

City of Lake Alfred
120 E. Pomelo Street
Lake Alfred, FL 33850



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AGENDA
CITY COMMISSION MEETING
MONDAY DECEMBER 5, 2016
7:30 P.M.
CITY HALL

CALL TO ORDER: MAYOR CHARLES LAKE

INVOCATION AND PLEDGE OF ALLEGIANCE: PASTOR STRAWN

ROLL CALL: CITY CLERK AMEÉ BAILEY

CITY MANAGER & CITY ATTORNEY ANNOUNCEMENTS

RECOGNITION OF CITIZENS: ITEMS NOT ON AGENDA

EMPLOYEE OF THE QUARTER – KENDON DANIELS

CONSENT AGENDA

- 1.) NOVEMBER 21, 2016 CITY COMMISSION MEETING MINUTES
- 2.) CITY COMMISSION ANNOUNCEMENTS
- 3.) 2017 BOARD AND COMMITTEE MEETING SCHEDULE

AGENDA

- 1.) EXPENDITURE OF POLICE FORFEITURE FUNDS

RECESS CITY COMMISSION AND CONVENE COMMUNITY REDEVELOPMENT AGENCY BOARD

COMMUNITY REDEVELOPMENT AGENCY (CRA) BOARD AGENDA

- 1.) AUGUST 22, 2016 CRA MEETING MINUTES
- 2.) CRA RESOLUTION 01-16: CRA BOARD BYLAWS

ADJOURN CRA BOARD AND RECONVENE CITY COMMISSION

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

COMMISSIONER QUESTIONS AND COMMENTS:

COMMISSIONER MAULTSBY
MAYOR LAKE
VICE MAYOR DALEY

COMMISSIONER DUNCAN
COMMISSIONER DEARMIN
ADJOURN

**LAKE ALFRED CITY COMMISSION MEETING
DECEMBER 5, 2016**

CONSENT AGENDA

1.) NOVEMBER 21, 2016 CITY COMMISSION MEETING MINUTES

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.

2.) CITY COMMISSION ANNOUNCEMENTS

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

Date	Meeting/ event	Location	Time
December 8-9, 2016	Florida League of Cities Policy Committee Meetings	Orlando	

3.) 2017 BOARDS AND COMMITTEES MEETING SCHEDULE

ATTACHMENTS:

- Schedule

ANALYSIS: The Commission will consider approval of the schedule for the City Commission, Planning Board, Board of Adjustment, Parks and Recreation Board, Special Magistrate Code Enforcement Hearings, General Employees Retirement Board, and the Police and Firefighters Retirement Board. Any dates that differ from the normal schedule are highlighted and the September City Commission dates may change based on budget hearing requirements.

DRAFT MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY NOVEMBER 21, 2016
7:30 P.M.
CITY HALL

Call to Order: Mayor Charles Lake

Invocation and Pledge of Allegiance: Pastor Thacker

Commissioner Dearmin moved to excuse Commissioner Maultsby, 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	ABSENT

Roll Call: Those in attendance were Mayor Charles Lake, Vice Mayor Nancy Daley, Commissioner John Duncan, and Commissioner Jack Dearmin.

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

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood stated City Offices and the Public Library will be closed on November 24 and 25th in observance of Thanksgiving. The Public Works Department will pick-up all recycling on Friday.

The upcoming Lake Alfred Public Library events include story time, Lego Mania, adult coloring, story time, jewelry and computer class. The Library will also be hosting the Mobil Career Source. Contact the Library for more information.

Mackay Gardens and Lakeside Preserve will host a free gardening workshop on Thursday December 1st at 10 am and a nature walk on Sunday December 4th at 2 pm. Contact the Parks and Recreation Department for more details.

The Parks and Recreation Department is now accepting applications for the 2016 Lake Alfred Christmas Parade (Saturday, December 3rd). The theme this year is "An Enchanted Christmas." Application are due by November 23rd (this Wednesday). Contact Parks and Recreation Department for more information.

The 2017 Boards and Committees Calendar was distributed for your reference. Please let us know if there are any conflicts. We will bring the calendar back in December on the consent agenda for final approval.

City Manager Leavengood gave an update on the new banner poles which are currently advertising the BBQ and Bluegrass Festival on January 14, 2017 from 11 am to 9 pm.

The Christmas decorations and tree are going up and will be ready for the tree lighting on Dec 3rd.

The City also held a birthday party for Gundy Castello's 100th birthday. The City presented her with a key to the City.

City Manager Leavengood gave a presentation on the water and sewer rate study to update the residents of Cypress Greens on the recent changes. The City changed from a flat rate system to a user based system. The City previously had an informal vacation policy which had no foundation in the code, ordinance or resolution. The vacation policy actually conflicts with the code (sewer availability for customers not connected) and could have been a violation of the bond to waive the fees for some users. Now everyone pays the base rate for access to the service and then customers pay for their individual usage. 95% of the utility's costs are fixed. The new rate structure is revenue neutral to promote fairness and conservation. The study accomplished a 25% reduction in the base rates for "all" customers with a breakeven point of 4,500 gallons of usage per month. If some customers do not pay the base rate then the rates for everyone would need to increase. Due to good management, the water and sewer rates have not increase for 15-20 years.

The City Manager reviewed the vacation policies of other cities in Polk County. Seven cities do not have a vacation status or provide a slight reduction. The City is honoring the agreement for vacation rates until a customer returns. Customers that installed an irrigation meter in the past 5 years to utilize the old vacation policy will be reimbursed. The City is allowing customers to reduce their meter size to reduce their utility costs. Over time, the City may need to make additional changes. Other cities have lower base rates with higher usage rates. The City can review moving the sanitation billing from the monthly bill to the ad valorem assessment and reduce the overall costs. The City can also consider an interim vacation policy for sanitation.

Dorothea Potter 32 Cypress Loop in Cypress Greens asked about getting both an irrigation and potable water bill.

Rick Opalewski 81 Bay Lane in Cypress Greens reference the TECO billing structure and asked about disclosing the utility structure at property transfer.

Donna-Lynne Lamont 36 Creek Circle in Cypress Greens asked about increase in her bill.

