

City of Lake Alfred
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AGENDA
CITY COMMISSION MEETING
MONDAY MARCH 21, 2016
7:30 P.M.
CITY HALL

CALL TO ORDER: MAYOR CHARLES LAKE

INVOCATION AND PLEDGE OF ALLEGIANCE: PASTOR STRAWN

ROLL CALL: CITY CLERK AMEÉ BAILEY

CITY MANAGER & CITY ATTORNEY ANNOUNCEMENTS

RECOGNITION OF CITIZENS: ITEMS NOT ON AGENDA

CONSENT AGENDA:

- 1.) CITY COMMISSION MEETING MINUTES FOR MARCH 7, 2016.
- 2.) CITY COMMISSION ANNOUNCEMENTS
- 3.) CONFIRM APPOINTMENT TO RETIREMENT BOARD

AGENDA

- 1.) ORDINANCE 1364-16: BOARDS AND COMMITTEES
- 2.) POLK REGIONAL WATER COOPERATIVE BOARD APPOINTMENT
- 3.) PRESENTATION: CITY DEPARTMENT UPDATE

RECOGNITION OF CITIZENS (PLEASE LIMIT YOUR COMMENTS TO 5 MINUTES.)

COMMISSIONER QUESTIONS AND COMMENTS:

VICE MAYOR DALEY
COMMISSIONER DUNCAN
COMMISSIONER DEARMIN
COMMISSIONER MAULTSBY
MAYOR LAKE

ADJOURN

**LAKE ALFRED CITY COMMISSION MEETING
MARCH 21, 2016**

CONSENT AGENDA

1.) MARCH 7, 2016 CITY COMMISSION MEETING MINUTES

ATTACHMENTS:

- Draft Minutes

ANALYSIS: Please review the minutes at your earliest convenience and if there are any questions, comments or concerns please contact the City Clerk, Ameen Bailey at (863) 291-5747.

2.) CITY COMMISSION ANNOUNCEMENTS

ANALYSIS: Each of the meetings/ events scheduled below may constitute a public meeting at which two or more City Commissioners or Planning Board Members may attend and discuss issues that may come before the City Commissioners.

- Legislative Wrap-up on April 7th at 11:30 am in the Stuart Center in Bartow.
 - Ridge League of Cities Dinner on April 14th at 6 pm in the Ben Hill Griffin Hill at the UF Research Center in Lake Alfred
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3.) CONFIRM APPOINTMENT TO RETIREMENT BOARD

ANALYSIS: The Police Officer and Fire Fighter Retirement Board is made up of five board members. Two of the board members must be legal residents of the City and are appointed by the City Commission; a police officer and a firefighter that are participating in the retirement plan are required to sit on the board; the fifth member is chosen by the a majority of the previous four members.

The firefighters have elected Wallace Nix to be their representative on the retirement board. The item before the City Commission confirms his appointment to Board for a three (3) year term.

STAFF RECOMMENDATION: Approval of the consent agenda.

DRAFT MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY MARCH 7, 2016
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, City Attorney Frederick "John" Murphy, City Clerk Ameé Bailey-Speck, Parks and Recreation Director Richard Weed, Fire Chief Chris Costine, and Lieutenant Dempsey.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood stated the next community clean-up day is scheduled for Saturday, March 12th at 8:30 am. Volunteers are needed and all interested parties should meet at City Hall. The event will begin with the assignment meeting and end with lunch at 12:30 at City.

The Lake Alfred Public Library will be hosting several events over the next two weeks including the Coffee Club, Mobile Career Source, SPCA Wellness Wagon, Bloodmobile, and two Easter Egg Hunts. The first Easter Egg Hunt will be held on Monday, March 21st from 4 till 5 pm for kids ages five and older. Then the second hunt will be on Wednesday, March 23rd from 10 till 11 am for kids five and under. Contact the Public Library for more information.

The Florida League of Cities has several training events coming up including the Advanced Institute for Elected Officials April 29-30. Please let the City Clerk know if you plan to attend any of these courses.

We are currently accepting applications summer camp which will run June 20 – August 12 at the Lake Alfred's Lions Club. Field trips included: Dinosaur World, Flying Tigers Game, Ice Factory, Wonder Works, Legoland, and more.

City Manager Leavengood thanked everyone for attending the dedication ceremony at the Historical Society. It was a great kick-off for future events and thanked the Lakeland Leger Reporter Mark Cavitt for the publicity. There article in the paper and on Facebook.

