

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



Phone: (863) 291-5270
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www.mylakealfred.com

AGENDA
CITY COMMISSION MEETING
MONDAY AUGUST 22, 2016
7:30 P.M.
CITY HALL

CALL TO ORDER: MAYOR CHARLES LAKE

INVOCATION AND PLEDGE OF ALLEGIANCE: PASTOR CATHY THACKER

ROLL CALL: CITY CLERK AMEÉ BAILEY

CITY MANAGER & CITY ATTORNEY ANNOUNCEMENTS

RECOGNITION OF CITIZENS: ITEMS NOT ON AGENDA

PROCLAMATION – CIVILITY MONTH

CONSENT AGENDA:

- 1.) CITY COMMISSION MEETING MINUTES FOR AUGUST 8, 2016
- 2.) CITY COMMISSION ANNOUNCEMENTS

AGENDA

- 1.) ORDINANCE 1368-16: UTILITY RATE CHANGES
- 2.) PURCHASE: PUBLIC WORKS VEHICLE
- 3.) APPOINT CHAIR/VICE CHAIR: CRA BOARD

RECESS CITY COMMISSION AND CONVENE COMMUNITY REDEVELOPMENT AGENCY BOARD

COMMUNITY REDEVELOPMENT AGENCY (CRA) BOARD AGENDA

- 1.) CRA MEETING MINUTES FOR SEPTEMBER 9, 2015
- 2.) CRA RESOLUTION 01-16: CRA BOARD BYLAWS
- 3.) CRA RESOLUTION 02-16: CRA APPROPRIATION OF REMAINING FUNDS
- 4.) CRA RESOLUTION 03-16: CRA ANNUAL BUDGET

ADJOURN CRA BOARD AND RECONVENE CITY COMMISSION

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

**LAKE ALFRED CITY COMMISSION MEETING
AUGUST 22, 2016**

**COMMUNITY REDEVELOPMENT AGENCY (CRA)
BOARD AGENDA**

1.) SEPTEMBER 9, 2015 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 the September 9, 2015 CRA Minutes

DRAFT MEETING MINUTES
CITY OF LAKE ALFRED
COMMUNITY REDEVELOPMENT AGENCY BOARD
WEDNESDAY SEPTEMBER 9, 2015
7:51 P.M.
CITY HALL

Call to order at 7:51 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, Board Member Albertus Maultsby, City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor and City Clerk Ameen Bailey.

COMMUNITY REDEVELOPMENT BOARD (CRA) AGENDA

1.) CRA MEETING MINUTES FOR AUGUST 4, 2014

Vice Chair Daley moved to approve the CRA meeting minutes for August 4, 2014; 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 01-15: CRA ANNUAL BUDGET

Assistant City Attorney Seth Claytor read the resolution title.

City Manager Leavengood stated the proposed CRA budget is the first operating budget to be created following the creation of the CRA in the fall of 2015. The majority of the \$20,000 budget has been placed in capital repair and maintenance projects to assist the City in beautification projects over the next fiscal year. It may also be able to assist the City in the funding the rollout of downtown wayfinding program. Now with a baseline budget, CRA project discussions can be included in the capital budget presentation that typically occurs in March of each year. As the budget grows, the City can consider larger projects. The CRA could also discuss two additional citizen members and establish a meeting schedule.

Staff recommended approval of CRA Resolution 01-15 Annual Budget to be included in the City Commission Budget for consideration.

Vice Chair Daley stated that it is very exciting and been a long time coming.

City Manager Leavengood stated that it was a challenge in 2014 trying to establish the thresholds. Now the \$20,000 budget was established due to the timing of the CRA development.

DRAFT

Board Member Maultsby moved to approve the CRA Resolution 01-15; seconded by **Board Member Dearmin** 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 approve adjourn; 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

Without further business, the CRA Meeting adjourned at 7:57 p.m., and the City Commission reconvened.

Respectfully submitted,

Ameé Bailey-Speck

City Clerk

DRAFT

**LAKE ALFRED CITY COMMISSION MEETING
AUGUST 22, 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: As a new Board, the Lake Alfred Community Redevelopment Agency (CRA) Board should consider rules of order. The proposed bylaws outline the purpose, membership, responsibilities, and meeting procedures for the CRA.

Staff has drafted a set of bylaws for consideration. Certain components are established by F.S. Part III, Chapter 163, Polk County, and the City of Lake Alfred ordinances and resolutions governing or affecting the operation and powers of the CRA. Other components have been modeled after similar provisions seen in other CRA bylaws and procedures. These items include the membership, officers and their duties, meetings and schedules, and various procedures.

