

**MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY JUNE 6, 2016
7:30 P.M.
CITY HALL**

Call to Order: Mayor Charles Lake

Invocation and Pledge of Allegiance: Pastor Blocker

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 City Attorney Seth Claytor, Police Chief Art Bodenhiemer, Fire Chief Chris Costine, Community Development Director Valerie Vaught, Finance Director Amber Deaton, Parks and Recreation Director Richard Weed, Public Works Director John Deaton.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood stated the upcoming Lake Alfred Public Library events will include story time, Lego Mania, adult coloring and Donuts with Dad on June 18th. The following week the Library will be also hosting the Mobile Career Source, SPCA Wellness Wagon, and Friends of the Library Book sale. Contact the Library for more information.

He also attended the Florida City County Manager's Association (FCCMA) Annual Conference last week, which reviewed various topics relative to professional management.

Mayor Lake congratulated the City Manager on his continued service on the FCCMA Board of Directors.

Staff presented an update on repairs to the Mackay Historic Bridge. The contractor is securing the structure and installing the handrails to replace those that were damaged. Staff will work on securing this area to prevent future damage.

CITY ATTORNEY ANNOUNCEMENTS

No Announcements.

RECOGNITION OF CITIZENS

Mayor Lake introduced Bob Doyle in the audience, candidate for House of Representatives District 41.

Jean Brumbaugh, 655 E Pierce St, elaborated on the Friends of Library Book Sale. She indicated the store will be open every 2nd and 4th Saturday during the summer from 9am to 12 pm.

Jeff Jones, 160 Haines Blvd, stated he owns the business at this location and is converting it to monthly vintage marketplace. In July, the Packinghouse Market will be hosting “Summer Nights” and asked for the City’s support of this endeavor. He also stated more information will be coming soon.

Marilyn Anderson, 250 W Columbia St, representing the Lake Alfred Lions Club, presented a donation of \$409 to the Lake Alfred Veterans Memorial.

The **City Commission** thanked Ms. Anderson and the Lake Alfred Lions Club for their continued support.

PROCLAMATION: MEMORIAL DAY - 2016

Mayor Lake read the entire proclamation to celebrate Memorial Day, 2016. He stated the Proclamation was also read at the Memorial Day Celebration that was held at the Lake Alfred Veterans Memorial, where a magnolia tree was planted in honor of all fallen Veterans.

ICMA PRESENTATION

Ken Fields, City Manager for City of Lake Wales, stated the Florida chapter of the International City/County Management Association (ICMA), the Florida City and County Management Association (FCCMA), formulated a task force which was directed to develop a plan for disseminating a campaign throughout the state called Life, Well Run. With the celebration of FCCMA’s 70th Anniversary, the goal is to convey what a professional manager’s role is in the “big picture” and how the council-manager form of government impacts local government. He shared a [video](#) produced by FCCMA elaborating more on this campaign and presented a certificate sharing appreciation of the City’s membership with the organization.

CONSENT AGENDA

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

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

AGENDA

1.) DISCUSSION: CITY COMMISSION MEETING TIME

City Manager Leavengood stated City staff has been requested to present a discussion item related to the scheduled time of the City Commission meetings.

Section 2.08 of the City Charter requires that, “The commission shall meet regularly at least once in every month, at such times and places as the commission may prescribe by rule ...The commission shall determine its own rules of order and shall adopt said rules by resolution.”

In 2010, the City Commission adopted Resolution 08-10 which established the rules of procedure for the preparation and conducting of business at Commission meetings. Within the resolution, a "Regular Meeting" is defined as, "a meeting of the City Commission held on the first and third Monday of each month at 7:30 pm for the purpose of conducting and transacting the business of the City through voting on motions proposed by any member."

In a comparison of the other municipalities within Polk County: four cities had a meeting time of 6:00 pm; three cities had a meeting time of 6:30 pm; and six cities had a meeting time 7:00 pm. Lake Alfred had the latest meeting time at 7:30 pm. Polk County & Lakeland both had the earliest meeting times at 9:00 am, presumably to account for a higher number of action items and longer meetings due to the size of their organizations.

If the City Commission desires to change the meeting time, an amendment to Resolution 08-10 can be presented at a future meeting. Staff stated that the closer the time gets to 6 pm the more opportunity for conflicts with citizens getting home from work in time to attend the meetings. The schedule of the City Commission should take precedence.

Mayor Lake stated he has been asked to review this policy by residents inquiring why the meetings start so late. He stated that the item was tabled from the last meeting to allow Commissioner Duncan an opportunity to provide input. He added that the advisory boards meet at earlier times, whose members also work in other communities. He asked the Commission's consideration in changing the meeting time.

Vice Mayor Daley stated she would be willing to change the meeting time for a compelling reason, however the current start time allows for residents to return home from their workplace and attend the meetings.

Commissioner Maultsby stated he would not want to change the meeting time, since it has been the same for several years.

Commissioner Dearmin concurred that the meeting time works best for residents with work schedules in other communities.

Commissioner Duncan also stated he prefers the late meeting time allowing residents to attend. He added that he appreciated the Mayor bringing up the item for discussion.

After discussion, the City Commission gave a consensus to keep regular meeting time scheduled at 7:30pm.

