

City of Lake Alfred  
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Lake Alfred, FL 33850



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**AGENDA**  
**CITY COMMISSION MEETING**  
**MONDAY OCTOBER 3, 2016**  
**7:30 P.M.**  
**CITY HALL**

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**CALL TO ORDER: MAYOR CHARLES LAKE**

**INVOCATION AND PLEDGE OF ALLEGIANCE: PASTOR M. JONES**

**ROLL CALL: CITY CLERK AMEÉ BAILEY**

**CITY MANAGER & CITY ATTORNEY ANNOUNCEMENTS**

**RECOGNITION OF CITIZENS: ITEMS NOT ON AGENDA**

**PROCLAMATION – FIRE PREVENTION WEEK**  
**EMPLOYEE OF THE QUARTER – WILLIAM EMRO**  
**DISTINGUISHED CITIZEN AWARD**  
**LAW ENFORCEMENT PRESENTATION**

**CONSENT AGENDA**

- 1.) CITY COMMISSION MEETING MINUTES FOR SEPTEMBER 26, 2016
- 2.) CITY COMMISSION ANNOUNCEMENTS

**AGENDA**

- 1.) AGREEMENT: PLANNING ADVISORY SERVICES

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

**COMMISSIONER QUESTIONS AND COMMENTS:**

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

**ADJOURN**



# *Proclamation*

To recognize October 9<sup>th</sup> - 15<sup>th</sup> as Fire Prevention Week.

**WHEREAS**, the city of Lake Alfred is committed to ensuring the safety and security of all those living in and visiting the City. Fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

**WHEREAS**, three out of five home fire deaths result from fires in properties without working smoke alarms and one-fifth of all homes with smoke alarms, none were working usually because batteries were missing, disconnected, or dead; and

**WHEREAS**, half of home fire deaths result from fires reported at night between 11 p.m. and 7 a.m. when most people are asleep which is why residents should install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and

**WHEREAS**, working smoke alarms cut the risk of dying in reported home fires in half, therefore residents should install smoke alarms and alert devices that meet the needs of people who are deaf or hard of hearing; and

**WHEREAS**, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

**WHEREAS**, Lake Alfred first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

**WHEREAS**, residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

**WHEREAS**, the 2016 Fire Prevention Week theme, "Don't Wait – Check the Date!" effectively serves to remind us that we need working smoke alarms to give us the time to get out safely. Smoke Alarms should be replaced every 10 years.

**THEREFORE, BE IT RESOLVED** that the City of Lake Alfred formally recognize October 9<sup>th</sup> -15<sup>th</sup>, 2016 as "**Fire Prevention Week**" in the City of Lake Alfred and encourage all citizens to find out how old a smoke alarm is, look at the date of manufacture on the back of the alarm; the alarm, and replace them every 10 years.

**IN WITNESS WHEREOF**, I have hereunder set my hand this 3<sup>rd</sup> day of October, 2016.

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Charles O. Lake, Mayor  
City of Lake Alfred, Florida

**LAKE ALFRED CITY COMMISSION MEETING  
OCTOBER 3, 2016**

**CONSENT AGENDA**

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**1.) SEPTEMBER 26, 2016 CITY COMMISSION MEETING MINUTES**

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**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.

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**2.) CITY COMMISSION ANNOUNCEMENTS**

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**ANALYSIS:** Each of the meetings/ events scheduled below may be 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.

- Historic Marker Dedication: October 6, 2016 at Biggar's Antiques at 9 am
- Ridge League of Cities: October 13, 2016, Lake Eva Banquet Hall, Haines City
- Congressman Webster: End of Session presentation: October 20, 2016 Lake Alfred City Hall

**DRAFT MINUTES**  
**CITY OF LAKE ALFRED**  
**CITY COMMISSION MEETING**  
**MONDAY SEPTEMBER 26, 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 Drew Crawford, City Clerk Ameé Bailey-Speck, Police Chief Art Bodenheimer, Finance Director Amber Deaton, Public Works Director John Deaton, Fire Chief Chris Costine, Parks and Recreation Director Richard Weed, and Community Development Director Valerie Vaught.

**CITY MANAGER ANNOUNCEMENTS**

**City Manager Leavengood** stated the upcoming Lake Alfred Public Library events include story time, Lego Mania, adult coloring, and the Saturday movie. The Library will also be hosting the Mobile Career Source, and Friends of the Library book sale. Contact the Library for more information.