City Manager Leavengood responded that the irrigation rate was reduced to \$8.95 in addition to the base rate for water and sewer. There is the additional base charge, however the irrigation meter does not include sewer cost. The sewer rate on the water bill caps at 10,000 gallons because it is assumed that the additional water is being used for irrigation. The rates

were structured so that neither the one or two meter customer would be penalized. The City would prefer customers have two meter and may incentivize adding an irrigation meter.

The City Manager explained that the high kwatt rate from TECO already considers the customers that do not connect, use solar, or fluctuate usage consumption. If the City followed that example, base rates would be reduced, but the usage rates would be significantly higher. Disclosing the utility structure at closing would be similar to explaining the lot rates. The City Manager is happy to review individual bills with customers.

CITY ATTORNEY ANNOUNCEMENTS

No announcements.

RECOGNITION OF CITIZENS

No additional citizen comments.

Bryan Finder, Polk County Parks and Recreation Natural Areas Coordinator, presented on the hydrilla issues on Lake Rochelle. The County works in cooperation with the Florida Fish and Wildlife Conservation Commission (FWC) to monitor and treat invasive exotic species on lakes with public access within the County including Lake Rochelle. Mr. Finder also discussed habitat restoration for the Everglades Snail Kite.

Plant management since 2010 includes:

Hydrilla

- 476 acres of spot treatments
- Whole lake treatment in 2012
- Water Hyacinth and Water Lettuce
- 12.5 acres

Cattail

- 42 acres (habitat enhancement)
- Primrose willow
- 8 acres (habitat enhancement)

Current assessment

- Hyacinth and Lettuce at low levels
- Cattail management under way
- Hydrilla present around borders and in East cove, management in planning phase

Mayor Lake asked about helicopter treatments and the effects.

Vice Mayor Daley asked about hydrilla replacing cattails. She also asked about sprays available for residential use.

Bryan Finder responded that the herbicides are plant specific and do not affect other species. They try to select the best application for the target species. He also discussed that mechanical harvesting of hydrilla is more effective than previously thought, however harvesting impacts other species. The hydrilla and eel grass has grown into areas where cattails were previously treated. Carps are not an option in the chain since there is a lot of possibility for them to move from the area needed and they like to eat a variety of plant species including lawn grasses.

Aquathol is also available to homeowners for treatment of hydrilla. Homeowners should call when they see an issue.

CONSENT AGENDA

Commissioner Dearmin moved to approve the consent agenda, seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote. No citizen comments.

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

AGENDA

1.) ORDINANCE 1372-16: ULDC FLOODPLAIN AMENDMENT

Assistant City Attorney Seth Claytor read the Ordinance title.

City Manager Leavengood stated in 2012, the City adopted Ordinance 1315-12, which updated the FIRM maps and floodplain management regulations. The regulations were prepared using a model floodplain ordinance developed by Florida Department of Emergency Management (DEM). The language in the model ordinance provided text consistent with newly updated flood design regulations that were established in the 2010 Florida Building Code (FBC) update and consistent with requirements established by the American Society of Civil Engineers (ASCE 24) standards for flood resistant design and construction. After the date of the City's adoption, FEMA required a number of relatively minor changes, which are incorporated into the attached Ordinance.

Section 5.01.02.03 of the current ordinance establishes the basis for flood hazard areas as the FIS/FIRMs and all subsequent amendments and revisions thereto by reference. As such, the City is not required to adopt these updated text changes. However, to ensure consistency with the current edition of the Florida Building Code and the ASCE 24 standards, the DEM State Floodplain Management Office encourages the City to adopt these corrections and also update the date of the Flood Insurance Study and FIRMs. The updated FIRM maps will be effective on December 22, 2016.

Staff recommended approval of Ordinance 1372-16 on second and final reading.

Vice Mayor Daley moved to approve Ordinance 1372-16 ULDC Floodplain Amendment on second and final reading, seconded by **Commissioner Dearmin**. The motion was approved by unanimous voice call vote. There were no citizen comments.

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

2.) ORDINANCE 1376-16: FY 2015/2016 FINAL BUDGET AMENDMENT

Assistant City Attorney Seth Claytor read the Ordinance title.

City Manager Leavengood stated as a part of the closeout process of the previous fiscal year of 2015/2016 the City is required to submit an amended budget that includes any changes made from the original budget. These changes can include unanticipated projects, expenses, or revenues that were not included; or changes to existing line items that did not meet exact revenue or expenditure projections. The proposed budget adjustment accounts for these changes with the net changes in fund balance for each fund presented below:

Each fund contingency has increased even with the property purchases. In addition the CRA took in more revenue than expected.

Staff recommended approval of Ordinance 1376-16 on second and final reading.

Commissioner Dearmin moved to approve Ordinance 1376-16 on second and final reading, seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote. There were no citizen comments.

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

**CITY OF LAKE ALFRED
FY 2015/2016 BUDGET
SUMMARY**

General Fund	Original	Final	Stormwater	Original	Final
Revenues	4,201,704	4,765,377	Revenues	55,000	59,848
Expenditures	4,196,789	4,690,145	Expenditures	40,890	33,954
Contingency	4,915	75,232	Contingency	14,110	25,894
Enterprise Fund			CRA		
Revenues	2,186,000	2,414,255	Revenues	20,165	26,111
Expenditures	2,165,185	2,386,602	Expenditures	20,165	973
Contingency	20,815	27,653	Contingency	-	25,138

3.) PURCHASE AGREEMENT: VACANT LOT

City Manager Leavengood stated the City has been pursuing a stormwater project with the Florida Department of Transportation (FDOT) to alleviate the flooding issue at the intersection of Cummings Street and Lake Shore Way. Originally the City was to pay for design costs of approximately \$50,000 in consideration for FDOT providing for the approximate \$1,000,000 project costs.

The Stormwater project was to tie an additional drainage pipe into the drainage box near Cummings St. & Lake Buena Vista and to run parallel with the trail before draining into Lake Echo. The drainage pipe was to be placed in a utility easement between two houses. Bids for the project came in significantly over budget due to the difficulty in trying to thread the drainage pipe between two houses.