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 22nd day of August, 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)
BOARD BYLAWS***

August 2016

**City of Lake Alfred
Community Redevelopment Agency
Bylaws**

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Lake Alfred Community Redevelopment Agency Board Bylaws

Section 1. Board Name and Definitions

- A. **Name.** The name of the Board is the “Lake Alfred Community Redevelopment Agency” as enacted by Ordinance 1335-14.
- B. **Definitions.** Unless stated to the contrary, the following words shall have the meanings stated below.
 - 1. **City Commission** shall refer to the City Commission for the City of Lake Alfred, Florida.
 - 2. Lake Alfred “**CRA**” Shall refer to the Lake Alfred Community Redevelopment Agency.
 - 3. **BoCC** shall refer to the Polk County Board of County Commissioners
 - 4. **Fiscal year** shall refer to the twelve calendar period commencing on October 1 and ending on September 30.
 - 5. **Plan** shall refer to the Lake Alfred Community Redevelopment Plan
 - 6. **Fund** shall refer to the Lake Alfred Community Redevelopment Trust Fund

Section 2. Purpose

The purpose of these bylaws is to provide operating policies and procedures to enable the Lake Alfred CRA to carry out the Lake Alfred Redevelopment Plan in a manner consistent with the provisions of F.S. Part III, Chapter 163, Polk County, and the City of Lake Alfred ordinances and resolutions governing or affecting the operation and powers of the CRA, and any other pertinent provisions of Florida Law.

Section 3. Membership

The membership shall follow the minimum procedures as set forth in Ordinance 1335-14 and as outlined below.

- A. **Members.** The CRA shall consist of a maximum of seven (7) members as prescribed in F.S. Chapter 163.357, BoCC Resolution 14-052, and City Ordinance 1335-14.
- B. **Standing Members.** Five (5) members shall be the seated City Commission.
- C. **Appointed Members.** The City Commission may appoint two (2) additional members to the CRA Board. The two appointed members shall serve four (4) year terms. However, one (1) initial appointment shall be for a two (2) term for the purpose of staggering the terms. Any person may be appointed to the CRA if they

reside or engage in business within the City of Lake Alfred. According to F.S. Part III Chapter 163, this 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 or an appointed member, the City Commission shall appoint an individual satisfying the qualifications for the unexpired term.
- E. **Quorum.** A majority of the standing and appointed members constitutes a quorum for the purposes of conducting business and exercising the powers of the CRA. A majority vote of the members of the Board at any meeting is required for positive action. No meeting shall commence unless a quorum is present.

Section 4. Authority and Responsibilities

- A. **Authority.** The CRA shall have jurisdiction over those matters set forth in:
 - 1. F.S. Chapter 163 Part III for CRAs (2013)
 - 2. Polk County Board of County Commissioners Resolution 2014-052 to establish and operate the Lake Alfred CRA and operate a community redevelopment trust fund for the Lake Alfred CRA.
 - 3. Polk County Board of County Commissioners Ordinance 2014-068 approval of the Lake Alfred CRA redevelopment plan.
 - 4. Polk County Board of County Commissioners Ordinance 2014-069 established the trust fund, obligated and appropriated the tax increment, and implemented the criteria and recording requirement.
 - 5. City of Lake Alfred Ordinance 1335-14 creation of the Lake Alfred CRA, providing for Board Members, development of a redevelopment plan, and administration of the redevelopment trust fund, and annual audit of the trust fund.
 - 6. City of Lake Alfred Ordinance 1336-14 approval of the Lake Alfred Community Redevelopment Plan and boundaries
- B. **Responsibilities.** The City of Lake Alfred and the Polk County Board of County Commissioners (BoCC) provided the Lake Alfred CRA with the following authority and limitations conditioned on compliance with the provisions of F.S., Chapter 163 and any amendments thereto.
 - 1. The BoCC delegated a portion of its CRA powers and authority to the City of Lake Alfred for the creation of the Lake Alfred CRA within the legal description included in the Lake Alfred Resolution 03-14 and the operation of the community redevelopment trust fund.
 - 2. The BoCC did not delegate the authority to approve the community redevelopment plan or approval of any modification or amendments.
 - 3. Any modification or amendment of the Plan must be approved by the BoCC prior to implementation pursuant to Resolution No. 14-052 as amended,

Section 163.631, Florida Statutes (2013) and the County's adopted policies for CRAs.

