

**MINUTES
CITY COMMISSION MEETING
MONDAY AUGUST 3, 2020
7:30 PM
CITY HALL**

Call to Order: Vice Mayor Jack Dearmin

Invocation and Pledge of Allegiance: Police Chief Art Bodenheimer

Roll Call and Technology Check for Zoom attendees: City Clerk Ameen Bailey

Those in attendance were Vice Mayor Jack Dearmin, Commissioner Brent Eden, Commissioner Charles Lake (via Zoom), and Commissioner Albertus Maultsby.

Commissioner Maultsby moved to excuse Mayor Nancy Daley from the meeting. **Commissioner Eden** seconded the motion, and a unanimous voice call vote approved the motion.

Staff in attendance: City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, Community Development Director Ameen Bailey, Public Works Director John Deaton, Finance Director Amber Deaton (via Zoom), Chief Wallace Nix (via Zoom), and Police Chief Art Bodenheimer.

City Manager Announcements:

City Manager Leavengood provided an update on the distribution of masks throughout the City, stating the County gave the City 12,000 masks, and two-thirds have been distributed.

He stated the unveiling of the Bass Sculpture display at City Hall on July 31st was well attended. He spoke of future locations for additional sculptures.

The Charter Review process will be starting in August, and staff will be reaching out to the committee members with the dates of the meetings.

City Attorney's Announcements:

No comments.

Recognition of Citizens:

No citizen comments.

Consent Agenda:

Commissioner Maultsby moved to approve the Consent Agenda, seconded by **Commissioner Eden**. A unanimous voice call vote approved the motion.

Agenda

- 1. Agreement: Joint Planning Agreement with Polk County for Utilities along CR 557**

City Manager Leavengood stated Polk County has begun the improvement project for widening CR-557 from Lake Alfred to I-4 at an estimated cost of \$88 million. The County is currently in the process of right-of-way acquisition and design for the CR 557 expansion project. The City has water and wastewater utility lines within the CR 557 right-of-way that will be required to be relocated at the City's expense when the County widens the road.

To best utilize public funding, the City has requested to work with Polk County and its consultants to provide engineering design and cost estimates for the replacement of the City's utility lines within the right-of-way. The existing facilities include a 6" water main along the east side of CR-557 from W. Alfred Street to E. Park Lane and a 12" water main also along the east side of CR-557 from Evenhouse Rd to CR-557A.

The proposed Joint Planning Agreement (JPA) allows the City to work with and utilize the County's engineering consultant on the project for the relocation. Under the terms of the JPA, the City will furnish \$59,984 to the County as a deposit for the anticipated cost of services rendered under this agreement. The City's engineering firm (CPH) reviewed the proposal and suggested that the proposed cost was in line with the scope of work being performed on the project. He then yielded the floor to Public Works Director John Deaton for further explanation.

Public Works Director Deaton stated the widening of CR 557 requires the City to move the existing water lines to the new purposed right-of-way. This agreement is for engineering to move the lines, and it will also include a cost estimate of moving them.

Vice Mayor Dearmin asked if the city would move the lines or will it be contracted out to another contractor.

Public Works Director Deaton stated after the engineering phase is complete, Polk County will select a contractor for the project. The City will have an agreement with the County to move the lines at the same time the widening starts.

Assistant City Attorney Claytor stated, for clarity, because of the highly specialized nature of the services provided, the City will use the County as the sole source for design and moving forward with the project.

Public Works Director Deaton stated the County will conduct the contractor bidding process to achieve the best cost. Lake Alfred will be piggybacking on the County's selection.

Commissioner Eden asked if there is an estimated cost to the City for the project.

Public Works Director Deaton stated at this time staff is unsure about how many lines will be moved.

City Manager Leavengood stated the City has reserves in the unrestricted utility fund for the cost of the project.

Commissioner Lake asked if the yellow street markings on Evenhouse Road is part of the widening project.

Public Works Director Deaton stated if the markings are yellow, that generally means gas lines are either being moved or repaired. Blue markings indicate the City had a locate ticket call, meaning there is some type of construction in the area.