CITY ATTORNEY ANNOUNCEMENTS

City Attorney Murphy stated he was looking forward to the discussion on agenda item 1. He recently attended a training on ethics, public meetings, and public records law as required by Florida Statutes for elected officials. Another session is scheduled for May and may be available online. The is a yearly requirement.

RECOGNITION OF CITIZENS

Denise Johnson, 460 East Oak St, stated that she is aware that the commission will select a mayor soon. She has had the honor of attending the Monday Morning meetings with Mayor Lake. She stated that these meetings have been a phenomenal success. The room was packed at the meeting today and the residents were interacting. He is involved in the community and people feel more engaged with the City, County, and State. She asked the Commission to consider his momentum of Mayor Lake and allowing him to continue as Mayor. She thanked Mayor Lake for his efforts.

Mayor Lake stated he appreciated the comments and thanked her. He wants citizens to know they have a voice in the community. He reports their comments to the City Manager and City Commission for them to take action. The City Commission does listen and cares.

Lenore Costello, 215 Lakeview Blvd., stated the Historical Society plaque is beautiful, but it is incorrect. She stated the bank history is not correct. She banked with Lee Johnson and he started working at the bank on October 1, 1951 retiring on October 1, 1976. She suggested the City contact Sandra Harrison who is the daughter of Lee at 863-967-9510. The Girl Scout Council borrowed \$80,000 from the Lake Alfred Bank to buy a piece of property in the 1960's.

City Manager Leavengood stated Ms. Costello should be added to the fact checking committee. The plaques are all made, but the cost is not significant. The City has worked with the Historical Society on the fact checking.

Mayor Lake stated that Ms. Costello's 100th birthday is coming up in November.

CONSENT AGENDA:

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

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

DEPARTMENT DIRECTOR UPDATES

City Manager Leavengood stated that he provides information to the City Commission or presents updates for the citizens and the beginning of the City Commission meetings. Today he wanted to invite the different department heads to present an overview. The presentations will be broken up over a couple of meeting. Tonight the City Clerk, Fire Department, Parks and Recreation Department will present. The remaining departments are Community Development, Public Works, Finance, and Police Department.

City Manager Leavengood stated that the presentations would start with the City Clerk Ameer Bailey, who has been with the City for one entire year as of February.

City Clerk Bailey stated the job is multifaceted. The job of City Clerk is the most visible to the citizens. The City Commission has 23 meeting in which the clerk prepares the agenda,

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minutes, proclamations, and other city records. As the assistant to the City Commission and the City Manager, she prepares letters and assist with schedules, research and preparing request for proposals as needed. The Clerk also serves as the Municipal Elections supervisor. Last year she shadowed Valerie Ferrell and she attended trainings this year. This year everyone is seated, so next year will be the first time for her to supervise an election.

City Clerk Bailey stated that another responsibility of the Clerk is Cemetery Administration. The Finance and Public Works Departments have handled the majority of the work and she oversees the public records aspect. The Public Works Department is coordinating all the activities since they have the most knowledge. Some general information is that the City sold 16 spaces last year with 10 burials in 2015.

The Clerk serves as the Human Resources Department of one. The City has 56 full time and 20 part time positions. Some are permanent part-time such as the library staff and firefighters. Others are seasonal such as the summer recreational program. The City currently has 67 employees. Last year there were 10 new hires, while already in 2016 there have been 7. There are still a few open positions. The Clerk coordinates the Workers Compensation claims and there were 10 in 2015. The city went through the process of changing health insurance carriers and employee hand book polies, which also fall under the supervision of Human Resources.

City Clerk Bailey gave an overview of Geographic Information Systems (GIS) analysis and uses. She stated that some items that she performs may not be on the list of other City Clerks such as GIS Analyst and Webmaster. However these were some skill she had coming into the job and continues. She is currently serving as the Chair of the Polk County GIS Users Group and the annual education event for GIS Day. She reviewed the City parcel data, assisted with the flood insurance map revision for The Lakes subdivision, reviewed historical maps, and recreated the City Land use and Zoning maps. Staff is currently working on putting the land use and zoning online for citizens and staff.

Lastly City Clerk Bailey reviewed the recent changes to the website to make it more dynamic and current. She is reviewing pages every month to make updates and has revised the menus to make them more user friendly. The City has also increased their social media presence. Updates are made on the website and then posted on Facebook. The City posted 340 post in 2015 with some post receiving more than 1,000 views. The website and social show that the City is growing and active.

The **City Commission** thanked the City Clerk for her work with the website, social media, and GIS mapping.

City Manager Leavengood stated that her GIS skills are something most small cities do not have or have to contract out. The City contracts with the City of Auburndale. They help with IT and Ameer helps them with GIS. There are many opportunities such as getting a map of all the fire hydrants and be able to click on the map to see when the hydrant was last tested.

