

City of Lake Alfred
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Lake Alfred, Florida 33850



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**AGENDA
CITY COMMISSION / CRA MEETING
MONDAY, JULY 26, 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.

Lakes Appreciation Month Proclamation

Consent Agenda:

- 1.) City Commission Meeting Minutes for July 12, 2021
- 2.) City Commission Announcements

Agenda:

- 1.) Ordinance 1462-21: General Employees Pension Plan Amendment
- 2.) Ordinance 1463-21: Police and Fire Pension Plan Amendment
- 3.) Public Hearing: Resolution 14-21: Proposed Millage Rate and Budget Hearing Date
- 4.) Resolution 15-21: Capital Asset Management Policy

Recess City Commission Meeting / Call to Order CRA Meeting / Roll Call

Consent Agenda:

- 1.) CRA Meeting Minutes for June 21, 2021

Agenda:

- 1.) Grant Application: 380 S Lakeshore Way

Adjourn CRA Meeting / Reconvene City Commission Meeting

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

Commissioner Questions and Comments:

Commissioner Fuller
Commissioner Eden
Vice Mayor Dearmin
Commissioner Maultsby
Mayor Daley

Adjourn

The City of Lake Alfred is committed to ensuring website accessibility for people with disabilities. To report an ADA accessibility issue, request accessibility assistance regarding our website content, or to request a specific electronic format, please contact the City ADA Coordinator (863) 291-5270. We will make reasonable efforts to accommodate all needs.

**LAKE ALFRED CITY COMMISSION / CRA MEETING
JULY 26, 2021**

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.) City Commission Meeting Minutes for July 12, 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 |
|-------------|-------------------------------------|-----------------|-------------|
| 8/2 | City Commission Meeting | City Hall | 7:30 p.m. |
| 8/12 | Planning and Zoning Board | City Hall | 6:00 p.m. |
| 8/16 | City Commission Meeting | City Hall | 7:30 p.m. |
| 8/19 | Code Enforcement Special Magistrate | City Hall | 2:00 p.m. |

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- 291-5270.

**LAKE ALFRED CITY COMMISSION / CRA MEETING
JULY 26, 2021**

1.) Ordinance 1454-21: General Employees Retirement System Amendment

Issue: The City Commission will consider an ordinance amending the general employees' retirement system.

Attachments:

- Ordinance 1462-21
- Impact Letter

Analysis: The City maintains two retirement systems for its employees separated into the General Retirement and Police & Fire Retirement systems. Each system has its pension board that acts as a Board of Trustees that retains its attorneys and financial advisors to ensure the health of the systems. In addition, they are in place to ensure the pensions are compliant with IRS standards and other applicable laws.

The proposed ordinance is cleanup in nature. Section 7, Pre-Retirement Death, is being amended to clarify that the benefit is payable for five (5) years instead of ten (10) years to the non-spouse Beneficiary. This provision was incorrectly added as a ten-year benefit by Ordinance 1251-09. However, the actuary has continued to correctly value the benefit as a five-year benefit.

The Ordinance was prepared by the boards' pension attorney, reviewed by the City Attorney, and received a recommendation of approval from the pension board. There is no financial impact to the plan (or the City) based upon the actuary's determination.

Recommendation: Approval of Ordinance 1462-21 on first reading.

**LAKE ALFRED CITY COMMISSION / CRA MEETING
JULY 26, 2021**

2.) Ordinance 1463-21: Police and Fire Retirement System Amendment

Issue: The City Commission will consider an ordinance amending the Police and Fire retirement system.

Attachments:

- Ordinance 1463-21
- Impact Letter

Analysis: The City maintains two retirement systems for its employees separated into the General Retirement and Police & Fire Retirement systems. Each system has its pension board that acts as a Board of Trustees that retains its attorneys and financial advisors to ensure the health of the systems. In addition, they are in place to ensure the pensions are compliant with IRS standards and other applicable laws.

The proposed ordinance is cleanup in nature. This ordinance amends Section 6, Benefit Amounts and Eligibility, Section 7, Pre-Retirement Death, Section 10, Optional Forms of Benefits, and Section 16, Minimum Distribution of Benefits to provide for recent changes to the IRC changing the required distribution age from 70½ to age 72.