Rather than lose the project or have it pushed back indefinitely FDOT proposed for the City to secure the right of way and drainage easement necessary to accommodate the new drainage pipe. The proposed purchase of the vacant parcel on Buena Vista (close to Freedom Insurance) will satisfy this need and keep the project on track to be let in June of 2017.

The purchase price of the property is \$55,000. There is \$141,000 available in restricted stormwater reserves to pay for the acquisition. The City will retain ownership of the parcel. With its proximity to the Lake and the trail there is a long term potential for the parcel to become lake access and/or trailhead parking. The trail will be impacted by the project, however FDOT will restore the trail.

Staff recommended the purchase the vacant lot in the amount of \$55,000.

Vice Mayor Daley asked if there was a boat ramp on the lake, saving the bougainvillea, stormwater treatment.

Mayor Lake asked about the timing and if there would be any impacts to the bridge project.

Commissioner Duncan asked about running a pipe parallel to the existing pipe.

Public Works Director John Deaton, responded that staff will try to transplant the bougainvillea. There is an existing boat ramp on the lake north of the site. The stormwater will flow through a weir to allow the City to clean out trash. The City would have preferred the overflow go into the pond to allow for sedimentation, however FDOT did not approve that option. The new pipe will be 30-42 inches and will have to flow by gravity. Contractors will restore the trail and the lot after construction. They will replace vegetation.

City Manager Leavengood responded that the project will be let in June of 2017 and the bridge project should be completed by that time. A parallel pipe cannot be run due to the houses being built on top of the existing pipe. The closing date on the contract will be changed to December 12, 2016.

Vice Mayor Daley moved to approve the purchase of a vacant lot in the amount of \$55,000, seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote. There were no citizen comments.

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

RECOGNITION OF CITIZENS

There were no citizen comments.

COMMISSIONER QUESTIONS AND COMMENTS

Mayor Lake stated he attended the Veterans Day event in Auburndale, Gundy's sensational Birthday Party, and the Employee luncheon. He is looking forward to Thanksgiving the upcoming holiday events.

Vice Mayor Daley thanked staff for reviewing the Lake Rochelle situation. She wished everyone a Happy Thanksgiving.

Commissioner Duncan wished everyone a Happy Thanksgiving.

Commissioner Dearmin enjoyed the Employees Luncheon and Gundy's Birthday.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 9:02 pm.

Respectfully Submitted,

Ameé Bailey
City Clerk

**City of Lake Alfred
2017 Public Meeting Schedule**

January 2017

Weekday	Date	Time	Description
Monday	January 9	7:30pm	City Commission
Monday	January 23	7:30pm	City Commission
Wednesday	January 18	6:00pm	Planning Board
Thursday	January 19	3:00pm	Code Enforcement Special Magistrate Hearing
Thursday	January 19	6:00pm	Parks & Recreation Board

February 2017

Weekday	Date	Time	Description
Monday	February 6	7:30pm	City Commission
Thursday	February 16	3:00pm	Code Enforcement Special Magistrate Hearing
Monday	February 20	7:30pm	City Commission
Tuesday	February 21	5:00pm	Board of Adjustment

March 2017

Weekday	Date	Time	Description
Monday	March 6	7:30pm	City Commission
Wednesday	March 15	6:00pm	Planning Board
Thursday	March 16	6:00pm	Parks & Recreation Board
Thursday	March 16	3:00pm	Code Enforcement Special Magistrate Hearing
Monday	March 20	7:30pm	City Commission
Tuesday	March 21	3:00pm	General Employees Retirement Board
Tuesday	March 21	4:30pm	Police/Fire Retirement Board

April 2017

Weekday	Date	Time	Description
Monday	April 3	7:30pm	City Commission
Monday	April 17	7:30pm	City Commission
Tuesday	April 18	5:00pm	Board of Adjustment
Thursday	April 20	3:00pm	Code Enforcement Special Magistrate Hearing

May 2017

Weekday	Date	Time	Description
Monday	May 8	7:30pm	City Commission
Monday	May 15	7:30pm	City Commission
Wednesday	May 17	6:00pm	Planning Board
Thursday	May 18	6:00pm	Parks and Recreation Board
Thursday	May 18	3:00pm	Code Enforcement Special Magistrate Hearing

**City of Lake Alfred
2017 Public Meeting Schedule**

June 2017

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	June 5	7:30pm	City Commission
Tuesday	June 13	5:00pm	Board of Adjustment
Thursday	June 15	3:00pm	Code Enforcement Special Magistrate Hearing
Monday	June 19	7:30pm	City Commission
Tuesday	June 20	3:00pm	General Employees Retirement Board
Tuesday	June 20	4:30pm	Police/Fire Retirement Board

July 2017

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	July 10	7:30pm	City Commission
Wednesday	July 19	6:00pm	Planning Board
Thursday	July 20	3:00pm	Code Enforcement Special Magistrate Hearing
Thursday	July 20	6:00pm	Parks & Recreation Board
Monday	July 24	7:30pm	City Commission

August 2017

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	August 7	7:30pm	City Commission
Monday	August 21	7:30pm	City Commission
Tuesday	August 15	5:00pm	Board of Adjustment
Thursday	August 17	3:00pm	Code Enforcement Special Magistrate Hearing

September 2017 ** CC Subject to change due to budget schedule

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Tuesday	Sept 5	7:30pm	City Commission
Monday	Sept 18	7:30pm	City Commission
Tuesday	Sept 19	3:00pm	General Employees Retirement Board
Tuesday	Sept 19	4:30pm	Police/Fire Retirement Board
Wednesday	Sept 20	6:00pm	Planning Board
Thursday	Sept 21	6:00pm	Parks and Recreation Board
Thursday	Sept 21	3:00pm	Code Enforcement Special Magistrate Hearing

October 2017

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	Oct 2	7:30pm	City Commission
Monday	Oct 16	7:30pm	City Commission
Tuesday	Oct 17	5:00pm	Board of Adjustment
Thursday	Oct 19	3:00pm	Code Enforcement Special Magistrate Hearing

**City of Lake Alfred
2017 Public Meeting Schedule**

November 2017

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	Nov 6	7:30pm	City Commission
Wednesday	Nov 15	6:00pm	Planning Board
Thursday	Nov 16	6:00pm	Parks and Recreation Board
Thursday	Nov 16	3:00pm	Code Enforcement Special Magistrate Hearing
Monday	Nov 20	7:30pm	City Commission Meeting

December 2017

<i>Weekday</i>	<i>Date</i>	<i>Time</i>	<i>Description</i>
Monday	Dec 4	7:30pm	City Commission
Monday	Dec 18	7:30pm	City Commission
Tuesday	Dec 19	3:00pm	General Employees Retirement Board
Tuesday	Dec 19	4:30pm	Police/Fire Retirement Board
Thursday	Dec 21	3:00pm	Code Enforcement Special Magistrate Hearing

**LAKE ALFRED CITY COMMISSION MEETING
DECEMBER 5, 2016**

AGENDA

1.) EXPENDITURE OF POLICE FORFEITURE FUNDS

ISSUE: The City Commission will consider authorizing the expenditure of police forfeiture funds.

