

City of Lake Alfred
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Lake Alfred, Florida 33850



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**AGENDA
CITY COMMISSION
MONDAY, NOVEMBER 15, 2021
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 November 1, 2021
- 2.) City Commission Announcements
- 3.) Board Appointment

Agenda:

- 1.) Resolution 24-21: Acceptance of Waylanco Road
- 2.) Public Hearing: Ordinance 1467-21: Waylanco Road Property Annexation
- 3.) Public Hearing: Ordinance 1468-21: Personnel Handbook Update
- 4.) Public Hearing: Ordinance 1469-21: Budget Adjustment
- 5.) Ordinance 1470-21: Polk Training Center Annexation

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

Commissioner Questions and Comments:

Mayor Daley
Commissioner Fuller
Commissioner Eden
Commissioner Maultsby
Vice Mayor Dearmin

Adjourn

**LAKE ALFRED CITY COMMISSION
NOVEMBER 15, 2021**

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 November 1, 2021

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
11/16	Planning and Zoning Meeting	City Hall	6:00 p.m.
11/18	Code Enforcement Special Magistrate	City Hall	2:00 p.m.
11/23	Employee Thanksgiving Luncheon	Lions Park	11:30 a.m.- 1:30 p.m.
11/25 & 11/26	City Offices Closed	Thanksgiving Holidays	N/A
12/6	City Commission Meeting	City Hall	7:30 p.m.

**LAKE ALFRED CITY COMMISSION
NOVEMBER 15, 2021**

3.) General Employee Retirement Board Appointment

Analysis: The Board consist of seven (7) board members. Three (3) of the board members shall be residents of the City and are appointed by the City Commission; three (3) members must be employees of the City and are elected by a majority of their peers; the seventh member is chosen by the collective six board members. Board terms are for three years. All non-employee members must be a resident of the City of Lake Alfred.

This Board administers and is responsible for the proper operation of the General Employees' retirement plan by engaging in actuarially, accounting, legal and other services required to transact the business of the system.

The position is appointed by the City Commission. Mr. Recher is currently serving on the board and has agreed to be reappointed to fulfill the full new term until 12/31/2024.

Fred Recher

12/31/2024

Staff Recommendation: Approval of consent agenda.

**LAKE ALFRED CITY COMMISSION
NOVEMBER 15, 2021**

- 1.) Resolution 24-21: Acceptance of Waylanco Road**
 - 2.) Public Hearing: Ordinance 1467-21: Waylanco Road Property Annexation**
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Issue: The applicant, Rohlfing Groves Company General Partnership, has requested approval of their annexation request.

Attachments:

- Resolution 24-21
- Ordinance 1467-21

Analysis: Pursuant to Florida Statutes Chapter 171, the City may consider the annexation of unincorporated areas of a county that are contiguous to the municipality, compact, and will not create an enclave. The applicant has submitted to the City voluntary annexation petitions pursuant to Chapter 171.044 to request the annexation of one (1) parcel into the city limits of Lake Alfred. The property is 0 Highway 557, further described as north of Waylanco Road, east of Highway 557, and south of Polk City Road. The annexation includes Walanco Road, which was transferred from Polk County. The applicant is seeking annexation to receive city services and for the possible development of the properties. Waylanco Road is needed for access to the site.

The total area is approximately 41.8 acres with the road. The property is approximately 39.9± acres. The site is currently developed as a citrus grove. The property is located in the Green Swamp Area of Critical States Concern (GSACSC) and contains areas of wetlands and flood zone 'AE.' The property to the west, across County Road 557, is the site of the future Springs of Lake Alfred development, a subdivision currently in the site planning stage. The developers of Springs of Lake Alfred have submitted plans to extend the City's potable water and wastewater lines to serve their future residents. Future development of the annexed site would be able to extend and connect to the City's potable water and wastewater lines. Future developments would also be able to connect to the extended utility services.

The action currently before the City Commission is only on the annexation of the property into the City. If approved, establishing Future Land Use and Zoning designations would be considered in future action items presented to the Planning Board and City Commission.

