

City of Lake Alfred
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Lake Alfred, FL 33850



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AGENDA
CITY COMMISSION MEETING
MONDAY APRIL 18, 2016
7:30 P.M.
CITY HALL

CALL TO ORDER: MAYOR CHARLES LAKE

INVOCATION AND PLEDGE OF ALLEGIANCE: REVEREND THACKER

ROLL CALL: CITY CLERK AMEÉ BAILEY

CITY MANAGER & CITY ATTORNEY ANNOUNCEMENTS

RECOGNITION OF CITIZENS: ITEMS NOT ON AGENDA

**PROCLAMATIONS: POWER TALK 21[®] DAY
NATIONAL CHILD ABUSE AND NEGLECT PREVENTION MONTH 2016**

CONSENT AGENDA:

- 1.) CITY COMMISSION MEETING MINUTES FOR APRIL 4, 2016.
- 2.) CITY COMMISSION ANNOUNCEMENTS

AGENDA

- 1.) PUBLIC HEARING: ORDINANCE 1364-16: BOARDS AND COMMITTEES
- 2.) CAPITAL BUDGET PRESENTATION

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



Proclamation

To recognize and celebrate April 21st as PowerTalk 21® Day.

WHEREAS, the City of Lake Alfred recognizes the importance of parents talking with their teens about alcohol in order to reduce the risks and dangers posed to teens and communities; and

WHEREAS, high school students who use alcohol or other substances are five times more likely to drop out of school or believe good grades are not important; and

WHEREAS, 27 percent of middle school students try alcohol before graduating from 8th grade, significantly increasing the risk that they will develop alcohol problems later in life; and

WHEREAS, teen alcohol use kills 4,700 people each year, more than all other illegal drugs combined; and

WHEREAS, the majority of kids say their parents are their primary influence when it comes to decisions about drinking alcohol. PowerTalk 21® day, started by Mothers Against Drunk Driving® (MADD) in 2011, to encourage parents and caregivers to embrace their important role in influencing America's youth and their decisions about drinking alcohol; and

WHEREAS, in 2016, MADD will kick off "21 Days in Support of 21," beginning on April 1st and culminating on PowerTalk 21 on April 21st, as part of Power of Parents® program to create a sustained and prolonged conversation about underage drinking among middle school and high school students; and

WHEREAS, to equip parents to talk with their teens about alcohol, MADD Polk County will distribute Power of Parent handbooks to equip parents with the tools to effectively talk to their children about alcohol to protect them.

THEREFORE, BE IT RESOLVED that the City of Lake Alfred formally recognize April 21, 2016 as

"PowerTalk 21® Day"

in the City of Lake Alfred and urge all citizens to join in the local and national efforts to raise awareness of the importance of parents and teens talking together about alcohol to reduce the risks and dangers posed to teens and communities..

IN WITNESS WHEREOF, I have hereunder set my hand this 18th day of April, 2016.

Charles Lake, Mayor
City of Lake Alfred, Florida



Proclamation

To recognize and celebrate April as National Child Abuse and Neglect Prevention Month.

WHEREAS, child abuse and neglect is a serious problem affecting every segment of our community, and finding solutions requires input and action from everyone in our community; and

WHEREAS, our children are our most valuable resources and will shape the future of the City of Lake Alfred; and

WHEREAS, child abuse can have long-term psychological, emotional, and physical effects that can have lifelong consequences for victims of abuse; and

WHEREAS, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children; and

WHEREAS, effective child abuse prevention activities succeed because of the meaningful connections and partnerships created between child welfare, education, health, community- and faith-based organizations, businesses and law enforcement agencies; and

WHEREAS, communities must make every effort to promote programs and activities that benefit children and their families; and

WHEREAS, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, nurturing environment; and

WHEREAS, prevention remains the best defense for our children and families.

Therefore, BE IT RESOLVED that the City of Lake Alfred formally recognize April 2016 as

"National Child Abuse and Neglect Prevention Month"

in the City of Lake Alfred and urge all citizens to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families.

IN WITNESS WHEREOF, I have hereunder set my hand this 18th day of April, 2016.

Charles Lake, Mayor
City of Lake Alfred, Florida

**LAKE ALFRED CITY COMMISSION MEETING
APRIL 18, 2016**

CONSENT AGENDA

1.) APRIL 4, 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.

