

**MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY MAY 7, 2018
CITY HALL**

Call to Order: Mayor Charles Lake

Invocation and Pledge of Allegiance: Dr. White

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 City Attorney Seth Claytor, Deputy City Clerk Mamie Drane, Community Development Director Amée Bailey, Parks and Recreation Director Richard Weed, Police Chief Art Bodenheimer, Fire Chief Chris Costine, Public Works Director John Deaton, Finance Director Amber Deaton and other staff.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood stated the City is currently accepting applications for summer camp which will run June 11th - July 27th. Applications and Jr. Counselor Handbook can be found on line. For additional information please call the Parks and Recreation Department.

In honor of Mother's Day, the Lake Alfred Library is hosting Muffins with Mom On May 12th at 10:00 a.m. – 12:00 p.m. in the Library conference room. The event is free but space is limited, call the Library for reservations by Thursday May 10th.

Monday May 28th City Offices and the Lake Alfred Public Library will be closed in observance of Memorial Day.

City Manager Leavengood provided updates and showed pictures for several projects around the City. The renovations at the Police Department are in progress. The City is placing side street signs and while most are directional it adds to the community aesthetics and it is part of the City's branding effort. The Historical Society parking lot has been improved with an added driveway and delineated parking spaces. Water fountains have been replaced at Central Park and added at the tennis courts.

CITY ATTORNEY ANNOUNCEMENTS

No Comments.

RECOGNITION OF CITIZENS:

Rodney Thompson 640 N Pennsylvania Ave, thanked Brent Eden for running in the recent election. He also voiced concerns regarding the lack of items on the ballots, term limits and asked if a resident could add items to the ballot. He also wanted to nominate a commissioner for Mayor.

Assistant City Attorney Seth Claytor replied the only thing that is allowed on a ballot is a referendum or an election for a commission seat. He also explained that pursuant to 2.05 of the City Charter any election or nomination for Mayor or Vice Mayor must be made by a current City Commissioner. A recommendation can be made to the Commission, but the public cannot make the nomination.

Mayor Lake asked if there were any other public comments, seeing none, he closed public recognition of citizens.

EMPLOYEE RECOGNITION

Director Richard Weed presented Jason Pitts with a five year service award. He stated that Jason started in the streets department where he was noticed for his work, knowledge of plants and ability to do a wide assortment of jobs. He has been awarded employee of the quarter as a result. After a short stint in the Streets Department Jason transferred to the Parks and Recreation Department and has been there for almost three years. As a crew leader Jason has done a great job making sure tasks are completed on time and efficiently. He is always willing to help when needed and never complains about work. He is a team player and has a good rapport throughout the community. Jason can be counted on to get the job done.

ADMINISTRATION OF THE OATH OF OFFICE

City Clerk Bailey administered the Oath of Office to **Commissioner Jack Dearmin**.

PROCLAMATION – POLICE OFFICERS MEMORIAL DAY

Mayor Lake read the proclamation recognizing May 13 through the 19, 2018 as National Police Week urging all citizens to publicly salute the service of law enforcement officers in our community and in communities across the nation.

Police Chief Bodenheimer stated the overwhelming support that comes from the community is much appreciated, along with the support from the Commission, allowing the department to have the equipment that they need and being allowed to serve the people of Lake Alfred. Chief Bodenheimer announced that a Hillsborough County Deputy died today adding one more name to the wall of fallen officers. Chief Bodenheimer asked that everyone keep them all in prayers.

PRESENTATION OF K-9 AWARDS

Police Chief Bodenheimer stated that it takes a team, and Officer Lopez and Wil started going to competition in 2013, since the inception of this team and they the team has won twenty eight awards while representing Lake Alfred.

CAFR PRESENTATION ANNUAL AUDIT AND FINANCIAL STATEMENTS FY ENDING 9/30/2017

Mike Brynjulfson, President of Brynjulfson, CPA external auditor reviewed the audit for the year ending September 30, 2017. 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.

Overview

- Report on the Financial Statements – Unmodified “Clean” audit opinion with no material errors.
- Report on Internal Control & Compliance – No material Weakness or significant deficiencies 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 or difficulties encountered while performing audit and in compliance with the new requirements of Government Accounting Standards Board (GASB) 72.

