

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



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**AGENDA
COMMUNITY REDEVELOPMENT AGENCY
MONDAY JULY 24, 2017
IMMEDIATELY FOLLOWING CITY COMMISSION MEETING
CITY HALL**

CALL TO ORDER: MAYOR CHARLES LAKE

ROLL CALL: CITY CLERK AMEÉ BAILEY

CITY MANAGER & CITY ATTORNEY ANNOUNCEMENTS

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

COMMUNITY REDEVELOPMENT AGENCY (CRA) BOARD AGENDA

- 1.) CRA MEETING MINUTES FOR DECEMBER 7, 2016**
- 2.) CRA RESOLUTION 01-17: CRA CAPITAL IMPROVEMENT PROGRAM & BUDGET**

ADJOURN

**LAKE ALFRED CRA MEETING
JULY 24, 2016**

AGENDA

1.) DECEMBER 7, 2016 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) 291-5748.

STAFF RECOMMENDATION: Approval of CRA Minutes.

DRAFT MEETING MINUTES
CITY OF LAKE ALFRED
COMMUNITY REDEVELOPMENT AGENCY BOARD
MONDAY DECEMBER 5, 2016
7:51 P.M.
CITY HALL

Call to order at 8:43 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, and Board Member Albertus Maultsby.

Staff attendance: City Manager Ryan Leavengood, Assistant Attorney Seth Claytor, City Clerk Ameen Bailey-Speck, Police Chief Art Bodenheimer, and Public Works Director John Deaton.

COMMUNITY REDEVELOPMENT BOARD (CRA) AGENDA

1.) AUGUST 22, 2016 CRA MEETING MINUTES

Board Member Duncan moved to approve the CRA meeting minutes for August 22, 2016; seconded by **Board Member Dearmin** and the motion was approved by unanimous voice call vote.

CHAIR LAKE	AYE
VICE CHAIR DALEY	AYE
BOARD MEMBER DEARMIN	AYE
BOARD MEMBER DUNCAN	AYE
BOARD MEMBER MAULTSBY	AYE

2.) CRA RESOLUTION 01-16: CRA BOARD BYLAWS

Assistant City Attorney Claytor read the resolution title.

City Manager Leavengood the proposed resolution adopts bylaws for the CRA that identifies various responsibilities and obligations required by state, county, and municipal regulations regarding the operation and powers of the CRA.

The drafted bylaws also contain provisions for procedures on membership, officers and their duties, meetings and schedules, and other various items. These elements have been modeled after existing City procedures and provisions found in the bylaws of other CRAs.

He stated that the City Attorney made a few scrivener's changes in the agenda publication.

Vice Chair Daley asked about the election process and the timing for the election of Officers since it differs from the appointment of offices for the City Commission. She asked if the chair and vice chair positions could mirror the City Commission Mayor and Vice Mayor appointments.

City Manager Leavengood stated that in the absence of an election it will default to the Mayor and Vice Mayor. The Chair is whoever is in the position of Mayor (the position not a person). It could be noted in the minutes that the CRA is following the bylaws to allow the Mayor to serve

as Chair and the Vice Mayor is serving as Vice Chair. It is only different if there is an election. At some point when there are community members on the CRA they may be elected for these positions.

City Clerk Bailey stated that the October date was based on Florida Statutes.

Assistant City Attorney Claytor stated that vacancy is defined as the death, resignation, or removal of a member of the Board. If there was a new Mayor then the default would be for the Vice Chair to serve.

Chair Lake asked about the appointment of additional members.

Member Dearmin asked about training.

City Manager Leavengood suggested waiting another year to appoint additional members. There will not be much activity in 2017 and do to the dual office restrictions. In addition, you may not want to appoint an active resident to the CRA and restrict them from participating on another board or committee. Those may be good people to recruit with e CRA is more active.

The FLC has a CRA conference one a year and he recommended the City Commission to attend.

Assistant City Attorney Claytor read the changes from the previous version.

Board Member Dearmin moved to approve Resolution 01-16 CRA meeting bylaws; seconded by **Board Member Duncan** and the motion was approved by unanimous voice call vote.

CHAIR LAKE	AYE
VICE CHAIR DALEY	AYE
BOARD MEMBER DEARMIN	AYE
BOARD MEMBER DUNCAN	AYE
BOARD MEMBER MAULTSBY	AYE

Motion to adjourn

Without further business, the CRA Meeting adjourned at 9:03 p.m.

Respectfully submitted,

Ameé Bailey-Speck
City Clerk

**LAKE ALFRED CRA MEETING
JULY 24, 2016**

2.) CRA RESOLUTION 01-17: ANNUAL CAPITAL IMPROVEMENT PROGRAM & BUDGET

ISSUE: The CRA Board shall consider approval of the Capital Improvement Program and FY 17/18 & FY 18/19 Operating Budgets for the Community Redevelopment Agency.

ATTACHMENTS:

- CRA Resolution 01-17
- CRA Budget & CIP
- City and County Tax Information

ANALYSIS: The proposed capital improvement program (CIP) for the Community Redevelopment Agency includes \$80,000 set aside each year for project funding. The CRA will have set aside approximately \$145k in funding to be rolled into FY 18/19 for a total of approximately \$145k to fund a project. The City's Parks & Recreation Master Plan is slated to be completed in 2018 which will likely aid the Board in identifying the FY 18/19 project. Future projects may also pair with the park master plan or pursue stand alone CRA projects.

Beginning in FY 19/20 the CIP shows \$20,000 set aside for façade grants which can be used by businesses in the downtown corridor that wish to make exterior improvements consistent with the downtown master plan. The details of the program can be worked out in FY 18/19 prior to the funding being available (terms, matching, amount, etc.). Various other CRAs offer these types of programs that we can model ours after when the time comes.