Chief Costine presented information on the Fire Department. He discussed the automatic aide agreement with Polk County, which started in October. The transition has been smooth, although there were some issues initially with dispatching. The Lake Alfred Fire Department was not getting calls for some of the areas they should have covered. The issue has been resolved and the County issued the City pagers for structure fires. The County and City staff are training together. Due to the changes the Fire Department has seen a drop in calls. From Jan. 1 to March 1 of 2015 they received 154 calls for service and 108 for the same timeframe in

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2016. This is a 30% reduction in call volume. 33% of calls are to assisted living facilities such as Southern Gardens and Lake Alfred Assisted Living. The Department responded to two working structure fires in Lake Alfred which does not include fires out on arrive or dispatches for mutual aid. One of the fires was an abandoned house that was allowed to burn due to the isolated location. 75% of the 108 calls in 2016 were medical rescue calls. Service calls to assist citizens in non-emergency settings such as a fall.

City Manager Leavengood stated Fire Departments are turning into emergency management responders. 99% of the calls are medical or vehicle accidents. The call reduction is due to the new agreement with the County. The City only responds to the more serious medical calls outside of the city-limits. The City is down to a two man crew, but also have the benefit to s the County's two man crew, so the level of service is actually higher than before. Also all of the City and County personally are also certified as EMTs. City staff is still working on ISO rating.

Chief Costine discussed recent equipment purchases including an intake valve for Engine II which acts like a water main. The department purchased a new washer and dryer for the staff to wash uniforms that have been exposed to hazardous items during the performance of their duties.

City Manager Leavengood stated the Fire Department is unique since it is operated 24 hours a day with 24 hour shifts. Other improvements have been in the bunk rooms, gym upgrades, and other equipment.

Chief Costine stated that the Fire Department will be taking over the hydrant testing from utilities. There are 250 hydrants in the City which will be tested every two years. They will be repaired, painted and GPSed. Hydrant pressure is dependent on the hydrant location from the water tower ranging from 500 to 1,100 gpm, while the engine pressure is 1,250 gpm. The hydrants are currently gravity feed although Public Works has plans to purchase several pumps. The color on top of the hydrant is an indicator of the flow level.

City Manager Leavengood stated that the department updates show how all the departments interact. If there was a structural fire, Public Works may be involved to increase the volume in the tower to increase the flow. The pumps will aide in providing better consistency in pressure and may make the tower obsolete technology. Currently the hydrants are shown on a map but the GPS data will be more up to date and digital. Then the data could be online and more accessible for staff and the public.

Parks and Recreation Director Weed, started his update with the Mackay Gardens and Lakeside Preserve. He stated that the Florida Forestry conducted a control burn where they planted blue lupines. The lupines are being genetically tested since they have not been found anywhere else. There has been good regrowth since the burn. Some of the other overgrowth need to be removed to allow for a burn and regrowth. Received a grant to remove invasive species (bamboo, camphor trees, guinea grass, etc.) and move towards a more natural landscape. Parks and Recreation hosted several events at Mackay last year including astronomy night (20-25 people), master gardener workshop each month, guided walk each month (averaging 10 people), and a bald eagle presentation through the Audubon Society (65-70 people).

The Lake Echo fishing pier and playground were improved. The lakefront was cleared in front of the pier. The mechanical clearing is limited to 50 feet and they are trying to get a permit to herbicide the cattails. Safety lighting was installed near the playground by Public Works.

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Several improvements were made at Lions Park. A storage building was removed. A new composite deck was installed with railing and lattices for the sides. The deck was well used at the BBQ and Bluegrass Bash. Efforts to improve the baseball fields have continued to level the fields around the bases. They replaced fencing on the dugouts, replaced electric in scoreboard and painted buildings at the baseball fields. A new pole was installed near the concession stand by TECO.

New sidewalks were added to complete the perimeter around Central and Gardner Park and to provide access from the library to the secret garden. A fence was installed by the library to separate it from the apartments.

Parks and Recreation also hosted several other events around the City. The Veterans Day event at Gardner Park was well attended. The Christmas parade route was changes and well received. The staging area was much better with better routing. The snow was also a big hit. A new 30' Christmas tree was purchased for Gardner Park, which was pieced together in sections. The Good Ole Days event was held at Lions Park. The BBQ and Bluegrass Bash was a combined event that had a good turnout. Parks and Recreation also had some capitol purchases such as a new mower and feather banners. Staff would like additional Christmas decorations for the parks.

