

**MINUTES  
CITY OF LAKE ALFRED  
CITY COMMISSION MEETING  
MONDAY APRIL 4, 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 Maulsby.

Staff attendance: City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, City Clerk Ameé Bailey-Speck, Police Chief Art Bodenheimer, Parks and Recreation Director Richard Weed, Community Development Director Valerie Ferrell, Finance Director Amber Deaton, and Public Works Director John Deaton.

**CITY MANAGER ANNOUNCEMENTS**

**City Manager Leavengood** stated the Lake Alfred Public Library will be closed for inventory April 4th thru the 9th. They will reopen on Monday, April 11th at 9 am. The following week the Library will be hosting Mobile Career Source, SPCA Wellness Wagon, Storytime, and Adult Coloring. Contact the Library for more information.

The next Historical Building plaque dedication is scheduled for April 7th. The dedication ceremony will be held at the Lake Alfred Hotel (Southern Gardens), on Main Street, at 9 am. The program would include light refreshments, dignitary comments, and the unveiling of the plaque.

Mackay Gardens and Lakeside Preserve will host a free gardening workshop on Thursday April 7th at 10 am and a guided nature walk on Sunday April 10th at 2 pm. Contact the Parks and Recreation Department for more details.

The City of Lake Alfred will be hosting the next Ridge League of Cities Dinner at the Citrus Research and Education Center on April 14th. Please let the City Clerk know this week if you will be attending and will have any guests.

The Central Florida Development Council has officially moved into its new offices, and has invited the City Commission and staff to an Open House event at their new location. The Open House will be held on Thursday, April 21st, from 4:30 to 6:30 PM in Lakeland.

In accordance with Florida Statutes, the City of Lake Alfred Community Redevelopment Agency has developed an annual report of its activities for the 2014/2015 fiscal year. The report includes a complete financial statement setting forth assets, liabilities, income, and operating expenses which were also included in the budget. No Commission action is needed. The report will be on-file with the City Clerk and posted on the website. The report will be updated annually.

**Police Chief Art Bodenheimer** gave an update on a recent Law Enforcement activities and coordination efforts with other agencies to solve crimes. He described a burglary which was detected by a citizen. The Fire Department responded by assisting in the search for the suspects and a Polk County K-9 unit was at Central Park and they also assisted in the search. The Police Department responded and the suspects exited the home by foot. Together they were able to apprehend the suspects.

The City Commission also received a letter of accommodation. Two officers assisted a citizen who had a flat tire. The citizen had called for assistance but had been waiting three hours.

### **CITY ATTORNEY ANNOUNCEMENTS**

There were no announcements.

### **RECOGNITION OF CITIZENS**

**Margaret Wheaton**, 340 Carolina Ave South, gave her appreciation to her neighbor and the Lake Alfred Police Department, Fire Department, dispatch, and all the public safety people for responding to the burglary at her home.

**Carolyn Underwood**, 745 Lake Swoope Drive, invited everyone to Celebrate Commissioner Maultsby's 85<sup>th</sup> Birthday Celebration on Saturday starting around 1 pm at the Clubhouse.

**Pastor Mike Jones**, 155 South Glen Ave., thanked the City for allowing the churches to use Lions Park for the Easter Celebration and helping with lights and seating.

#### **Employee of the Quarter: Danny Clewis**

**Mayor Lake** stated that Danny Clewis joined the Lake Alfred team in 2012, Danny brought over 20 years of experience in building code inspection and code enforcement as well as direct knowledge working as a licensed general contractor. As the City's only part-time code enforcement officer, Danny manages all code enforcement cases for the City, processing over 253 cases in the 2014-2015 fiscal year and representing the City's cases to the Special Magistrate monthly. Code Enforcement is not an easy job, requiring patience and providing customer service at all times. He has been a major asset to the Community Development team and the City, by assisting with other projects such as the City Hall kitchen and lobby remodels.

We appreciate Danny's efforts in encouraging responsible property ownership and fighting neighborhood decline. As the Employee of the Quarter, Danny will receive this certificate of appreciation, award pin, a day off w/pay, and a \$50 gift certificate. He stated that Danny also picks up the advertising signs around town and that he is working hard on the lobby updates.

#### **Proclamation: Florida Water Professionals Month**

Mayor Lake read the entire proclamation to recognize and celebrate April as Florida Water Professionals Month. He called upon each citizen and business to join the City in thanking all water and wastewater professional staff for their hard work and dedication to preserving Florida's water resources.

**John Deaton, Public Works Director** accepted the proclamation and stated that he has a lot of hard working operators in the City.

