

**SPECIAL COMMISSION / BUDGET MEETING MINUTES**

**Monday, May 2, 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 Doug Jones

**Absent** Marjorie Zander

**Staff:**

City Manager	Zeriah K. Folston
Assistant City Attorney	Courtney Johnson
Minutes Recorder	Mary T. Flickinger

**I. CONSENT AGENDA**

**A. Approve Minutes from the April 11, 2016, Commission Meeting.**

**B. Approve Bill Payments as Presented.**

**MOTION**

Vice Mayor Drawdy moved to approve the minutes and the Bill Payments, as presented.

Commissioner Hope seconded the motion.

**PUBLIC COMMENT:** Roberta Lopez, Laurie Costello, Tillie Davis

**MOTION CARRIED:** 4-0.

**II. OLD BUSINESS**

**A. Preble-Rish, Inc, Wastewater Project No. 809.001, Task Order 2015-003 (Debra Preble).**

City Manager Folston recapped that the Sewer Committee met to discuss the past and future direction of the wastewater project. Tonight, Task Order 2015-003 is being brought back before the Commission for further action. City Manager Folston clarified that Ms. Preble is working with DEP and they have approved for us to rework our Task Order. DEP is aware and the money is there to pay for these items.

**MOTION**

Vice Mayor Drawdy moved to approve Task Order 2015-003.

Commissioner Hope seconded the motion.

**PUBLIC COMMENT:** Laurie Costello

**MOTION CARRIED:** 4-0.

**B. Extension of Transition Agreement with former Interim City Manager, John Glanzer.**

City Manager Folston stated that former Interim City Manager Glanzer is currently working on finishing up the Tot Lot project and other items. City Manager Folston requested for an extension of Mr. Glanzer's agreement.

MOTION

Commissioner Hope moved to extend John Glanzer's Transition Agreement for another 30 days.  
Vice Mayor Drawdy seconded the motion.

AMENDED MOTION

Commissioner Hope moved to extend John Glanzer's Transition Agreement for 60 days, from today's date.  
Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: Roberta Lopez

MOTION CARRIED: 3-1. Commissioner Jones opposed the motion.

**C. Peebles & Smith Lobbying Fees in the amount of \$90.00 for State Lobbying Registration.**

City Manager Folston stated that the City has traditionally paid for the lobbying fee in the past.

MOTION

Commissioner Jones moved to approve the payment of the \$90.00 lobbying fees.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: Roberta Lopez, Joan White

MOTION CARRIED: 3-1. Commissioner Hope opposed the motion.

**III. NEW BUSINESS**

**A. Resolution 2016-08, Alachua County Local Mitigation Plan**

City Attorney Johnson read Resolution 2016-08 by title. Resolution Title: A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, APPROVING AND ACCEPTING THE ALACHUA COUNTY LOCAL MITIGATION PLAN AND AGREEING TO PURSUE MITIGATION FUNDING OPPORTUNITIES; AND UPON RECEIPT OF FUNDING TO IMPLEMENT ITS PROPOSAL STRATEGY; REPEALING ALL RESOLUTIONS IN CONFLICT, AND ESTABLISHING AN EFFECTIVE DATE.

MOTION

Commissioner Jones moved to approve Resolution 2016-08.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 4-0.

**B. Public Works/City Hall Security Camera from Crime Prevention/TruVision IP Camera kit \$3,970.00.**

City Manager Folston stated that a new air-conditioning thermostat has been installed at City Hall allowing the temperature to be set correctly. Information was presented on a security camera system for the Public Works compound. The system will allow monitoring of the area on a 24/7 basis from any location. City Manager Folston stated that the City Hall cameras have not worked for some time, but the Public Works area is a priority.

MOTION

Commissioner Hope moved to approve installing crime prevention cameras for Public Works, including the high speed internet for off-site monitoring.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: David Sistrand, Laurie Costello, Tillie Davis, Joan White, Laurie Costello, Roberta Lopez.

Commissioner Hope rescinded his motion and proposed working with Crime Prevention to investigate expanding our current contract to add other city facilities, and to negotiate better pricing, and to bring this information back to the Commission for discussion.

**C. City Vehicle for Administration, Lease or Purchase.**

City Manager Folston recapped that a prior Commission allocated \$6,000.00 for the purchase of a city vehicle. Options were presented for purchasing a used vehicle, leasing a vehicle, or providing a stipend.

**MOTION**

Commissioner Hope moved to approve exploring lease options.

Vice Mayor Drawdy seconded the motion.

**PUBLIC COMMENT:** Joan White, Tillie Davis

**MOTION CARRIED:** 4-0.

**MOTION**

Commissioner Hope moved to allow City Manager Folston to declare the city vehicle, temporarily stored at Archer Automotive, as surplus and to report back to the Commission.

Vice Mayor Drawdy seconded the motion.

**PUBLIC COMMENT:** None

**MOTION CARRIED:** 4-0.

**IV. BUDGET FOR FISCAL YEAR 2017**

**A. FY17 Budget Development**

City Manager Folston presented the tentative meeting schedule, for 2016, as follows:

- May 2nd: Budget Guidelines and Board Focus.
- May 12th: Budget Guidelines, Board Focus Issues, and Financial Policies.
- 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 Hearing to set final millage rates and final budget.

City Manager Folston requested for the Commission to check their calendars for meeting availability.