Staff Recommendation:

1. Approval of the Resolution 24-21: Acceptance of Waylanco Road
2. Approval of Ordinance 1467-21 on second and final reading.

**LAKE ALFRED CITY COMMISSION
NOVEMBER 15, 2021**

3.) Public Hearing: Ordinance 1468-21: Personnel Handbook Update

Issue: The City Commission will consider an ordinance amending the City's personnel policy manual.

Attachments:

- Ordinance 1468-21 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 2019 and adopted on March 4, 2019.

Following the major revisions from previous years, staff has reviewed the policies continually and how they have been implemented and applied. The proposed changes are predominantly cleanup in nature and are designed to clarify and to improve the intent of existing policies or to provide guidance on specific issues that have arisen since the previous revision.

Notable changes include:

- Addition of Juneteenth as a recognized City Holiday.

Staff Recommendation: Approve Ordinance 1468-21 on second and final reading.

**LAKE ALFRED CITY COMMISSION
NOVEMBER 15, 2021**

4.) Public Hearing: Ordinance 1469-21: Budget Adjustment

Issue: The City Commission will consider an ordinance for the fiscal year 2020/2021 final budget adjustment.

Attachments:

- Ordinance 1469-21 with Exhibit "A"

Analysis: As a part of the closeout process of the previous fiscal year of 2020/2021 the City is required to submit an amended budget that includes any changes made from the original budget. These changes can include unanticipated projects, expenses, or revenues that were not included; or changes to existing line items that did not meet exact revenue or expenditure projections. The proposed budget adjustment accounts for these changes and rebalances the total budget and each of the funds.

Conservative budgeting during COVID combined with greater than anticipated revenue and lower expenses than budgeted resulted in approximately a \$380,000 surplus in the general fund. The surplus has been allocated in the proposed budget amendment as follows:

- Debt repayment: \$80,000 (downtown parcel environmental cleanup)
- Park Master Plan Assigned Reserves: \$200,000
- General Fund Reserves: \$100,000

Staff Recommendation: Approve Ordinance 1469-21 on second and final reading.

**LAKE ALFRED CITY COMMISSION
NOVEMBER 15, 2021**

5.) Ordinance 1470-21: Polk Training Center Annexation

Issue: The City Commission will consider the annexation of three parcels for the Polk Training Center annexation.

Attachment:

- Ordinance 1470-21 with Exhibit

Analysis: Pursuant to Florida Statutes Chapter 171, the City may consider the annexation of unincorporated areas of a county that are contiguous to the municipality, compact, and will not create an enclave. The City may process annexations pursuant to Chapter 171.0413 provided the criteria are met. The Polk Training Center requested the annexation of two (2) parcels. The parcels are currently located within an enclave. Polk County has consented to the annexation of the right-of-way for the adjacent roads without a transfer agreement. To further reduce the enclave, the parcel owned by the Florida Gas Transmission Co., at the intersection of Evenhouse Road and CR 557, has been added to this annexation process. Together there are three parcels proposed for annexation, total approximately 9.86± acres. The additional right-of-way of approximately 2.27 acres creates a total of approximately 12.13 acres for annexation. The Polk Training Center parcels total 81% of the proposed annexation.

The City is able to pursue annexation of the parcels pursuant to Section 171.0413, Florida statutes, provided:

- No registered electors are residing in any of the parcels proposed for annexation;
- Owners of more than 50 percent of the land area consent to annexation; and,
- Owners of more than 50 percent of the parcels in the area proposed for annexation consent to the annexation.

Section 171.042 of the Florida Statutes required that the City Commission prepare and file a report with the Board of County Commissioners of Polk County, Florida, setting forth the City's plans to provide urban services to the proposed annexation area. On October 4, 2021, Resolution 20-21 was adopted by the City Commission for the Urban Services Report which authorized the City Manager to file the Urban Services Report with the Board of County Commissioners of Polk County, Florida.

The action currently before the City Commission is only on the annexation of the property into the City. The future land use and zoning classification on the property would be presented following approval of the annexation. If approved on the first reading, the proposed Ordinance will be presented for the second and final reading on December 6, 2021.

Staff Recommendation: Approval of Ordinance 1470-21 on first reading.