

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



Phone: (863) 291-5270
Fax: 863) 298-4440
Visit: My Lake Alfred.com

**AGENDA
CITY COMMISSION
MONDAY, MARCH 21, 2022
7:30 PM
CITY HALL**

Call to Order: Mayor Nancy Z. Daley

Invocation and Pledge of Allegiance

Roll Call: Linda Bourgeois, City Clerk

City Manager & City Attorney Announcements

Recognition of Citizens: Items that are not on the Agenda.

Consent Agenda:

- 1.) City Commission Meeting Minutes for March 7, 2022
- 2.) City Commission Announcements
- 3.) Lease Agreement: Lake Alfred Historical Society

Agenda:

- 1.) Public Hearing: Resolution: 02-22 CDBG Grant Application
- 2.) Resolution: 03-22 Personnel Manual and Employee Handbook
- 3.) Tax Credit Agreement: Fallbrook Tax Credits, LLC
- 4.) Interlocal Agreement: Haines City Urban Services
- 5.) Bids: Fire Department Vehicle Purchase
- 6.) Capital Budget

Recognition of Citizens: Please Limit Your Comments to 5 Minutes.

Commissioner Questions and Comments:

Commissioner Eden
Commissioner Maultsby
Vice Mayor Dearmin
Mayor Daley
Commissioner Fuller

Adjourn

**LAKE ALFRED CITY COMMISSION
MARCH 21, 2022**

All matters listed under this item are considered to be routine, and action will be taken by one motion without discussion. If a discussion is requested by a Commissioner, that item(s) will be removed from the Consent Agenda and considered separately.

1.) City Commission Meeting Minutes for March 7, 2022

Attachments:

- Draft Minutes

Analysis: Please review the minutes at your earliest convenience, and if there are any questions, comments, or concerns, please contact City Clerk Linda Bourgeois at (863) 291-5270.

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 Board Members may attend and discuss issues that may come before the City Commissioners.

DATE	MEETING/ EVENT	LOCATION	TIME
3/31	Ridge Art Show / Reception	Mackay Estate	5:30 p.m.
4/4	City Commission Meeting	City Hall	7:30 p.m.
4/14	Planning and Zoning Meeting	City Hall	6:00 p.m.
4/18	City Commission Meeting	City Hall	7:30 p.m.

2.) Lease Agreement: Lake Alfred Historical Society

Analysis: The Lake Alfred Historical Society currently leases the old bank building from the City of Lake Alfred located on 210 N. Seminole Avenue. The current lease is set to expire in April of 2022. The proposed lease is substantively consistent with the previous agreement and allows for continued use of the building for one-year terms for \$1 that automatically renew unless either party provides notice of nonrenewal sixty days

Staff Recommendation: Approve the consent Agenda.

**LAKE ALFRED CITY COMMISSION
MARCH 21, 2022**

1.) Public Hearing: Resolution 02-22: CDBG Grant Application

Issue: The City Commission will consider a resolution approving the City's Community Development Block Grant application for Fiscal Year 2022-2023.

Attachments

- Resolution 02-22

Analysis: In July of 2017, the City Commission approved an agreement with the county to become a sub-recipient of Polk County for Community Development Block Grant funding. Polk County has requested project proposals from its municipal partners based to be funded by a formula allocation. The City is estimated to receive approximately \$32,350 in CDBG funds in the upcoming FY 22/23 Budget.

Staff is proposing the addition of a new ADA accessible sidewalk along Lake Swoope Drive which will increase the City's level of accessibility and service for residents. The proposed project is approximately 1,330 feet, and is consistent with the funding allocation and the parks and recreation master plan.

Staff Recommendation: Approve Resolution 02-22.

LAKE ALFRED CITY COMMISSION
MARCH 21, 2022

2.) Resolution 03-22: Personnel Manual and Employee Handbook Update

Issue: The City Commission will consider a resolution amending the City's personnel manual and employee handbook.

Attachments:

- Resolution 03-22 with Exhibit "A"

Analysis: The employee handbook sets forth in detail the personnel policies, benefit programs, and rules that apply to City employees. The last formal review of the Personnel Manual was conducted in 2021 and adopted on November 15, 2021.

Following major revisions from previous years, staff has reviewed the policies continually and how they have been implemented and applied.

Notable changes in the proposed amendment include:

- Addition of Police Signing Bonus & Cadet Sponsorship
- Addition of Employee Referral Bonus
- Addition of Section 18: Departmental Policy Index

Staff Recommendation: Approve Resolution 03-22.

LAKE ALFRED CITY COMMISSION
MARCH 21, 2022

3.) Tax Credit Agreement: Fallbrook Tax Credits, LLC

Issue: The City Commission will consider an agreement with Fallbrook Tax Credits, LLC for the sale of the City's Voluntary Tax Cleanup Credits.

Attachment:

- Brownfield Site Rehabilitation Agreement (BSRA)
- FallBrook Tax Credits, LLC Agreement

Analysis: In 1998, the Florida Legislature created the Voluntary Cleanup Tax Credit (VCTC) to encourage participants to conduct voluntary cleanup of certain contaminated sites and brownfield sites in designated brownfield areas. Participants may be private or public entities. The City had met the eligibility criteria established under Sections 376.3078, 376.30781, and 376.82, F.S, and in 2019 entered into a Brownfield Site Rehabilitation Agreement (BSRA) with the Florida Department of Environmental Protection.

