23718 W US HWY 27
High Springs, Florida 32643

Telephone: (386) 454-1416
Facsimile: (386) 454-2126
Web: www.highsprings.us

CITY COMMISSION MEETING
AGENDA
City Hall
23718 WEST US HWY 27

JUNE 9, 2016 **6:30 PM**

CALL TO ORDER: MAYOR BYRAN D. WILLIAMS

INVOCATION: RETIRED PASTOR JESSIE HAMPTON

PLEDGE OF ALLEGIANCE: MAYOR BYRAN D. WILLIAMS

ROLL CALL: JENNY L. PARHAM, CITY CLERK

APPROVAL OF AGENDA

CITIZEN REQUESTS AND COMMENTS – FOR ISSUES NOT ON AGENDA (PLEASE STATE NAME FOR THE RECORD – **LIMIT COMMENTS TO 5 MINUTES)**

NEW BUSINESS

1. **PRESENTATION OF CHARTER REVIEW BOARD'S RECOMMENDATIONS BY CRB CHAIR, GARY GRUNDER.**

2. **DISCUSSION CONCERNING ISSUES WITH TRASH COLLECTION.**

3. **DISCUSSION ON AUTOMATIC RENEWALS OF CITY CONTRACTS.**

4. **CONSIDER RESOLUTION 2016-H,** A RESOLUTION SETTING THE ELECTION TO FILL CITY COMMISSION SEAT NUMBER 3 IN THE CITY OF HIGH SPRINGS; DESIGNATING THE ELECTION FOR THE 8TH DAY OF NOVEMBER, 2016, SETTING THE QUALIFYING PERIOD; SETTING THE QUALIFYING FEES; PROVIDING FOR AN EFFECTIVE DATE.

5. **CONSIDER CANCELLATION OF THE JULY 28TH COMMISSION MEETING.**

CITY ATTORNEY REPORT/UPDATE

CITY MANAGER REPORT/UPDATE

COMMENTS AND CONCERNS:

1. **COMMISSIONERS**
2. **MAYOR**

MOTION TO ADJOURN

PLEASE NOTE: PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING, HE OR SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMMODATIONS TO PARTICIPATE IN CITY COMMISSION MEETINGS, SHOULD CONTACT THE OFFICE OF THE CITY CLERK, 237187 WEST US HWY 27, HIGH SPRINGS, FLORIDA 32643, TELEPHONE (386) 454-1416.

Commission Agenda Item Request Form

MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE BY NOON ON THE WEDNESDAY PRIOR TO THE COMMISSION MEETING

MEETING DATE: **JUNE 09, 2016**

SUBJECT: **PRESENTATION OF CHARTER REVIEW BOARD'S RECOMMENDATIONS BY CRB CHAIR, GARY GRUNDER.**

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT: **CITY CLERK**

PREPARED BY: **JENNY L. PARHAM**

RECOMMENDED ACTION:

Summary

THE CITY COMMISSION, PER CITY CHARTER, APPOINTED A CHARTER REVIEW BOARD (CRB) TO REVIEW THE CURRENT CHARTER AND MAKE RECOMMENDATIONS FOR POSSIBLE REVISIONS/AMENDMENTS TO THE CHARTER. THE CRB WILL HOLD THEIR LAST MEETING TO JUNE 7TH TO FINALIZE THEIR RECOMMENDATIONS. CRB CHAIR GARY GRUNDER WILL OUTLINE THE PROPOSED AMENDMENTS TO THE COMMISSION FOR THEIR CONSIDERATION. AT THE JUNE 23RD MEETING, THE COMMISSION WILL DIRECT THE CITY ATTORNEY TO PREPARE ORDINANCES FOR ANY CHARTER AMENDMENTS TO BE PLACED ON THE NOVEMBER 8TH BALLOT. THE CHARTER REVIEW BOARD WILL AUTOMATICALLY TERMINATE ON JUNE 18TH.

ATTACHMENTS: **TIMELINE**

RECOMMENDATIONS TO BE SENT PRIOR TO THE MEETING ON JUNE 8TH.

