

**MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
TUESDAY, JANUARY 19, 2016
7:30 P.M.
CITY HALL**

Call to Order: Mayor Charles Lake

Invocation and Pledge of Allegiance: Pastor Jones

Roll Call: Those in attendance were Mayor Charles Lake, Vice Mayor Nancy Daley, Commissioner John Duncan, Commissioner Jack Dearmin, and Commissioner Albertus Maultsby.

Staff attendance: City Manager Ryan Leavengood, City Attorney Seth Claytor, City Clerk Ameen Bailey-Speck, Community Development Director Valerie Ferrell and Public Works Director John Deaton.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood stated Lovin L.A. will start this Saturday, January 23rd at 8 am. Volunteers are needed and all interested parties should meet at the First Baptist Church of Lake Alfred in the Fellowship Hall. The event will begin with breakfast and assignment meeting and end with lunch at 12:30.

The City's Spring Clean-up Week will be held February 29th thru March 4th. This is the annual clean-up around town for hazardous waste, tires, etc.

The Florida Department of Transportation (FDOT), District One, is holding an open house to discuss a new pedestrian bridge over US 17/92 to connect the Lake Alfred Trail with the Chain of Lakes Trail. The public meeting "open house" is from 4:30 to 6:30 pm on Tuesday, January 26, at the First Baptist Church of Lake Alfred. For more information about the project, please contact Chuck Wood, Project Manager, Florida Department of Transportation at (863) 519-2770 or chuck.wood@dot.state.fl.us. Staff has been working with the FDOT for several years. This project should be similar to the bridge at Avenue T in Winter Haven.

The City of Haines City has invited local officials, advisory board, and staff to attend a free Parliamentary Procedure Workshop conducted by the Florida Institute of Government on January 29th at the Lake Eva Banquet Hall from 9 am till noon.

The Planning Board and Special Magistrate Hearing for this week have been cancelled.

The Chamber of Commerce will host the "Taste of Lake Alfred" event on Thursday, February 11th from 6 - 10 pm at the Lions Club. The event will include food from several local venues, entertainment from the Nathan Baldwin Band and a crazy auction.

The City of Fort Meade will be hosting the Ridge League Dinner also on Thursday, February 11th at 6:30 pm at the Streamsong Resort. Since both events will be held at the same time, please confirm your attendance with Amee.

The Lake Alfred Public Library will host the Mobile Career Source on Tuesday, February 9th from 9 am until 3 pm to provide employment and training-related services. The SPCA Wellness Wagon will visit on Saturday, February 13th from 8 till 10:30 am, offering vaccines and testing for pets. Please contact the Library for more information on these events.

City Manager Leavengood provided an update regarding the first combined Lake Alfred Bluegrass & BBQ Bash located at Lions Park. The City received positive feedback from the participants and vendors. The attendance was great and the parking lots were filled. The Vendors had over \$19,000 in sales. The weather had very little impact. The recent improvements on the deck were used all day, the powered and water hook-up were used. These and future improvements are making this park a great event venue.

City Manager Leavengood provided an update on the Wayfinding signs. A “smaller” sample sign was on display in City Hall. The signs are a construction project due to the size and installation requirements. Installation with footers has begun. The signs are a major component of the Downtown branding effort due to the colors, arch, and other components that are unique to Lake Alfred. The lettering is the highway grade reflective tape. If needed the City can discuss solar power lighting options.

CITY ATTORNEY ANNOUNCEMENTS

No announcements.

RECOGNITION OF CITIZENS

There were no citizen comments.

PROCLAMATION – NATIONAL MENTORING MONTH

Mayor Lake read the proclamation in its entirety and urged all citizens to become a mentor and realize the impact you can have in real life.

CONSENT AGENDA:

Commissioner Dearmin moved to approve the amended consent agenda; seconded by **Commissioner Duncan** and the motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DALEY	AYE
COMMISSIONER DEARMIN	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

AGENDA

1.) ORDINANCE 1361-16: PERSONNEL POLICY HANDBOOK AMENDMENT

City Attorney Seth Claytor read the ordinance title.

City Manager Leavengood stated that the employee handbook sets forth in detail the employee benefits programs, personnel policies, general guidelines, and disciplinary rules of the city. The last formal review of the Personnel Manual was conducted two years ago, and adopted on October 20, 2014.

The proposed revisions and amendments throughout the manual are listed in exhibit "A". Following the major revisions from previous years, staff have reviewed the policies on a continuing basis and how they have been implemented and applied. The majority of the changes are designed to clarify and to improve the intent of existing policies.

Staff covered exemptions on first reading and addressed feedback addressing the Labor law concerns. Staff recommended approval of Ordinance 1361-16 on second and final reading.

The City Commission asked about when and if a new manual will be distributed.

Staff responded that the supplies have been ordered and the revision should go out before the next Commission meeting.

Commissioner Dearmin moved to approve Ordinance 1361-16 on second and final reading; seconded by **Commissioner Maultsby**. The motion was approved by unanimous voice call vote. There were no citizen statements.

MAYOR LAKE	AYE
VICE MAYOR DALEY	AYE
COMMISSIONER DEARMIN	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

2.) ORDINANCE 1362-16: PREPAYMENT CRITERIA AND EXEMPTIONS FOR IMPACT FEES

City Attorney Seth Claytor read the ordinance title.

