

**CITY OF ARCHER**  
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**CITY OF ARCHER COMMISSION 2011-2012 BUDGET MEETING WORKSHOP MINUTES**  
**Thursday, August 25, 2011 Time: 10:00 AM**

*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.*

**QUORUM CHECK:**

Mayor: Frank Ogborn  
Vice Mayor: Marjorie Zander  
Commissioners: Roberta Lopez  
Gabe Green

**Staff:**

City Manager: John Glanzer  
Minutes Recorder: Mary T. Flickinger

**Absent**

Commissioner: Blanch Parker

**I. CALL TO ORDER**

Mayor Ogborn called the meeting to order.

**II. OLD BUSINESS**

**Review of 2011-2012 Budget**

City Manager Glanzer stated that he was unable to provide the Commission with the year-to-date budget documentation this morning because he was called to a meeting with Mr. Whitehurst.

Commissioner Lopez stated that it is difficult for her to work unless she has a copy of the year-to-date budget to refer to.

City Manager Glanzer stated that another workshop can be scheduled next week, but he would like to address some payroll information today and distributed a Payroll Schedule for 2011-2012, and Payroll Schedule/Restructured Current rates FY 2011-2012.

City Manager Glanzer stated that Jocelyn Garcia's position was moved out of the water department into the general fund and a street worker was moved to the water department. This reduced the payroll impact in the water department. Mr. Mayberry will be moved to the Public Works Department and the city will need to find a new office manager. Mr. Mayberry will be able to take his test for the required D License (Water Distribution License) within a few weeks. It will be a lateral move for Mr. Mayberry, but the new office administrator will probably come in with a salary of \$12.50-\$13 per hour.

Commissioner Lopez requested for the Commission to receive an organizational chart outlining the changes.

City Manager Glanzer stated that Calvin Robinson is already certified to take the test and arrangements are being made for his test date. When Dantrell Webb receives his GED, he will be eligible to take his D License. All members of the street staff are required to have their D License because they are cross-trained to do street work and water work and are required to be on call. If an employee cannot pass the D License test, they cannot work on any part of the city's water system.

Commissioner Lopez clarified that employee Michael Gleisner already has his D License.

City Manager Glanzer stated that city employees are unable to test the water because this requires a C License. Two-Fold Engineering is responsible for testing the water for the city.

Commissioner Lopez asked about the Code Enforcement Board Secretary.

City Manager Glanzer stated that eight thousand dollars has been set aside in the budget to pay for the Codes Board Secretary and Attorney fees. City Manager Glanzer stated that he would like Mr. Mayberry to become certified as the Codes Enforcement Officer because Mr. Mayberry will see violations each day in his new position with Public Works. When Mr. Mayberry becomes certified, there will be an add-on to his salary at that time. The Codes Enforcement Officer cannot be the Codes Board Secretary, and we would still need a secretary.

Commissioner Lopez asked if Cindy Bloom could serve as the Codes Board Secretary.

City Manager Glanzer stated that her duties and the work load of the position would prevent this.

Mayor Ogborn asked if Georgianna Thompson could fill in this position.

City Manager Glanzer stated that he felt that she could handle this position.

Commissioner Green asked why Codes have not been enforced over the years, prior to City Manager Glanzer coming to the city.

Commissioner Lopez recapped that a meeting was held to propose code changes regarding minimum housing standards. Over a hundred and fifty people showed up protesting that we had already adopted the ordinances, which was not true, and protested everything that was discussed.

Mayor Ogborn stated that Code Enforcement work is education and people are often willing to comply when told about the problem.

City Manager Glanzer stated that there is about two thousand dollars left in the Byrne Grant. This money could be used for neighborhood watch signs, pamphlets, and education but not for infrastructure items.

Commissioner Lopez proposed a workshop on drug education or crime prevention at the Community Center.

The Commission continued to work line-by-line through the budget discussing and clarifying items as needed.

City Manager Glanzer proposed isolating the Community Center in the budget so that we can see what it costs to run the building and what we are recovering. The Commission unanimously agreed that this would be a good idea.

Commissioner Lopez asked about the water tanks.

City Manager Glanzer stated that the city has a contract with Two-Fold Engineering and Utility Services to inspect, drain, and paint the tanks. Tank I was just drained and cleaned and Tank II was just inspected but did not need draining.

Commissioner Lopez stated that some of the citizens are complaining about chlorine in their water. Commissioner Lopez also discussed that the city does not have looping of water lines and on the east end some citizens are experiencing brown water in their lines.

City Manager Glanzer stated that our water lines do not loop around and Public Works has to go out and flush the end of the lines.

Commissioner Lopez asked how we can set aside money to fund the tank.

City Manager Glanzer stated that this is done under depreciation and there is currently about nine thousand dollars in this line item. City Manager Glanzer stated that Newberry has a history of funding depreciation in their budget and it might be something the Commission should consider.

The Commission decided to have the Budget Workshop on September 1, 2011, at 2:00. City Manager Glanzer stated that the year-to-date report will be available along with two versions of the budget, one with the revised personnel and one with the personnel as it stands right now. The Community Center will be split out as a sub-section of the general fund so that it becomes its own entity.

City Manager Glanzer stated that he was authorized to take up to \$50,000 from reserves to off-set the shortfall in the Wild Spaces Public Places at the time we had to commit to the construction project for the Community Center. City Manager Glanzer stated that we only had to take approximately \$14,000. We were hoping to get this money back, but it looks like we will only receive \$10,000. The Community Center need chairs, a movie screen, window shades, and other items and suggested that the Commission consider the fourteen thousand from reserves to be a gift and take whatever is left from out of the contingencies monies and purchase these items.

The Commission agreed that this would be a good idea and this will be brought before the Commission at a later date.

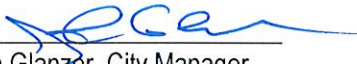
Commissioner Green inquired about the stage lights. City Manager Glanzer stated that Mr. Brame paid for the lights, but the city had to pay for four additional lights.

### III. ADJOURN MEETING

With no further business to discuss, Mayor Ogborn called for a motion to adjourn the meeting.

MOTION made by Commissioner Green to adjourn the meeting.

SECOND made by Commissioner Lopez.

  
John Glanzer, City Manager

  
Frank Ogborn, Mayor