ATTACHMENTS:

- Letter of Request for Expenditure of Forfeiture Funds
- Copy of Florida Statute 982.7055 regarding forfeiture funds.

ANALYSIS: The City maintains a trust for funds obtained through the forfeiture and sale of property obtained through law enforcement activities by the City's police department. The funds may be expended by the police department subject to approval by the City Commission on specific law enforcement activities including crime prevention and equipment purchases.

The police department is requesting to utilize forfeiture funds to purchase thirteen (13) ballistic vests for each police officer in the department at a total cost of \$10,751. In addition, the department is requesting to donate \$3,000 of the forfeiture funds to Polk County Crime Stoppers whose assistance helps solve criminal cases in Lake Alfred.

The total requested amount for both expenditures is \$13,751. The City currently has \$33,831 in the forfeiture account available to accommodate the requested expenditures.

STAFF RECOMMENDATION: Approve the expenditure of police forfeiture funds in the amount of \$13,751.



LAKE ALFRED POLICE DEPARTMENT

190 North Seminole Avenue • Lake Alfred, Florida 33850

Phone: (863) 291-5200 • Fax: (863) 291-4923

CHIEF WILLIAM A. BODENHEIMER

Lake Alfred City Commission
120 East Pomelo Avenue
Lake Alfred, Fl. 33850

December 2, 2016

Mayor Charles Lake and Commissioners,

I am requesting the use of forfeiture funds that have been recovered during illegal activities and arrest within the city limits of Lake Alfred. The request for the expenditures would be broken down in two (2) different items.

The first expenditure of the funds would be for the purchase of ballistic vest for each police officer (13) at the police department. The officers would include both full time and reserve status officers. The amount for the purchase of the ballistic vest would be \$10,751.00.

The second expenditure of funds would be for a donation to Polk County Crime Stoppers, Inc. Polk County Crime Stoppers gathers criminal activity tips and pays tipsters a fee if the tips result in an arrest. They have been a vital part of solving criminal activity within Lake Alfred. The amount for the donation would be \$3,000.00

The total amount for both of the requested expenditures would be \$13, 751.00. Both of the request do not fall under expenditures listed in general funds of the City.

Per Florida State Statute, 932.7055(5)(a), a law enforcement agency may use the funds earmarked under this special fund for specific reasons. In order to use these funds the Police Chief must make a request to the City Commission for approval. The Police Chief must provide a written certification that the request meets the provisions of this subsection and only upon appropriation to the police department by the governing body of the municipality may the funds be expended.

I certify that the above requested expenditures meet the requirements as listed in Florida State Statute 932.7055. I have been in contact with the State of Florida Attorney General's Office prior to this request and advised that the items are valid expenditures from the funds.

Handwritten signature of Chief William A. Bodenheimer in cursive script.

Chief William A. Bodenheimer

Select Year:

The 2016 Florida Statutes

Title XLVII
CRIMINAL PROCEDURE AND
CORRECTIONS

Chapter 932
PROVISIONS SUPPLEMENTAL TO CRIMINAL
PROCEDURE LAW

[View Entire
Chapter](#)

932.7055 Disposition of liens and forfeited property.—

(1) When a seizing agency obtains a final judgment granting forfeiture of real property or personal property, it may elect to:

- (a) Retain the property for the agency's use;
- (b) Sell the property at public auction or by sealed bid to the highest bidder, except for real property which should be sold in a commercially reasonable manner after appraisal by listing on the market; or
- (c) Salvage, trade, or transfer the property to any public or nonprofit organization.

(2) Notwithstanding subsection (1), a seizing agency must destroy any image and the medium on which the image is recorded, including, but not limited to, a photograph, video tape, diskette, compact disc, or fixed disk made in violation of s. [810.145](#) when the image and the medium on which it is recorded is no longer needed for an official purpose. The agency may not sell or retain any image.

(3) If the forfeited property is subject to a lien preserved by the court as provided in s. [932.703\(7\)\(b\)](#), the agency shall:

- (a) Sell the property with the proceeds being used towards satisfaction of any liens; or
- (b) Have the lien satisfied prior to taking any action authorized by subsection (1).
- (4) The proceeds from the sale of forfeited property shall be disbursed in the following priority:
 - (a) Payment of the balance due on any lien preserved by the court in the forfeiture proceedings.
 - (b) Payment of the cost incurred by the seizing agency in connection with the storage, maintenance, security, and forfeiture of such property.
 - (c) Payment of court costs incurred in the forfeiture proceeding.

¹(d) Notwithstanding any other provision of this subsection, and for the 2016-2017 fiscal year only, the funds in a special law enforcement trust fund established by the governing body of a municipality may be expended to reimburse the general fund of the municipality for moneys advanced from the general fund to the special law enforcement trust fund before October 1, 2001. This paragraph expires July 1, 2017.

(5)(a) If the seizing agency is a county or municipal agency, the remaining proceeds shall be deposited in a special law enforcement trust fund established by the board of county commissioners or the governing body of the municipality. Such proceeds and interest earned therefrom shall be used for school resource officer, crime prevention, safe neighborhood, drug abuse education and prevention programs, or for other law enforcement purposes, which include defraying the cost of protracted or complex investigations, providing additional equipment or expertise, purchasing automated external defibrillators for use in law enforcement vehicles, and providing matching funds to obtain federal grants. The proceeds and interest may not be used to meet normal operating expenses of the law enforcement agency.