General Fund Snapshot

- At September 30, 2017 the unassigned and assigned fund balance was \$1,388,881.
- This would provide 3 months without any revenue coming into the City.
- City trend showed 25%; and is above the minimum 15% fund balance policy established by City and the industrial standard. This will fluctuate based on cash flows.
- Total revenues for 2017 \$4,354,880 down \$35,000 from last year.
- Total expenditures for 2017 \$5,550,551 an increase from \$4,341,342. Capital outlay was up 47% from 2016.
- For every dollar brought into the City, as a percentage, in 2017 expenditures exceeded revenues by 27% (7.1 % without Capital outlay).
- The positive revenues show that the general fund is self-sufficient even with the capital expenditures.

Enterprise Fund Snapshot

- Total Net Position in 2017 (equivalent of fund balance in the general fund) was \$10,545,957.
- Unrestricted Net Position (equivalent to unassigned fund balance in the general fund) was \$2,538,538.
- This would provide 12.48 months without any revenue coming into the City.
- Net position as a percent of revenues was 104%.
- For every dollar brought into the City, as a percentage, in 2017 revenues exceeded expenditures by 21% gross profit. (Does not include interest or operating transfer expenses).
- After operations, paying debt, and interfund transfers the enterprise fund had \$64,800 in excess cash flow.

Overall Snapshot

- Unrestricted cash and investment includes proprietary funds and governmental funds for a total of \$3,851,750.
- The City's Capital Activity in 2017 include the following purchases:
 - Garbage Truck Replacements ~ \$254,000

- Purchase of Gardner House ~\$226,000
 - Ramona Road Widening ~\$270,000
 - Lakeshore Property Purchase ~\$155,000
 - Stormwater Land Purchase ~\$56,000
 - Water Tower Rehabilitation ~\$60,000
 - Acceptance of Pedestrian Bridge \$1,800,000.
 - Vehicles \$80,500
 - Marquee Sign \$30,715 and
 - Building renovations \$65,000.
- Next year the City will have to report on Other Post Employee Benefits. This is a new standard which would include retiree health insurance.

Mike Brynjulfson stated that the City is doing a good job and works well with the Auditors. Mr. Brynjulfson concluded his presentation by saying that this year the audit was exceptionally smooth.

City Manager Leavengood asked Mr. Brynjulfson about a reference state audit and how many findings and what was the timeframe.

Mike Brynjulfson replied that the audit was in 2001 and there was approximately 60 to 70 findings.

City Manager Leavengood stated he appreciated the Auditors diligence and thanked the Finance Director Amber Deaton for her leadership. The City is in a great position financially while still being aggressive with capital projects. He stated that the City saves funds to then spend them on improvements within the City. The savings of the City serves the citizens since the City does not have to take out loans for repairs or Water Coop projects. In addition the City will be required to move pipes when CR 557 is widened, but the money is in reserves.

Vice Mayor Daley complimented Finance Director Deaton for her great work.

Commissioner Dearmin stated it's great that the City has fiscal responsibility and also complimented Finance Director Deaton and her staff.

Mayor Lake stated the City is moving forward with good leadership and that's what makes the difference. Since City Manager Leavengood has been working for the City, he's assisted the Commissioners in making decisions, and that's taking on a large responsibility. A few years past the City was in financial trouble but persevered. In the past five years the City has achieved and planned a wide variety of projects. The money has been appropriated wisely and that's the important issue. As Mr. Brynjulfson points out, the City is in good shape.

Commissioner Duncan asked if the totals included impact fees and does the City audit impact fees.

Mike Brynjulfson replied he does audit impact fees. You can find the impact fees under Licenses and Permits, the total has gone down because the building surge has gone down.

City Manager Leavengood stated there is a lot of activity this year which will be seen in next year's audit.

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

City Manager Leavengood stated a tremendous amount of work goes into an audit. Finance Director Deaton has a commitment to self-improvement and it shows by getting clean audits consistently, it's a high standard to replicate every year. In addition she has taken on preparing the financial statements.