- Lake Alfred Chamber Lunch will be held on Thursday April 21st at 11:30 am at Luigi's Italian Restaurant

DRAFT MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY APRIL 4, 2016
7:30 P.M.
CITY HALL

Call to Order: Mayor Charles Lake

Invocation and Pledge of Allegiance: Pastor Jones

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

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

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood stated the Lake Alfred Public Library will be closed for inventory April 4th thru the 9th. They will reopen on Monday, April 11th at 9 am. The following week the Library will be hosting Mobile Career Source, SPCA Wellness Wagon, Storytime, and Adult Coloring. Contact the Library for more information.

The next Historical Building plaque dedication is scheduled for April 7th. The dedication ceremony will be held at the Lake Alfred Hotel (Southern Gardens), on Main Street, at 9 am. The program would include light refreshments, dignitary comments, and the unveiling of the plaque.

Mackay Gardens and Lakeside Preserve will host a free gardening workshop on Thursday April 7th at 10 am and a guided nature walk on Sunday April 10th at 2 pm. Contact the Parks and Recreation Department for more details.

The City of Lake Alfred will be hosting the next Ridge League of Cities Dinner at the Citrus Research and Education Center on April 14th. Please let the City Clerk know this week if you will be attending and will have any guests.

The Central Florida Development Council has officially moved into its new offices, and has invited the City Commission and staff to an Open House event at their new location. The Open House will be held on Thursday, April 21st, from 4:30 to 6:30 PM in Lakeland.

In accordance with Florida Statutes, the City of Lake Alfred Community Redevelopment Agency has developed an annual report of its activities for the 2014/2015 fiscal year. The report includes a complete financial statement setting forth assets, liabilities, income, and operating expenses which were also included in the budget. No Commission action is needed. The report will be on-file with the City Clerk and posted on the website. The report will be updated annually.

Police Chief Art Bodenheimer gave an update on a recent Law Enforcement activities and coordination efforts with other agencies to solve crimes. He described a burglary which was detected by a citizen. The Fire Department responded by assisting in the search for the suspects and a Polk County K-9 unit was at Central Park and they also assisted in the search. The Police Department responded and the suspects exited the home by foot. Together they were able to apprehend the suspects.

The City Commission also received a letter of accommodation. Two officers assisted a citizen who had a flat tire. The citizen had called for assistance but had been waiting three hours.

CITY ATTORNEY ANNOUNCEMENTS

There were no announcements.

RECOGNITION OF CITIZENS

Margaret Wheaton, 340 Carolina Ave South, gave her appreciation to her neighbor and the Lake Alfred Police Department, Fire Department, dispatch, and all the public safety people for responding to the burglary at her home.

Carolyn Underwood, 745 Lake Swoope Drive, invited everyone to Celebrate Commissioner Maultsby's 85th Birthday Celebration on Saturday starting around 1 pm at the Clubhouse.

Pastor Mike Jones, 155 South Glen Ave., thanked the City for allowing the churches to use Lions Park for the Easter Celebration and helping with lights and seating.

Employee of the Quarter: Danny Clewis

Mayor Lake stated that Danny Clewis joined the Lake Alfred team in 2012, Danny brought over 20 years of experience in building code inspection and code enforcement as well as direct knowledge working as a licensed general contractor. As the City's only part-time code enforcement officer, Danny manages all code enforcement cases for the City, processing over 253 cases in the 2014-2015 fiscal year and representing the City's cases to the Special Magistrate monthly. Code Enforcement is not an easy job, requiring patience and providing customer service at all times. He has been a major asset to the Community Development team and the City, by assisting with other projects such as the City Hall kitchen and lobby remodels.

We appreciate Danny's efforts in encouraging responsible property ownership and fighting neighborhood decline. As the Employee of the Quarter, Danny will receive this certificate of appreciation, award pin, a day off w/pay, and a \$50 gift certificate. He stated that Danny also picks up the advertising signs around town and that he is working hard on the lobby updates.

Proclamation: Florida Water Professionals Month

Mayor Lake read the entire proclamation to recognize and celebrate April as Florida Water Professionals Month. He called upon each citizen and business to join the City in thanking all water and wastewater professional staff for their hard work and dedication to preserving Florida's water resources.

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John Deaton, Public Works Director accepted the proclamation and stated that he has a lot of hard working operators in the City.

Ron Schelfo, 640 East Lakeview Rd., stated that Ron's Tackle Box is starting their 18 year of bass tournaments on Thursday. Everyone will be meeting at the shop around 5-6 pm.

CONSENT AGENDA:

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

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

AGENDA

1.) ORDINANCE 1364-16: BOARDS AND COMMITTEES

Assistant City Attorney Seth Claytor read the Ordinance title.