City Manager Leavengood stated new Christmas decorations were a hit. He also mentioned that Parks and Recreation was involved with the Centennial events. He stated the Parks and Recreation Department completed all the improvements, events, and purchases with three people. They work well with the other departments to share resources.

Next meeting the Community Development, Public Works, Police Department, and Finance Department will present.

AGENDA

1.) INTERLOCAL AGREEMENT: POLK REGIONAL WATER COOPERATIVE

City Manager Leavengood stated in April of 2006 the City Commission passed Resolution 04-06 encouraging the creation of a County-Wide Water Supply Plan and County-Wide Local Water Cooperative. The first phase included an inventory of all the existing and future water supply sources and facilities, projected population, and water supply needs over a 10, 20, and 50 year horizon. In 2006 all of Polk County's cities agreed to fund the preparation of the Polk County Water Supply Planning Document. This document would utilize the information collected in Phase I as the basis for developing proposed regional solutions to assist all the cities and the County in meeting future water supply demands.

In assessing current water supply sources and projected future demand the Southwest Florida Water Management District (SWFWMD) and the Central Florida Water Initiative (CFWI) has determined that our traditional water supply source, the Upper Floridian Aquifer, will be insufficient to meet future water demand for our region. As a result, Alternative Water Supply (AWS) projects in conjunction with conservation and other initiatives will be needed to meet future water demand and will likely factored into future water use permits for the City.

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Due to the expense of AWS projects, the water management district currently provides fifty percent (50%) of the capital cost of a district approved AWS project that is owned and operated by a regional entity (as opposed to an individual City or utility). As a result of this funding requirement as well as the potential impact to future water use permits, the County and the cities identified the need to establish a regional entity to represent our collective interests.

A proposed local project is the Southeast Wellfield Project to access the lower Floridian aquifer is estimated to cost \$320 million. In order to get the 50% from the water management district a regional entity must be created similar to ones in Tampa, Orlando and south Florida.

In July of 2015 the City Commission approved an Interlocal Agreement with Polk County for funding the development of the Polk County Regional Water Cooperative. In August of 2015, the City attended a "Water Summit" that additionally addressed the importance and need for creating the Cooperative. Vice Mayor Daley and the City Manager were appointed to a committee to work with the representatives from the other cities and the County in crafting the Water Cooperative agreement. The Mayor also attended and participated.

Several committee meetings were held to work through the provisions of the agreement as well as the legal, policy, and administrative concerns of the individual cities. In February of 2016 the Formation Committee gave unanimous approval of the document and recommended that each member government approve the Interlocal Agreement to form the Cooperative.

Staff recommended approval of the Interlocal Agreement establishing the Polk Regional Water Cooperative.

The **City Commission** stated that it has been long process and they congratulated the City Manager on his involvement, which was even stated at the Water Formation meetings. They asked about the voting process.

Staff responded there were two types of votes; a normal vote and weighted vote (based on 2035 water projections). Smaller cities wanted a seat at the table and equal rights on policy and governance policy decisions the City has equal vote (1:1). However weighted votes are used on projects and project budgets based on the proportionate share. The water management district will not allow future upper Floridian projects. AWS must be used and to get the 50% match the application must be from a regional entity. Any AWS will be submitted through the coop such as the Tri-City well field. If the cities of Lake Alfred, Auburndale, and Winter Haven wanted an AWS project, they would go through the coop to receive the 50 % funding match. Then the three cities would be responsible for the funding which would be split based on the funding. However the City of Winter Haven would probably have the greatest budget and votes based on the budget. To form the coop the group needs 5 different organizations, 70% of the water users, and a 20 year commitment. The coop does not interfere with the local utilities use and operation.

Commissioner Dearmin moved to approve the Interlocal Agreement establishing the Polk Regional Water Cooperative, seconded by **Vice Mayor Daley**. The motion was approved by unanimous voice call vote. There were no citizen comments.

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

2.) Bid Proposal: Mackay House

City Manager Leavengood stated that the City received a Historic Preservation grant for \$50,000 in matching funds from the State of Florida to renovate the Mackay House including the west upper balcony, southern porch, and four upstairs bedrooms. The restoration project has been included in the Capital Improvement Program for the past several years waiting for grant funding assistance. The City currently has \$30,000 budgeted in the current FY 15/16 Budget for capital at Mackay to fund the 50% match requirement for the grant.