The City Commissioners will each be attending different Florida League of Cities Policy Committee Meeting this Friday, September 30th at the Embassy Suites Orlando Lake Buena Vista.

The City Commission dates will return to the normal 1st and 3rd Monday starting in October. Therefore, the City Commission will meet again next Monday October 3rd.

Mackay Gardens and Lakeside Preserve will host a free gardening workshop on Thursday October 6<sup>th</sup> at 10 am and a nature walk on Sunday October 9<sup>th</sup> at 2 pm. Contact the Parks and Recreation Department for more details.

The next Historical Building plaque dedication is scheduled for Thursday, October 6<sup>th</sup>. The dedication ceremony will be held at Biggar's Antiques, 140 Haines Blvd. at 9 am. The program will include light refreshments, dignitary comments, unveiling the plaque and photos.

**CITY ATTORNEY ANNOUNCEMENTS**

No Announcements.

**RECOGNITION OF CITIZENS**

No citizen comments.

**CONSENT AGENDA**

**Commissioner Maultsby** moved to approve the consent agenda with the amended minutes, seconded by **Commissioner Dearmin**. 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 DEARMIN</b>	<b>AYE</b>
<b>COMMISSIONER DUNCAN</b>	<b>AYE</b>
<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

**AGENDA**

**Vice Mayor Daley** moved to item #5 (Budget) up to #2 (after the Millage), seconded by **Commissioner Duncan**. 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 DEARMIN</b>	<b>AYE</b>
<b>COMMISSIONER DUNCAN</b>	<b>AYE</b>
<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>

**1.) PUBLIC HEARING: RESOLUTION 10-16: FINAL MILLAGE RATE**

**Assistant City Attorney Drew Crawford** made an announcement regarding the millage rate and budget adoption process. He stated that the tentative millage rate under consideration tonight is 7.2390 mills, that the calculated rolled back rate is 7.2472 mills, and that the tentative millage rate represents a decrease in the City's property tax levy. He then read the entire Resolution.

**Vice Mayor Daley** moved to approve Resolution 10-16 final millage rate, seconded by **Commissioner Maultsby**. The motion was approved by unanimous voice call vote. There were no citizen comments.

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

**5.) PUBLIC HEARING: ORDINANCE 1371-16: FY 2016/2017 ANNUAL BUDGET**

**Assistant City Attorney Drew Crawford** read the Ordinance title.

**City Manager Leavengood** stated over the proposed FY 2016/2017 budget assembles the previously approved sections into the final budget with updates from July's experience and obtaining final revenue and expenditure information. The proposed budgets are consistent with the previous presentations, established goals, and are currently balanced with the proposed millage rate of 7.239 which is a quarter of a mil reduction from our current rate of 7.489.

**CITY OF LAKE ALFRED  
FY 2016/2017 BUDGET  
SUMMARY**

	2016/2017	2017/2018		2016/2017	2017/2018
<b>General Fund</b>			<b>Community Redevelopment Agency</b>		
Revenues	4,931,491	4,576,048	Revenues	57,207	57,207
Expenditures	4,931,491	4,576,049	Expenditures	57,207	57,207
Contingency	8,073	5,185	Contingency	-	-
<b>Enterprise Fund</b>			<b>Stormwater</b>		
Revenues	2,446,500	2,480,250	Revenues	58,000	58,000
Expenditures	2,446,500	2,480,250	Expenditures	58,000	58,000
Contingency	7,763	38,716	Contingency	-	-
<b><u>FY 2016/2017</u></b>		<b><u>FY 2017/2018</u></b>			
<b>TOTAL BUDGET:</b>		<b>\$7,377,991</b>	<b>\$7,056,298</b>		

**Staff** recommended approval of Ordinance 1371-16 on second and final reading. The budget cover includes some of the 17 citrus labels historically used in Lake Alfred and used as part of the sign markers.

**Commissioner Dearmin** moved to approve Ordinance 1371-16 on second and final reading, seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote. There were no citizen comments.

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

**2.) ORDINANCE 1368-16: UTILITY RATE STRUCTURE**

**Assistant City Attorney Drew Crawford** read the Ordinance title.

**City Manager Leavengood** stated the City's existing rate structure for water and sewer service provides a stable revenue source for the utility with very little variation in the amount billed per customer based on usage. The City's sewer rates and structure has not been changed since 1990; the water rates and structure has not been changed since 1999. The current system does not encourage conservation and the customers that use the least amount of water are essentially subsidizing the utility bill for higher water users by paying a flat rate.