City Manager Leavengood stated following feedback from the City Commission on recent Board appointments, staff has reviewed the city codes and policies regarding Boards and Committees and identified an opportunity for a cleanup of various provisions.

The proposed amendment requires that an individual be a resident of the city for at least one year to be eligible for various board appointments. This provision is identical to the residency requirement in the City Charter to be a City Commissioner.

The proposed amendment adds flexibility to the Planning Board's meeting schedule and the appointment of alternate members consistent with existing practices. Additionally, the number of alternates on the Board of Adjustments has been amended to "up to two" from the current three (3) alternates. One alternate position on the Board of Adjustments is currently filled.

If the City Commission so desires, there is an option within the proposed ordinance to reduce the Planning Board from a 7-member body to a 5-member body following the completion of the 2018 term. Staff recommended leaving the Planning Commission as a 7-member body and having the ability to appoint two additional alternates if needed.

Staff recommended approval of Ordinance 1364-16 on first reading without the highlighted option in the ordinance.

Commissioner Maultsby moved to approve Ordinance 1364-16 Boards and Committees on first reading, seconded by **Commission Duncan**. The motion was approved by unanimous voice call vote. There was no additional citizen comments.

MAYOR LAKE	AYE
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COMMISSIONER DUNCAN
COMMISSIONER DEARMIN
COMMISSIONER MAULTSBY

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AYE
AYE

ANNUAL AUDIT AND FINANCIAL STATEMENTS FY ENDING 9/30/2015: MICHAEL BRYNJULFSON, CPA

Mike Brynjulfson, President of Brynjulfson, CPA external auditor reviewed the audit for the year ending September 30, 2015. He reviewed the documents included in the packets, including the Financial Statements, Report on Internal Control and Compliance, Trend and Analysis, Management Letter, Compliance Report, and Letter to the Members of the City Commission. He stated that the budget was submitted to the GFO reviewer for the Certificate of Achievement for Excellence in Financial Reporting (CAFR). In addition he stated that the financial department could apply to review other submittals, since the city has done so well for the past five years. He stated that it is difficult to maintain this level of achievement and that it comes from having qualified people in place, longevity, and trust.

Overview

- Report on the Financial Statements – Clean audit opinion with no material errors.
- Report on Internal Control & Compliance – No identified internal deficiencies reported and no instances of noncompliance reported.
- Compliance report with Section 218.415 – no issue of non-compliance with Local Government Investment Policies
- Management Letter – No findings reported.
- Governance Letter to the Members of the City Commission – no disagreements with management and no difficulties encountered while performing audit and in compliance with the new requirements of Government Accounting Standards Board (GASB) 68 & 71.

The GASB requires the auditor split the City's finances into governmental type activities and business type activities. This translates into the General Fund (governmental activities) and Enterprise Fund (business type activities). The new CRA will be shown in the financial statements next year as a component of the governmental type activities.

General Fund Snapshot

- At September 30, 2015 the unassigned fund balance was \$1,768,143.
- This would provide 4.93 months without any revenue coming into the City.
- City trend showed an increase from 36.02% to 41.09%; and is above the minimum 15% fund balance policy established by City and the industrial standard. This will fluctuate based on cash flows.
- The net change in the 2015 fund balance was (\$218,954); there were projects with paving and the trend can almost always be traced back to capital improvements.
- For every dollar brought into the City, as a percentage, in 2015 expenditures exceeded revenues by -2.66%.
- The negative revenues included capital projects. When only reviewing the operation expenditure, the city has a positive trend

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City Manager Leavengood asked the Auditor to add another comparison. The dotted blue line includes additional assigned funds. The new comparison started in 2014 and the two will diverge more over time.

Enterprise Fund Snapshot

- Total Net Position in 2015 (equivalent of fund balance in the general fund) was \$10,016,657.
- Unrestricted Net Position (equivalent to unassigned fund balance in the general fund) was \$2,525,196.
- This would provide 12.95 months without any revenue coming into the City.
- Net position as a percent of revenues was 108%.
- For every dollar brought into the City, as a percentage, in 2015 revenues exceeded revenues by 19.04% gross profit. (Does not include interest or operating transfer expenses). The percentage necessary to operate the system and pay principal and interest on debt and make the interfund transfer is 14%.

The **City Commission** asked about the loss in 2011.

Mike Brynjulfson stated that there were several large capital projects including the meter project and utility line relocations.

Overall Snapshot

- Unrestricted cash and investment includes proprietary funds and governmental funds for a total of \$4,194,900.
- GASB 68 & 71, put unfunded portion of the pension plans on the books
- General Employee Plan is 90% funded and the Police Officer and Firefighters' Plan is 105% funded

The Commissioners praised the auditor and the City staff for the financial statements and budget process.

