurie Costello

MOTION CARRIED 5-0.

V. CITIZEN PARTICIPATION

Kipolin Poyry, Roberta Lopez, Laurie Costello, Roberta Lopez.

VI. ADJOURNMENT

MOTION

Commissioner White moved to adjourn the meeting.

Commissioner Hope seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0 Time: 10:31 pm



Mayor, Corey Harris



City Manager, Zerah K. Folston