In January of 2016 the City entered into a continuing service agreement with Raftelis Financial Consultants for the performance of a utility rate study. The goal was to restructure the system to be more equitable by lowering the base rate and charging based upon usage while still providing a stable revenue source for the City.

In June of 2016 the City Commission was presented with the results of the utility rate study that provided for a reduction in the base sewer charge from \$40.54 to \$29.50 and a reduction in the base water charge from \$12.95 to \$8.95. The proposed ordinance adopts the rate structure as well as cleans up other language within the code pertaining to utilities. The proposed rate structure will not result in an increase in revenue to the City (revenue neutral). Under the proposed rate structure just over half of the residences are expected to see a decrease in their utility bill with a breakeven point between 4,000-5,000 gallons of usage per month.

Usage	Existing Rates	Proposed Rates	Difference	Cumulative % Single Family Bills
0	\$53.49	\$38.45	(\$15.04)	11.1%
1,000	\$53.49	\$41.82	(\$11.67)	17.1%
2,000	\$53.49	\$45.19	(\$8.30)	25.8%
3,000	\$53.49	\$48.56	(\$4.93)	37.3%
4,000	\$53.49	\$51.93	(\$1.56)	48.4%
5,000	\$53.49	\$55.30	\$1.81	58.0%
6,000	\$53.49	\$58.88	\$5.39	65.4%
10,000	\$57.49	\$73.20	\$15.71	82.7%
15,000	\$62.49	\$80.50	\$18.01	90.1%

**Staff** recommended approval of Ordinance 1368-16 on second and final reading.

**West Warren**, 2137 Lois Blvd. Lake Marianna Acres HOA President, asked about the impact on out-of-city residents. The un-incorporated subdivision on Lynchburg Rd has 311 homes. He asked if the rates would vary each month.

**City Manager Leavengood** replied the base rate is reduced and then the 25% surcharge would be added for the out-of-city users. Therefore, they would also see a similar reduction. The residents would see a different billing amount each month based on usage. The sewer charged is capped at 10,000 gallons to account for residents that only have one meter and may be using water for irrigation. Residents do not need to add an irrigation meter since the second meter would also pay the base rate plus the usage charge. The two scenarios work out to be similar rates (approx. \$1 dollar difference), however there is a \$625 charge (\$125 tap plus \$500 for the meter) to install an irrigation meter.

The **Commission** suggested the subdivision annex into the city to avoid the out-of-city surcharge and county fire assessment fee.

**Leon Juday**, 535 North Todhunter Way, asked about turn-off charges, when will utilities would be shut-off, and who is responsible for determine when it will be shut-off. He also suggested the

cost for deposit should have a multiplier of 5 rather than a lower multiplier of 3. He thought this would reduce the amount of bad debt.

**Amber Deaton**, Finance Director reviewed the current billing practices. The bills go out on the 10<sup>th</sup> and are due on the 30<sup>th</sup>. If after the 30<sup>th</sup> there is a \$10 late fee. Then there is an additional 15 days to pay the bill before the service is disconnected. By this date you have received the bill for the following month. If the service is shut-off, the customer then owes for two and half months.

**City Manager Leavengood** stated that the ordinance adds language that the City Manager shall be the administrator of the City's utility systems. He then delegates the authority to the Finance and Public Works Directors. He also discussed the multiplier and the complaints about the high deposit. The bad debt is less than 1% on the operating expense. The rate can be monitored, the lower deposit will aide in customer service. He stated it is better to have the monthly revenue than a large deposit.

**Commissioner Duncan** asked about the bad debt and if it includes turn-off fees and turn-off fees.

**Commissioner Maultsby** asked about a deposit for homeowners.

**West Warren** asked if the deposit would offset the amount owed.

**Amber Deaton**, Finance Director also stated that the deposit amount mentioned was not based on all services and that homeowners also pay a deposit. However not all properties have a deposit. Historically deposits were not collected or returned after a period of time.

The bad debt includes other fees and losses due to the death of residents. She also stated that the City continues to work towards collecting debt since the debt stays with the home, it may be collected during a property sale. More is collected when the market is good and houses are being sold/bought.

