

**MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY FEBRUARY 20, 2017
7:30 P.M.
CITY HALL**

Call to Order: Mayor Charles Lake

Invocation and Pledge of Allegiance: Joyce Schmidt

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, Assistant Attorney Seth Claytor, City Clerk Ameé Bailey-Speck, Police Chief Art Bodenheimer, Public Works Director John Deaton, Community Development Director Valerie Vaught, and Lieutenant Dempsey.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood stated the Mackay Gardens and Lakeside Preserve will host a free Master Gardener Workshop on Thursday March 2nd at 10 am and a Nature Walk on Sunday March 5th at 2 pm. Contact the Parks and Recreation Department for more details or to sign-up for one of these events.

The Spring Cleanup will take place March 13-17, ending with the Lovin LA Community Clean-up Day on Saturday March 18th. Residents can dispose of furniture, construction debris, yard trash, and tires at no charge. Hazardous household items such as oil, batteries, or household chemicals must be dropped off at Public Works on Haines Blvd. Contact the Public Works Department for more information.

The qualifying period for the two open City Commission Seats ended Friday, February 17, 2017 with two candidates qualified to run. Therefore, Charles O. Lake and Nancy Z. Daley will be re-elected to serve another term on the City Commission effective May 1, 2017.

The Request of Qualifications (RFQ) for the Citywide Parks and Recreation Master Plan ends this Friday February 24th. Staff will review the submittals and transmit to the City Commission in March. The City Commission will then select a consultant to assist with the Master Plan, then we will establish the timeline for the inventory, operations, staff feedback, and public participation. The plan would then be adopted by the City Commission with projects incorporated into the budget.

City Manager Leavengood shared an update regarding the new walkway in the secret garden behind the library with stamped concrete. The concrete is colored and the pavilion will get a different pattern.

Mayor Lake stated the contractor will add a sealer and grit to reduce slipping.

CITY ATTORNEY ANNOUNCEMENTS

No announcements.

RECOGNITION OF CITIZENS

Kevin Thomas 160 W. Swoope St. asked about park improvements at Mackay Gardens and Lakeside Preserve or Lions Park. He suggested the addition of a playground for adults within the City.

Vice Mayor Daley asked about advertising for the Master Plan public meetings.

City Manager Leavengood stated the City will be conducting a Parks and Recreation Master Plan to determine what improvements or changes need to be made during that study. He invited Mr. Thomas to attend a public workshop once they are scheduled. Staff will advertise through the website, Facebook, bulletin board, digital sign, and mailers.

CONSENT AGENDA

Commissioner Dearmin moved to approve the consent agenda, seconded by **Commissioner Duncan**. 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 1379-17: DOWNTOWN OVERLAY CODE AMENDMENT

Assistant City Attorney Seth Claytor read the Ordinance title.

City Manager Leavengood stated in 2013 the City adopted land development regulations (LDR) that were applied to the downtown area as an overlay to the existing LDRs. The overlay code was designed to guide development in the downtown area to meet the community's vision that was adopted with the downtown master plan. The code reduced setbacks and parking requirements and also required façade improvements (to prevent blank walls) and cross-connectivity for parking and pedestrian access between developments. The overlay code also encouraged other development standards such as low impact development which would limit runoff through pervious pavement and other methods which would reduce the need for onsite stormwater retention.

Following the adoption of the original overlay code we have had several years to review these standards and to evaluate their effectiveness in helping to implement the downtown vision. The proposed amendment refines and improves upon the existing provisions within the overlay code, including:

- Improved façade treatment coverage to ensure higher levels visual interest on all sides of the building (less blank wall space).
- Restricted landscaping options to encourage continuity as well as water conservation and lower maintenance.
- Maintenance standards to ensure landscaping and grounds are being adequately maintained.
- Requires low impact development standard to reduce the need for onsite retention (previously was only encouraged).

The proposed ordinance improves the overlay code’s ability to implement the goals and vision that were outlined in the downtown master plan. The proposed changes have been reviewed by the Planning Board and received a recommendation of approval. The Mackay Steering Committee has also reviewed the landscaping list which has been changed from the first reading.

Staff recommended approval of Ordinance 1379-17 on second and final reading. Staff and **Jeff Smucker**, Central Florida Regional Planning Council (CFRPC) are available to answer questions.

Vice Mayor Daley stated she appreciated the City Manager consulting the Mackay Steering Committee regarding the plant lists.