4. The BoCC did not delegate the authority to establish the redevelopment trust fund, tax increment percentage utilized for the Lake Alfred CRA, or any further modification of the tax increment percentage pursuant to Resolution No. 14-052 as amended, Section 163.387, Florida Statutes (2013) and the County's adopted policies for CRAs,.
5. The Lake Alfred CRA shall expend 15% or less for administrative costs in the implementation of the Plan pursuant to BoCC Ordinance 2014-068.
6. The Lake Alfred CRA shall submit an annual report to the BoCC denoting the progress of its various activities pursuant to BoCC Ordinance 2014-068 and Section 163.356, Florida Statutes (2014).
7. Funds deposited into the Lake Alfred CRA Trust Fund are to finance projects within the CRA area pursuant to Polk County Ordinance 2014-069.
8. The Lake Alfred CRA Trust Fund shall exist for the duration of the Plan but not exceed 30 years pursuant to Polk County Ordinance 2014-069.
9. The CRA shall set up and maintain the Fund; develop and rules, regulations, and criteria to effectively administer the Fund. The CRA shall establish and maintain books and records and adopt procedures to enable the CRA to utilize the Funds for their allocated purpose pursuant to Polk County Ordinance 2014-069.
10. Money in the Fund must be disposed of each fiscal year by returning to taxing authority, reducing debt, deposited into an escrow for debt, or appropriated to a specific redevelopment project pursuant to the Plan to be completed within 3 years from the date of appropriation pursuant to Polk County Ordinance 2014-069.
11. 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 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 pursuant to Polk County Ordinance 2014-069.
12. The CRA shall follow the same policies and procedures as the City of Lake Alfred including but not limited to: purchasing and procurement, per diem, credit card, and disposal of fixed assets.

Section 5. Officers and Their Duties

The officers are the Chair and the Vice-Chair shall follow the minimum procedures as outlined below.

- A. **Chair.** The Chair may be elected by and from the regular members of the CRA and shall preside at all meetings. If no such election occurs the Mayor shall serve as Chair until such time as there is an election. The term of the Chair shall be effective for one (1) year and shall have no term limit.
- B. **Vice-Chair.** The Vice-Chair may be elected by and from the regular members of the CRA. If no such election occurs the Vice-Mayor shall serve as Vice-Chair until such time as there is an election. Whenever the Chair is absent, the Vice-Chair shall preside at the meeting. If both are absent, a temporary Chair shall be elected by nomination, motion, and vote. The term of the Vice-Chair shall be effective for one (1) year and shall have no term limit.
- 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 of 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 under the direction of the City Manager shall carry out the policies and programs approved by the CRA. Staff shall prepare and maintain all records.

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 shall adopt a schedule of regular meetings for the fiscal year. The schedule shall include the date, time, and location of each scheduled meeting and will be placed on the City website and City Boards.
 - 2. The CRA may select the Chair and Vice –Chair.
 - 3. The CRA shall establish or modify projects within the Capital Improvement Program (CIP) for the CRA.
- C. **Budget Meeting.** The CRA shall meet and approve a budget prior to the final adoption of the City Commission approval of the City budget.

- D. **Special Meetings.** The Chair or the members of the CRA collectively may, at a regular meeting, request a special assembly, but not outside of the scope of a regular convened meeting. The Chair or the CRA members calling a special meeting shall notify the City Staff at least five (5) business days in advance of the time and place, and the purpose of the special meeting.
1. The City Staff shall notify all members by correspondence.
 2. Special meetings may be called so long as requirements for public notice are met.
- E. **Workshops.** CRA members may hold a workshop to discuss any matters of interest to the CRA and may be called from time to time by the Chair, who shall give at least five (5) business days notice. All members are strongly encouraged to attend. At no time during workshops shall a member announce or indicate their position regarding a decision to be made at the public meeting.
- F. **Training.** The CRA members may attend one (1) session in the State of Florida per year to further individual knowledge of CRA principles. A session can include, but is not limited to, local workshops, city-sponsored workshops, regional seminars, state conferences, etc. City staff will be responsible for informing CRA members about educational opportunities. CRA members may also bring educational opportunities to the attention of City Staff. The City will pay for travel, lodging, food, materials, and the education session, if approved by the City Manager. If a CRA member does not attend the educational session, once paid for by the City, said member will be required to reimburse the City. Additionally, City Staff will keep the Board updated on CRA-related issues.
- G. **Committees.** The CRA may establish committees to assist the CRA in the implementation of the Plan.

