

CITY OF ARCHER COMMISSION MEETING MINUTES

Monday, June 27, 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: Vice Mayor Marjorie Zander
PRAYER: Vice Mayor Marjorie Zander
PLEDGE OF ALLEGIANCE: Vice Mayor Marjorie Zander
QUORUM CHECK:
Vice Mayor: Marjorie Zander
Commissioners: Roberta Lopez
Blanch Parker
Gabe Green
Absent: Mayor Frank Ogborn

Staff:
City Manager John Glanzer
City Attorney Allan H. Kaye
Minutes Recorder Mary T. Flickinger

I. APPROVE CONSENT AGENDA

A. Minutes from the June 13, 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. CITIZENS COMMENTS - None

III. OLD BUSINESS

A. Approval of Personnel Policy Manual and Job Descriptions

City Manager Glanzer recapped that the Personnel Policy Manual/Employee Handbook that was distributed to the Commission tonight has passed the inspection of our attorney.

MOTION made by Commissioner Parker to adopt the revised Personnel Policy Manual/Employee Handbook, as approved by Attorney Kaye.

SECOND made by Commissioner Green.

Attorney Kaye stated that he will prepare a Resolution for the Commission's approval at the next meeting.

MOTION CARRIED 4-0.

IV. REPORTS, CORRESPONDENCE, COMMUNICATION, PLANNING

CITY MANAGER REPORT:

City Manager Glanzer reported the following items to the Commission:

1) Sewer Project: City Manager Glanzer referred the Commission to the sewer documents and noted that several letters, received and sent, have been included regarding the project. City Manager Glanzer stated that the city is moving forward with the engineering of the treatment and spray field sites and has indicated a preferred location of the force main to the Treatment Plant. The city has requested a waiver of fees for the permit application from the Florida Department of Environmental Protection. There will be a Sewer Meeting on July 6, 2011 at 7:00 pm to discuss where the project is at the current time. Attorney Kaye has provided clarification of the city's rights as it comes to providing for easements for routing of collection and force main lines. As part of this, it will be necessary for the city to receive from the county a written authorization granting any utility easements along county roads. As the connection to the sewer system is not funded under the loan programs, the cost for the connections to the system will have to be carried out under a separate contract in conjunction with a CDBG grant. City Manager Glanzer discussed the letter from Attorney Kaye regarding Wastewater Management and the letter from Angie Brewer regarding the State Revolving Fund Preconstruction Loan status, and the meeting with the Department Environmental Protection focusing on how the city can improve our grant score.

Commissioner Lopez stated that we can recap this information at the Sewer Committee Meeting on July 6, 2011. City Manager Glanzer clarified that this information will be presented to the Sewer Committee.

2) FY 2011-2012 Budget Workshop: City Manager Glanzer stated that a budget workshop for the upcoming year's budget has been scheduled on July 12, 2011 at 3:00 pm. A representative from Owens & Owens will be present to discuss the city's health insurance programs. By that date, the TRIM rates will be available along with projections from the state on expected revenues. The Commission was provided with a year-to-date budget for review. City Manager Glanzer pointed out that Baskerville-Donovan and Causseaux, Hewett & Walpole, Inc., double billed the city, but the city has been reimbursed for these overcharges. The city also received several large revenue checks from the state, but these numbers are not yet showing on the report.

Commissioner Lopez stated that the city was overcharged for data entry services of \$87.50 per hour.

City Manager Glanzer stated that Reddish & White, CPA, from Starke, are familiar with municipalities and their fees were for setting up the bookkeeping accounts and identifying items that needed to be carried over from last year and working with Trent Snider, CPA, from Newberry. The data entry was done by Trent Snider, CPA.

Commissioner Lopez stated that an Account Clerk basically keeps track of payroll and inputs data and their salary range is \$13.59-\$18.43 per hour. The city has been overcharged at \$87.50 per hour for this service.

City Manager Glanzer stated that he is not justifying the fees, but there was an immense amount of work that had to be done and 2009-2010 had to be reconstructed and they spent approximately three months working on this issue with staff assistance.

Commissioner Lopez recommended that in the future, items of this type should come back to the Commission for discussion.

City Manager Glanzer stated that he is attempting to contact Mr. Snider to see if he will attend the Budget Workshop on July 12, 2011.

Commissioner Green commented on the bookkeeper for Reddish & White and staff accountant for Trent Snider being the same person, as shown on invoice number 9065.

Attorney Kaye asked if there was a contract.