Mike Brynjulfson stated that the city is doing a good job and works well with the auditors. Staff prepares the report, which he audits. Staff has received the GFOA Certificate for Certificate of Achievement for Excellence in Financial Reporting for the last four years.

City Manager Leavengood stated he appreciated the Auditors diligence and thanked Amber Deaton the Finance Director for working with the Auditor and him. The City is in a great position financial while still being aggressive with capital projects. The City has a great team.

4.) STREET RESURFACING PRIORITY LIST

City Manager Leavengood stated the City's capital improvement program currently schedules a street resurfacing project every two years. The two year cycle allows for a buildup of \$150,000 in restricted gas tax revenues (\$75k each year) to be spent on a single project that is more effective due to incurring a single mobilization fee and greater economies of scale from a single larger project (instead of annual \$75k projects).

The proposed list is reflective of Public Works Staff's assessment of the relative condition of the roads within the City. Each street is ranked between #1 through #5 with the lower rank being of

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higher priority based upon cracks, potholes, and the thinness of the pavement. This ranking is subject to change over time, as roads receive different amounts of usage and wear that requires the list to be periodically updated. The priority list is used to establish the scope of work and bid proposal for the resurfacing project in the upcoming FY 16/17 budget.

The proposed list is being presented to the City Commission for consideration and approval as submitted or with any amendments that the Commission may desire. Following feedback from the City Commission regarding the widening of Ramona Avenue staff soliciting pricing information from a resurfacing company and the cost was estimated to be \$213, 013. This would include removing the curb, grind down the curb, and re-pour the curb.

The **City Commission** asked about the details of the work priced for the Ramona widening project, if the curbing would need to be replaced, and about drains. They also commented on the speed of cars on a wider road and traffic calming. They asked if the new speed signs counted the number of speeders. They stated that vehicles move onto the curb to allow another vehicle to pass, which has led to the curb cracking and that there are no sidewalks for pedestrians. They also asked about the volume of traffic stating Ramona was well used and more similar to a collector road than a residential street.

Staff responded that the Ramona project pricing included removing the existing curbing on both sides, milling the road down, and adding 5 feet with a new crown in the new center. This would create a 20 foot lane to match the south end of Ramona. The curbing would then be replaced on both sides with reshaped residential driveways. A curbing needs to be installed or the lots will need to be graded. The existing curbs are there to assist with drainage. The scope also included extending and redesigning the drainage at the north end. The price also includes new guard rails near the swamp area because when the road is widened the rail will need to be upgraded to meet the current standards. The current width of the road is 14-15 of pavement with concrete curbs. South Ramona has 20 foot of pavement. The right-of-way is wide enough for the widening project without any additional right-of way. Staff would conduct a survey to confirm the residents are in favor of the proposed project. Mailboxes would also need to be replaced, matching the existing box. Traffic mitigation may also need to be addressed and speed can be monitored.

Staff established a ranking which is used to create the priority list approved by the Commission. Staff then gets bids to see how far the funding can go. If the Commission approves, Ramona can be moved to the number one priority. Based upon the price, the City Manager may suggest that \$175,000 be moved from General Fund reserve to pair with the \$150,000 to complete the project. Then in the next two year cycle then go back to the normal \$150,000 budget.

The **City Commission** asked about the status of the roads currently above Ramona and the type of projects needed. Since these projects are completed every two years, waiting for another cycle could cost more to widen Ramona. They asked about streets not on the list such as Lynn Dale, South Ramona, and other recently completed streets.

Staff stated that four years ago Lake Swoope, 2nd and 3rd Street were resurfaced. The current priority includes the side streets in the same area. The current top priority streets are strictly resurfacing projects. The cost goes up when there is curbing or manholes to work around. The first 3-4 streets would probably use one cycle of funding. The City has re-invested the gas tax money each year to make improvements around the City. Ramona is also on the list for resurfacing.

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Staff requested a motion approving the priority list with any changes.

Commissioner Dearmin moved to approve priority list as shown with Ramona moved to the first position, seconded by **Commissioner Maultsby**.

Carolyn Underwood, 745 Lake Swoope Rd., stated that Midway should be considered due to the traffic to the center and potholes.

Staff stated that Midway is a priority one road and would be included in the following cycle.

The motion was approved by voice call vote.

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

RECOGNITION OF CITIZENS

Judy Schelfo 640 East Lake View Rd., asked about the projected date for side street signs and what would be the costs to businesses.