Section 7. Meeting Procedural Rules.

Unless otherwise provided for within these bylaws the CRA shall follow the rules of order provided for in the City of Lake Alfred Resolution 08-10 governing meeting agenda composition and release, meeting procedures and citizen involvement.

Section 8. Amendment of These By-laws.

These By-laws may be amended from time to time by the vote of a majority of the regular members of the CRA. No special notice is required to make “errata changes” to these By-laws.

**LAKE ALFRED CITY COMMISSION MEETING
AUGUST 22, 2016**

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

ISSUE: The CRA will consider a resolution to appropriate remaining funds in its Trust Fund as of September 30, 2016.

ATTACHMENTS:

- Resolution CRA 02-16
- County tax increment letters
- City tax increment memo

ANALYSIS: 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 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.

STAFF RECOMMENDATION: Approval of CRA Resolution 02-16.

CRA RESOLUTION NO. 02-16

**A RESOLUTION OF THE CITY OF LAKE ALFRED
COMMUNITY REDEVELOPMENT AGENCY APPROVING THE
APPROPRIATION OF FUNDS REMAINING IN THE
REDEVELOPMENT TRUST FUND TO CERTAIN PROJECTS;
AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City of Lake Alfred created a redevelopment trust fund ("Trust Fund") for the Lake Alfred Community Redevelopment Agency ("CRA") pursuant to Section 163.387, Florida Statutes; and

WHEREAS, for Fiscal Year 2015/2016 the CRA budgeted and appropriated funds deposited in the Trust Fund to pay certain administrative and operating expenses as well as project and program expenses of the CRA; and

WHEREAS, certain funds remain in the Trust Fund as of September 30, 2016 after the payment of all budgeted expenses; and

WHEREAS, the funds being carried over from the previous fiscal year have not been in the Tax Increment Revenue Trust Fund for more than three years.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LAKE ALFRED, FLORIDA, AS FOLLOWS:

SECTION 1. REMAINING FUNDS. As of September 30, 2016, the unexpended amount of \$25,350 remains in the Trust Fund.

SECTION 2. APPROPRIATION OF FUNDS. The CRA Board desires to appropriate such funds to capital projects in the amount of \$25,350 and to encumber said funds for Fiscal Year 2016/2017.

SECTION 3. CRA PLAN. Such projects will be included within the approved Community Redevelopment Plan of the CRA and will be completed within three (3) years from the date of such appropriation.

SECTION 4: 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 22nd day of August, 2016.

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

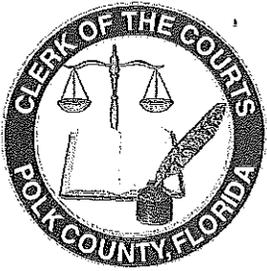
ATTEST:

BY: _____
Charles O. Lake, Chairman

Ameé Bailey-Speck, City Clerk

Approved as to form:

Frederick J. Murphy, Jr., City Attorney



Stacy M. Butterfield, CPA

*Clerk of the Circuit Court & County Comptroller
Polk County, Florida*

RECEIVED

DEC 16 2015

CITY ADMIN

330 West Church Street
Post Office Box 988
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(863) 534-6508 Phone
(863) 534-5951 Fax

www.polkcountyclerk.net

December 8, 2015

CLERK AND COMPTROLLER TO THE BOARD

Ms. Valerie Ferrell
Lake Alfred Community Redevelopment Agency
155 East Pomelo Street
Lake Alfred, FL 33850

Enclosed is a check in payment of the preliminary tax increment for the Community Redevelopment Area (CRA) Trust Fund for the tax year 2015. Also enclosed is the calculation of this payment. The support for the taxable values can be found on the Property Appraisers website at <http://www.polkpa.org> (click on Quick Links on the left side and select Tax Roll Process). If you do not have a login to access this information, contact the Property Appraiser's help desk at (863)534-4765.

If a correction in this calculation is necessary once the final report is issued, Polk County will either remit you the additional amount due, or request a refund from you for any overpayment.

You will also note that the millage rate used to calculate this payment is 6.7815. This rate represents the incorporated property tax rate levied for the 2015 tax year in accordance with Florida Statute 163.387, paragraph 1(b). If the CRA includes property in the unincorporated area, the millage rate for those parcels is 7.6543.

If you have any questions, you can contact me at (863) 534-6508, or Jennifer Beck at (863) 534-6728.