City staff has solicited bids for completion of the project and received the following:

- LTO Construction: \$51,850*
- Watts Construction: \$97,075
- Green Construction: \$105,113
- Gator Construction: \$107,250

(* Due to the discrepancy in the bids we did an additional walkthrough on the job with LTO Construction to confirm the pricing and scope of services. Additionally, we have checked references on the company and everything appears to be in order). They are out of Plant City and have conducted work in Auburndale. Auburndale had not complaints. Most of the work is cosmetic in nature rather than structural. The City budgeted \$30,000 to apply for a matching grant assuming the work would be estimated at \$60,000. LTO confirmed their bid amount. The City Manager showed some pictures of the proposed work areas and scope of work.

Staff recommended awarding the Mackay Renovation Project to LTO Construction in the amount of \$51,850.

The **City Commission** asked if the upper rail will match the lower railing and if the site would be ADA compliant? They also stated that there are ADA exemptions for historic structures and the alternate accessibility can be provided. The repairs are due to previous water damage from the roof, which has now been repaired. They stated that the building currently has a lot of unused space which could be made accessible after the renovations, not just weddings. The work will also add cosmetic beauty to the outside. They also asked about the timeline for the construction project, condition to guarantee the timeline, and they were curious about the price difference in the quotes.

Staff responded that the railing would match although the height would be different for the upper railing (same pattern, twice as high). The work is restoring rather than making the facility ADA compliant. Staff is discussion ADA options for the future. The upstairs has not been used but could be renovated for a for bride room. The facility is booked out for the 6 months for 2016 and into 2017. The budget includes \$25,000 for each year. The goal is build up the budget and

look at the recommendations from the Steering Committee to make additional improvements. The project should take 2-3 weeks to completion, which should not interfere with rentals. The work will take place during the week and the rentals are on the weekend. Staff review the contract spec with LTO due to the difference. The others may have added a mark-up due to the historic nature of the project. Even if there is a change order, the cost will still be less than the next bid. Larger project include substantial completion dates and penalties, but they are not generally included on smaller projects.

Vice Mayor Daley moved to awarding the Mackay Renovation Project to LTO Construction in the amount of \$51,850, seconded by **Commissioner Dearmin**.

Lowell Schmidt, 365 East Sanford, asked how much revenue the property brings in rentals. He stated that the cooking facilities were removed which limits caterers and rental opportunities. A commercial kitchen should be added near the house to increase rent ability. Since there is no elevator the work upstairs is wasted and the money could be spent on other projects. A commercial kitchen would cost more than \$50,000 but should be considered, or a freight elevator. Siting a cell phone tower is also a potential. The site should make money.

Staff responded that the revenue is approximately \$25,000 annually. The CIP includes \$25,000 per year for projects such as the gazebo or, parking. The Steering Committee make recommendations to direct where the money should be spent.

Denise Johnson, 460 East Oak St., reviewed the LTO quote which itemized but does not include the cost for each item. The citizens expect that staff done their due diligence reviewing the bid. She asked who is matching the funds and about the percentage.

Staff responded that the quotes included enough detail that they were comparable. The quote was updated based on the second walk-through. Staff checked the LTO references. The grant is a dollar to dollar match, there for a \$50,000 project will cost the City \$25,000 and the state will pay the other \$25,000.

Joyce Schmidt, 365 East Sanford St., asked about the pebbles at entrance which floods. She asked if there was plans to fix that situations.

Staff responded that one of the proposed projects is to remove the pebbles and add pavers. The citizens and Commission have stated various project which all must be considered based on the budget and their importance in increasing revenue. The revenue has tripled over the past couple of years based on the improvements and moving the Parks and Recreations offices to the Mackay. Staff will continue to look for grants to make Mackay a premier destination. The City invest \$25,000 each year to make improvements and will apply for grants to extend the dollars, but the City still has CIP funding even if there is no grant.

Chris Sanchez, 526 Haywood Ln., stated he is new to Lake Alfred and thinks Mackay has historical value which should be restored. The facility is great for weddings but should have a museum and not just a banquet hall.

The City Commission responded that there are plans to add a museum.

The motion was approved by unanimous voice call vote.

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

RECOGNITION OF CITIZENS

There were no citizen comments.

COMMISSIONER QUESTIONS AND COMMENTS

Commissioner Duncan asked when the budget discussions would begin.

City Manager Leavengood stated that the Department updates are the transition. Capital projects should be discussed at the second meeting in April.

Commissioner Dearmin stated it was an honor to attend ethics training with the City Attorney. Thankful for the good discussion today and he gave kudos to citizens for their involvement.

Commissioner Maultsby thanked each department head for their work and a job well done. He is thankful to Richard Weed for preparations for the jamboree.

Mayor Lake stated he attended Water School and learn a lot. There was a video prepared from the presentations and tour. He will provide a link to have it posted on the website. He attended the Little League Jamboree, which was fun. Chief Bodenheimer threw the first pitch. He asked about the Gardner House.