**Ron Schelfo**, 640 East Lakeview Rd., stated that Ron's Tackle Box is starting their 18 year of bass tournaments on Thursday. Everyone will be meeting at the shop around 5-6 pm.

**CONSENT AGENDA:**

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

<b>MAYOR LAKE</b>	<b>AYE</b>
<b>VICE MAYOR DALEY</b>	<b>AYE</b>
<b>COMMISSIONER DUNCAN</b>	<b>AYE</b>
<b>COMMISSIONER DEARMIN</b>	<b>AYE</b>
<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

**AGENDA**

**1.) ORDINANCE 1364-16: BOARDS AND COMMITTEES**

**Assistant City Attorney Seth Claytor** read the Ordinance title.

**City Manager Leavengood** stated 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.

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 adds flexibility to the Planning Board's meeting schedule and the appointment of alternate members consistent with existing practices. 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.

If the City Commission so desires, there is an option within the proposed ordinance to reduce the Planning Board from a 7-member body to a 5-member body following the completion of the 2018 term. Staff recommended leaving the Planning Commission as a 7-member body and having the ability to appoint two additional alternates if needed.

Staff recommended approval of Ordinance 1364-16 on first reading without the highlighted option in the ordinance.

**Commissioner Maultsby** moved to approve Ordinance 1364-16 Boards and Committees on first reading, seconded by **Commission Duncan**. The motion was approved by unanimous voice call vote. There was no additional citizen comments.

<b>MAYOR LAKE</b>	<b>AYE</b>
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<b>VICE MAYOR DALEY</b>	<b>AYE</b>
<b>COMMISSIONER DUNCAN</b>	<b>AYE</b>
<b>COMMISSIONER DEARMIN</b>	<b>AYE</b>
<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

**2.) RESOLUTION 01-16: FDOT COMMUNITY AESTHETIC FEATURE AGREEMENT**

**Assistant City Attorney Seth Claytor** read the Resolution title.

**City Manager Leavengood** stated that directional signage included in the City's Wayfinding Signage Program was permitted through FDOT's wayfinding program. However, the two Gateway signs included in the City's program require separate approval by FDOT through a Community Aesthetic Feature Agreement. The agreement essentially states that the City will maintain the signs within the right of way.

The signs have already been constructed and are slated for installation following the completion of the remaining directional signs and side-street business signage.

Staff recommended approval of Resolution 01-16.

**Commissioner Dearmin** moved to approve Resolution 01-16, seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote. No citizen comments.

<b>MAYOR LAKE</b>	<b>AYE</b>
<b>VICE MAYOR DALEY</b>	<b>AYE</b>
<b>COMMISSIONER DUNCAN</b>	<b>AYE</b>
<b>COMMISSIONER DEARMIN</b>	<b>AYE</b>
<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

**3.) RESOLUTION 02-16: FDOT PEDESTRIAN BRIDGE MAINTENANCE AGREEMENT**

**Assistant City Attorney Seth Claytor** read the Resolution title.

**City Manager Leavengood** stated in the fall of 2016, the Florida Department of Transportation (FDOT) is set to begin construction of the pedestrian bridge across Highway 17/92 that will link the pedestrian trails between Lake Alfred and Winter Haven. The proposed agreement requires the City as the local agency to be responsible for maintenance of the project upon its completion.

The proposed agreement is consistent with other projects within the City (pedestrian trail) and has been reviewed by the City Attorney.

Staff recommended approval of Resolution 02-16.

**Vice Mayor Daley** moved to approve Resolution 02-16, seconded by **Commissioner Maultsby**. The motion was approved by unanimous voice call vote. No citizen comments.

<b>MAYOR LAKE</b>	<b>AYE</b>
<b>VICE MAYOR DALEY</b>	<b>AYE</b>

COMMISSIONER DUNCAN  
COMMISSIONER DEARMIN  
COMMISSIONER MAULTSBY

AYE  
AYE  
AYE

**ANNUAL AUDIT AND FINANCIAL STATEMENTS FY ENDING 9/30/2015: MICHAEL BRYNJULFSON, CPA**

**Mike Brynjulfson**, President of Brynjulfson, CPA external auditor reviewed the audit for the year ending September 30, 2015. He reviewed the documents included in the packets, including the Financial Statements, Report on Internal Control and Compliance, Trend and Analysis, Management Letter, Compliance Report, and Letter to the Members of the City Commission. He stated that the budget was submitted to the GFO reviewer for the Certificate of Achievement for Excellence in Financial Reporting (CAFR). In addition he stated that the financial department could apply to review other submittals, since the city has done so well for the past five years. He stated that it is difficult to maintain this level of achievement and that it comes from having qualified people in place, longevity, and trust.