REVIEWED BY CITY MANAGER: _____

CITY OF HIGH SPRINGS
HIGH SPRINGS CHARTER REVIEW BOARD
TIMELINE

FEBRUARY – ADVERTISE FOR BOARD MEMBERS

MARCH – APPOINT MEMBERS AT FIRST MEETING

MARCH 29 – FIRST MEETING OF CRB

JUNE 8TH – DEADLINE FOR CRB RECOMMENDATIONS

JUNE 9TH – COMMISSION REVIEWS RECOMMENDATIONS

JUNE 18TH – CRB TERMINATES

JUNE 23RD – COMMISSION DIRECTS ATTORNEY TO PREPARE ANY ORDINANCES FOR AMENDMENTS

JULY 14TH - FIRST READING OF ORDINANCES

JULY 28TH - SECOND AND FINAL READING OF ORDINANCES

AUGUST 19TH – DEADLINE TO SUBMIT ANY BALLOT REFERENDUM TO ALACHUA COUNTY SUPERVISOR OF ELECTIONS

In March 2016, and at least every eight (8) years thereafter, the Commission shall appoint a charter review board consisting of five (5) electors of the City holding no other office, appointment or employment in the government of the City of High Springs except on advisory bodies of the City. Such board shall review the Charter, and within ninety (90) days after such appointment, recommend to the Commission such alterations, revisions, and amendments, if any, to this Charter, as in its judgment are desirable. The City Commission shall review the recommended alterations, revisions and amendments, and shall submit such amendments as it deems appropriate to the electorate at the next general election or special election set by the Commission. The term of a member's appointment to the Charter review board shall expire ten (10) days after the recommended alterations, revisions, and amendments are submitted to the City Commission. The members appointed to said board shall serve without compensation.

Commission Agenda Item Request Form

MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE BY NOON ON THE WEDNESDAY PRIOR TO THE COMMISSION MEETING

MEETING DATE: **May 26, 2016**

SUBJECT: **Automatic Contract Renewals**

AGENDA SECTION: **New Business**

DEPARTMENT:

PREPARED BY: **Sue Weller**

RECOMMENDED ACTION: **Request City Clerk to provide list of all city contracts that contain an automatic contract renewal or renewal window.**

Summary

ATTACHMENTS:

REVIEWED BY CITY MANAGER:_____

As of 3/2/15

City of High Springs Current Contracts

Company/Vendor	Date Started	Date Ended	Services	Rev/Exp
Western States Contracting Alliance / T-Mobile	4/12/2012	4/12/2017	Alarm Services for Old School	Expense
WCA Waste Corporation	5/1/2014	4/30/2019	Solid Waste Services	Expense
Basti Gonzales & Carol Rowan	8/2/2014	8/2/2016	Farmer's Market Manager	Expense
Leasing 2 / SunTrust Equipment Finance	10/1/2012	10/1/2022	FD: Pierce Pumper Truck	Expense
Boone Improvements	10/1/2014	3/31/2018	Mowing	Expense
Pitney Bowes	2/26/2013	2/26/2018	Postage Meter	Expense
Government Services Group	2/1/2013	8/30/2019	Fire Assessments Billing	Expense
Santander Leasing	1/25/2014	10/25/2018	FD Tahoe / PD: Chargers	Expense
Windstream / Mitel / Great American	6/19/2012	6/19/2017	Telephone System	Expense
Motorola Credit Corporation	10/1/2013	10/1/2017	PD Disp.: console/radio system	Expense
Canon / B & B Office Systems	1/11/2013	1/11/2017	Copiers	Expense
ThyssenKrupp Elevator	1/1/1979	ongoing	Elevator Maintenance	Expense
Two Fold Water Engineering	1/29/2015	1/1/2016	WWTP Operating	Expense

Alachua County Sheriffs Office	2/18/2015	9/30/2016	Combined Communications	Expense
Gainesville Regional Utilities	7/13/2006	7/31/2031	Gas Franchise Fee Taxes	Revenue
Clay Electric	1/15/2013	1/15/2023	Electric Franchise Fees	Revenue
Alachua County Tax Collector	4/30/1964	ongoing	Tag Fees	Revenue
Alachua County Emergency Services	10/1/2014	10/1/2016	Fire Assistance	Revenue
Duke Energy	11/3/2011	11/3/2026	Electric Franchise Fees	Revenue
North Central Florida Regional Planning Council	9/11/2014	9/30/2016	Planning Services	Expense
Folds and Walker	10/1/2014	9/30/2015	Attorney	Expense
Mittauer & Associates	1/1/2015	1/1/2016	Engineering Services	Expense
Emerald Date	10/1/2014	9/30/2017	IT Services - auto renew	Expense
			Post Office Lease	Revenue
James Moore & Associates	10/1/2015	9/30/2018	Auditing Services	Expense

EMPLOYEE CONTRACTS

Edwin Booth	1/1/2015	12/31/2016	City Manager	Expense
Jack Anterio - TERMINATD 11-19-15	2/1/2015	2/2/2017	Police Chief	Expense
Amanda Rodriguez	12/1/2015	11/30/2016	CRA Executive Director	Expense
Jenny Parham - MOU			City Clerk	Expense

AGREEMENTS

Eldercare	Use of Civic Center	expired
Rotary Club-Garden Club	Use of City Building	pending
Alachua Police Department	Mutual Aid	
Alachua County Sheriff's Office	Dispatch	
Gilchrist County	Mutual Aid - Fire	
Columbia County	Mutual Aid - Fire	