2.) **DISCUSSION: LEGISLATIVE POLICY COMMITTEE**

City Manager Leavengood stated the City of Lake Alfred has always been active in participating on the Legislative Policy Committees. The policy committees develop the Florida League of Cities legislative priorities and help their staff understand the real world implications of proposed legislation. In an effort to get more cities involved, the Florida League of Cities is requesting that each city be represented on one or more of the League's Legislative policy committees. The current City of Lake Alfred participants are:

- Mayor Lake – Energy, Environment & Natural Resources Committee
- Vice Mayor Daley - Growth Management & Economic Affairs Committee

- Commissioner Maulsby – Finance, Taxation & Personnel Committee
- Commissioner Dearmin - Transportation & Intergovernmental Relations Committee
- Commissioner Duncan - Urban Administration Committee

In the past, the City Commission has requested this item as an opportunity to discuss the topic in advance of submittals to the League of Cities. If a Commissioner so desires they may request to change the Committee they serve on and this request can be forwarded to the Florida League of Cities for consideration.

The **City Commission** gave a consensus of the following Committee appointments:

- Mayor Lake – Urban Administration Committee
- Vice Mayor Daley – Transportation & Intergovernmental Relations Committee
- Commissioner Maulsby – Finance, Taxation & Personnel Committee
- Commissioner Duncan – Energy, Environment & Natural Resources
- Commissioner Dearmin – Growth Management & Economic Affairs Committee

Staff stated the Committee appointments will be submitted to the Florida League of Cities to be updated.

3.) BUDGET PRESENTATION: EXPENDITURES

City Manager Leavengood stated the proposed expenditure sections of the FY 16/17 & FY 17/18 budgets include the approved expenditures from the previously approved second year budget and the capital projects that were approved by the City Commission at the April 18, 2016 meeting. Changes made from the current year budget to the proposed FY 16/17 Budget have been highlighted and are based on feedback from department heads for anticipated expenditures or changes based upon experience in the current and previous fiscal years.

If approved, the expenditure sections will be included in the preparation of the final budget for consideration in public hearings in September along with any changes that the Commission may determine or that may be necessary due to updated revenue or expenditure projections. The City Commission previously reviewed the Capital Projects section on April 18, 2016. The Revenue and Payroll sections will be presented at the regular City Commission meeting on August 1st, 2016.

***The budget pages attached contain notes regarding some of the larger changes for each department.*

Vice Mayor Daley asked for clarification if the Commission salaries will be discussed at a later date.

Staff responded that this will be discussed further at Revenue and Payroll presentations in August.

Mayor Lake inquired about planning for library expansion, stating that the current library is at capacity.

Staff stated the Library would be considered as part of Parks & Recreation, so it could be considered in the Master Plan project to begin in FY 16/17.

Mayor Lake also inquired about the status of the stormwater project for US Highway 17/92.

Public Works Director John Deaton stated the project is on schedule to begin in November 2016.

Vice Mayor Daley moved to approve the proposed draft Expenditure Sections of the FY 16/17 & FY 17/18 Annual Operating Budgets, seconded by **Commission Duncan**. 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

4.) DISCUSSION: CITY MANAGER EVALUATION

City Manager Leavengood stated under section 5 of the City Manager employment agreement the City Manager is to receive a performance evaluation at least once every two years and in advance of the adoption of the annual operating budget. The evaluation format was consistent with previous evaluations and was composed of eight (8) categories that allowed for a numerical ranking as well as available space for additional comments under each category and at the end of the evaluation. He reviewed evaluation criteria and summary of results.

The **City Commission** congratulated the City Manager on many accomplishments. There was a consensus to provide for an increase in the City Manager compensation package for the exceptional performance.

Staff stated they will present compensatory options to the City Manager's agreement with the Revenue and Payroll section of the Budget, to be presented August 1, 2016.

RECOGNITION OF CITIZENS

There were no citizen comments.

COMMISSIONER QUESTIONS AND COMMENTS

Vice Mayor Daley stated she attended the historic Citrus Growers Association Building dedication ceremony last week and is pleased that Lake Alfred is making progress in recognizing its history. She also reminded the City Commission of the Ridge League Dinner to be held Thursday, June 9th as well as the Chamber of Commerce luncheon to be held on Thursday, June 16th.

Commissioner Duncan stated the school year will be concluding Thursday, June 9th. Also, he attended the new Ridge Art Association art show opening at the Winter Haven Airport.

Commissioner Dearmin stated he was very pleased with the Memorial Day celebration at Lake Alfred Veterans Memorial. He also attended the historic Citrus Growers Association Building dedication ceremony last week and thanked staff for a job well done.

Commissioner Maultsby congratulated the City Manager for the past year's accomplishments and shared his thanks for citizen involvement.

Mayor Lake stated he is looking forward to attending the upcoming Water Cooperative meetings. He also was very pleased with the Memorial Day celebration at Lake Alfred Veterans Memorial. He also attended the historic Citrus Growers Association Building dedication ceremony last week and thanked staff for a job well done. He expressed support of the recent Packinghouse Market held at Jeff Jones business last week. He reminded the City Commission of the upcoming Annual Lions Club meeting on Friday, June 10th, as well as the Citrus Label unveiling at the Historical Society on June 11th. There is also a broadband summit hosted by Polk Vision at Polk State College on June 10th. After attending the Florida League of Cities Mayors' Roundtable, he inquired if the City could host art in public places. He then asked if Commissioner Duncan would be able to work on this project and bring information back to the Commission.

Commissioner Duncan stated he would be willing to look into a public art display program.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 9:23 pm.

Respectfully Submitted,



Valerie Vaught
for
Ameé Bailey
City Clerk