Commissioner Maultsby moved to approve Ordinance 1379-17 amending the City’s Downtown Overlay Code on second and final reading, seconded by **Commissioner Dearmin**. The motion was approved by unanimous voice call vote. There were no citizen comments.

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

2.) RESOLUTION 07-17: NON-AD VALOREM SPECIAL ASSESSMENT FOR SANITATION SERVICES

Assistant City Attorney Seth Claytor read the Resolution title.

City Manager Leavengood stated Florida statutes allow for local governments to collect fees for certain services on the property tax bill as a non-ad valorem special assessment. The service providing the assessment must provide a special benefit to the assessed property. Services such as stormwater, fire protection, and sanitation can all be collected by special assessment rather than through utility bills (or regular ad valorem taxes to fund fire protection). The City currently collects code enforcement abatement costs by special assessment.

Last year staff had proposed researching the option to utilize a non-ad valorem assessment for the collection of fees associated with residential sanitation services. One anticipated benefit included separate billing (i.e. the water bill would just be the water bill). Additionally, a special assessment should provide for a more consistent revenue source since utility billing revenue is reduced from turnover of renters and deactivated accounts which would allow us to decrease the rate and still collect the same revenue.

The city currently charges a monthly base rate of \$21.93 per month for residential sanitation and recycling services and receives approximately \$508,653 in sanitation revenue from residential service charges each year. Based on a comparative analysis of existing customer data and parcel/address information from the property appraiser and e911, staff estimates that the special assessment would generate \$535,733 at the current rate; at a rate of \$21 per month \$513,014; at a rate of \$20 per month \$488,585. These numbers include a 4% reduction from the early payment option and 3% in administrative costs from the property appraiser and tax collector for performing the special assessment.

Based upon the administrative fees and the additional staff time required to prepare and update the assessment roll each year staff does not see a benefit in pursuing the non-ad valorem assessment option for sanitation charges at this time. Larger cities use this method, however the Finance and Public Works Department have a good handle on the use and billing.

Staff recommended to table or make no motion regarding Resolution 07-17. The item was brought forward because the advertising started a month ago due to the state advertising requirements. It also provides a summary of the research. The goal was to reduce the rate, however the research resulted in a break-even scenario.

Vice Mayor Daley stated she would rather the billing remain on the monthly bills rather than the property tax.

The item failed for lack of action. No motion was made.

3.) BIDS: CITY HALL SIGN REPLACEMENT

City Manager Leavengood stated the proposed purchase is for a block wall and digital sign to replace the marquee sign in front of City Hall which is used to advertise current events in the City. The new digital sign will have the ability to have graphics and to cycle through several messages. The digital screen will be as large as the entire current sign is now (5' x 8') and will be attached to a block wall with a similar aesthetic to our entryway signs.

The City has included \$20,000 in the current FY 16/17 budget for the replacement of the marquee sign at City Hall. City staff has received the following bids for the project:

- Cypress Signs: \$30,714.94
- Sign Corp: \$36,859.00
- Dixie Signs: \$49,380.00

The original budgeted figure did not include the cost of the block wall. Additional funding is available in contingency line items and reserves to fund the additional expense. The location near the existing sign was discussed.

Staff recommended awarding the bid to Cypress Signs in the amount of \$30,714.94.

Vice Mayor Daley asked if it was LED and could have graphics.

Commissioner Dearmin asked if the sign would have one or two sides.

Mayor Lake asked about another sign at the other end of town since many people do not go to the north side of town.

Margaret Wheaton mentioned about moving the existing sign to the south side of town until a new digital sign could be added.

Commissioner Duncan asked why businesses cannot install a flashing digital sign and if the sign code would be evaluated now that the City is installing a digital sign. He also asked if churches were exempt from the sign code.

City Manager Leavengood stated the sign will be connected by a fiber line to City Hall to program the sign. The sign will be one-sided and allow for graphics. A second side is not needed due to the split pairs. Another sign is a possibility in the future, but the existing sign is in need of replacement. The City is exempt from the sign code.

Assistant City Attorney Claytor stated that although the City may be exempt from the City's sign code, the City would still have to follow state regulations regarding sizes and refresh rate. He also stated he would research the exemptions.

Commissioner Dearmin moved to award the bid to Cypress Signs in the amount of \$30,714.94, seconded by **Commissioner Maultsby**. 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

4.) CPH TASK ORDER #11: RAMONA STREET PROJECT

City Manager Leavengood stated the City currently performs a resurfacing project every two years utilizing gas tax revenues that are restricted for public works. The city receives approximately \$85,000 per year allowing for a \$170,000 resurfacing project during the project year. During the off-year city staff updates the street priority list for consideration and approval by the City Commission to determine which streets are resurfaced.