City Manager Leavengood stated the City passed a Resolution that the side-street signs are an asset of the City. The City will maintain and incur the cost of the signs. The Resolution includes the criteria for inclusion and removal of businesses listed on the signs. The majority of the business are included on at least one sign. The main signs are currently being installed, which will be followed by the side-street signs. Lastly the two large gateway signs will be installed after the permits are approved. Final payment will not be sent until the final sign is installed.

COMMISSIONER QUESTIONS AND COMMENTS

Mayor Lake commented on the beeping Easter Egg hunts, which received national and international news. He wished Happy Birthday to Commissioner Maultsby. He has received good reports on the signs. He was asked about guidelines and training for the Boards and Committees.

City Manager Leavengood stated new members are trained about missing three days. The goal is to have a quorum.

Vice Mayor Daley congratulated the City on Financial report. She stated that on April 22nd, an Earth Day event for all the first graders from Lake Alfred Elementary will be held at Mackay Gardens. The program will include environmental education specific to Mackay, a scavenger hunt, lessons on how to read trail signs, and gopher tortoise information.

Commissioner Duncan commented that the CRA includes infrastructure improvements such as resurfacing and Ramon is located in the CRA. Funding from the CRA could also be used.

Commissioner Dearmin congratulated the City on Financial audit.

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Commissioner Maultsby congratulated the Financial Department and the City Commission on taking care of the City's finances. He also asked about the Gardner House

City Manager Leavengood stated the owner visited today to set up a visit a week from today.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 9:18 pm.

Respectfully Submitted,

Ameé N. Bailey
City Clerk

**LAKE ALFRED CITY COMMISSION MEETING
APRIL 18, 2016**

1.) PUBLIC HEARING: ORDINANCE 1364-16: BOARDS AND COMMITTEES

ISSUE: The City Commission will consider an ordinance updating the policies and procedures for various boards and committees.

ATTACHMENTS:

- Ordinance 1364-16 with Exhibit "A" and "B"

ANALYSIS: Following feedback from the City Commission on recent Board appointments, staff has reviewed the city codes and policies regarding Boards and Committees and identified an opportunity for a cleanup of various provisions.

The proposed amendment requires that an individual be a resident of the city for at least one year to be eligible for various board appointments. This provision is identical to the residency requirement in the City Charter to be a City Commissioner.

The proposed amendment adds flexibility to the Planning Board's meeting schedule and the appointment of alternate members consistent with existing practices. Additionally, the number of alternates on the Board of Adjustments has been amended to "up to two" from the current three (3) alternates. One alternate position on the Board of Adjustments is currently filled.

STAFF RECOMMENDATION: Approval of Ordinance 1364-16 on second and final reading.

ORDINANCE 1364-16

**AN ORDINANCE OF THE CITY OF LAKE ALFRED, FLORIDA
AMENDING CHAPTER 2, ARTICLE III, OF THE CODE OF
ORDINANCES OF THE CITY OF LAKE ALFRED; AMENDING
ARTICLE 8 OF THE CITY OF LAKE ALFRED UNIFIED LAND
DEVELOPMENT CODE, RELATING TO BOARDS AND
COMMITTEES; PROVIDING FOR CODIFICATION,
CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.**

WHEREAS, the City of Lake Alfred City Commission approved the Unified Land Development Code in 1993, and prescribed the composition, appointments, duties, and authority for the Planning Board and Board of Adjustment; and

WHEREAS, the City of Lake Alfred City Commission adopted Ordinance No. 1012-02 and 831-98 modifying the membership of the Parks and Recreation Board; and

WHEREAS, upon review, the City Commission desires to update the appointment of members, procedures, and to create consistency for all Boards and Committees in regards to their residency status; and

NOW THEREFORE, BE IT ORDAINED by the City Commission of the City of Lake Alfred, Florida that this Ordinance is hereby passed for the protection and welfare of the citizens of Lake Alfred, and that:

SECTION 1. UNIFIED LAND DEVELOPMENT CODE. Article 8 of the Unified Land Development Code of the City of Lake Alfred is hereby amended as identified in Exhibit "A" attached hereto and made a part hereof (deletions are shown in strikethrough and additions are shown in underline format).

SECTION 2. CODE OF ORDINANCES. Chapter 2 Article III of the Code of Ordinances for the City of Lake Alfred is hereby amended as identified in Exhibit "B" attached hereto and made a part hereof (deletions are shown in strikethrough and additions are shown in underline format).