The Ordinance was prepared by the boards' pension attorney, reviewed by the City Attorney, and received a recommendation of approval from the pension board. There is no financial impact to the plan (or the City) based upon the actuary's determination.

Recommendation: Approval of Ordinance 1463-21 on first reading.

**LAKE ALFRED CITY COMMISSION / CRA MEETING
JULY 26, 2021**

3.) Public Hearing: Resolution 14-21: Proposed Millage Rate and Budget Hearing Date

Issue: The City Commission will consider approving the proposed millage rate for the 2021/2022 fiscal year and set the date, time, and place of the first public hearing on the budget.

Attachments:

- Resolution 14-21

Analysis: The City is required to advise the Property Appraiser's office of its tentative millage rate, roll-back rate, as well as the date, time, and place of the proposed budget hearing.

- The proposed millage for FY 21/22 is 7.2390 mills, which is equal to the current millage rate and is 4.01% above the current rolled-back rate of 6.9602.
- The date, time, and place of the first public hearing on the fiscal year 2021/2022 budget is set for Thursday, September 9, 2021, at 7:30 p.m. in City Hall located at 120 East Pomelo Street, Lake Alfred, Florida.

The proposed resolution sets the millage rate ceiling for the next fiscal year. The millage rate can be lowered when considered for adoption in September, but it cannot be increased beyond the initial limit set within this resolution.

Staff Recommendation: Approval of Resolution 14-21.

**LAKE ALFRED CITY COMMISSION / CRA MEETING
JULY 26, 2021**

4.) Resolution 15-21: Capital Asset Management Policy

Issue: The City Commission will consider a resolution updating the capital asset policy.

Attachments:

- Resolutions 15-21
- Capital Asset Policy

Analysis: The City's capital asset management policy is designed to provide reasonable assurance that all the City's capital assets are identified, valued, recorded, and tracked within the City's accounting information system.

The proposed updated policy is more streamlined in nature and has been designed to maintain adequate internal controls. The City Auditor has reviewed and assisted in the creation of the policy.

The major substantive item within the proposed policy update is to increase the capitalization threshold from \$1,000 to \$5,000 in accordance with the Florida Administrative Code. This will greatly reduce the number of items that must be tracked and capitalized for financial reporting and auditing purposes to a more manageable level.

Staff Recommendation: Approval of Resolution 15-21.

**LAKE ALFRED CITY COMMISSION / CRA MEETING
JULY 26, 2021**

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.) Community Redevelopment Agency Meeting Minutes for June 21, 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.

Staff Recommendation: Approval of the Consent Agenda.

**LAKE ALFRED CITY COMMISSION / CRA MEETING
JULY 26, 2021**

1.) CRA Façade Grant Program Application – 380 S. Lake Shore Way

Issue: The Community Redevelopment Agency will consider approving a Façade Improvement Grant Program application for 380 S. Lake Shore Way.

Attachments

- Façade Improvement Grant Application
- CRA Grant Application Guidelines

Analysis: The Lake Alfred Community Redevelopment Agency maintains a Downtown Commercial Facade Improvement Grant Program. The program incentivizes commercial businesses to renovate and update exterior facades of downtown commercial properties.

The program provides a matching reimbursement grant of up to \$50,000 to make these exterior and façade improvements. By offsetting the cost of these projects, the CRA hoped to incentivize visible improvements that will improve building and site aesthetics thereby improving the marketability and value of existing businesses while also attracting new businesses, residents, and visitors to the area.

The application process formally opens on October 1st of each year and closes on December 31st. Applications received after the formal application period closes may be considered subject to available funding. Application approval and the amount awarded is determined by the Board.

On July 8, 2021, the City received an application request for \$20,000 on a project with a cost estimate of \$47,879. The improvements requested were for the exterior of the building and include:

- Stain and seal the exterior siding.
- Installation of a metal roof with awnings.
- Refurbish the sign face and install a LED lighting box.
- Pave the existing dirt parking lot with asphalt for handicapped parking and accessibility.
- Install drainage area, if required by the Southwest Florida Water Management District.

The eligibility requirements for the applicant have been met, and it was determined the application was sufficient to be transmitted to the Board for consideration. \$50,000 has been allocated and is available in the current fiscal year CRA Budget..

Staff Recommendation: Pleasure of the Community Redevelopment Agency Board. The Board