

**MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY FEBRUARY 4, 2019
CITY HALL**

Call to Order: Mayor Charles Lake

Invocation and Pledge of Allegiance: Pastor Mike Jones, Lake Alfred First Baptist Church

Those in attendance were Mayor Charles Lake, Vice Mayor Jack Dearmin, Commissioner Nancy Daley, Commissioner John Duncan, and Commissioner Albertus Maulsby.

Staff in attendance: City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, Community Development Director Ameer Bailey, Fire Chief Chris Costine, Financial Director Amber Deaton, Police Chief Art Bodenheimer, Public Works Director John Deaton, Deputy City Clerk Mamie Drane, and other staff.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood announced Lake Alfred's Heritage Festival will be held Saturday February 23rd from 10:00 am till 6:00 pm. The Festival will be located at E Pomelo and N. Seminole Avenues. For more information please contact the Parks and Recreation Department.

The Lake Alfred Chamber of Commerce will hold its 4th annual Hoedown on Friday February 8th from 6:30 pm to 10:00 pm. Tickets can be purchased at the Chamber or at the Center State Bank in Lake Alfred.

Polk County Day will be on March 12th giving the Commissioners and Staff an opportunity to meet with the elected representatives in Tallahassee. City Managers are coordinating a contingency to go to the Capital in an effort to keep the challenges cities are facing first and foremost with the Polk County Water Cooperative and the elected officials in Tallahassee.

In January the City Commission awarded the street resurfacing bid and the work is underway. It should take the paving company about 2 weeks to complete the majority of the projects.

At the last meeting staff reported that all of the old equipment had been removed from the Echo Terrace playground. The new equipment has now been installed, there will also be a pavilion and other amenities set-up or installed before the project is complete.

CITY ATTORNEY ANNOUNCEMENTS

No comments.

RECOGNITION OF CITIZENS

Jean Brittain 370 S Echo Dr. thanked the City for the Echo Terrace playground, the maintenance of the sidewalks and the clean-up of the vacant lots around her area.

Pastor Mike Jones 155 Glen Ave stated he uses the City app to report pot-holes. He appreciates the city for quickly repairing them, he said the Public Works Department has been doing a great job.

EMPLOYEE RECOGNITION – PAT ESPOSITO JR. 5 YEARS

Director Deaton stated Pat Esposito has been with the City of Lake Alfred since February 2014. He works in the Public Works Utility/Service Department. Pat is responsible for meter reading, customer service and meter change outs.

During his time with the City he has completed his Water Treatment Operator course and is now a licensed operator. Director Deaton said Pat has been a great addition to the Public Works department and he is looking forward to another five years.

City Manager Leavengood thanked Pat for his years of service stating Pat always has a great attitude toward staff and residents.

CONSENT AGENDA

Vice Mayor Dearmin moved to approve the Consent Agenda; seconded by **Commissioner Maultsby**. The motion was approved by unanimous voice call vote.

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

AGENDA

1.) INFORMATION TECHNOLOGY HARDWARE PROPOSAL

City Manager Leavengood stated the City currently receives IT support services from the City of Auburndale. Historically, this service was provided at a fee in the amount of \$20,000 and for the past few years for in-kind GIS services (IT Services for a similar sized organization may cost \$60-\$80k per year). While this presented a tremendous cost savings to the City, it mostly operated on an “as needed” basis for short term needs and as issues arose.

Identifying the need for a more proactive and long term approach the City included in the current FY 18/19 Budget an additional \$20,000 to split the cost of an IT position with Auburndale so we could have dedicated office hours. The City of Auburndale’s in-house staff utilizes CDN Partners out of Lakeland for IT services when they need additional help or expertise.

When the Auburndale IT Manager retired in the fall of 2018 (prior to the new IT specialist being hired) we brought CDN Partners in to familiarize them with our system and to act as a backup in case we had any major IT demands while Auburndale was understaffed. As a part of that process we had them perform an assessment of our network and IT infrastructure and prepare recommendations.

The assessment they prepared identified servers, backup servers, and firewalls that were outdated or insufficient and that presented a tangible risk of data loss in the event of a hardware failure. The proposal generated by CDN is for new servers and backup storage in the amount of \$47,184.24. The Auburndale IT department has reviewed this proposal and is in agreement with the assessment. While this is a significant expense it essentially represents close to eight years of deferred capital expenses and gets the system caught up to where it needs to be. The proposed server system is also scalable and expandable for future needs.