Community Development Director Bailey stated the gas company has begun work to upgrade and relocate lines in the area.

Staff recommended approval of the Joint Planning Agreement with Polk County.

Vice Mayor Dearmin opened the public hearing, seeing no one closed the public hearing.

Commissioner Eden moved to approve the Joint Planning Agreement with Polk County for \$59,984, seconded by **Commissioner Maulsby**. A unanimous voice call vote (aye from Commissioner Lake via zoom) approved the motion.

2. Bid: Police Department Vehicle Purchase & Replacement

City Manager Leavengood stated the City has budgeted funds for vehicle replacement in various City departments. The General Replacement Guideline is for vehicles that are in continuous use to be eligible for replacement after ten years or more than 100,000 miles. Intermittent use vehicles may have significantly longer use periods (e.g. Fire Engines, Bucket Trucks, etc.).

K-9 Vehicle

Budgeted: \$45,000

Replacing: #201 2008 Crown Victoria, 84,000 miles

Proposed: 2020 Ford Explorer hybrid with emergency equipment and K-9 kennel

Bids: Staff solicited the following bids:

- Bartow Ford: \$47,544
- Coggin Ford: \$49,263
- Duval Ford: \$49,936
- Bozard Ford: \$50,363

Recommendation: Bartow Ford for \$47,544.

New Vehicle

Budgeted: \$40,000

Replacing: None (additional vehicle to the fleet for new officer).

Proposed: 2020 Ford Explorer hybrid with emergency equipment

Bids: Staff solicited the following bids:

- Bartow Ford: \$45,027
- Coggin Ford: \$46,214
- Duval Ford: \$47,160
- Bozard Ford: \$52,071

Recommendation: Bartow Ford for \$45,027.

Note: The proposed vehicles are Ford hybrids, and documentation suggests a fuel savings of up to 25% over the previous non-hybrid models. Resale value will also be higher when the vehicles are traded in the future.

There was \$96,731 available in public safety impact fees as of 6/30/20, enough to cover the new vehicle.

Staff recommended approval of the proposed vehicle replacement(s) with the recommended bid(s).

Police Chief Bodenheimer stated from the four different bids Bartow Ford was responsive in submitting the bids. Bartow Ford is a complete turn-key dealer. The others have to send out for the customization, which increases their bid.

Commissioner Lake asked about the trade-in value from the old car.

Chief Bodenheimer stated the City used to trade in the used car but received such a low return that the City sells them and seems to be getting more for the used vehicles.

City Manager Leavengood stated the City gets a better deal selling the vehicles on an auction site.

Vice Mayor Dearmin opened the public hearing, seeing no one closed the public hearing.

Commissioner Maultsby stated in past years the City has bought one vehicle. This year it is two. He asked how many houses will need to be built to replace one car.

Commissioner Eden asked what the impact fee per each new house is.

City Manager Leavengood stated if the concern is regarding the budget, the vehicles have been budgeted. This is a vehicle that should be replaced regardless.

Community Development Director Bailey stated the public safety impact fees are currently \$262.92 per residential unit.

Commissioner Lake moved to approve the suggested vehicle replacement from Bartow Ford, seconded by **Commissioner Maultsby**. A unanimous voice call vote approved the motion.

3. Budget Presentation: Revenue & Payroll

City Manager Leavengood stated the proposed revenue and payroll sections for the upcoming FY 20/21 budget have been prepared using the previously approved second-year budget. Proposed changes to revenue have been highlighted and are based on experience from the current and previous fiscal years or anticipated changes based on future projections.

Proposed changes to payroll are based on the operational needs of the City and are represented in the department personnel plan. Adjustments to compensation are based on a salary study that is conducted every two years that benchmarks our positions against comparable cities and several larger cities in the local labor market; the recently completed 2019 study used 1,621 data points. The City surveys the same target group in the study for the cost of living adjustments (COLA) each year to create a benchmark for our own COLAs.