SECTION 3. CONFLICTS. All ordinances in conflict herewith are hereby repealed to the extent necessary to give this Ordinance full force and effect, provided however, that nothing herein shall be interpreted so as to repeal any existing ordinance or resolution relating to means of securing compliance with the City's Code of Ordinances, unless such repeal is explicitly set forth herein.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City of Lake Alfred, Florida, hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 5. CODIFICATION. It is the intention of the City Commission that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Lake Alfred; and that sections of this Ordinance may be renumbered or re-lettered and the word "ordinance" may be changed to, "section", or such other appropriate word or phrase in order to accomplish such intentions; and regardless of whether such inclusion in the Code of Ordinances of the City of Lake Alfred is accomplished, sections of this Ordinance may be renumbered or re-lettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or his or her designee, without need of public hearing, by filing corrected or re-codified copy of same with the City Clerk.

SECTION 6. EFFECTIVE DATE. This ordinance shall become effective immediately upon final adoption.

INTRODUCED AND PASSED on first reading at a regular meeting of the Lake Alfred City Commission held this 4th day of April, 2016.

PASSED AND FINALLY ADOPTED on second reading at the meeting of the Lake Alfred City Commission duly assembled on the 18th day April, 2016.

**CITY OF LAKE ALFRED
CITY COMMISSION**

By: _____
Charles O. Lake, Mayor

ATTEST:

By: _____
Ameé Bailey-Speck, City Clerk

APPROVED AS TO FORM:

By: _____
Frederick J. Murphy Jr., City Attorney

Ordinance 1364-16
Exhibit "A"

Language stricken is shown in ~~strikethrough~~ format; language added is shown as underlined format.

LAKE ALFRED UNIFIED LAND DEVELOPMENT CODE
ARTICLE 8

8.03.00 Development Boards

8.03.01 Planning Board

(A) Functions, Powers and Duties

- (1) Act as Local Planning Agency pursuant to the Local Government Comprehensive Planning and Land Development Regulation Act, Ch.163, Part II, Florida Statutes, and perform all functions and duties prescribed in the statute.
- (2) Obtain and maintain information on population, property values, the land economy, land use and other information necessary to assess the amount, direction and type of development to be expected in the City.
- (3) Advise and make recommendations to the City Commission regarding applications for amendments to the Official Zoning Map and requests for Conditional Uses or other special designations on property within the City.
- (4) At the request of the Chief Building Official, interpret and determine the intent of provisions of this Code that are unclear or in conflict with other regulations.
- (5) Consider the need for revision or addition of regulations in this Code, and recommend changes to the City Commission.
- (6) Consider the need for revision of the Comprehensive Plan, and recommend changes to the City Commission.
- (7) Other duties as assigned by the City Commission.

(B) Appointment of Members

- (1) The Planning Board shall have seven (7) regular members, and may have up to two (2) alternate members, to be appointed by the City Commission.
- (2) Each member of the Planning Board shall be an elector of the city who has resided within the city's municipal limits for not less than one full calendar year~~reside in the City.~~ For the purposes of this section, reside shall mean the elector maintains his or her primary residential home within the municipal city limits.
- (3) Each regular member shall be appointed to a three (3) year term. In the event that all regular members are appointed at the same time, ~~two (2) members shall be appointed for a term of one (1) year, two (2) members shall be appointed for a term of two (2) years, and three (3) members shall be appointed for a term of three (3) years.~~ up to three (3) members may be appointed for an initial term of less than three (3) years at the discretion of the City Commission at the time of appointment.
- (4) Each alternate shall be appointed to a three (3) year term. In the event that all alternates are appointed at the same time, one (1) alternate shall be appointed

for a term of one (1) year and one (1) alternate shall be appointed for a term of two (2) years

- (5) ~~During meetings, alternate members will be seated with regular members on the dais.~~ The first alternate member will vote only when six or fewer regular members are in attendance at the meeting, and the second alternate member will vote only when six or fewer regular members are in attendance at the meeting. Except for this voting limitation, alternate members are free to ask questions, participate in discussions, and perform other functions in the same manner as regular members.
- (6) Regular vacancies shall be filled by appointments made at the last regular meeting of the City Commission in October of each year. All members shall serve until their successors are appointed.
- (7) If a position becomes vacant before the end of a term, the City Commission shall appoint a substitute member to fill the vacancy for the duration of the vacated term. A member or alternate whose term expires may continue to serve until a successor is appointed and qualified.
- (8) Members and alternates may be removed without notice and without assignment of cause by a majority vote of the City Commission.
- (9) At the first meeting held after November 1 of each year, the Board shall elect a Chairman, Vice-Chairman and such other officers as deemed necessary. The Chairman, or in his absence the Vice-Chairman, shall preside over all meetings of the Board. Officers shall serve terms of one (1) year.
- (10) The Chairman will establish subcommittees and appoint members as needed to carry out the purposes of the Board.
- (11) Members and alternates shall not be compensated, but may be reimbursed for travel and other expenses incurred on Board business.
- (12) If any member fails to attend three (3) successive meetings, the Board may declare the member's office vacant and notify the City Commission.