City Manager Leavengood stated that the City currently allows for the prepayment of impact fees for the development of vacant property. This type of activity will generally be provided for within a development agreement for larger scale projects where the developer desires to lock in current impact fee rates and also reserve capacity in the City's utility system. However, the City's current code is unclear and does not provide guidance for the prepayment of impact fees outside of a development agreement.

As a result, individual parcels or lots can prepay impact fees and then sit for years. The property can change hands several times and when they approach the City for a building permit staff is faced with a gray area regarding the fees. Are the impact fees tied to the property or the original owner that paid them? Do we charge the fees again to the new owner? If we credit the new owner with the previously paid fees what do we do if the previous owner comes back wanting to be refunded? What do we do about the difference in cost if several years have passed? These are the type of questions that were asked about the Jack M. Berry property (Belmount Ranch Estates). If there is a developer's agreement there are some guidelines, but if no the City is in a grey area. The goal of this amendment is to clarify the policies, staff has not suggested any changes to the impact fees.

The proposed ordinance addresses these concerns and clarifies the procedures for prepaid impact fees outside of a development agreement. Namely, it provides for their validity for three (3) years and credits the impact fees to the current owner of the property. Property owners that approach the City for prepayment of impact fees will have to agree to these provisions in a form or agreement that we will maintain in our records. City staff and the City attorney have reviewed the suggested changes.

The county and other cities in our region have similar provisions and limitations for prepaid impact fees. The additional purpose of these provisions is to incentivize immediate construction or to move owners into a development agreement with the City. Staff does not anticipate that this will be an issue or a frequent occurrence.

Staff recommended approval of Ordinance 1362-16 on first reading.

The **City Commission** stated that the changes make good sense. They asked about asked difference in cost if a developer waits three years to build, types of impact fees, transfers, time periods, interest, and outstanding development agreements

Staff responded that impact fee are the general impact to the entire customer base and addresses capacity. The existing customer base has already paid to the current capacity and the unused capacity. Impact fees are collected to address the capacity the new development is consuming. If a development is not contiguous they would also pay to have the lines run to the development. Developers generally are concerned with water and sewer impact fees, but may pay all the different types of impact fees. Transferring fees to an equivalent property does not add additional time to the prepayment of impact fees. The developer would not need to pay for any increase in fees because the development would have to be equivalent (residential to residential not residential to commercial).

The City's Impact fees include water at \$1,200, sewer at \$3,200, and \$1,100 for parks, general, and public safety. The City also collects the County impact fees, which are a pass through. The Impact fees have not been increased for several years. The City Commission has the authority to raise the impact fees and reviews all development agreements. When the developer enters a development agreement, the City can negotiate other items. Currently the code does not address prepaid fees. Currently there are approximately 20 individual properties with prepaid impact fees that need to be assigned or refunded and one outstanding developer's agreement. The funds are placed in a separate restricted account and the City retains the interest. The

City would prefer individual property owners to build their home and for developers to enter a development agreement. The proposed policies are consistent with other cities in Polk County.

Commissioner Maultsby moved to approve Ordinance 1362-16 for Prepayment Criteria and Exemptions for Impact Fees on first reading, seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DALEY	AYE
COMMISSIONER DEARMIN	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER MAULTSBY	AYE

RECOGNITION OF CITIZENS

There were no citizen comments.

COMMISSIONER QUESTIONS AND COMMENTS

Mayor Lake thanked the Police Department and the Sheriff for the recent capture of a murder suspect. He stated that the Bluegrass & BBQ Bash was a great event and he received many good comments. Commissioner Maultsby and Mayor Lake attended the funeral of Mrs. McGriff. She was a great volunteer, teacher, and mentor. The ground has been cleared off of Hwy 557 for the High School. He is heading to Tallahassee tomorrow for Polk County Days. He is also attending the Parliamentary procedure Workshop on the 29th.

Vice Mayor Daley attended nature tour at Mackay and some visitors asked about places to eat. She asked visitor how they found out about the event, which was different for the people she asked. She stated she is disappointed in conflict with the Ridge League Diner and Chamber event.

Commissioner Duncan thanked the City for installing the slow-down signs around town.

City Manager Leavengood stated there are eight up and the City has two in reserve for hot spots.

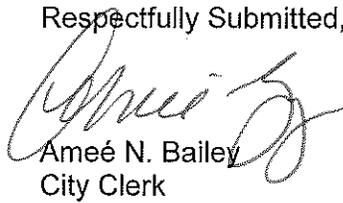
Commissioner Dearmin stated he would attend the Chamber event. He also wanted to thank the Police Chief for the closure on the murder case and he sent prayers to the family. He stated that the Bluegrass & BBQ Bash was a great event and that the City will need to address parking next years.

Commissioner Maultsby stated since the school is developing that there will be a need for additional housing. He asked if there were any inquires.

City Manager Leavengood stated that the City has received more serious inquires and Barry recently renewed their developer's agreement for approximately 500 homes on Hwy 557.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 8:14 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Ameé N. Bailey". The signature is fluid and cursive, with a large initial "A" and a long, sweeping tail.

Ameé N. Bailey
City Clerk