**Overview**

- Report on the Financial Statements – Clean audit opinion with no material errors.
- Report on Internal Control & Compliance – No identified internal deficiencies reported and no instances of noncompliance reported.
- Compliance report with Section 218.415 – no issue of non-compliance with Local Government Investment Policies
- Management Letter – No findings reported.
- Governance Letter to the Members of the City Commission – no disagreements with management and no difficulties encountered while performing audit and in compliance with the new requirements of Government Accounting Standards Board (GASB) 68 & 71.

The GASB requires the auditor split the City's finances into governmental type activities and business type activities. This translates into the General Fund (governmental activities) and Enterprise Fund (business type activities). The new CRA will be shown in the financial statements next year as a component of the governmental type activities.

**General Fund Snapshot**

- At September 30, 2015 the unassigned fund balance was \$1,768,143.
- This would provide 4.93 months without any revenue coming into the City.
- City trend showed an increase from 36.02% to 41.09%; and is above the minimum 15% fund balance policy established by City and the industrial standard. This will fluctuate based on cash flows.
- The net change in the 2015 fund balance was (\$218,954); there were projects with paving and the trend can almost always be traced back to capital improvements.
- For every dollar brought into the City, as a percentage, in 2015 expenditures exceeded revenues by -2.66%.
- The negative revenues included capital projects. When only reviewing the operation expenditure, the city has a positive trend

**City Manager Leavengood** asked the Auditor to add another comparison. The dotted blue line includes additional assigned funds. The new comparison started in 2014 and the two will diverge more over time.

### **Enterprise Fund Snapshot**

- Total Net Position in 2015 (equivalent of fund balance in the general fund) was \$10,016,657.
- Unrestricted Net Position (equivalent to unassigned fund balance in the general fund) was \$2,525,196.
- This would provide 12.95 months without any revenue coming into the City.
- Net position as a percent of revenues was 108%.
- For every dollar brought into the City, as a percentage, in 2015 revenues exceeded revenues by 19.04% gross profit. (Does not include interest or operating transfer expenses). The percentage necessary to operate the system and pay principal and interest on debt and make the interfund transfer is 14%.

The **City Commission** asked about the loss in 2011.

**Mike Brynjulfson** stated that there were several large capital projects including the meter project and utility line relocations.

### **Overall Snapshot**

- Unrestricted cash and investment includes proprietary funds and governmental funds for a total of \$4,194,900.
- GASB 68 & 71, put unfunded portion of the pension plans on the books
- General Employee Plan is 90% funded and the Police Officer and Firefighters' Plan is 105% funded

The Commissioners praised the auditor and the City staff for the financial statements and budget process.

**Mike Brynjulfson** stated that the city is doing a good job and works well with the auditors. Staff prepares the report, which he audits. Staff has received the GFOA Certificate for Certificate of Achievement for Excellence in Financial Reporting for the last four years.

**City Manager Leavengood** stated he appreciated the Auditors diligence and thanked Amber Deaton the Finance Director for working with the Auditor and him. The City is in a great position financial while still being aggressive with capital projects. The City has a great team.

## **4.) STREET RESURFACING PRIORITY LIST**

**City Manager Leavengood** stated the City's capital improvement program currently schedules a street resurfacing project every two years. The two year cycle allows for a buildup of \$150,000 in restricted gas tax revenues (\$75k each year) to be spent on a single project that is more effective due to incurring a single mobilization fee and greater economies of scale from a single larger project (instead of annual \$75k projects).

The proposed list is reflective of Public Works Staff's assessment of the relative condition of the roads within the City. Each street is ranked between #1 through #5 with the lower rank being of

higher priority based upon cracks, potholes, and the thinness of the pavement. This ranking is subject to change over time, as roads receive different amounts of usage and wear that requires the list to be periodically updated. The priority list is used to establish the scope of work and bid proposal for the resurfacing project in the upcoming FY 16/17 budget.

The proposed list is being presented to the City Commission for consideration and approval as submitted or with any amendments that the Commission may desire. Following feedback from the City Commission regarding the widening of Ramona Avenue staff soliciting pricing information from a resurfacing company and the cost was estimated to be \$213, 013. This would include removing the curb, grind down the curb, and re-pour the curb.

The **City Commission** asked about the details of the work priced for the Ramona widening project, if the curbing would need to be replaced, and about drains. They also commented on the speed of cars on a wider road and traffic calming. They asked if the new speed signs counted the number of speeders. They stated that vehicles move onto the curb to allow another vehicle to pass, which has led to the curb cracking and that there are no sidewalks for pedestrians. They also asked about the volume of traffic stating Ramona was well used and more similar to a collector road than a residential street.