As a part of the assessment the consultant has also identified approximately \$5,000 in savings each year on licensing fees. The City currently budgets \$20,000 each year for IT hardware expenses. Going forward, we will utilize CDN and our new onsite IT staff to update the capital needs assessment each year for budgeting purposes to ensure a smoother capital replacement schedule.

Staff recommended approval of the proposal from CDN Partners in the amount of \$47,184.24.

Dan Scott, CDN Partners, stated they are proposing to replace most of the infrastructure of the City's network. The hard drives are outdated and they are failing. The network storage is not configured to the maximum benefit to the City. CDN is proposing two new hosts with network storage to run all the servers and a back-up storage off site. Upgrades will be addressed as needed, but the base work will be there to accommodate that.

Mayor Lake asked if CDN is proposing replacing everything, how long would that take and what will staff do in the mean-time.

Commissioner Daley asked with technology rapidly advancing, how long will this upgrade last before becoming obsolete. She stated the Commissioners received a notice that stated the City has an opportunity to have FIOS at City Hall, she asked if that is a possibility with what's being installed. She also asked if the City went out for bids for the project.

Mr. Scott replied that upgrading would mean replacing everything, and the process would take about a month. A lot of the work can be done while the servers are still running, allowing movement from the old server to the new server, in most cases, without interruption. In reply to Commissioner Daley he stated that the underlying technology will be around for a while.

City Manager Leavengood stated most of the upgrade will be made within the internal city network. FIOS will be a project that the City will budget for and it will show up in the Capital Presentation going into March. It will be the City's own fiber or intranet. Since the City has a

consulting relationship with Auburndale and CDN while the proposal is so specific, it would be difficult to bid out.

Assistant City Attorney Clayton stated pursuant to the city purchasing policy, if the vendor is a single source of the product or service, the only requirement is the City Commissions approval.

Commissioner Duncan stated he researched the itemized proposal and the totals are sound, he could not find a company that could offer what CDN is offering. He went on to say he is delighted the City is acquiring off- site backups.

City Manager Leavengood stated if approved this upgrade will bring the City's computer system up- to- date.

Mayor Lake opened public hearing, with no public comment, he closed public hearing.

Brenda Arnold 435 W Pierce St. asked if the system does go down how long will it take CDN to get the system operating. She also asked if it wouldn't it be better to work on the computers on the weekends.

Mr. Scott stated it would take minutes for the system to come back on line in the event of a server failure, if something happens to one server everything would automatically feed to the second one. With the resources available CDN could install remote desktop services, which is essentially virtual desktops. Someone could connect to it with any mobile device.

Joe Hults 824 James Way stated the numbers presented are good, the redundancy is there and the system should do well. A system with this integrity, the problem will be operator error before it will be a system error. The company being in Lakeland is an advantage.

Commissioner Duncan moved to approve the proposal for CDN Partners in the amount of \$47,184.24; seconded by **Vice Mayor Dearmin**. The motion was approved by unanimous voice call vote.

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

2.) PRESENTATION: DEPARTMENT UPDATES

City Manager Leavengood stated at the beginning of the year the Department Heads come up and inform the Commission what has been going on a day to day basis in their departments. There will be four departments presenting tonight and two will present at the next City Commission meeting.

Director Deaton, Finance Department, stated she has an all-star group and they are all dynamic individuals bringing something different to their job. She stated she is grateful to the

Commission for approving the IT update. CDN has a lot of experience with computers and they are creating a partnership with the City.

Some of the accomplishments in the Finance Department include; cross training between Payroll and Human Resources and there has not been any staff turnover. The Finance Department has received the Budget Award for the past eleven years and the CAFER award for the past six years. Referring to a slide of the renovated lobby, she stated the Utility counter renovation and the added breakroom has been a great asset to Finance Department. She, and on behalf of her staff, thanked the Commission for their continued support and encouragement.

City Manager Leavengood thanked Director Deaton's continued dedication, he stated she has succeeded in becoming a Certified Public Accountant and that most Finance Directors are not. She had the drive to take on the financial statements, her department has not had vacancies and she has been proactive on several projects for the City.

Police Chief Bodenheimer, Police Department, stated the computer upgrade goes further than what has already been said. He thanked Richard Brown for his assistance to the Police Department. Every three years a FDLE auditor comes to the City. The audit is about 47 pages of technical, computer system related questions. If we do not have the mandated equipment the City PD could be shut down. The I. T department has done a great job keeping the department updated. The upgraded servers will be a benefit in keeping the Police Department up-to-date. He thanked the Commission for approving the upgrade to the computer system.