City Manager Glanzer stated that it was a proposal for professional services and the rates that were mentioned, \$175.00 and \$87.50 were agreed upon, but they were agreed upon before realizing the number of hours and the immensity of the project. The city was anticipating only 20 to 30 hours in data conversion, but the immensity of the project was unbelievable.

Attorney Kaye recommended that the city have a contract with a vendor in the future so that if there is an overcharge, the city can get the money back.

3) Byrne Grant Report: City Manager Glanzer reported that we will be nearing the end of the funding for the Recovery Grant we received from the Department of Justice in 2010, for \$15,000. The Commission was provided with a report on the progress to date on the grant. City Manager Glanzer recapped that the original proposal for the grant was for street lighting, computer for the security camera, and signage for the neighborhood watch program but the city was informed that no funds from the grant can be used for infrastructure projects without prior approval of the Justice Department. These items were removed from the list and we were informed that the best way for our city to meet the goals of the grant was to create a temporary position of grant administrator and focus on how we could best meet the crime prevention aspects of our application. Carolyn Khalfani, Archer Community Access Center, was hired for one year as the Grant Administrator, utilizing the work done by the center to achieve program goals, such as initiating programs to involve youth in recreational and education activities, teaching self-reliance and decision making skills, recruiting parents to serve as mentors and sponsors for 4-H programs which focus on life skills, health and nutrition.

Vice Mayor Zander asked about the security camera.

City Manager Glanzer stated that it can be moved manually from the office, but remains focused on the caboose area. Commissioner Lopez recommended putting the additional software package for the camera in the budget.

City Manager Glanzer stated that 4-H basically closes their membership drive in January and the next open enrollment date starts in September. There are no fees to join the 4-H programs, but parent involvement is a requirement. Carolyn Khalfani has been encouraging the parents to become sponsors to keep the program going throughout the summer.

Laurie Costello, citizen, asked about the charge for the programs at the center and stated that programs for children should be advertised. City Manager Glanzer stated that the reading program offered at the center is \$25, but no child has been denied because of lack of funds.

City Manager Glanzer stated that approximately one thousand flyers were sent home with children to advertise the program.

Vice Mayor Zander stated that any program information submitted by Carolyn Khalfani is always printed in the Newsletter.

Laurie Costello, citizen, commented on the liability of transporting children.

City Manager Glanzer stated that the Archer Community Access Center has provided the city with liability insurance information and are authorized to transport children.

Carolyn Khalfani stated that the programs, with times and dates, are listed under the City's website and she does not understand why she has received constant complaints that she is not doing her job from Laurie Costello. The center really cares about children.

Commissioner Lopez commented that many people in Archer do not have a computer, and the flyers do not have enough information.

Carolyn Khalfani stated that posters were put up at the Post Office and there was also a city walk-through to get the word out.

Commissioner Green stated that he sympathizes with anyone working with kids because it is very difficult to work with the parents.

ATTORNEY REPORT

Attorney Kaye - No items to report at this time.

V. PLANNING CALENDAR

- A. Recreation Committee Meeting, June 28 at 7 pm, City Hall
- B. CITY HALL CLOSED - July 4, 2011
- C. City Commission Meeting, July 11 at 7 pm, City Hall
- D. Planning & Zoning Board Meeting, July 12 at 7 pm, City Hall
- E. Recreation Committee Meeting, July 19 at 7 pm, City Hall
- F. City Commission Meeting, July 25 at 7 pm, City Hall
- G. Codes Enforcement Board Meeting, July 26 at 7 pm, City Hall

City Manager Glanzer stated that the Recreation Committee will be discussing applicants for scholarships and scholarship guidelines.

Commissioner Lopez proposed looking at income levels, number of dependents and making sure that applicants are from the 32618 area.

The Commission decided to have the Energy Committee Meeting on July 12, 2011, at 5:30 pm. The Commission also requested for the Budget Workshop, on the same day, to be moved up to 2:00 pm, if possible.

VI. CITIZENS COMMENTS

Rondre Baluyot, citizen, stated that Carolyn Khalfani talked to him about the programs at the Community Access Center and genuinely cares about the children in Archer. Rondre Baluyot and his wife are middle school co-leaders for their church.

Commissioner Lopez stated that youth coordinators are needed for the Back to School event in August and asked if he would consider serving on the committee. Some of the funds from the Bo Diddley Foundation will be used for the event.

VII. MOTION TO ADJOURN

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

MOTION made by Commissioner Green to adjourn the meeting.

SECOND made by Commissioner Lopez.


City Manager John Glanzer


Vice Mayor Marjorie Zander