Sincerely,

Dee Dee Beaver
Director of Finance and Accounting
to the Polk County Board of County Commissioners

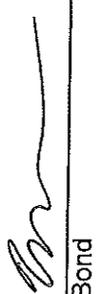
The Mission of the Office of Clerk of the Circuit Court is to function as a team dedicated to our customers by preparing and maintaining accurate records, furnishing assistance in an understanding and compassionate manner, and providing services with competence, professionalism, and courtesy in compliance with laws, rules and regulations.

**LAKE ALFRED
TAX INCREMENT CALCULATION**

District 65	INCORPORATED	Preliminary UNINCORPORATED	TOTAL
2015 Valuation	40,896,684.00	100.00	40,896,784.00
Base Line Valuation	38,975,201.00	20,173.00	38,995,374.00
Increase	1,921,483.00	(20,073.00)	1,901,410.00
Millage Rate	0.0067815	0.0076543	
	13,030.54	(153.64)	
Tax Increment Percentage	0.95	0.95	
District 65 Tax Increment	12,379.01	(145.96)	12,233.05

Tax Increment Payment **12,379.01** **(145.96)** **12,233.05**

Prepared by Finance & Accounting to the BoCC

Reviewed by:  Todd Bond
Budget and Management Services Director

Date: 11/19/15

	Preliminary
00101.010519999.5881020 Gen	10,262.72
14932.350150001.5881030 Parks	-10.71
14951.350151001.5881030 Library	-4.02
14971.540000152.5881030 Trans	1,986.97
18001.560125007.5881030 Storm Water	-1.91
	<u>12,233.05</u>

Incorporated	Unincorporated
5.6815	0.84
1.1000	0.16
<u>6.7815</u>	<u>1.00</u>

5.6815	0.74
1.1000	0.14
0.5619	0.07
0.2109	0.03
<u>0.1000</u>	<u>0.01</u>
<u>7.6543</u>	<u>1.0000</u>

RECEIVED

JUN 27 2016

CITYADMIN



Stacy M. Butterfield, CPA
Clerk of Courts & Comptroller
Polk County, Florida

330 W Church St
Drawer FA01
Post Office Box 988
Bartow, FL 33831-0988

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CLERK AND COMPTROLLER TO THE BOARD

June 14, 2016

Ms. Valerie Ferrell
Lake Alfred Community Redevelopment Agency
155 East Pomelo Street
Lake Alfred, FL 33850

Ms. Ferrell:

Enclosed are the final CRA tax increment calculations for the 2015 tax year along with a copy of the relevant pages of the Property Appraiser's Community Redevelopment Area (CRA) Detail Report dated 3/24/2016.

The tax increment payment made to your entity by Polk County in December 2015 was based on the CRA's preliminary taxable values. As the final taxable values were higher than the preliminary values, enclosed is a check for additional amount due (which is shown in the difference column on the calculation).

If you should have questions, please contact Ryna Sok at (863) 534 - 6079.

Sincerely,

Dee Dee Beaver, CPA, CGFO, Director
Comptroller Division

The mission of the Clerk of Courts & Comptroller is to function as a team dedicated to our customers by preparing and maintaining accurate records, furnishing assistance in an understanding and compassionate manner, and providing services with competence, professionalism, and courtesy in compliance with laws, rules and regulations

LAKE ALFRED
TAX INCREMENT CALCULATION

District 65

	INCORPORATED	Preliminary UNINCORPORATED	TOTAL	INCORPORATED	Final UNINCORPORATED	TOTAL	Difference
2015 Valuation	40,896,684.00	100.00	40,896,784.00	40,928,481.00	100.00	40,928,581.00	
2014 Base Line Valuation Increase	38,975,201.00	20,173.00	38,995,374.00	38,975,201.00	20,173.00	38,995,374.00	
Millage Rate	1,921,483.00	(20,073.00)	1,901,410.00	1,953,280.00	(20,073.00)	1,933,207.00	
	0.0067815	0.0076543		0.0067815	0.0076543		
	13,030.54	(153.64)		13,246.17	(153.64)		
Tax Increment Percentage	0.95	0.95		0.95	0.95		
District 65 Tax Increment	12,379.01	(145.96)	12,233.05	12,583.86	(145.96)	12,437.90	204.85

Tax Increment Payment

	12,379.01	(145.96)	12,233.05
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Prepared by Finance & Accounting to the BoCC