**Staff** responded that the Ramona project pricing included removing the existing curbing on both sides, milling the road down, and adding 5 feet with a new crown in the new center. This would create a 20 foot lane to match the south end of Ramona. The curbing would then be replaced on both sides with reshaped residential driveways. A curbing needs to be installed or the lots will need to be graded. The existing curbs are there to assist with drainage. The scope also included extending and redesigning the drainage at the north end. The price also includes new guard rails near the swamp area because when the road is widened the rail will need to be upgrade top meet the current standards. The current width of the road is 14-15 of pavement with concrete curbs. South Ramona has 20 foot of pavement. The right-of-way is wide enough for the widening project without any additional right-of way. Staff would conduct a survey to confirm the residents are in favor of the proposed project. Mailboxes would also need to be replaced, matching the existing box. Traffic mitigation may also need to be addressed and speed can be monitored.

**Staff** established a ranking which is used to create the priority list approved by the Commission. Staff then gets bids to see how far the funding can go. If the Commission approves, Ramona can be moved to the number one priority. Based upon the price, the City Manager may suggest that \$175,000 be moved from General Fund reserve to pair with the \$150,000 to complete the project. Then in the next two year cycle then go back to the normal \$150,000 budget.

The **City Commission** asked about the status of the roads currently above Ramona and the type of projects needed. Since these projects are completed every two years, waiting for another cycle could cost more to widen Ramona. They asked about streets not on the list such as Lindale, South Ramona, and other recently completed streets.

**Staff** stated that four years ago Lake Swoope, 2<sup>nd</sup> and 3<sup>rd</sup> Street were resurfaced. The current priority includes the side streets in the same area. The current top priority streets are strictly resurfacing projects. The cost goes up when there is curbing or manholes to work around. The first 3-4 streets would probably use one cycle of funding. The City has re-invested the gas tax money each year to make improvements around the City. Ramona is also on the list for resurfacing.

**Staff** requested a motion approving the priority list with any changes.

**Commissioner Dearmin** moved to approve priority list as shown with Ramona moved to the first position, seconded by **Commissioner Maultsby**.

**Carolyn Underwood**, 745 Lake Swoope Rd., stated that Midway should be considered due to the traffic to the center and potholes.

**Staff** stated that Midway is a priority one road and would be included in the following cycle.

The motion was approved by voice call vote.

<b>MAYOR LAKE</b>	<b>AYE</b>
<b>VICE MAYOR DALEY</b>	<b>NAE</b>
<b>COMMISSIONER DUNCAN</b>	<b>AYE</b>
<b>COMMISSIONER DEARMIN</b>	<b>AYE</b>
<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

### **RECOGNITION OF CITIZENS**

**Judy Schelfo** 640 East Lake View Rd., asked about the projected date for side street signs and what would be the costs to businesses.

**City Manager Leavengood** stated the City passed a Resolution that the side-street signs are an asset of the City. The City will maintain and incur the cost of the signs. The Resolution includes the criteria for inclusion and removal of businesses listed on the signs. The majority of the business are included on at least one sign. The main signs are currently being installed, which will be followed by the side-street signs. Lastly the two large gateway signs will be installed after the permits are approved. Final payment will not be sent until the final sign is installed.

### **COMMISSIONER QUESTIONS AND COMMENTS**

**Mayor Lake** commented on the beeping Easter Egg hunts, which received national and international news. He wished Happy Birthday to Commissioner Maultsby. He has received good reports on the signs. He was asked about guidelines and training for the Boards and Committees.

**City Manager Leavengood** stated new members are trained about missing three days. The goal is to have a quorum.

**Vice Mayor Daley** congratulated the City on Financial report. She stated that on April 22<sup>nd</sup>, an Earth Day event for all the first graders from Lake Alfred Elementary will be held at Mackay Gardens. The program will include environmental education specific to Mackay, a scavenger hunt, lessons on how to read trail signs, and gopher tortoise information.

**Commissioner Duncan** commented that the CRA includes infrastructure improvements such as resurfacing and Ramona is located in the CRA. Funding from the CRA could also be used.

**Commissioner Dearmin** congratulated the City on Financial audit.



**Commissioner Maultsby** congratulated the Financial Department and the City Commission on taking care of the City's finances. He also asked about the Gardner House.

**City Manager Leavengood** stated the owner visited today to set up a visit a week from today.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 9:18 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Aimee N. Bailey". The signature is fluid and cursive, with the first name being the most prominent.

Aimee N. Bailey  
City Clerk