(b) These funds may be expended upon request by the sheriff to the board of county commissioners or by the chief of police to the governing body of the municipality, accompanied by a written certification that the request complies with the provisions of this subsection, and only upon appropriation to the sheriff's office or police department by the board of county commissioners or the governing body of the municipality.

**LAKE ALFRED CITY COMMISSION MEETING
DECEMBER 5, 2016**

COMMUNITY REDEVELOPMENT AGENCY (CRA) BOARD AGENDA

1.) AUGUST 22, 2016 CRA MEETING MINUTES

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.

STAFF RECOMMENDATION: Approval of CRA Minutes.

DRAFT MEETING MINUTES
CITY OF LAKE ALFRED
COMMUNITY REDEVELOPMENT AGENCY BOARD
MONDAY AUGUST 22, 2016
7:51 P.M.
CITY HALL

Call to order at 7:59 p.m. – Charles O. Lake, Chair

Roll Call: Those in attendance were Chair Charles Lake, Vice Chair Nancy Z. Daley, Board Member John Duncan, Board Member Jack Dearmin, and Board Member Albertus Maultsby.

Staff attendance: City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, City Clerk Ameé Bailey-Speck, Finance Director Amber Deaton, Parks and Recreation Director Richard Weed, Fire Chief Chris Costine, and Police Chief Art Bodenheimer.

COMMUNITY REDEVELOPMENT BOARD (CRA) AGENDA

1.) SEPTEMBER 9, 2015 CRA MEETING MINUTES

Vice Chair Daley moved to approve the CRA meeting minutes for September 9, 2015; seconded by **Board Member Dearmin** and the motion was approved by unanimous voice call vote.

CHAIR DALEY	AYE
VICE CHAIR LAKE	AYE
BOARD MEMBER DEARMIN	AYE
BOARD MEMBER DUNCAN	AYE
BOARD MEMBER MAULTSBY	AYE

2.) CRA RESOLUTION 01-16: CRA BOARD BYLAWS

Vice Chair Daley moved to table the Resolution 01-16 CRA meeting bylaws until the next scheduled CRA meeting; seconded by **Board Member Duncan** and the motion was approved by unanimous voice call vote.

CHAIR DALEY	AYE
VICE CHAIR LAKE	AYE
BOARD MEMBER DEARMIN	AYE
BOARD MEMBER DUNCAN	AYE
BOARD MEMBER MAULTSBY	AYE

3.) CRA RESOLUTION 02-16: APPROPRIATION OF REMAINING FUNDS

Assistant City Attorney Seth Claytor read the resolution title.

City Manager Leavengood stated the County and City have provided the CRA with information regarding the processing of the tax increment for the 2015 tax year. These funds have been transferred to the CRA Trust Fund.

Florida Statutes Chapter 163 Section III, requires CRAs to appropriate Tax Increment Revenue (TIR) funds on projects that will be completed within 3 years or reduce indebtedness incurred in carrying out the implementation of the CRA Plan. A current best practice is CRA Board approval of documentation showing the amount of Tax Increment Revenue funds that are “carried over” from one fiscal year to the next. Annually the Board approves a budget via resolution that appropriates all unencumbered TIR funds to projects that will be completed within three years or toward the reduction of indebtedness. The purpose of the CRA is to address blight, therefore money must be spent to address these issues. Next year the CRA will have a Capitol Improvement Plan and appropriate funds.

The proposed resolution carries the funds over to the next fiscal year for use in a future project. Staff is proposing to include a capital improvement program (CIP) within the preparation of next year’s budget. The CIP will satisfy the need of appropriating any remaining funds by identifying future projects. The amount of funding to be carried over to the next fiscal year is approximately \$25,350 which includes the County and City tax increment minus the 2015-2016 operating expenses.

Questions and comments were made regarding the method and timing of the CRA CIP. In the spring, the City Manager will present the proposed CIP projects for the City budget and the CRA. The Park Master Plan will provide some direction for future projects.

Staff recommended approval of CRA Resolution 02-16.

Board Member Dearmin moved to approve the CRA Resolution 02-16; seconded by **Board Member Maultsby** and the motion was approved by unanimous voice call vote. There were no citizen comments.

CHAIR DALEY	AYE
VICE CHAIR LAKE	AYE
BOARD MEMBER DEARMIN	AYE
BOARD MEMBER DUNCAN	AYE
BOARD MEMBER MAULTSBY	AYE

4.) CRA RESOLUTION 03-16: CRA ANNUAL BUDGET

Assistant City Attorney Seth Claytor read the resolution title.

City Manager Leavengood stated the proposed CRA budget is the second operating budget to be created following the creation of the CRA in the fall of 2015. Projected revenue for the CRA is \$57,207 with the majority of the funding (\$37,000) being placed in a capital project line item in order to build reserves. This funding will be included in budget preparation for FY 17/18 beginning in March of 2017 to pursue projects within the CRA area. The Parks & Recreation Master Plan slated to be completed in 2017 will likely aid the Board in identifying projects to be funded within the CRA area.

ACCT. #	ACCOUNT DESCRIPTION	FY 12/13 ACTUAL	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	2015 EST.	FY 16/17 PROP.	FY 17/18 PLANNED
REVENUE										
311.120	CRA - Tax Increment County	-	-	-	9,580	6,117	64%	10,487	27,595	27,595
311.121	CRA - Tax Increment City	-	-	-	10,585	6,118	58%	10,489	29,612	29,612
EXPENDITURES										
001.550- COMMUNITY REDEVELOPMENT AGENCY										
432.000	Audit	-	-	-	600	-	0%	-	600	600
440.300	Training & Travel	-	-	-	565	761	135%	1,305	607	607
446.000	R & M Services	-	-	-	19,000	-	0%	-	6,000	6,000
458.903	Cost Allocation	-	-	-	-	-	-	-	13,000	13,000
464.100	Capital - Project	-	-	-	-	-	0%	-	37,000	37,000
464.200	Capital - Purchase	-	-	-	-	-	0%	-	-	-
TOTAL CRA		-	-	-	20,165	761	4%	-	57,207	57,207

City Manager Leavengood reviewed the budget and stated it may be beneficial for the board members to attend a training such as the FRA Conference as the CRA starts moving forward. The \$13,000 cost allocation is for a portion of the inmate crew cost for work in the CRA area. The bulk is appropriated to capital projects.