City Manager Leavengood stated he would follow-up since the owner had stated the City could inspect the facility in March.

Vice Mayor Daley visited a gentleman who is interested in donating a Williams upright grand piano for the Mackay House. The piano is from 1914, which is the same the house began construction. She sent pictures to the City Manager. The piano works and the owner has original documents. He stated the City could have it evaluated to estimate the cost to restore the piano. She also stated she was impressed with the dedication ceremony for the old bank.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 9:37 pm.

Respectfully Submitted,

Ameé N. Bailey
City Clerk

**LAKE ALFRED CITY COMMISSION MEETING
MARCH 21, 2016**

1.) ORDINANCE 1364-16: BOARDS AND COMMITTEES

ISSUE: The City Commission will consider an ordinance updating the policies for the appointment of members, procedures, and to create consistency for all Boards and Committees in regards to their residency status.

ATTACHMENTS:

- Ordinance 1364-16 with Exhibit "A" and "B"

ANALYSIS: Following feedback from the City Commission on recent Board appointments, staff has reviewed the city codes and policies regarding Boards and Committees and identified an opportunity for a cleanup of various provisions. These policies have not been updated since 2002.

The proposed amendment requires that an individual be a resident of the city for at least one year to be eligible for various board appointments. This provision is identical to the residency requirement in the City Charter to be a City Commissioner.

The proposed amendment also removes the two alternate positions from the Planning Board and adds flexibility to their meeting schedule consistent with existing practices. The two alternate positions are currently vacant.

Additionally, the number of alternates on the Board of Adjustments has been amended to "up to two" from the current three (3) alternates. One alternate position on the Board of Adjustments is currently filled.

STAFF RECOMMENDATION: Approval of Ordinance 1364-16 on first reading.

ORDINANCE 1364-16

AN ORDINANCE OF THE CITY OF LAKE ALFRED, FLORIDA AMENDING CHAPTER 2, ARTICLE III, OF THE CODE OF ORDINANCES OF THE CITY OF LAKE ALFRED; AMENDING ARTICLE 8 OF THE CITY OF LAKE ALFRED UNIFIED LAND DEVELOPMENT CODE, RELATING TO BOARDS AND COMMITTEES; PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the City of Lake Alfred City Commission approved the Unified Land Development Code in 1993, and prescribed the composition, appointments, duties, and authority for the Planning Board and Board of Adjustment; and

WHEREAS, the City of Lake Alfred City Commission adopted Ordinance No. 1012-02 and 831-98 modifying the membership of the Parks and Recreation Board; and

WHEREAS, upon review, the City Commission desires to update the appointment of members, procedures, and to create consistency for all Boards and Committees in regards to their residency status; and

NOW THEREFORE, BE IT ORDAINED by the City Commission of the City of Lake Alfred, Florida that this Ordinance is hereby passed for the protection and welfare of the citizens of Lake Alfred, and that:

SECTION 1. UNIFIED LAND DEVELOPMENT CODE. Article 8 of the Unified Land Development Code of the City of Lake Alfred is hereby amended as identified in Exhibit "A" attached hereto and made a part hereof (deletions are shown in strikethrough and additions are shown in underline format).

SECTION 2. CODE OF ORDINANCES. Chapter 2 Article III of the Code of Ordinances for the City of Lake Alfred is hereby amended as identified in Exhibit "B" attached hereto and made a part hereof (deletions are shown in strikethrough and additions are shown in underline format).

SECTION 3. CONFLICTS. All ordinances in conflict herewith are hereby repealed to the extent necessary to give this Ordinance full force and effect, provided however, that nothing herein shall be interpreted so as to repeal any existing ordinance or resolution relating to means of securing compliance with the City's Code of Ordinances, unless such repeal is explicitly set forth herein.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City of Lake Alfred, Florida, hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 5. CODIFICATION. It is the intention of the City Commission that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Lake Alfred; and that sections of this Ordinance may be renumbered or re-lettered and the word "ordinance" may be changed to, "section", or such other appropriate word or phrase in order to accomplish such intentions; and regardless of whether such inclusion in the Code of Ordinances of the City of Lake Alfred is accomplished, sections of this Ordinance may be renumbered or re-lettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or his or her designee, without need of public hearing, by filing corrected or re-codified copy of same with the City Clerk.

SECTION 6. EFFECTIVE DATE. This ordinance shall become effective immediately upon final adoption.

INTRODUCED AND PASSED on first reading at a regular meeting of the Lake Alfred City Commission held this 21st day of March, 2016.

