

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



Phone: (863) 291-5270
Fax: (863) 291-5317
www.mylakealfred.com

**AGENDA
CITY COMMISSION MEETING
THURSDAY SEPTEMBER 26, 2019
7:30 PM
CITY HALL**

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

**EMPLOYEE RECOGNITION: CYNTHIA DANIELS 10 YEARS
KIMBERLY WALKER 10 YEARS
EDDIE ADAMS 5 YEARS**

CONSENT AGENDA

- 1.) CITY COMMISSION MEETING MINUTES FOR SEPTEMBER 12, 2019
- 2.) CITY COMMISSION ANNOUNCEMENTS

AGENDA

- 1.) PUBLIC HEARING: RESOLUTION 17-19: FINAL MILLAGE RATE
- 2.) PUBLIC HEARING: ORDINANCE 1417-19: FY 2019/2020 ANNUAL BUDGET
- 3.) PUBLIC HEARING: RESOLUTION 18-19 BAD DEBT WRITE OFF
- 4.) PUBLIC HEARING: RESOLUTION 19-19 FUND BALANCE POLICY

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

COMMISSIONER QUESTIONS AND COMMENTS:

**COMMISSIONER LAKE
VICE MAYOR DEARMIN
MAYOR DALEY
COMMISSIONER EDEN
COMMISSIONER MAULTSBY**

ADJOURN

**LAKE ALFRED CITY COMMISSION MEETING
SEPTEMBER 26, 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 a discussion is requested by a Commissioner, that item(s) will be removed from the Consent Agenda and considered separately.

1.) SEPTEMBER 12, 2019 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 Deputy City Clerk Mamie Drane 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
October 8	Planning Board	City Hall	6:00 pm
October 17	Code Enforcement Special Magistrate	City Hall	3:00 pm
October 22	Board of Adjustmet	City Hall	5:00 pm

STAFF RECOMMENDATION: Approval of the Consent Agenda.

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
SEPTEMBER 26, 2019**

AGENDA

1.) PUBLIC HEARING: RESOLUTION 17-19: FINAL MILLAGE RATE

ISSUE: The City Commission will consider Resolution 17-19 adopting the final millage rate for fiscal year 2019-2020.

ATTACHMENTS:

- Resolution 17-19

ANALYSIS: The City is required to advise the Property Appraiser's Office of its final millage rate and rolled-back rate. The current millage rate is 7.2390 which is 3.37% above the rolled-back rate of 7.0032 per \$1,000 of taxable value. The proposed final millage rate is equal to the current millage rate of 7.2390 and the proposed FY 2019-2020 budget is balanced utilizing this rate.

STAFF RECOMMENDATION: Approve Resolution 17-19.

**LAKE ALFRED CITY COMMISSION MEETING
SEPTEMBER 26, 2019**

2.) PUBLIC HEARING: ORDINANCE 1417-19: FY 2019/2020 ANNUAL BUDGET

ISSUE: The City Commission will consider an ordinance adopting the FY 2019/2010 Annual Budget on second and final reading.

ATTACHMENTS:

- Ordinance No. 1417-19 with FY 2019/2020 Budget attached as Exhibit A.

ANALYSIS: Beginning in April of this year the City Commission has been presented and has given approval to the various draft sections of the FY 2019/2020 annual operating budget including Capital, Expenditures, Revenue, and Payroll.

The proposed FY 2019/2020 budget assembles the previously approved sections into the final budget with updates from July's experience and obtaining final revenue and expenditure projections. The proposed budget is consistent with the presentation on the first reading and includes finalized formatting and supplemental information.

STAFF RECOMMENDATION: Approve Ordinance 1417-19 on second and final reading.

**LAKE ALFRED CITY COMMISSION MEETING
SEPTEMBER 26, 2019**

3.) RESOLUTION 18-19: BAD DEBT WRITE OFF

ISSUE: The City Commission will consider a resolution writing off customer debt associated with City water and wastewater utilities.

ATTACHMENTS:

- Resolution 18-19 with Exhibit A – list of accounts to be written off

ANALYSIS: As a part of the closeout process for the end of the current fiscal year city staff is requesting authorization to expense any outstanding utility billing accounts as bad debt. Overall, the percentage of the accounts to be expensed as bad debt is less than 1% of budgeted utility billing revenue. The total amount for the current fiscal year is \$9,613.63. While the debt is written off for accounting purposes collection efforts continue after the debt is written off the ledger.

Previous Write Off	
2013	\$15,134
2014	\$15,079
2015	\$10,877
2016	\$12,627
2017	\$10,680
2018	\$9,591

STAFF RECOMMENDATION: Approval of Resolution 18-19.

**LAKE ALFRED CITY COMMISSION MEETING
SEPTEMBER 26, 2019**

4.) RESOLUTION 19-19: FUND BALANCE POLICY

ISSUE: The City Commission will consider a resolution amending the City's fund balance policy.

ATTACHMENTS:

- Resolution 19-19

ANALYSIS: The City maintains a fund balance policy within the general fund to maintain unrestricted reserves equal to twenty-five percent (25%) of general operating expenditures. Historically, reserves at this level and above have acted not only as a “rainy day” fund for emergencies and to hedge against unanticipated expenditures or loss of revenues but also as a pooled resource from which to pursue projects and purchases outside of regular operating revenues.

In recent years the City has adopted a more intentional and focused approach to capital projects by “assigning” funds within the budgeting process to pursue specific purchases or projects such as in parks and recreation or for the purchase of a replacement Fire Engine. These different “envelopes” of funding create a higher level of detail than the pooled fund but has the side effect of reducing the larger pot of unrestricted funds (by assigning them to specific projects). This effect combined with several larger scale expenses (Gardner, Ramona widening, downtown parcel acquisition) and increased operating expenses due to growth has reduced the City's relative level of unrestricted fund balance.

Based on the proposed budget for FY 19/20 and the unrestricted fund balance listed in the most recent Comprehensive Annual Financial Reports (CAFR) the City currently maintains an unrestricted fund balance of \$878,212 which equals 17.08% of calculated operating expenditures.

The Governmental Accounting Standards Board (GASB) recommends a fund balance level of seventeen percent (17%) although a city may establish any threshold that they desire. The cities of Auburndale and Winter Haven maintain fund balance policies consistent with the GFOA standard of 17% of general operating expenditures.

In the event that the percentage decreases below the established threshold (either from additional spending of reserves or increases in operating expenses) the City would need to implement a plan to restore the threshold amount over the course of several years. This would be accomplished by budgeting operating revenues into the unrestricted fund balance.

The proposed resolution establishes the general fund target balance for unrestricted reserves to be equal to seventeen percent (17%) of general operating expenditures consistent with the recommended threshold in GASB Standard #54. The proposed resolution also cleans up and streamlines the provisions and language within the existing policy.

STAFF RECOMMENDATION: Approve Resolution 19-19.