The BSRA allowed the City to receive Voluntary Cleanup Tax Credits of up to 75% percent of the cost of assessment and remediation in the form of State Corporate Income Tax Credits. Tax credit certificates are awarded by the Florida Department of Environmental Protection and are valid against Florida Corporate Income Tax. These tax credits can be transferred and sold for up to 90 cents on the dollar.

The City received two Voluntary Cleanup Tax Credit Certificates as a result of our environmental cleanup of the downtown city-owned parcel in the total amount of \$106,442.34. As the City cannot directly benefit from tax credits (i.e. because the City is tax-exempt) we can sell

The City has received a proposal from the Fallbrook Tax Credits, LLC to act as a placement agent for the City of Lake Alfred.

Fallbrook is an experienced placement agent of Voluntary Cleanup Tax Credits, Historic Tax Credits, Low Income Housing Tax Credits, Film Tax Credits, and Brownfield Tax Credits. Fallbrook has several contacts (each, a "Prospect") that are potential qualified purchasers of the Tax Credits.

The prospect will purchase the Tax Credits from the Seller at a price of no less than Eighty-Nine Cents (\$0.89) per Dollar (\$1.00) of Tax Credits (the "Purchase Price"). Seller will retain from the Purchase Price an amount equal to Eighty-Nine Cents (\$0.89) per Dollar (\$1.00) of Tax Credits sold and agrees to pay to Fallbrook a placement fee equal to the difference between the Purchase Price and the Seller Price.

Staff Recommendation: Approval of the Agreement with Fallbrook Tax Credits, LLC.

LAKE ALFRED CITY COMMISSION
MARCH 21, 2022

4.) Interlocal Agreement: Haines City Urban Services

Issue: The City Commission will consider an Interlocal Agreement with the City of Haines City for the annexation/utility service boundaries and temporary utility services.

Attachment:

- Urban Services Agreement

Analysis: The City of Lake Alfred maintains a utility service area around the City in accordance with Chapter 180 Florida Statutes that gives the City a right to provide utility services within this area outside of the City limits. The City of Haines City also maintains a Chapter 180 Utility service area that abuts and is adjacent to Lake Alfred's utility area on our eastern boundary.

The City has received a request to provide utility services to a development that is contiguous to Lake Alfred but is within Haines City's utility service area. Haines City has the right to provide utility services to this development but the distance of their main lines is cost-prohibitive to provide services at this time. Lake Alfred had proposed annexing the property and providing utility services but Haines City was not receptive to that suggestion but is receptive to Lake Alfred providing utility services to the development.

The proposed interlocal agreement affirms each City's utility services area and affirms to not annex into each municipality's respective utility service area. The proposed agreement also provides provisions for each municipality to provide temporary utility in the respective municipality's service area.

The proposed agreement will allow us to provide utility services to the pending development under favorable terms while protecting the integrity of each City's utility service area and city limits.

Staff Recommendation: Approval of the Interlocal Agreement between the City of Lake Alfred and Haines City.

**LAKE ALFRED CITY COMMISSION
MARCH 21, 2022**

5.) Bids: Fire Department Vehicle Purchase

Issue: The City Commission will consider a vehicle purchase for the Fire Department.

Attachments:

- Bid Information

Analysis: The City has budgeted funds for vehicle replacement in various City departments. The general replacement guideline is for vehicles that are in continuous use to be eligible for replacement after 10 years or more than 100,000 miles. Intermittent use vehicles may have significantly longer use periods (e.g. Fire Engines, Bucket Trucks, etc.).

This vehicle will be used by the Fire Marshal and is an addition to the fire department fleet. The vehicle will be paid for by restricted permit fee revenue as the primary purpose of the Fire Marshal will be to perform inspections related to the enforcement of the Florida Building Code.

Fire Department

Budgeted: Building Permit Revenue

Vehicle being Replaced: Additional vehicle to fleet

Proposed Purchase: 2022 White F-150 4x4 with an emergency lighting package.

Bids: Staff solicited the following bids:

- Bartow Ford: \$44,597.22
- Duval Ford: \$48,631
- Bozard Ford: \$48,702

Staff Recommendation: Purchase a 2022 White F-150 4x4 with an emergency lighting package the amount of \$44,597.22.

LAKE ALFRED CITY COMMISSION
MARCH 21, 2022

6.) Capital Budget Presentation

Issue: The City Commission will consider the Capital Improvement Program (CIP) to be included in the preparation of the FY 22/23 & FY 23/24 Annual Operating Budgets.

Attachments:

- Capital Improvement Program (CIP) FY 22/23 through FY 26/27

ANALYSIS: The City's annual budget process includes the preparation and adoption of a five-year Capital Improvements Program (CIP). The CIP allows us to prepare for long-term and high expenditure projects and purchases. 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.

Proposed additions to the currently adopted CIP 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 changes in budgeted revenues or expenditures.

Staff Recommendation: Approval of the proposed Capital Improvement Program