PASSED AND FINALLY ADOPTED on second reading at the meeting of the Lake Alfred City Commission duly assembled on the 4th day April, 2016.

**CITY OF LAKE ALFRED
CITY COMMISSION**

By: _____
Charles O. Lake, Mayor

ATTEST:

By: _____
Ameé Bailey-Speck, City Clerk

APPROVED AS TO FORM:

By: _____
Frederick J. Murphy Jr., City Attorney

Ordinance 1364-16
Exhibit "A"

Language stricken is shown in ~~strikethrough~~ format; language added is shown as underlined format.

8.03.00 Development Boards

8.03.01 Planning Board

(A) Functions, Powers and Duties

- (1) Act as Local Planning Agency pursuant to the Local Government Comprehensive Planning and Land Development Regulation Act, Ch.163, Part II, Florida Statutes, and perform all functions and duties prescribed in the statute.
- (2) Obtain and maintain information on population, property values, the land economy, land use and other information necessary to assess the amount, direction and type of development to be expected in the City.
- (3) Advise and make recommendations to the City Commission regarding applications for amendments to the Official Zoning Map and requests for Conditional Uses or other special designations on property within the City.
- (4) At the request of the Chief Building Official, interpret and determine the intent of provisions of this Code that are unclear or in conflict with other regulations.
- (5) Consider the need for revision or addition of regulations in this Code, and recommend changes to the City Commission.
- (6) Consider the need for revision of the Comprehensive Plan, and recommend changes to the City Commission.
- (7) Other duties as assigned by the City Commission.

(B) Appointment of Members

- (1) The Planning Board shall have seven (7) regular members, ~~and two (2) alternate members,~~ to be appointed by the City Commission.
- (2) Each member of the Planning Board shall be an elector of the city who has resided within the city's municipal limits for not less than one full calendar year ~~reside in the City.~~
- (3) Each regular member shall be appointed to a three (3) year term. In the event that all regular members are appointed at the same time, two (2) members shall be appointed for a term of one (1) year, two (2) members shall be appointed for a term of two (2) years, and three (3) members shall be appointed for a term of three (3) years.
- ~~(4) Each alternate shall be appointed to a three (3) year term. In the event that all alternates are appointed at the same time, one (1) alternate shall be appointed for a term of one (1) year and one (1) alternate shall be appointed for a term of two (2) years~~
- ~~(5) During meetings, alternate members will be seated with regular members on the dais. The first alternate member will vote only when six or fewer regular members are in attendance at the meeting, and the second alternate member will vote only when six five or fewer regular members are in attendance at the meeting. Except for this voting limitation, alternate members are free to ask questions, participate~~

~~in discussions, and perform other functions in the same manner as regular members.~~

- (64) Regular vacancies shall be filled by appointments made at the last regular meeting of the City Commission in October of each year. All members shall serve until their successors are appointed.
- (75) If a position becomes vacant before the end of a term, the City Commission shall appoint a substitute member to fill the vacancy for the duration of the vacated term. A member ~~or alternate~~ whose term expires may continue to serve until a successor is appointed and qualified.
- (86) Members ~~and alternates~~ may be removed without notice and without assignment of cause by a majority vote of the City Commission.
- (97) At the first meeting held after November 1 of each year, the Board shall elect a Chairman, Vice-Chairman and such other officers as deemed necessary. The Chairman, or in his absence the Vice-Chairman, shall preside over all meetings of the Board. Officers shall serve terms of one (1) year.
- (108) The Chairman will establish subcommittees and appoint members as needed to carry out the purposes of the Board.
- (119) Members ~~and alternates~~ shall not be compensated, but may be reimbursed for travel and other expenses incurred on Board business.
- (1210) If any member fails to attend three (3) successive meetings, the Board may declare the member's office vacant and notify the City Commission.

(C) Procedures

- (1) The Board shall adopt procedures to carry out its purposes. All rules must conform to this Code, other City ordinances, and state law.
- (2) The Board shall meet at least ~~once each every other~~ month, unless a meeting is canceled for lack of business to be conducted, by a decision of the Board at a regular meeting or by decision of the Chairman.
- (3) The Board shall keep minutes of its proceedings, indicating the attendance of each member, and the decision on every question.
- (4) Four (4) members shall constitute a quorum.
- (5) Each decision of the Board must be approved by a majority vote of the members present at a meeting in which a quorum is present and voting.