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

Commissioner Maultsby made a motion to adjourn the 2018 – 2019 meeting sine die; seconded by **Commissioner Dearmin**. 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

Mayor Lake adjourned the 2017-2018 City Commission sine die at 8:40 pm.

Assistant City Attorney Claytor assumed the Mayor's chair and called the meeting to order at 8:40 p.m.

Assistant City Attorney Claytor stated the first item of business for the City Commission to consider is the nomination and appointment of the Mayor for the 2018-2019 year.

Commissioner Maultsby nominated Commissioner Charles Lake as Mayor for 2018-2019; seconded by **Commissioner Dearmin**. The motion was approved by unanimous voice call vote.

COMMISSIONER DALEY	AYE
COMMISSIONER DEARMIN	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER LAKE	AYE
COMMISSIONER MAULTSBY	AYE

Assistant City Attorney Claytor asked if there were any other nominations for Mayor. Seeing none he asked for the vote on Charles Lake for Mayor. The motion was approved by unanimous voice call vote.

COMMISSIONER DALEY	AYE
COMMISSIONER DEARMIN	AYE
COMMISSIONER DUNCAN	AYE
COMMISSIONER LAKE	AYE
COMMISSIONER MAULTSBY	AYE

Mayor Lake reassuming the Mayors chair asked for nominations for Vice Mayor for the 2018 – 2019 year.

Mayor Lake nominated **Commissioner Jack Dearmin** for Vice Mayor for the 2018-2019 year; seconded by **Commissioner Maultsby**. **Mayor Lake** asked if there were any further nominations to come before the floor. There was none. The motion was approved by unanimous voice call vote.

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

AGENDA

1) AGREEMENT: COMPLIANCE MONITORING BY CPH, INC.

City Manager Leavengood stated following the approval of the 20-year water use permit in 2013, the City entered into a long-term agreement with CPH, INC. to provide for ground water monitoring as required by our Water Use Permit (WUP) with the Southwest Florida Water Management District (SWFWMD).

The proposed agreement enters into a new 5-year agreement for \$77,190 (\$15,438 per fiscal year) to perform the required monitoring. This is an increase of \$6,690 over the previous five-year agreement (or 9.5%) and is consistent with or slightly less than an inflation based adjustment over the previous contract amount.

Staff recommends approval of the five year monitoring agreement with CPH Engineering, Inc. for \$77,190.

Assistant City Attorney Claytor stated the City Attorney’s office would like the approval contingent upon adding public records language to the agreement.

City Manager Leavengood replied the City adds the public records language to all new agreements and is included in the Master Agreement with CPH.

Commissioner Dearmin moved to approve the agreement with CPH with the language suggested by the City Attorney in the amount of \$77,190; seconded by **Commissioner Maultsby**. The motion was approved by unanimous voice call vote.

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

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

RECOGNITION OF CITIZENS:

Police Chief Bodenheimer stated the Medication Take Back event on April 28th was the most successful ever. Lake Alfred collected 108 pounds of prescriptions medication, and the County collected, in total, 19,095 lbs. He thanked the community for disposing of the medications responsibility.

COMMISSIONER QUESTIONS AND COMMENTS:

Commissioner Dearmin stated he was happy to represent Lake Alfred for the next four years.

Commissioner Maultsby stated he would like to thank the City Manager and staff for a job well done. Lake Alfred is a nice place to live, as a team we are making Lake Alfred a better place to live.

Commissioner Lake thanked the Commissioners for allowing him the opportunity to serve another year as your mayor. There's a lot of changes he would like to see happen and he will work to see that the changes happen.

Commissioner Daley no comment.

Commissioner Duncan stated his son will be at the library on May 25 from 6-8:00 pm signing his recently published book. He thanked Mayor Lake his service to the City. He also stated that the City could use a cross walk across Shinn Blvd for the Post Office. He is working with the School Board on a Proclamation in support of their sales tax initiative.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 8:50 pm.

Respectfully submitted,



Mamie Drane
Deputy City Clerk

Reviewed by.



Ameé Bailey
Community Development Director