(C) Procedures

- (1) The Board shall adopt procedures to carry out its purposes. All rules must conform to this Code, other City ordinances, and state law.
- (2) The Board shall meet at least ~~once each every other~~ month, unless a meeting is canceled for lack of business to be conducted, by a decision of the Board at a regular meeting or by decision of the Chairman.
- (3) The Board shall keep minutes of its proceedings, indicating the attendance of each member, and the decision on every question.
- (4) Four (4) members shall constitute a quorum.
- (5) Each decision of the Board must be approved by a majority vote of the members present at a meeting in which a quorum is present and voting.

8.03.02 Board of Adjustment

(A) Functions, Powers and Duties

- (1) To authorize specific variances from appropriate provisions of this Code as will not be contrary to the public interest, in cases where literal enforcement of the Code will result in unnecessary hardship for the applicant.
- (2) To hear and decide upon appeals of administrative decisions where it is alleged there is an error in an order, requirement or policy of City staff. The Board may reverse or affirm, wholly or in part, the order, requirement or policy of the administrative official.

(B) Appointment of Members

- (1) The Board of Adjustment shall have five (5) members and may have up to threetwo (32) alternates, to be appointed by the City Commission.
- (2) Each member of the Board of Adjustment shall be an elector of the city who has resided within the city's municipal limits for not less than one full calendar yearreside in the City. For the purposes of this section, reside shall mean the elector maintains his or her primary residential home within the municipal city limits.
- (3) Each member shall be appointed to a three (3) year term. In the event that all members are appointed at the same time, one (1) member shall be appointed for a term of one (1) year, two (2) members shall be appointed for a term of two (2) years, and two (2) members shall be appointed for a term of three (3) years.
- (4) Each alternate shall be appointed to a three (3) year term. In the event that all alternates are appointed at the same time, one (1) alternate shall be appointed for a term of one (1) year, one (1) alternate shall be appointed for a term of two (2) years, and one (1) alternate shall be appointed for a term of three (3) years.
- (5) Regular vacancies shall be filled by appointments made at the last regular meeting of the City Commission in October of each year. All members and alternates shall serve until their successors are appointed.
- (6) If a position becomes vacant before the end of a term, the City Commission shall appoint a substitute member or alternate to fill the vacancy for the duration of the vacated term. A member or alternate whose term expires may continue to serve until a successor is appointed and qualified.
- (7) Members and alternates may be removed without notice and without assignment of cause by a majority vote of the City Commission.
- (8) At the first meeting held after November 1 of each year, the Board shall elect a Chairman and Vice-Chairman. The Chairman, or in his absence the Vice-Chairman, shall preside over all meetings of the Board. Officers shall serve terms of one (1) year.
- (9) Members and alternates shall not be compensated, but may be reimbursed for travel and other expenses incurred on Board business.
- (10) If any member fails to attend three (3) successive meetings, the Board may declare the member's office vacant and notify the City Commission.

Ordinance 1364-16
Exhibit "B"

Language stricken is shown in ~~strikethrough~~ format; language added is shown as underlined format.

PART II - CODE OF ORDINANCES
ARTICLE III. - BOARDS, COMMITTEES, COMMISSIONS
Chapter 2 - ADMINISTRATION
DIVISION 3. - PARKS AND RECREATION BOARD

Sec. 2-112. - Composition; appointment, term of members.

Each member of the Parks and Recreation Board shall be an elector of the city who has resided within the city's municipal limits for not less than one full calendar year. For the purposes of this section, reside shall mean the elector maintains his or her primary residential home within the municipal city limits. The membership of the parks and recreation board shall consist of seven members. The members shall be appointed by the city commission, and each member shall serve for a term of three years; except that of the seven members first appointed, two shall serve for a term of one year, two shall serve for a term of two years and three shall serve for a term of three years. The city manager shall be an ex officio member of the board. All members shall serve until their successors are appointed. Members may be removed without notice and without assignment of cause by a majority of the city commission.

**LAKE ALFRED CITY COMMISSION MEETING
APRIL 18, 2016**

2.) CAPITAL BUDGET PRESENTATION

ISSUE: The City Commission will consider the Capital Improvement Program (CIP) to be included in the preparation of the FY 16/17 & FY 17/18 Annual Operating Budgets.