**David Illian**, 1 Bonny Shores Dr., Lakeland, Community Manager for 1675 Lynchburg Rd - Leisure Homes stated the community is master meted. He asked if the charge then generated by the number of homes in the community.

**John Deaton** Public Works Director, stated that the community is billed based on 56 homes. The City then verifies that the community did not exceed the usage of 6,000 per residence. The City sells the water to the owner, then the owner then sells the water to the residents.

**Vice Mayor Daley** moved to approve Ordinance 1368-16 on second and final reading, seconded by **Commissioner Dearmin**. 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 DEARMIN</b>	<b>AYE</b>
<b>COMMISSIONER DUNCAN</b>	<b>AYE</b>
<b>COMMISSIONER MAULTSBY</b>	<b>AYE</b>



### 3.) ORDINANCE 1369-16: CITY COMMISSION COMPENSATION (MAY 2017)

**Assistant City Attorney Drew Crawford** read the Ordinance title.

**City Manager Leavengood** stated the City Commission's compensation was last adjusted in 2005 to its current levels; \$3,600 for the Mayor & \$2,400 for Commissioners annually. The proposed ordinance increases the annual salary of the Mayor to \$6,000 and the annual salary of the Commissioners to \$5,000 which brings the salaries to approximately 80% of the surveyed average. The proposed increases would take effect at the beginning of May following the commencement of terms in the 2017 election consistent with the City's Charter provision regarding changes in Commission compensation.

**Commissioner Maultsby** asked if any changes needed to be made to the charter language.

**City Manager Leavengood** stated that the memorandum from the City Attorney should answer any questions. There was more concern with conflicts with state requirements rather than the city charter.

**Assistant City Attorney Drew Crawford** stated that the charter requires the City Commission to vote on their own salary and that it must be adopted by ordinance. Therefore there is a state exemption.

**Vice Mayor Daley** stated her opposition to the ordinance and asked for a roll-call vote.

**Commissioner Maultsby** moved to approve Ordinance 1369-16 City Commission Compensation on second and final reading, seconded by **Commissioner Duncan**. The motion was approved by roll call vote. There were no citizen comments.

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

### 4.) ORDINANCE 1370-16: POLICE OFFICERS' AND FIREFIGHTERS' RETIREMENT SYSTEM

**Assistant City Attorney Drew Crawford** read the Ordinance title.

**City Manager Leavengood** stated the City maintains a defined benefit retirement system for its public safety employees. Out of a survey of 159 plans the system ranked:

- 13<sup>th</sup> for Funding Ratio at 104% (meaning that the plan is 4% overfunded to meet its projected liabilities; 80% is considered a good funding level).
- 7<sup>th</sup> for required City Contributions at 7.3% of payroll (meaning that the plan is of lower cost to the City (e.g. Winter Haven Fire has a city contribution of 39.4%)
- Tied at 144<sup>th</sup> for benefit multiplier at 2.75%.
  - (3.00 multiplier would be tied for 66<sup>th</sup> place)

The proposed ordinance increases the multiplier for active participants in the Lake Alfred Police Officers' and Firefighters' Retirement System to 3.00%. This multiplier is consistent with the high risk category within the Florida Retirement System (FRS) and is the most common benefit level within the surveyed cities (77 out of 159; 48.4%). Haines City, Winter Haven, and Auburndale public safety systems all maintain benefit levels in excess of 3% ranging from 3.1% – 3.8%.

The benefit increase will result in an increase in the City's contribution from 7.9% to 11.1% of participating payroll or \$20,000 additional per year. The percentage amount is still well below other surveyed cities (13<sup>th</sup> at 11.1%). The increased contribution has been included in the preparation of the FY 16/17 budget.

**Staff** recommended approval of Ordinance 1370-16 on second and final reading.

**Commissioner Maultsby** stated many cities do not have a retirement plan that is in compliance and that the City is in great position to increase the compensation to the employees.

**Commissioner Maultsby** moved to approve Ordinance 1370-16 on second and final reading, seconded by **Commissioner Dearmin**. The motion was approved by unanimous voice call vote. There were no citizen comments.

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

### **RECOGNITION OF CITIZENS**

There were no citizen comments.

### **COMMISSIONER QUESTIONS AND COMMENTS**

**Commissioner Dearmin** thankful of the budget and staff.

**Commissioner Maultsby** thanked the citizens and for the community improvements. Great City improving, lowering water bills and a balanced budget. He also encouraged the out-of city residents to talk the City management about annexation.