8.03.02 Board of Adjustment

(A) Functions, Powers and Duties

- (1) To authorize specific variances from appropriate provisions of this Code as will not be contrary to the public interest, in cases where literal enforcement of the Code will result in unnecessary hardship for the applicant.
- (2) To hear and decide upon appeals of administrative decisions where it is alleged there is an error in an order, requirement or policy of City staff. The Board may reverse or affirm, wholly or in part, the order, requirement or policy of the administrative official.

(B) Appointment of Members

- (1) The Board of Adjustment shall have five (5) members and may have up to threetwo (32) alternates, to be appointed by the City Commission.
- (2) Each member of the Board of Adjustment shall be an elector of the city who has resided within the city's municipal limits for not less than one full calendar yearreside in the City.
- (3) Each member shall be appointed to a three (3) year term. In the event that all members are appointed at the same time, one (1) member shall be appointed for a term of one (1) year, two (2) members shall be appointed for a term of two (2) years, and two (2) members shall be appointed for a term of three (3) years.
- (4) Each alternate shall be appointed to a three (3) year term. In the event that all alternates are appointed at the same time, one (1) alternate shall be appointed for a term of one (1) year, one (1) alternate shall be appointed for a term of two (2) years, and one (1) alternate shall be appointed for a term of three (3) years.
- (5) Regular vacancies shall be filled by appointments made at the last regular meeting of the City Commission in October of each year. All members and alternates shall serve until their successors are appointed.
- (6) If a position becomes vacant before the end of a term, the City Commission shall appoint a substitute member or alternate to fill the vacancy for the duration of the vacated term. A member or alternate whose term expires may continue to serve until a successor is appointed and qualified.
- (7) Members and alternates may be removed without notice and without assignment of cause by a majority vote of the City Commission.
- (8) At the first meeting held after November 1 of each year, the Board shall elect a Chairman and Vice-Chairman. The Chairman, or in his absence the Vice-Chairman, shall preside over all meetings of the Board. Officers shall serve terms of one (1) year.
- (9) Members and alternates shall not be compensated, but may be reimbursed for travel and other expenses incurred on Board business.
- (10) If any member fails to attend three (3) successive meetings, the Board may declare the member's office vacant and notify the City Commission.

Ordinance 1364-16
Exhibit "B"

Language stricken is shown in ~~strikethrough~~ format; language added is shown as underlined format.

PART II - CODE OF ORDINANCES
ARTICLE III. - BOARDS, COMMITTEES, COMMISSIONS
Chapter 2 - ADMINISTRATION
DIVISION 3. - PARKS AND RECREATION BOARD

Sec. 2-112. - Composition; appointment, term of members.

Each member of the Parks and Recreation Board shall be an elector of the city who has resided within the city's municipal limits for not less than one full calendar year. The membership of the parks and recreation board shall consist of seven members. The members shall be appointed by the city commission, and each member shall serve for a term of three years; except that of the seven members first appointed, two shall serve for a term of one year, two shall serve for a term of two years and three shall serve for a term of three years. The city manager shall be an ex officio member of the board. All members shall serve until their successors are appointed. Members may be removed without notice and without assignment of cause by a majority of the city commission.

**LAKE ALFRED CITY COMMISSION MEETING
MARCH 21, 2016**

2.) POLK REGIONAL WATER COOPERATIVE BOARD APPOINTMENT

ISSUE: The City Commission will consider appointing a representative and an alternate to the newly established Polk Regional Water Cooperative Board of Directors.

ATTACHMENTS:

- None

ANALYSIS: At our last regular meeting the City Commission approved the interlocal agreement establishing the formation of the Polk Regional Water Cooperative. The Water Cooperative is to be governed by a Board of Directors consisting of eighteen (18) voting members; one city commissioner from each of Polk's seventeen cities & one county commissioner from the BoCC.

The appointed commissioner will represent the City's interests in regional water issues as well as report back to the City Commission on information of regional importance. Alternative water supply projects that ultimately result from the cooperative will have to be approved by interlocal agreement with full consideration by the City Commission.

Polk County has agreed to provide staffing for the cooperative (i.e. executive director). The various city managers and utility directors will serve on the technical advisory committee to aid the Cooperative's Board.

The initial appointee to the Board will be responsible for crafting the Board's bylaws, rules and procedures, and will help determine the initial project list and priorities for the Regional Cooperative.

STAFF RECOMMENDATION: Pleasure of the City Commission.

(The item before the Commission is the appointment of a City Commissioner to the Polk Regional Water Cooperative Board of Directors & an alternate).

**LAKE ALFRED CITY COMMISSION MEETING
MARCH 21, 2016**

3.) PRESENTATION: CITY DEPARTMENT UPDATES

ISSUE: The City Commission will be hear a presentation on various activities and efforts underway in the City's departments.