Staff recommended approval of CRA Resolution 03-16 Annual Budget to be included in the City Commission Budget for consideration.

Board Member Dearmin moved to approve the CRA Resolution 03-16; seconded by **Board Member Duncan** and the motion was approved by unanimous voice call vote. There were no citizen statements.

CHAIR DALEY **AYE**
VICE CHAIR LAKE **AYE**
BOARD MEMBER DEARMIN **AYE**
BOARD MEMBER DUNCAN **AYE**
BOARD MEMBER MAULTSBY **AYE**

Vice Chair Daley moved to adjourn the CRA Board; seconded by **Board Member Dearmin** and the motion was approved by unanimous voice call vote.

CHAIR DALEY **AYE**
VICE CHAIR LAKE **AYE**
BOARD MEMBER DEARMIN **AYE**
BOARD MEMBER DUNCAN **AYE**
BOARD MEMBER MAULTSBY **AYE**

Without further business, the CRA Meeting adjourned at 8:10 p.m., and the City Commission reconvened.

Respectfully submitted,

Ameé Bailey-Speck
City Clerk

**LAKE ALFRED CITY COMMISSION MEETING
DECEMBER 5, 2016**

2.) CRA RESOLUTION 01-16: CRA BOARD BYLAWS

ISSUE: The CRA will consider a resolution to establish bylaws governing the CRA.

ATTACHMENTS:

- Resolution CRA 01-16
- Exhibit "A" CRA Board Bylaws

ANALYSIS: The proposed resolution adopts bylaws for the CRA that identifies various responsibilities and obligations required by state, county, and municipal regulations regarding the operation and powers of the CRA.

The drafted bylaws also contain provisions for procedures on membership, officers and their duties, meetings and schedules, and other various items. These elements have been modeled after existing City procedures and provisions found in the bylaws of other CRAs.

STAFF RECOMMENDATION: Approval of CRA Resolution 01-16.

CRA RESOLUTION NO. 01-16

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LAKE ALFRED, FLORIDA, ESTABLISHING BYLAWS REGARDING THE PURPOSE; MEMBERSHIP; AUTHORITY AND RESPONSIBILITIES; OFFICERS AND THEIR DUTIES; MEETINGS, SCHEDULES, AND PROCEDURES; AND AMENDMENT OF BYLAWS; SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake Alfred Community Redevelopment Agency (CRA) Board shall determine its own rules of order and adopt said rules by resolution; and

WHEREAS, in an effort to facilitate the preparation and orderly progression of meetings, the CRA finds it necessary to develop procedural rules of order to facilitate and to ensure the efficient preparation of CRA meetings and the orderly flow of business; and

WHEREAS, the CRA deems it appropriate and necessary to create procedural rules governing agenda composition and release as well as board meeting procedures and citizen involvement; and

WHEREAS, is the intention of the CRA that by creating said rules, CRA business will be addressed and conducted in an efficient, uniform and orderly manner; and

WHEREAS, the establishment of said rules shall govern and apply to each member of the CRA, all staff members, and all other individuals in attendance.

NOW THEREFORE BE IT RESOLVED by the Governing Board of the CRA of the City of Lake Alfred, Florida, as follows:

SECTION 1: BYLAWS. The CRA shall serve and create rules of procedures to provide for the preparation and conducting of business at Board meetings as specified in Exhibit 'A', for the purpose of facilitating and achieving uniformity, efficiency, and order.

SECTION 2: SEVERABILITY: If any provision or portion of this Resolution is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of the Resolution shall remain in full force and effect.

SECTION 3: EFFECTIVE DATE. This Resolution will take effect immediately upon its passage.

INTRODUCED AND PASSED by the Governing Board of the CRA of the City of Lake Alfred, Florida, on this 5th day of December, 2016.

**COMMUNITY REDEVELOPMENT
AGENCY OF THE CITY OF LAKE
ALFRED, FLORIDA**

BY: _____
Charles O. Lake, Chairman

ATTEST:

Ameé Bailey-Speck, City Clerk

Approved as to form:

Frederick J. Murphy, Jr., City Attorney

Exhibit "A"
Resolution 01-16



CITY OF LAKE ALFRED, FLORIDA

***COMMUNITY REDEVELOPMENT AGENCY (CRA)
BYLAWS***

DRAFT 2016

Lake Alfred Community Redevelopment Agency Bylaws

Section 1. Board Name and Definitions

- A. **Name.** The Lake Alfred Community Redevelopment Agency (hereafter the “Board”) was enacted by Ordinance 1335-14 of the City of Lake Alfred, Florida.
- B. **Definitions.** Any word(s) used herein shall possess its everyday and ordinary meaning, provided however, that where one (1) of the following listed term(s) is used, such term(s) shall possess the corresponding meaning, as follows:
1. **City** shall mean the City of Lake Alfred, Florida, a Florida municipal corporation, vested with “Home Rule” authority pursuant to the “Municipal Home Rule Powers Act,” Chapter 166, Florida Statutes, and Article VIII, §2 of the Florida Constitution, and therefore vested with governmental, corporate, and proprietary powers which enable it to conduct municipal government, perform municipal functions, render municipal services, and the general exercise of any power for municipal purposes.
 2. **Bylaws** shall mean the Lake Alfred Community Redevelopment Agency Bylaws.
 3. **City Commission** shall mean the City Commission for the City.
 4. **CRA** shall mean the Lake Alfred Community Redevelopment Agency.
 5. **BoCC** shall mean the Polk County Board of County Commissioners.
 6. **Fiscal year** shall mean the twelve (12) calendar period commencing on October 1 and ending on September 30.
 7. **Plan** shall mean the Lake Alfred Community Redevelopment Plan.
 8. **Fund** shall mean the Lake Alfred Community Redevelopment Trust Fund.
 9. **Business Day(s)** shall mean each calendar day which is not a Saturday, Sunday, and/or a recognized holiday by the City.
 10. **Calendar Day(s)** shall mean any and all days in a 365-day calendar year.
 11. **Vacancy** means the death, resignation, or removal of a member of the Board.