ATTACHMENTS:

- Capital Improvement Program (CIP) FY 16-17 through FY 20-21

ANALYSIS: The presentation and adoption of the FY 15/16 Budget included the second year, FY 16/17 Budget. Consideration and inclusion of a balanced second year budget provides staff and the Commission with better insight into the budgetary process, allows the City to more effectively pursue projects, and to meet the service and organizational needs of the City.

Consistent with the purpose of the second year budget, the Capital Improvements Program (CIP) allows the City to chart out and to prepare for its long-term and larger expenses. Inclusion of the CIP in the budget process allows for a better planning and forecasting tool. These are the projects that ultimately make their way into the balanced second year budget, and then into the operating current year budget where the project is funded and completed.

The proposed CIP is consistent with the adopted FY 15/16 & second year FY 16/17 Budgets, and the prior CIP document. Proposed additions are highlighted in yellow and projects that did not have a dedicated funding source or are proposed to be grant funded were pushed back but remain in the CIP (and can effectively be advanced at any time once funding is available).

The proposed CIP is being presented to the City Commission for consideration and approval as submitted or with any amendments that the Commission may desire. The proposed CIP is conceptual in nature and will be included in the final budget for consideration with any changes that the Commission may determine or that may be necessary due to revenue and expenditure considerations.

STAFF RECOMMENDATION: Approval of the proposed Capital Improvement Program.

CITY OF LAKE ALFRED

CAPITAL IMPROVEMENTS PROGRAM (CIP)

FY 2016/2017 - FY 2020/2021

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	Funding
	1st Year Budget	2nd Year Budget				

General Government

Electronic Message Board	\$20,000					
Total:	\$20,000	\$0	\$0	\$0	\$0	

Police Department

Replacement Patrol Vehicle	\$30,000	\$30,000	\$30,000	\$60,000	\$30,000	
Police K-9			\$10,000			
Total:	\$30,000	\$30,000	\$40,000	\$60,000	\$30,000	

Fire Department

Replacement Fire Engine	\$50,000	\$50,000	\$450,000	\$50,000	\$50,000	250k GF R.
Staff Vehicle Replacement		\$35,000				
Replace Extrication Equip.			\$45,000			
Total:	\$50,000	\$85,000	\$495,000	\$50,000	\$50,000	

Community Dev.

City Limit Legal Description		\$15,000				
Total:	\$0	\$15,000	\$0	\$0	\$0	

Parks and Recreation

P&R Master Plan	\$30,000					P&R Impact
Vehicle Replacement	\$20,000			\$25,000		
Tennis Court Relocation			\$100,000			FRDAP Grant
Capital at Mackay	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
Baseball Scoreboard			\$20,000			
Dock Repair & Replacement	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
Football Lighting				\$150,000		County MSTU
Total:	\$90,000	\$40,000	\$160,000	\$215,000	\$40,000	

Public Works

Replacement Service Vehicles		\$25,000			\$25,000	
Bucket Truck Replacement		\$30,000	\$60,000			30k GF R.
Street Resurfacing	\$150,000		\$150,000		\$150,000	Local Gas Tax
Total:	\$150,000	\$0	\$150,000	\$0	\$150,000	

CITY OF LAKE ALFRED

CAPITAL IMPROVEMENTS PROGRAM (CIP)

FY 2016/2017 - FY 2020/2021

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	Funding
	1st Year	2nd Year				

Public Utilities

Replacement Service Vehicles	\$25,000			\$25,000	
Paint Water Tower	\$60,000				
Ramona L/S Improvements		\$30,000			
Line Replacement - Mariana		\$50,000		\$50,000	
Echo Terrace Lift Station			\$80,000		
Total:	\$85,000	\$80,000	\$80,000	\$75,000	\$0



Funding Reserves



Grant Funding



Restricted Funding

Total General Fund Capital	\$340,000	\$170,000	\$845,000	\$325,000	\$270,000
Total Enterprise Fund Capital	\$85,000	\$80,000	\$80,000	\$75,000	\$0
Total Capital	\$425,000	\$250,000	\$925,000	\$400,000	\$270,000
Total Operating GF Capital	\$160,000	\$170,000	\$415,000	\$325,000	\$270,000
Total Operating EF Capital	\$85,000	\$80,000	\$80,000	\$75,000	\$0
Total Oper/Unres Capital	\$245,000	\$250,000	\$495,000	\$400,000	\$270,000