**Mayor Lake** stated he attended the School Board News Conference and was surprised that there were not more elected officials. He attended the Mayors Roundtable, a presentation at Polytechnic to test toll equipment and driverless vehicles, discovery mock City Commission meeting scripted by Commissioner Duncan, and policy meeting. He also had a citizen thank him in the efforts to reduce the water bills.

**Vice Mayor Daley** stated she attended the mock City Commission meeting, work day at Mackay, and that she appreciates of staff.

**Commissioner Duncan** asked about the status of the water level for the dock at Lions Park and about discussing recycling glass at the policy meeting.

**John Deaton** Public Works Director, stated that the material for the dock has arrived and the Canal Commission will construct the dock. The dock will be removed and the new dock will have sleeves.

**City Manager Leavengood** stated the sleeves will allow the dock to be moved up or down if needed. This option is more stable than the floating docks for ADA purposes. The new composite material should also last longer. Money is set aside for the next few years to replace the docks.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 8:34 pm.

Respectfully Submitted,

Ameé Bailey  
City Clerk

**LAKE ALFRED CITY COMMISSION MEETING  
OCTOBER 3, 2016**

**AGENDA**

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**1.) AGREEMENT: PLANNING ADVISORY SERVICES**

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**ISSUE:** The City Commission will consider an agreement with the Central Florida Regional Planning Council for planning advisory services.

**ATTACHMENTS:**

- Proposed Planning Advisory Services Agreement

**ANALYSIS:** The Central Florida Regional Planning Council (CFRPC) currently and historically has provided planning services for the City of Lake Alfred. The proposed agreement with the CFRPC continues planning services for the City through FY 16/17 with a funding requirement of \$15,000. The proposed agreement is consistent with last year's contract amount and continues to include a \$3,000 reduction from GIS mapping being performed in-house (by the City Clerk). Funding has been included in the FY 16/17 budget for the agreement.

**STAFF RECOMMENDATION:** Approval of Planning Advisory Services Agreement with CFRPC for a term of one year in the amount of \$15,000.

# PLANNING ADVISORY SERVICES AGREEMENT

with the

## CITY OF LAKE ALFRED

**THIS AGREEMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between the **Central Florida Regional Planning Council** (hereinafter referred to as the "COUNCIL") and the **City of Lake Alfred** (hereinafter referred to as the "CITY").

### BACKGROUND

- A. The CITY desires to engage the COUNCIL to provide professional planning services to assist the CITY in complying with the requirements of growth management laws; to provide technical assistance to the Planning Board, elected officials, and City staff members on the evaluation and processing of land development proposals; and to maintain the Comprehensive Plan and Unified Land Development Code; all of which is detailed in Attachment A – Scope of Work, and is a part of this Agreement.
- B. The COUNCIL desires to provide such professional services in accordance with this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained herein, the parties hereto do mutually agree as follows:

### I. GENERAL

The CITY engages the COUNCIL to assist the CITY in fulfilling the requirements of Chapter 163, Florida Statutes and all relevant amendments to these statutes, and any other pertinent state law or rule related to Growth Management; and the COUNCIL shall provide the professional services required under this Agreement with the CITY.

### II. SCOPE OF WORK

The COUNCIL shall perform, in a satisfactory and proper manner, the work and services detailed in Attachment A - Scope of Work, and shall satisfy all requirements of the guidelines specified therein.

**III. COMPENSATION**

All fees and payments for additional Scope of Work, if required, shall be negotiated. This is a fixed fee agreement. As consideration for performance of work rendered under this Agreement, the CITY agrees to pay a fixed fee of **\$15,000 (fifteen thousand dollars)** to be paid in four (4) payments, beginning on October 1, 2016 with a final payment due on July 1, 2017. Payment shall be made upon receipt of an acceptable completed invoice from the COUNCIL, which shall be presented to the CITY. Payments will be due as follows:

October 1, 2016	\$3,750
January 1, 2017	\$3,750
April 1, 2017	\$3,750
July 1, 2017	\$3,750

All fees and payments for additional Scope of Work, if required, shall be negotiated.

**IV. PERIOD OF AGREEMENT**

The services of the COUNCIL are to commence upon execution of this agreement.