Section 2. Purpose

The purpose of the Bylaws is to provide operating policies and procedures to enable the CRA to carry out the Plan in a manner consistent with Florida law; Part III, Chapter 163, Florida Statutes; Polk County Code of Ordinances and applicable BoCC resolutions; and the City of Lake Alfred Code of Ordinances and resolutions governing or affecting the operation and powers of the CRA.

Section 3. Membership

The membership of the Board shall follow the minimum procedures as set forth in Ordinance 1335-14 of the City of Lake Alfred and as outlined below.

- A. **Members.** Pursuant to Section 163.357 of the Florida Statutes, Resolution 14-052 of the BoCC and Ordinance 1335-14 of the City of Lake Alfred, the Board shall consist of seven (7) members.
- B. **Standing Members.** Five (5) members of the Board shall be the seated City Commission.
- C. **Appointed.** The City Commission may appoint two (2) additional members to the Board. The two (2) appointed members shall serve four (4) year terms. However, one (1) initial appointment shall be for a two (2) year term for the purpose of staggering the terms. Any person may be appointed to the Board if they reside and/or engage in business within the City. Pursuant to Part III, Chapter 163, Florida Statutes, engaging in business includes owning a business, practicing a profession, performing a service for compensation, or serving as an officer or director of a corporation or other business.
- D. **Vacancy.** In the event of a Vacancy of an appointed member, the City Commission shall appoint an individual satisfying the qualifications for the unexpired term.
- E. **Quorum.** For purposes of conducting business and exercising the power(s) of the CRA, a majority of the members of the Board shall constitute a quorum. No meeting of the CRA shall commence unless a quorum is present.

Section 4. Authority and Responsibilities

- A. **Authority.** The CRA shall have jurisdiction over the following matters:
 - 1. Part III, Chapter 163, Florida Statutes as related to Community Redevelopment Agencies.

2. Resolution 2014-052 of the BoCC in order to establish and operate the CRA and Trust. Ordinance 2014-068 of the BoCC relating to the approval of the Plan.
3. Ordinance 2014-069 of the BoCC establishing the Trust, obligating and appropriating the tax increment, and implementing the criteria and recording requirement(s).
4. Ordinance 1335-14 of the City of Lake Alfred for the creation of the CRA, providing for the Board, development of a redevelopment plan, administration of the Trust, and the annual audit of the Trust.
5. Ordinance 1336-14 of the City of Lake Alfred for the approval of the Plan and boundaries.

B. Responsibilities. The City and BoCC provided the CRA with the following authority and limitations; provided however, said authority and limitations were conditioned on compliance with the provisions of Chapter 163 of the Florida Statutes and any amendment(s) thereto.

1. The BoCC delegated a portion of its community redevelopment agency power and authority to the City for the creation of the CRA, which was to be located within the legal description included in Resolution 03-14 of the City of Lake Alfred, and the operation of the Trust.
2. The BoCC did not delegate the authority to approve the community redevelopment plan or approval of any modification(s) or amendment(s) thereto.
3. Pursuant to Section 163.361 of the Florida Statutes, Resolution 2014-052 of the BoCC, and the policies adopted by the BoCC which govern community redevelopment agencies, any modification(s) or amendment(s) of the Plan shall be approved by the BoCC prior to implementation.
4. Pursuant to Section 163.361 of the Florida Statutes, Resolution 2014-052 of the BoCC, and the policies adopted by the BoCC which govern community redevelopment agencies, the BoCC did not delegate the authority to establish the redevelopment trust fund, tax increment percentage utilized for the CRA, or any further modification of the tax increment percentage.
5. Pursuant to Ordinance 2014-068 of the BoCC, the CRA shall expend fifteen percent (15%) or less for administrative costs in the implementation of the Plan.
6. Pursuant to Section 163.356 of the Florida Statutes and Ordinance 2014-068 of the BoCC, the CRA shall submit an annual report to the BoCC denoting the progress of its various activities.
7. Pursuant to Ordinance 2014-069 of the BoCC, funds deposited into the Fund are to finance projects within the CRA area.
8. Pursuant to Ordinance 2014-069 of the BoCC, the Fund shall exist for the duration of the Plan but not exceed thirty (30) years.
9. Pursuant to Ordinance 2014-069 of the BoCC, the CRA shall set up and

maintain the Fund; develop rules, regulations, and criteria to effectively administer the Fund; and the CRA shall also establish and maintain books and records and adopt procedures to enable it to utilize the Fund for the allocated purpose.

10. Pursuant to Ordinance 2014-069 of the BoCC, money in the Fund shall be disposed of each fiscal year by returning same to the taxing authority, reducing debt, deposit into an escrow for debt, or appropriating to a specific redevelopment project pursuant to the Plan to be completed within three (3) years from the date of appropriation.
11. Pursuant to Ordinance 2014-069 of the BoCC, the CRA shall be responsible for the receipt, custody, disbursement, accountability, management and proper application of all monies paid into the Fund. The CRA shall provide for an independent financial audit of the Fund each fiscal year and a report of such audit. Such report shall describe the amount and source of deposits into, and the amount and purpose of withdrawals from, the Fund during such fiscal year and the amount of principal and interest paid during such fiscal year on any indebtedness to which is pledged increment revenues and the remaining amount of such indebtedness. The CRA shall provide a copy of the report to each taxing authority.

Section 5. Officers and Their Duties

The officers are the Chair and the Vice-Chair, and the officers shall follow the minimum procedures set forth in the Bylaws, as follows:

- A. **Appointed Officers.** In the absence of an election of officers as contemplated below, the Mayor of the City Commission shall serve as the Chair, and the Vice-Mayor of the City Commission shall serve as the Vice Chair.
- B. **Election of Officers.** Notwithstanding the previous, once per fiscal year on or after October 1, the members of the CRA may elect a Chair and Vice-Chair from among its regular members to serve in that capacity until the next election or until the election is Vacated. A majority vote of the Board shall be required in the election of officers.
- C. **Duties.** The Chair shall have the general powers and duties of supervision and management usually associated with the office of Chair. The Chair shall preside at all meetings of the CRA. The Vice-Chair shall exercise the powers and functions of the Chair in the absence of the Chair. Upon the Vacancy of the Chair, the Vice-Chair shall become the Chair.
- D. **Staff.** City staff shall be responsible for the administration, management, and performance of the policies and programs approved by the CRA. City staff shall

prepare and maintain all records. The city manager of and/or for the City may conduct preliminary negotiations, as necessary to implement plans and programs previously approved by the CRA.