Commission Agenda Item Request Form

MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE BY NOON ON THE WEDNESDAY PRIOR TO THE COMMISSION MEETING

MEETING DATE: **JUNE 09, 2016**

SUBJECT: **CONSIDER RESOLUTION 2016 – H, A RESOLUTION SETTING THE ELECTION TO FILL CITY COMMISSION SEAT NUMBER 3 IN THE CITY OF HIGH SPRINGS; DESIGNATING THE ELECTION FOR THE 8TH DAY OF NOVEMBER, 2016, SETTING THE QUALIFYING PERIOD; SETTING THE QUALIFYING FEES; PROVIDING FOR AN EFFECTIVE DATE.**

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT: **CITY CLERK**

PREPARED BY: **JENNY L. PARHAM**

RECOMMENDED ACTION: **ADOPTION OF RESOLUTION 2016 - H.**

Summary

EACH YEAR THE CITY MUST ADOPT A RESOLUTION ESTABLISHING A QUALIFYING PERIOD, FORMALIZING AN ELECTION DATE AND SETTING QUALIFYING FEES. RESOLUTION 2016-H SETS THE ELECTION DATE AS NOVEMBER 8, 2016 WITH THE QUALIFYING PERIOD AS JULY 11 - 14, 2016. CANDIDATES MAY THEN QUALIFY FOR SEAT #3 CURRENTLY HELD BY COMMISSIONER SUE WELLER.

ATTACHMENTS: **RESOLUTION 2016 – H.**

REVIEWED BY CITY MANAGER: _____

RESOLUTION 2016 - H

A RESOLUTION SETTING THE ELECTION TO FILL CITY COMMISSION SEAT NUMBER 3 IN THE CITY OF HIGH SPRINGS; DESIGNATING THE ELECTION FOR THE 8TH DAY OF NOVEMBER, 2016, SETTING THE QUALIFYING PERIOD; SETTING THE QUALIFYING FEES; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Section 4.05 of the Charter of the City of High Springs provides that regular elections of Commissioners shall be held on the same date as the regular state and federal general election; and

WHEREAS, Section 4.03 of the Charter of the City of High Springs provides that candidates for the Office of City Commission shall qualify by filing a written notice of candidacy with the City Clerk at such time and in such manner as may be prescribed by ordinance; and

WHEREAS, Section 30-1 of the High Springs Code of Ordinances (as amended by Ordinance 2007-34), provides that the City Commission shall by separate resolution each year set the qualifying period for candidates running for City Commissioner, which qualifying period shall be at least 60 days before the election and shall be for a period of five business days from Monday through Friday; and

WHEREAS, Section 30-1 of the High Springs Code of Ordinances (as amended by Ordinance 2007-34) provides that the resolution adopted each year establishing the qualifying period shall be adopted no later than 30 calendar days prior to the established qualifying period, and further provides that the resolution shall each year establish the qualifying fee for candidates; and

WHEREAS, one City Commission seat (#3) is open for election in 2016.

NOW THEREFORE BE IT RESOLVED BY THE HIGH SPRINGS CITY COMMISSION THAT:

SECTION ONE: ELECTION DATE. The City Commission hereby sets the election to fill one City Commission seat #3 on the 8th day of November, 2016. The successful candidate shall serve a regular three (3) year term pursuant to the Charter of the City of High Springs.

SECTION TWO: QUALIFICATION. Candidates may qualify to run for election to the said City Commission seats by filing with the City Clerk of the City of High Springs during regular business hours, from Monday, July 11, 2016, through Thursday, July 14, 2016.

SECTION THREE: QUALIFYING FEES. Each candidate for the office of City Commissioner shall pay the required qualifying fee as prescribed in State election regulations.

SECTION FOUR: This Resolution shall become effective upon passage.

PASSED in regular session of the High Springs City Commission on this 9th day of June, 2016.

CITY OF HIGH SPRINGS, FLORIDA

ATTEST:

_____
Jenny L. Parham, City Clerk

_____
Byran D. Williams, Mayor

(Seal)

Commission Agenda Item Request Form

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MEETING DATE: **JUNE 09, 2016**

SUBJECT: **CONSIDER CANCELLATION OF THE JULY 28TH COMMISSION MEETING.**

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT: **CITY CLERK**

PREPARED BY: **JENNY L. PARHAM**

RECOMMENDED ACTION: **CANCEL JULY 28, 2016 COMMISSION MEETING**

Summary

AS BRIEFLY DISCUSSED AT THE MAY 26TH MEETING, THE CITY ATTORNEY IS REQUESTING CANCELLATION OF THE JULY 28TH COMMISSION MEETING AS THEY WILL BE ATTENDING THE FMAA CONFERENCE. THE CITY CLERK AND ASSISTANT CITY CLERK WILL BE ATTENDING THE FLORIDA PUBLIC HUMAN RESOURCES ASSOCIATION CONFERENCE AT THAT TIME.

ATTACHMENTS: **NONE**

REVIEWED BY CITY MANAGER: _____