The operating budget for the Community Redevelopment Agency (CRA) in FY 17/18 is \$89,780 with the majority of the funding (\$80k) being set aside for projects in both years consistent with the CIP.

STAFF RECOMMENDATION: Approval of CRA Resolution 01-17.

CRA RESOLUTION NO. 01-17

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LAKE ALFRED, FLORIDA, ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2017; 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, 2017, 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, 2017, 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 24th day of July, 2017.

**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 01-17

CITY OF LAKE ALFRED

CAPITAL IMPROVEMENTS PROGRAM (CIP)
FY 2017/2018 - FY 2021/2022

2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	Funding
1st Year Budget	2nd Year Budget				

Community Redevelopment Agency

Projects	\$80,000	\$225,000	\$80,000	\$80,000	\$80,000	65k CRA R.
Facade Grant			\$20,000	\$20,000	\$20,000	
Total:	\$80,000	\$225,000	\$100,000	\$100,000	\$100,000	

City of Lake Alfred
COMMUNITY REDEVELOPMENT AGENCY
FY 2017-2018

58.33% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 14/15 ACTUAL	FY 15/16 ACTUAL	FY 16/17 BUDGET	2017 APR - EXP	EXP %	FY 17/18 PROP.	FY 18/19 PLANNED
<u>REVENUES</u>								
001.000- TAXES								
311.120	CRA - Tax Increment County	-	12,438	27,595	24,999	91%	43,425	43,425
311.121	CRA - Tax Increment City	-	13,670	29,612	8	0%	46,355	46,355
381.316	CRA Reserves	-	-	-	-	0%	-	145,000
TOTAL MACKAY PRESERVE		-	26,108	54,650	25,007	46%	89,780	234,780
<u>EXPENDITURES</u>								
001.515- COMMUNITY REDEVELOPMENT AGENCY								
432.000	Audit	-	-	600	600	100%	600	600
440.300	Training & Travel	-	973	607	1,015	167%	607	607
446.000	R & M Services	-	-	6,000	-	0%	6,000	6,000
458.903	Cost Allocation	-	-	13,000	7,583	58%	-	-
510.999	Contingency	-	-	-	-	0%	2,573	2,573
464.100	Capital - Project	-	-	37,000	-	0%	80,000	225,000
464.200	Capital - Purchase	-	-	-	-	0%	-	-
TOTAL CRA		-	973	57,207	9,198	16%	89,780	234,780

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City Manager's Office

TO: The Community Redevelopment Agency (CRA) Board

FROM: Ryan Leavengood, City Manager

DATE: 07.07.17

RE: City's Portion of CRA funds for Fiscal Year 16/17

The Lake Alfred Community Redevelopment Agency 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 Ad Valorem received due to the increase.

Based on the Office of the Appraiser's final assessment of the 2016 taxable valuation for the Lake Alfred Community Redevelopment Agency district, the City of Lake Alfred share of tax increment financing was derived as follows:

2016 Grand Total Taxable Value	\$42,878,225
Less: Base Year (2014)	(\$38,975,201)
2016 Total Taxable Value Above Base Year	\$3,903,024
Multiply : 2016 City of Lake Alfred Millage Rate	.007239
2015 Ad Valorem Revenues	\$28,253.99
Multiply: 95% of 2016 Ad Valorem Revenues	.95
2016 City of Lake Alfred Tax Increment Revenues	\$26,841.29

Total Tax Remittance Due: \$26,841.29



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

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CLERK AND COMPTROLLER TO THE BOARD

May 23, 2017

Ms. Valerie Vaught
Lake Alfred Community Redevelopment Agency
120 East Pomelo Street
Lake Alfred, FL 33850

RECEIVED

JUN 01 2017

CITY ADMIN

Ms. Vaught:

Enclosed are the final CRA tax increment calculations for the 2016 tax year along with a copy of the relevant pages of the Property Appraiser's Community Redevelopment Area (CRA) Detail Report dated 04/06/17.

The tax increment payment made to your entity by Polk County in December 2016 was based on the CRA's preliminary taxable values. As the final taxable values were lower than the preliminary values, please refund the amount overpaid (which is shown in the difference column on the calculation) to the Polk County Board of County Commissioners, Attention: Ryna Sok, P.O. Box 988, Bartow, FL 33831-0988.

Sincerely,

Dee Dee Beaver, CPA, CGFO, Director
Comptroller Division

LAKE ALFRED
TAX INCREMENT CALCULATION

	Preliminary		TOTAL	Final		TOTAL	Difference
	INCORPORATED	UNINCORPORATED		INCORPORATED	UNINCORPORATED		
District 65							
Tax year 2016 Valuation	42,878,225.00	100.00	42,878,325.00	42,633,698.00	100.00	42,633,798.00	
2014 Base Line Valuation	38,975,201.00	20,173.00	38,995,374.00	38,975,201.00	20,173.00	38,995,374.00	
Increase	3,903,024.00	(20,073.00)	3,882,951.00	3,658,497.00	(20,073.00)	3,638,424.00	
Millage Rate	0.0067815	0.0076543		0.0067815	0.0076543		
	26,468.36	(153.64)		24,810.10	(153.64)		
Tax Increment Percentage	0.95	0.95		0.95	0.95		
District 65 Tax Increment	25,144.94	(145.96)	24,998.98	23,569.60	(145.96)	23,423.64	
Tax Increment Payment	25,144.94	(145.96)	24,998.98	23,569.60	(145.96)	23,423.64	(1,575.34)

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	806	57,273,255	14,639,457	42,633,798
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	805	57,273,155	14,246,490	43,026,665

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