**B. Budget Guidelines:**

- 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.

City Manager Folston stated that the State Auditor General will meet with the Mayor and City Manager on Wednesday to begin the process of discussing their findings. The Auditor General was tasked with looking at specific items, this is not a complete City-wide audit. The Auditor General will also present their findings at a public meeting in Tallahassee. It is unknown at this time if Archer has to pay for the audit.

City Manager Folston stated that the loan payback for BDI is listed in the agenda packets as \$225,000.00, but noted that this is an estimate. The State Revolving Fund is not allowing us to roll this amount into our wastewater project and our consultant is working on ways to address this issue.

## **Funding Considerations**

- Recreation facilities
- Recreation programs
- Storm water
- Roads
- Seniors
- Veterans Events

City Manager Folston stated that he met with Suwannee River Water Management and the Holly Hills storm water issues were discussed. The plan is to combine two of our grants, money that has already been appropriated, to address the storm water issues in Holly Hills.

City Manager Folston asked the Commission to prioritize budget projects:

Mayor Harris:

1. Storm Water project at Holly Hills.
2. Recreation

Vice Mayor Drawdy:

1. Storm Water project at Holly Hills.
2. Recreation.

Commissioner Hope:

1. Laurel Hills Cemetery, short term/long term management, appropriate surveying, managing and monitoring lots, fees, equipment costs.

Commissioner Jones:

1. Recommended a Capital Assets Plan and stated he supported the proposed items, as outlined.
2. Christmas decorations

## **MOTION**

Commissioner Jones moved to direct the City Manager to investigate hiring a consultant for a Comprehensive Capital Asset Management Plan for the City of Archer.

Vice Mayor Drawdy seconded the motion.

PUBLIC COMMENT: Tillie Davis, David Sistrand

MOTION CARRIED: 3-1. Commissioner Hope opposed the motion.

PUBLIC COMMENT: Laurie Costello, Frank Lopez, Roberta Lopez, Sue Batey, Joan White, Annie Studemire

## **V. REPORTS, CORRESPONDENCE, COMMUNICATION**

### **City Manager Folston:**

•Stated that on May 9, 2016, there will be a Junior Commission Meeting, followed by a Joint County Commission meeting. Newly elected Commission members will also be sworn in at the meeting.

•Stated that he might ask the Commission to support funding a new financial operating system that will allow the City to address internal controls.

•Reported that some of the trees along the fence line of the Community Center are in poor condition and will be inspected by a tree service for safety.

PUBLIC COMMENT: Roberta Lopez

**Commission Hope:**

•Inquired about the Sensus Water Meter System.

**Attorney Johnson:**

•Apologized for running late on the training meeting tonight.  
•Updated that they are trying to find the LPJ lease for comparison for the Old Jail and the Historical Society.

**City Manager Folston:**

•Advised that the current budget might need to be amended bring a better clarity to the appropriation of items.

**Commissioner Jones:**

•Stated that he and City Manager Folston met with each of the Board of County Commissioners individually to discuss project priorities.  
•Attended an MTPO meeting.

**Mayor Harris**

•Requested an update on the Fire Station agreement.  
•Requested an update on the Mustang Grill.  
•Inquired about the Brennen property.  
•Attending the League of Cities Mayor’s Conference, Thursday through Saturday, in Orlando.

**APPROVAL OF ABSENCE**

Mayor Harris called for a motion to excuse the absence of Commissioner Zander.  
No Motion was made.

The May 12, 2016, Budget Workshop was changed to Monday, May 16, 2016.

**Commissioner Hope:**

•Stated that they are still working on the draft Resolution for the Laurel Hills Cemetery.

**VI. PLANNING CALENDAR**

- A. Junior Commission Meeting, May 9, 2016, at 6:30 pm, City Hall.
- B. Commission Meeting, May 9, 2016, at 7:00 pm, City Hall.
- C. Special Budget Meeting, May 12, 2016, at 6:00 pm, City Hall.
- D. Planning & Zoning Board Meeting, May 10, 2016, at 7:00 pm, City Hall (cancelled – no agenda)
- E. Code Enforcement Board Meeting, May 24, 2016, at 7:00, City Hall (cancelled – no agenda)
- F. City Hall closed on May 30, 2016, in Observation of Memorial Day.

**VII. CITIZEN PARTICIPATION**

Laurie Costello

**MOTION (1<sup>st</sup>)**

Commissioner Jones moved to extend the meeting 15 minutes.  
Commissioner Hope seconded the motion.

MOTION CARRIED: 4-0.

**MOTION (2<sup>nd</sup>)**

Commissioner Jones moved to extend the meeting 15 minutes.  
Commissioner Hope seconded the motion.

MOTION CARRIED: 4-0.

**Citizen Participation continued:**

Frank Lopez, Tillie Davis

MOTION (3<sup>rd</sup>)

Commissioner Jones moved to extend the meeting 15 minutes.

Commissioner Hope seconded the motion.

MOTION CARRIED: 4-0.

**Citizen Participation continued:**

Roberta Lopez, Frank Lopez, Anne Green


**VIII. ADJOURNMENT**


MOTION

Vice Mayor Drawdy moved to adjourn the meeting.

Commissioner Jones seconded the motion.

MOTION CARRIED Time: 11:05 pm

  
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Mayor, Corey Harris

  
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City Manager, Zerah K. Folston