In two years, service calls went up to 3,300. In 2017 officers were added back to the force and the PD was up to full service. In the past year there were 8,619 calls which is a 23.61 call average per day. He reported, crashes were down, alarms were back up from two years ago, however, most were false and 911 calls were about the same, the total was not available due to the method of breaking the calls down.

Chief Bodenheimer reported on the grants the department has received, school resource officers and the vehicle exchange. The police department has also been through a renovation and he expressed his thanks to the Commissioners. The department has filled vacant positions, completed installation of the evidence and records camera system. All the officers attended a forty hour class on Crisis Intervention and Lake Alfred had the only department in the County with a 100% participation. To aid the officers, firearm training equipment was purchased this past year so the officers can train without going to Bartow.

Goals for 2019 include evidence and records disposal and more vehicles will be purchased as replacements. Staffing in communications and for officers continues to be an ongoing project and he thanked Director Deaton and her staff for sitting in on interviews.

Mayor Lake asked regarding the replacement of vehicles will the police department go with SUV or cars. He then asked if the detective position has been filled

Chief Bodenheimer replied the department will be going with SUV's. The Police cars are being phased out in favor of the SUV's. In addition the resale value is greater on the SUV's versus cars. The department does not have a specified detective position. There was a position that was a hybrid combining records management and detective. It is still an open position.

Commissioner Daley stated most people don't realize how many schools are located within Lake Alfred. Covering the schools with resource officers is a big job, she thanked Chief Bodenheimer.

City Manager Leavengood stated when attending the Florida League of Cities Conference, other cities are trying to decide who will pay and what type of officer to place in the schools.

Fire Chief Costine, Fire Department, stated the fire department had 767 calls for 2018, averaging two calls a day, 66% were medical rescues.

City Manager Leavengood wanted to know how many structure fires the City receive last year.

Fire Chief Costine said there were three structure fires in 2018 only one was a working fire. In the past year the Fire Department purchased body armor for use in the event of an active shooter situation. The department purchased a new staff vehicle. In October Captain Wallace Nix was promoted to Deputy Chief in anticipation of his (Chief Costine's) retirement in February of 2020. They have completed the yearly pump test on the engines, the annual hose testing and the mask fit testing. The ISO rating last year was a grade four. This is the lowest rating Lake Alfred has ever achieved.

City Manager Leavengood stated the testing and preparedness is to keep the Fire Department ready. Lake Alfred is a small community, we pride ourselves on the independence and the full city service. He thanked Chief Costine for accomplishing the lowest ISO rating the City's ever had.

Director Deaton Public Works stated the Public Work crews can be seen all around the City repairing sidewalks, maintaining the mediums and helping other departments with their projects. Sanitation numbers are less than last year, due to the storm debris last year. His crews picked up 347 tons of recycling, 857 tons of yard debris and 3372 tons to the land fill. Major projects from 2018 include sewer line upgrades and repairs and lift station repairs and upgrades. The Public Works department also purchased equipment for ground penetrating radar, to aid in finding buried sewer or water lines and recently has been used for finding missing grave markers. He stated his crew deserves the credit for the Public Works department, they are the ones getting the work done.

Mayor Lake thanked Director Deaton for repairing the sidewalks on CR 557.

Commissioner Daley stated the mediums coming into the City look wonderful.

City Manager Leavengood thanked Director Deaton and stated the rest of the departments will be presenting next Commission meeting.

RECOGNITION OF CITIZENS:

Jean Britton 370 S Echo Drive asked **Fire Chief Costine** how often the hydrants are flushed.

Fire Chief Costine replied the hydrants are flushed yearly or every year and a half.

Commissioner Questions And Comments:

Mayor Lake stated he went to the Auburndale's City Commission meeting last Monday.

Vice Mayor Dearmin Thanked all the department heads presenting tonight.

Commissioner Daley stated the City has the best staff and thanked the City Manager and staff that assisted in moving dumpster by the dollar store. She invited everyone to visit Mackay gardens since the prescribed burn the new growth and gopher tortoise holes are in full view.

Commissioner Duncan stated everyone working for the City is incredible. He also mentioned Wednesday is early release day so kids will be out of school.

Commissioner Maulsby stated he is very grateful to Lake Alfred and it's management. He's seen Lake Alfred grow from 300 citizens to what it is today. The City is doing great.

With no further business the meeting was adjourned at 9:08 pm.

Respectfully submitted,



Mamie Drane
Deputy City Clerk

Reviewed by.



Ameé Bailey
City Clerk

Adjourned