Section 6. Meetings and Schedules

The CRA shall follow the minimum procedures as outlined below.

- A. **Notification and Attendance.** It shall be the responsibility of City staff to contact the CRA members, confirm attendance, and provide an agenda.
- B. **Organizational Meeting.** The first meeting of the fiscal year shall serve as an organizational meeting.
 - 1. The CRA may adopt a quarterly, semiannual, or annual schedule of regular meetings. The schedule, if adopted, shall include the date, time, and location of each scheduled meeting and will be placed on the City website.
 - 2. The CRA may elect the Chair and Vice–Chair.
 - 3. The CRA shall appoint or reappoint committee members, if needed.
- C. **Regular Meetings.** Meetings shall be held in the Lake Alfred City Hall Commission Chamber in accordance with the annual schedule of regular meetings as adopted by the Board in their annual organizational meeting or as may otherwise be necessary.
- D. **Budget Meeting.** The CRA shall meet and approve a budget prior to the final adoption of the budget by the City Commission.
- E. **Special Meetings.** The Chair or a majority of the members of the CRA may request a special assembly. The Chair or the CRA members calling a special meeting shall notify the City staff at least seven (7) Business Days in advance of the time and place, and the purpose of the special meeting.
 - 1. The City staff shall notify all members of the CRA.
 - 2. Pursuant to applicable Florida law, special meetings may be called so long as the statutorily prescribed requirements for public notice are met.
- F. **Workshops.** CRA members may hold a workshop to discuss any matters of interest to the CRA, and such workshops may be called from time to time by the Chair, who shall give at least seven (7) Business Days’ notice of same. All members are strongly encouraged to attend any workshop meeting(s). At no time during any workshop meeting(s) shall a member of the CRA announce and/or indicate his or her position regarding a decision to be made at a public meeting.
- G. **Training.** The CRA members are encouraged to attend at least one (1) training session per calendar year in the State of Florida in order to further his or her individual knowledge of

community redevelopment agency principles. A training session may include, but shall not be limited to, local workshops, City-sponsored workshops, regional seminars, and/or state conferences. City staff shall be responsible for informing CRA members about training and educational opportunities. CRA members may also bring training and educational opportunities to the attention of City staff. Pursuant to applicable Florida law, the City shall pay for travel, lodging, food, materials, and the training session, if approved by the City Manager. If a CRA member does not attend the training session, once paid for by the City, said member shall be required to reimburse the City. Additionally, City staff shall keep the CRA members updated on community redevelopment agency related issues.

- H. **Committees.** The CRA may establish committees to assist the CRA in the implementation of the Plan.

Section 7. Meeting Procedural Rules.

- A. **Decorum.** Business before the CRA will be conducted in accordance with the *Robert's Rules of Order*.
- B. **Order of Business.** The standard agenda form which delineates the order of business to come before the Board during the regular meeting(s) shall be as follows:
1. Call to order
 2. Roll call
 3. Invocation
 4. Pledge of allegiance
 5. Approval of minutes
 6. Public Hearing
 7. New Business
 8. Other business
 9. Adjournment
- C. **Release of Agenda.** All agendas shall be available to the public no later than the close of business five (5) Calendar Days immediately preceding the CRA meeting.
- D. **Citizen Involvement.** Public hearing shall be conducted in accordance with the following prescribed procedures:
1. Citizen's attending the regular meeting of the CRA may participate at said meeting pursuant to the listing specified in the current agenda. In respect to a workshop or special meeting, citizens may only participate at the request of the CRA.
 2. Members of the public addressing the CRA shall first identify themselves by their full name and address. The Chair shall rule out of order any member of the public who shall speak without being recognized or who shall not address the CRA from the podium or other established speaking area. Citizen

comments shall be directed to the CRA as a body and not to individual members.

3. The CRA may establish a five (5) minute time limit for members of the public to address the CRA.
 4. Signs or graphic displays of any kind shall not be displayed in the meeting chambers except in connection with a presentation made to the CRA by a speaker at the podium.
- E. **Motions.** Any CRA member may make and/or call a motion. The Chair shall require a second before entertaining discussion or calling for a vote on the motion.
- F. **Voting.** Voting may be by voice vote whereby the Chair will ask those in favor of the motion to so indicate by saying “aye”; those opposed, “no”. At the discretion of the Chair, or any member of the CRA, a “roll call” vote may be called on any matter.
- G. **Abstention.** Voting conflicts shall be handled in accordance with the provisions of Section 112.3143 of the Florida Statutes. No CRA member may vote on any measure in which they have a personal, private, or professional interest that inures to a special gain or the special gain of any principal. Prior to public discussion of the measure, the member shall disclose the nature of their interest.
- H. **Final Action.** The CRA shall, by motion, approve, approve with conditions and/or modifications, or not approve any request and/or matter considered before it; and, all motions shall be approved by a majority vote of the CRA members present and constituting a quorum. By taking such action, the CRA provides the City Commission with its recommendation. Each motion shall contain a recital of the decision of the CRA, including any modifications and/or conditions made as part of the CRA’s recommendation. The Chair may, when instructed by the majority of the CRA, convey a memorandum to the City Commission explaining any matter having come before the CRA.
- I. **Minutes.** Minutes of the CRA shall be recorded and kept by City staff. The minutes shall serve as a complete, but not verbatim description of the meeting. The City Staff designated to record the meeting shall act as parliamentarian. Each member of the CRA will be responsible for reviewing the minutes prior to each meeting.

Section 8. Amendment of The Bylaws.

The Bylaws may be amended, from time to time, by the majority vote of the members of the CRA. No special notice is required to make “errata changes” to the Bylaws; however, amendments that amount to substantive change in procedures and/or modification(s) in the policies of the CRA concerning membership, election of officers, removal of officers or members, or the criteria for review of applications shall require approval from the City Commission.