Reviewed by: *[Signature]*

Todd Bond

Budget and Management Services Director

Date: *6/10/16*

	Preliminary	Final
00101.010519999.5881020 Gen	10,262.72	10,434.34
14932.350150001.5881030 Parks	(10.71)	(10.71)
14951.350151001.5881030 Library	(4.02)	(4.02)
14971.540000152.5881030 Trans	1,986.97	2,020.20
18001.560125007.5881030 Storm Water	(1.91)	(1.91)
	12,233.05	12,437.90

Incorporated	Unincorporated
5.6815	5.6815
1.1000	1.1000
6.7815	0.5619
	0.2109
	0.1000
	0.01
	7.6543
	1.0000

[Handwritten signature]

VAB - Community Redevelopment Area (CRA) Detail Report

CRA Name: Lake Alfred CRA

CRA Code: 65

Tax District	Taxing District Name	Parcel Count	Assessed Value	Exemption Value	Taxable Value
001	BOARD OF COUNTY COMMISSIONERS	814	55,171,307	14,242,726	40,928,581
200	POLK COUNTY PARKS MSTU	1	100	0	100
210	POLK COUNTY LIBRARY MSTU	1	100	0	100
220	POLK COUNTY STORMWATER MSTU	1	100	0	100
550	CITY OF LAKE ALFRED	813	55,171,207	13,898,128	41,273,079

Parcel level detail for the General Fund (Tax District 001) follows.

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



Phone: (863) 291-5747
Fax: (863) 291-4440
www.mylakealfred.com

City Manager's Office

TO: The Community Redevelopment Agency (CRA) Board

FROM: Ryan Leavengood, City Manager

DATE: 08/22/16

RE: City's Portion of CRA funds for Fiscal Year 15/16

The Lake Alfred Community Redevelopment Agency (CRA) has realized total taxable property values above its Base Year of 2014. As a result, the City of Lake Alfred is required to remit their portion of tax increment to the CRA Trust Fund received due to the increase.

Based on the Property Appraiser's final assessment of the 2015 taxable valuation for the Lake Alfred Community Redevelopment Agency district, the City of Lake Alfred's share of tax increment financing was derived as follows:

2015 Grand Total Taxable Value	\$40,896,684
Less: Base Year (2014)	(\$38,975,201)
2015 Total Taxable Value Above Base Year	\$1,921,483
Multiply : 2015 City of Lake Alfred Millage Rate	.007489
2015 Ad Valorem Revenues	\$14,389.99
Multiply: 95% of 2015 Ad Valorem Revenues	.95
2015 City of Lake Alfred Tax Increment Revenues	\$13,670.49

Total Tax Remittance Due: \$13,670.49

**LAKE ALFRED CITY COMMISSION MEETING
AUGUST 22, 2016**

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

ISSUE: The CRA Board shall consider approval of the FY 16/17 Operating Budget for the Community Redevelopment Agency to be included to the City of Lake Alfred's annual operating budget for consideration.

ATTACHMENTS:

- CRA Resolution 03-16
- Exhibit "A" CRA Budget

ANALYSIS: 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.

STAFF RECOMMENDATION: Approval of CRA Resolution 03-16.

CRA RESOLUTION NO. 03-15

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LAKE ALFRED, FLORIDA, ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2016; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake Alfred previously approved Ordinance 1335-14 creating the Community Redevelopment Agency of the City of Lake Alfred (CRA); and

WHEREAS, Florida Statutes, Section 189.014(6), requires special districts, including the CRA, to adopt an annual budget by resolution; and

WHEREAS, it is anticipated that the CRA will have the benefit of tax increment revenues, as well as potentially other funds under the control of the City of Lake Alfred to utilize towards redevelopment and implementation of the Community Redevelopment Plans of the City of Lake Alfred; and

WHEREAS, for purposes of planning for the fiscal year commencing October 1, 2016, the CRA desires to have its budget reflect the tax increment revenues, as well as other potentially revenue sources anticipated to be made available to fund redevelopment activities.

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

SECTION 1: BUDGET YEAR. That the budget for the fiscal year commencing October 1, 2016, set forth at Exhibit "A" attached hereto and made a part hereof, is approved

SECTION 2: 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 22nd day of August, 2016.

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

ATTEST:

BY: _____
Charles O. Lake, Chairman

Ameé Bailey-Speck, City Clerk

Approved as to form:

Frederick J. Murphy, Jr., City Attorney

Exhibit "A"
CRA Resolution 03-16

City of Lake Alfred
GENERAL FUND
FY 2016-2017

58% Complete

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