In April of 2016 the City Commission approved the updated street resurfacing priority list to name the widening and resurfacing of Ramona Avenue as the priority project. In anticipation of the additional costs associated with the widening an additional \$70,000 from general fund reserves was included to bring the total FY 16/17 project budget to \$270,000.

Due to the additional complexity of the widening project staff is proposing to execute a task order with CPH Engineering for design, bidding, and project oversight in the amount of \$38,083.

Staff recommended approval of Task Order #11 for Ramona Avenue Project in the amount of \$38,083. Ramona Avenue has been on the priority list for many years. The resurfacing budget item was increased to accommodate the larger project, but not the engineering. However there are funds for engineering in other line items in the budget.

Mayor Lake asked if the widening will allow for two cars to pass each other.

Commissioner Duncan asked about using stormwater funds for the stormwater related items in the project. He asked about the direction the stormwater moves in the area. He also asked about sidewalks and street lighting since people walk along and in the street. He stated a speed bump would be needed.

Commissioner Dearmin asked about pedestrian safety and speed.

Vice Mayor Daley asked about where the storm water will go. She stated she was concerned about speeding cars and effectiveness of speed bumps or other speed controlling devices.

Commissioner Maultsby asked about the school sidewalk program

Public Works Director Deaton stated that the road will be wide enough for two cars to pass each other once the widening is complete. Some portion of the construction cost may be suitable for stormwater funding, but will need to be verified. There are no stormwater pipes proposed, however the crowning of the road and curbing should assist the movement of water to the existing pipes. The stormwater will continue to go to the same location into the wetland and then the lake. The widening will impact a portion of the wetland which needs to be studied to make sure that it can support the road. There is no lighting or sidewalk components in the project. The right-of-way would need to be evaluated for the possibility of adding a sidewalk. The City has utilized the school sidewalk program to install sidewalks around the City including on Cummings, Orange, Evenhouse, and near the elementary and the middle school. Some speed bumps have been installed in the Echo Terrace which have been effective.

City Manager Leavengood stated there are \$140 in stormwater reserves and may be used to balance the cost due to the project cost for engineering. The engineered plans will identify the right-of-way and if there is room for a sidewalk. A sidewalk could be added later with current funding. The plans will also identify any needs for signs and project costs. Staff can evaluate speed controlling devices.

Commissioner Maultsby moved to approve Task Order #11 for Ramona Avenue Project in the amount of \$38,083, seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote. There were no citizen comments.

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

RECOGNITION OF CITIZENS

Kevin Thomas 160 W. Swoope St. asked about sidewalks on 557 and the signage for the trail near the pedestrian bridge.

City Manager Leavengood stated that sidewalks are expensive which is why the City looks for grant funding to assist with the installation of sidewalks. Hwy 557 is a County Road and there is not much population north of the school. It may be more feasible if the Housing project near Cass road developed.

Public Works Director Deaton stated the ramp will have stop signs for the pedestrians rather than the road traffic.

Vice Mayor Daley stated that Polk County recently listed Hwy 557 as one of their wish list projects.

COMMISSIONER QUESTIONS AND COMMENTS

Commissioner Dearmin congratulated the Mayor and Vice Mayor on their re-election. He also thanked the residents for attending and asked about the boat races in April.

City Manager Leavengood stated he would have an update on the boat races at the next meeting.

Commissioner Maulsby asked about a gentlemen picking up litter in a wheel chair and asked about recognizing him at a City Commission meeting. He also asked about enclaves being brought into the City such as the old Circle K in order to clean-up the area. He thought the City could have an interlocal with the County to bring in property and brought up an example in Auburndale.

Assistant City Attorney Claytor stated he would research the process and any changes to Florida Statutes.

City Manager Leavengood explain how an enclave is property surrounded by the City but is in the County for services. He County has asked the City about how we are addressing the enclaves.

Mayor Lake thanked everyone for their support. He also attended the ethics training last Saturday.

Vice Mayor Daley also thanked everyone for their support. She enjoyed the Chamber annual meeting and food.

Commissioner Duncan thanked the Mayor and Vice Mayor for running for another term. He stated the baseball jamboree will be held on March 11th.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 8:33 pm.

Respectfully Submitted,



Ameé Bailey
City Clerk