

CITY OF ARCHER COMMISSION MEETING MINUTES

Monday, July 11, 2011 Time: 7:00 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 Frank Ogborn
PRAYER: Commissioner Roberta Lopez
PLEDGE OF ALLEGIANCE: Mayor Frank Ogborn
QUORUM CHECK:
Mayor Frank Ogborn
Vice Mayor: Marjorie Zander
Commissioners: Roberta Lopez
Blanch Parker
Gabe Green
Staff:
City Manager John Glanzer
City Attorney Allan H. Kaye
Minutes Recorder Mary T. Flickinger

I. APPROVE CONSENT AGENDA

A. Minutes from the June 27, 2011 City Commission Meeting.

B. Approve Bill Payments as presented.

MOTION made by Commissioner Lopez to approve the consent agenda and the minutes as listed above.

SECOND made by Commissioner Parker.

MOTION CARRIED 5-0.

II. CITIZEN COMMENTS - None

III. PRESENTATION

A. FY 2009-2010 Audit Results, presented by Richard Powell, Powell and Jones

City Manager Glanzer stated that the city has received a good report for FY 2009-2010 and recapped that staff had to reconstruct an entire year of data within a three month period due to the failure of the Niteowl system. City Manager Glanzer reported that the city increased the general fund reserves by 43.6%, from \$112,359 to \$161,341.00. This was a step in the right direction and it was achieved with using the budgeted transfer from the solid waste fund which was set at \$28,000. Because the funds did not need to be transferred from solid waste, the solid waste fund experienced an increase in its unrestricted reserves from \$53,810. to \$93,072. The water fund experienced an operating income loss of \$11,244.00.

Mr. Powell referred the Commission to the 2009-2010 Audit and presented highlights of the audit to the Commission.

Commissioner Lopez asked Mr. Powell for clarification on several items in the audit report and asked City Manager Glanzer if anything had been done to decrease health insurance costs.

City Manager Glanzer stated that health insurance plans have increased by about 14% and recommendations will be presented at our budget workshop.

City Manager Glanzer asked Mr. Powell to address the letter received from Mr. Snider regarding the maintenance of the water fund account. In the old Niteowl format, the city was able to maintain separate funds within a single program and utilize one bank account. QuickBooks does not allow for this and it was discussed if we should open a secondary bank account to handle the water fund.

Mr. Powell supported the idea of a secondary account to handle the water fund.

Commissioner Lopez commented on the depreciation of equipment and infrastructure and noted that the Commission might want to take the City Hall roof under consideration at the budget workshop.

MOTION made by Commissioner Lopez to authorize City Manager Glanzer to set up a separate account to include solid waste and water for the next fiscal year, prior to October 1, 2011.

SECOND made by Commissioner Parker.

MOTION CARRIED 5-0.

OLD BUSINESS

A. State Revolving Fund (SRF).

City Manager Glanzer reported some of the key requirements for the certification and reporting of the State Revolving Fund: Funds collected for payments must be kept in a separate fund, funds pledged for the repayment of the loan must be derived from the gross receipts of the water system, the city must set aside some other tax, not ad valorem, to repay the loan if the water department is not able to meet the obligation. Beginning October 15, 2014 and annually thereafter, the authorized agent shall certify: 1) Pledged revenues satisfy the rate coverage requirement. 2) The loan debt service account contains funds. 3) Insurance adequately covers customary risks. The loan debt service account must be established and monthly loan deposits must begin July 15, 2014. The first loan payment is due January 15, 2015. The city must follow Davis-Bacon Rules and guidelines.

Attorney Kaye discussed the items that were addressed in his letter to the Commission concerning the Davis-Bacon Wage Act that applies to projects that are federally funded and the sovereign immunity for the state, and title to the project site. The Commission was also made aware of Sections 2.10(9) Warranties, Section 4.02 Title to Project Site, Section 4.06 Competition Moneys, Section 5.01 Rate Coverage, Section 5.02 No Free Service and Section 507 Collection of Revenues. These sections may impact on the way we treat the City's Water System customers.

City Manager Glanzer proposed that no free water services should be provided to anyone and staff will actively collect outstanding debt.

Commissioner Parker asked about existing free water service to the Cemetery.

City Manager Glanzer stated that by Ordinance, penalties can be waived, but water bills cannot be waived.

The consensus of the Commission was to table this item until the next Commission meeting.

MOTION made by Commissioner Lopez to table the State Revolving Fund discussion until the next Commission meeting.

SECOND made by Vice Mayor Zander.

MOTION CARRIED 5-0.

B. Resolution 2011-13, City of Archer Personnel Policy and Employee Handbook.

City Manager Glanzer stated that there was a question asked if the job descriptions required a secondary Resolution. Attorney Kaye stated that the job descriptions should be adopted by motion, as presented.

Attorney Kaye read Resolution 2011-13, adopting the City of Archer Personnel Policy and Employee Handbook, for the record.

MOTION made by Commissioner Green to approve Resolution 2011-13, adopting the Personnel Policy and Employee Handbook.

