

City of Lake Alfred  
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Lake Alfred, FL 33850



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**AGENDA  
CITY COMMISSION MEETING  
MONDAY AUGUST 5, 2019  
7:30 PM  
CITY HALL**

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**CALL TO ORDER: MAYOR NANCY DALEY**

**INVOCATION AND PLEDGE OF ALLEGIANCE: TBD**

**ROLL CALL: DEPUTY CITY CLERK MAMIE DRANE**

**CITY MANAGER & CITY ATTORNEY ANNOUNCEMENTS**

**RECOGNITION OF CITIZENS: ITEMS THAT ARE NOT ON THE AGENDA**

**PROCLAMATION: CANCER AWARENESS MONTH  
CR 557 ROAD WIDENING PRESENTATION**

**CONSENT AGENDA**

- 1.) CITY COMMISSION MEETING MINUTES FOR JULY 22, 2019
- 2.) CITY COMMISSION ANNOUNCEMENTS
- 3.) BOARD APPOINTMENTS

**AGENDA**

- 1.) BUDGET: REVENUE & PAYROLL
- 2.) BIDS: CYPRESS GREENS LIFT STATION

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

**COMMISSIONER QUESTIONS AND COMMENTS:**

**MAYOR DALEY  
COMMISSIONER EDEN  
COMMISSIONER MAULTSBY**

**COMMISSIONER LAKE  
VICE MAYOR DEARMIN**

**ADJOURN**

**LAKE ALFRED CITY COMMISSION MEETING  
AUGUST 5, 2019**

**CONSENT AGENDA**

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

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**1.) JULY 22, 2019 CITY COMMISSION MEETING MINUTES**

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**ATTACHMENTS:**

- Draft Minutes

**ANALYSIS:** Please review the minutes at your earliest convenience and if there are any questions, comments or concerns please contact the Deputy City Clerk Mamie Drane at (863) 291-5748.

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**2.) CITY COMMISSION ANNOUNCEMENTS**

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**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.

<b>Date</b>	<b>Meeting/ event</b>	<b>Location</b>	<b>Time</b>
August 13	Planning Board	City Hall	6:00 pm
August 15-17	FLC 2019 Conference	Orlando	
August 15	Code Enforcement Special Magistrate	City Hall	3:00 pm
August 27	Board of Adjustment	City Hall	5:00 pm

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**3.) BOARD APPOINTMENTS**

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**ISSUE:** The City Commission will consider an appointment to the Parks and Recreation Board.

**ATTACHMENTS:**

- Application

**ANALYSIS:** The City maintains various boards that are both essential to and benefit of the City including: Planning, Adjustments, and Parks & Recreation. The members are

*Should any person decide to appeal any decision made at a meeting, or any meeting announced in this agenda, such person will need a record of the proceedings and may need to ensure that a verbatim record of the proceedings is made in accordance with the American with Disabilities Act, persons with disabilities needing special accommodations to participate in this proceeding should contact the City Clerk not later than four days prior to the proceeding at 863- 291-5748.*

**LAKE ALFRED CITY COMMISSION MEETING  
AUGUST 5, 2019**

appointed by the City Commission. All Board members serve for three (3) year terms and the following boards have opening or members up for renewal:

**Parks and Recreation Board**

This Board was established oversee matters regarding recreational activities and use of lands designated as City parks. The Board consists of five (5) regular members and up to two (2) alternate board members.

- Pastor Robert Terry, new alternate member term to expire 2022

**LAKE ALFRED CITY COMMISSION MEETING  
AUGUST 5, 2019**

**AGENDA**

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**1.) BUDGET PRESENTATION: REVENUE & PAYROLL**

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**ISSUE:** The City Commission will consider the Payroll and Revenue sections to be included in the preparation of the FY 19/20 & FY 20/21 Annual Operating Budgets.

**ATTACHMENTS:**

- Budget Summary
- General Fund, Enterprise, CRA Revenue FY 19/20 & FY 20/21
- Payroll FY 19/20 & FY 20/21

**ANALYSIS:** The proposed revenue and payroll sections for the upcoming FY 19/20 budget have been prepared using the previously approved second year budget. Proposed changes to revenue have been highlighted and are based on experience from the current and previous fiscal years or from anticipated changes based on future projections.

Proposed changes to payroll are based off the operational needs of the City and is represented in the department personnel plan. Adjustments to compensation are based on a salary study which is conducted every two years that benchmarks our positions against comparable cities and several larger cities in the local labor market; the 2018 study used 1,627 data points. The City surveys the same target group in the study for cost of living adjustments (COLA) each year to create a benchmark for our own COLAs.

The proposed payroll changes include:

- 2.2% Cost of Living Adjustment
- Police Officer (advanced from 20/21 department personnel plan).
- New Staff Planner (Offset by \$35k from CFRPC contract)
- New Utilities Service Worker
- New Building Inspector (paid from restricted permit fee revenue)

Including all highlighted and proposed changes the FY 19/20 & FY 20/21 budgets are balanced with the current millage rate of 7.239. If approved, the proposed payroll and revenue sections will be included in the preparation of the final budget for consideration at public hearings in September along with any changes that the Commission may determine or that may otherwise be necessary.

**STAFF RECOMMENDATION:** Approve the draft Revenue & Payroll Sections to be included in the FY 19/20 Budget.

**LAKE ALFRED CITY COMMISSION MEETING  
AUGUST 5, 2019**

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**2.) BIDS: CYPRESS GREENS LIFT STATION**

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**ISSUE:** The City Commission will consider bids for a rehabilitation of the Cypress Greens lift station.

**ATTACHMENTS:**

- Scope, Advertisement, & Bids

**ANALYSIS:** The Cypress Greens lift station has experienced significant corrosion over the years of its internal cast iron pipes that are in need of immediate replacement. The proposed rehabilitation replaces the corroded pipes with stainless steel pipes and lowers the discharge point of the force main into the station so that it is submerged to reduce the generation of corrosive gasses which is believed to have accelerated the corrosion.

The City solicited sealed bids on the rehabilitation with the job posted to the City's website and advertised in the Lakeland Ledger.

The City received the following sealed bids on the project:

- Utility Technicians, Inc (Umatilla, FL): \$42,382
- Odom Contracting, LLC (Lakeland, FL): \$54,912
- Danus Utilities, Inc (Sanford, FL): \$57,094

All three companies performed an onsite walk through with the Public Utilities director to review the scope before submitting a bid. Tucker Construction additionally performed a walk through but did not submit a sealed bid.

The City has not had work performed by Utility Technicians in the past. However, CPH Engineering gave a reference for the company and they have performed work for the City of Winter Haven.

The City Budgets \$75k per year for lift station repair of which \$23k is remaining in the current fiscal year; the overage will be paid from fund balance.

**STAFF RECOMMENDATION:** Award the bid for the Cypress Greens Lift Station rehabilitation to Utility Technicians, Inc. for \$42,382.