The proposed payroll changes include:

- 1.5% Cost of Living Adjustment
- Targeted adjustments based on the updated salary survey.
 - +12%: Librarian
 - +6%: City Manager, Police Chief, Finance Director, Fire Chief (FY 21/22), P&R Director
- Planned new positions have been delayed a year in the Personnel Plan

Substantive Revenue Changes:

- CRA: +\$50,735
- Half-Cent Sales Tax: -\$72,261
- Gas Tax Revenues (total): -\$8,167
- State Revenue Sharing: -\$26,753
- General Fund Interest Income: \$-30,000 (reduction in interest rates)
- Mackay Rental: \$-20,000 (Covid & more competition with additional venues)

Tentative/Potential Offsetting Capital & Operational Changes:

- One year reduction of Miscellaneous Facility Maintenance projects (From \$60k to \$20k; save \$40k)
- One year reduction of Sidewalk projects (From \$50k to \$10k; save \$40k)
- Delay Ford Escape Replacement schedule by one year (-\$30k)
- Delay Website Replacement one year (-\$40k)
- Increase CRA Parks & Recreation Master Plan project by +\$50k

Including all highlighted and proposed changes, the FY 20/21 & FY 21/22 budgets are balanced with the current millage rate of 7.239. If approved, the proposed payroll and revenue sections will be included in the preparation of the final budget for consideration at public hearings in September, along with any changes that the Commission may determine or that may otherwise be necessary.

Staff recommended approval of the draft Revenue & Payroll Sections to be included in the FY 20/21 Budget.

Commissioner Eden asked if the step-ups were included in the spreadsheet, or if they are in addition to the amounts shown. He also asked if the department heads have asked for anything that is not included in the budget.

City Manager Leavengood explained from the position starting salary the step adjusted salary would include longevity, education, and holiday additions. Regarding the requests from department heads, he stated that it would be listed under the CIP. Nothing was eliminated from the budget.

Commissioner Lake asked about the two Human Resource positions shown on the spreadsheet.

City Manager Leavengood stated one of the HR positions on the survey has an "IA" next to the title indicating the position is inactive.

Vice Mayor Dearmin opened the public hearing, seeing no one closed the public hearing.

Vice Mayor Dearmin moved to approve of the draft Revenue & Payroll Sections to be included in the FY 20/21 Budget, seconded by **Commissioner Lake**. A unanimous voice call vote approved the motion.

Recognition of Citizens:

No Comments.

Commissioner Questions and Comments:

Commissioner Lake stated he is happy the bass sculpture is in place. He also announced that Nini's Café is back in Lake Alfred.

Vice Mayor Dearmin echoed Commissioner Lakes' comments and stated he is proud of what the City is doing.

Commissioner Eden asked about the shade structure that was planned for the Fruitland playground. He thanked the City staff for the work that has gone into the budget preparation. Also, he suggested making a bass sculpture to honor the first responders.

Director Weed stated the shade is over the smaller kids section only at the playground.

Commissioner Maultsby stated he would like to receive updates of any prospects of companies that have asked about opening a business in Lake Alfred. He asked if there have been any inquiries about the Growers Fertilizer property, and about the City property in the Downtown area. He thanked the staff for all they do for the City.

City Manager Leavengood stated there is not a lot of change from the previous updates. The 7-Eleven is almost finished. Ace Hardware is in process. There is a potential project for townhomes off Mosley Road and Hwy 17/92. There is the Lake Gum project, Eden Hills project, and the Code rewrite. The Florida Club is working with FDOT on its entrance configuration for the homes off Lynchburg Rd. There is the Government Center east of the City. The Dollar General on 17/92 will be opening soon. He also stated the property in the Downtown area has been remediated. The City Attorney's office is working on property line issues. The City will go into active marketing this fall.

Director Bailey stated the City has been receiving questions regarding annexation. She stated there had been no inquiries regarding Growers, but there has been an effort to clean up the property.

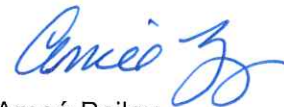
With no other business, **Vice Mayor Dearmin** adjourned the meeting at 8:54 pm.

Respectfully Submitted,



Mamie Drane
Deputy City Clerk

Reviewed by,



Ameé Bailey
City Clerk