SECOND made by Vice Mayor Zander.

MOTION CARRIED 5-0.

MOTION made by Commissioner Lopez to approve the job descriptions, as presented, for the City of Archer.

SECOND made by Commissioner Green.

MOTION CARRIED 5-0.

V. NEW BUSINESS

A. Request for Street Closure

City Manager Glanzer stated that the Archer United Methodist Church has requested a two-hour road closure on SW 137 Lane for a church function on July 22, 2011. Staff does not see a problem with this request and emergency vehicles will have access to the area.

MOTION made by Commissioner Parker to approve the street closure for the Archer United Methodist Church.

SECOND made by Commissioner Lopez.

MOTION CARRIED 5-0.

F. RFP for solid Waste Services

City Manager Glanzer stated that it was decided that the proper course of action was to advertise a request for proposals for solid waste services. Attorney Kaye will be reviewing the bid and contract documents and the city hopes to advertise within two weeks. The contract

with Waste Pro ends on August 31, 2011, but Waste Pro has stated that even if they do not win the bid, they will provide service during the transition.

VI. REPORTS, CORRESPONDENCE, COMMUNICATION, PLANNING

City Manager Glanzer reported:

Community Center: We are nearing the end of the Community center project and the crew is finalizing the wood trim and we are working on getting the outside grounds in order. Because the air conditioning is now running and cooling the building, the work on the floors should start shortly. The building is shaping up to be Community Center we can all be proud of.

B) FY 2011-2012 Budget Workshop: The Budget Workshop will be held tomorrow at 2:00 pm at City Hall and a representative from Owens & Owens will discuss insurance options. The Commission has been provided with the proposed budget along with information on revenue estimates and millage rates for tomorrow's meeting.

Commissioner Lopez stated that the Grand Opening of The Archer Community Center will be on August 2, 2011, from 2:00 pm to 4:00 pm. The invitations are being prepared by Ms. Davis. Commissioner Lopez distributed a tentative program for the opening and stated that there will be six ribbon cuttings to honor all those who supported the project financially. The last ribbon will be cut by the Restoration Committee, who has worked so hard on the project. Commissioner Lopez discussed the need for a press release, a tent in case the weather is a problem, and someone to direct cars to the parking area. Commissioner Lopez recommended that the city employees should also attend the opening.

City Manager Glanzer stated that he will make some calls regarding the tent and see if the Boy Scouts are available to assist with parking.

Commissioner Lopez stated that she met with two teachers who will take over the Back-to-School event scheduled for August 20, 2011. Five hundred dollars will be donated from the funds raised from the past Bo Diddlely event to assist with supplies. The Back-to-School Event must state that it is sponsored by the Archer Elementary Teachers and the City of Archer.

Commissioner Reports

Commissioner Green:

Commissioner Green stated that he attended the North Florida Regional Planning Council. Several members were honored for their good attendance. Also discussed at the meeting was the Foley Master Development of Regional Impact, anticipated to consist of 32,710 residential dwellings with commercial, industrial, hotel and hospitals on site.

Vice Mayor Zander:

Stated that the July newsletter is running a little late because more articles are needed to fill the newsletter.

Mayor Ogborn:

Discussed the recent trip made to Tallahassee with City Manager Glanzer to meet with the Department of Environmental Protection. The meeting was set up by Angie Brewer and Associates. The meeting was very productive and funding on a more proportionate level was discussed with more grant money, less loan money and dividing the project into different sections and applying for smaller grants to complete the project.

City Manager Glanzer stated that ways to improve our score were also discussed. If we could interview any citizens with defective septic systems and document our findings, this type of information might also assist our score.

VII. PLANNING CALENDAR

- A. Commodities Distribution, July 12 from 1-2 pm, Wilson Robinson Park
- B. Commission Budget Workshop, July 12 at 2 pm, City Hall
- C. Chamber of Commerce Meeting, July 14 at 5:30 pm, Rail House Restaurant
- D. Recreation Committee Meeting, July 19 at 7 pm, City Hall
- E. City Commission Meeting, July 25 at 7 pm, City Hall
- F. Codes Enforcement Board Meeting, July 26 at 7 pm, City Hall

VIII. CITIZENS COMMENTS

Lucie Costello, citizen, asked if there was an opinion available regarding a city employee providing transportation to children. Requested for the information presented at Commission meetings be available on the table at the back of City Hall.

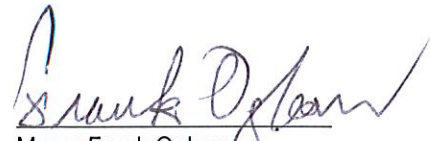
City Manager Glanzer stated that the transportation question will be addressed shortly. Items will be available for the public on the back table prior to the meetings.

IX. MOTION TO ADJOURN

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

MOTION made by Commissioner Parker to adjourn the meeting.

SECOND made by Commissioner Green.


City Manager John Glanzer
Mayor Frank Ogborn