**V. MODIFICATION OF AGREEMENT**

- A. Either party may request changes in the services or Scope of Work to be performed by the COUNCIL pursuant to this Agreement, including adjustments in the funds provided under the Agreement if necessary and appropriate. Such changes mutually agreed upon by and between the CITY and the COUNCIL shall be incorporated in written amendments to this Agreement signed by both parties.
- B. Any extensions of the Agreement shall be mutually agreed upon by and between the CITY and the COUNCIL and shall be incorporated in written amendments to this Agreement signed by both parties.

**VI. TERMINATION**

- A. This Agreement may be terminated by the written mutual consent of the parties.
- B. Either party may terminate this Agreement upon written notice of thirty (30) days. Written notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

- C. In the event the Agreement is terminated, the COUNCIL shall be reimbursed in the amount commensurate with the work satisfactorily accomplished on the effective date of termination.

**VII. COMPLIANCE WITH LAWS**

The COUNCIL warrants, represents, and agrees that it will comply with all federal, state, and local laws, rules, and regulations applicable to the fulfillment of the requirements of this Agreement.

**VIII. PERSONNEL**

- A. The COUNCIL represents that it has, or will secure at its own expense, personnel necessary to perform the services under this Agreement.
- B. The COUNCIL shall continuously staff the project with personnel as deemed necessary by the COUNCIL to fulfill its obligations under this Agreement. Qualified persons may be added, deleted, or substituted at any time during the period of this Agreement, as the COUNCIL may deem necessary or appropriate.

**IX. DATA TO BE FURNISHED TO COUNCIL**

Upon reasonable request of the COUNCIL, the CITY shall provide to the COUNCIL, at no cost, all information, data reports, records, and maps in its possession, or which become available to it, that are necessary for the execution of work of the COUNCIL under this Agreement.

**X. RIGHT TO WORK PRODUCTS**

Copies of all writings, maps, charts, reports, findings, and other relevant non-copyrighted material shall become the property of the CITY upon final payment for the services included herein.

**XI. ASSIGNMENT**

This Agreement shall not be assignable.

**XII. TERMS AND CONDITIONS**

This Agreement and attachments incorporated by reference constitute all the terms and conditions agreed upon by the parties.

**IN WITNESS WHEREOF**, the CITY and the COUNCIL have caused this Agreement to be executed by their undersigned officials as duly authorized.

**CITY OF LAKE ALFRED**

**CENTRAL FLORIDA REGIONAL  
PLANNING COUNCIL**

By: \_\_\_\_\_

By: \_\_\_\_\_  
Patricia M. Steed, Executive Director

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

**Approved as to legal form and sufficiency:**

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Council Attorney



**City of Lake Alfred  
SCOPE OF WORK FOR FY 2016-2017**

**PLANNING SERVICES**

**I. GROWTH MANAGEMENT ADMINISTRATION**

- A. The COUNCIL shall advise and assist the CITY in the preparation of small-scale and large-scale Comprehensive Plan amendments made necessary by annexations, citizen requests, State statute changes, and CITY-initiated requests.
- B. The COUNCIL shall provide technical assistance including research to the elected officials, Planning Commission and City staff members on the evaluation and processing of land development proposals (i.e., comprehensive plan amendments, zoning applications, subdivision plats, site plans, etc.).
- C. The COUNCIL shall provide technical assistance on occasional and minor revisions to the Unified Land Development Code.
- D. The COUNCIL shall coordinate training sessions on State statute and rule changes that effect the CITY'S compliance with Chapter 163, F.S., as necessary and requested.

**II. LARGE-SCALE PLAN REVIEW**

The COUNCIL shall advise and assist the CITY on matters concerning the development review of proposed large scale, mixed use projects on such subjects as, (a) the contents of proposed plans, (b) the processes for development review, (c) the integration of the development and its infrastructure plans into the CITY'S Comprehensive Plan, (d) coordination of review and (e) consistency with the Unified Land Development Code and Comprehensive Plan.

**CITY RESPONSIBILITIES**

**I. MAPPING (ON GIS BASE MAP)**

- A. The COUNCIL understands that the CITY shall be responsible for preparing all official GIS maps including municipal boundary maps and base maps as well as all updates to the Map Series for the Comprehensive Plan and all updates to the Official Zoning Map.
- B. The COUNCIL understands that the CITY will provide, in a timely manner, any and all Map Exhibits and GIS analyses required for the COUNCIL to perform any and all Planning Services of this Scope of Work.