

City of Lake Alfred
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Lake Alfred, Florida 33850



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**AGENDA
CITY COMMISSION MEETING
MONDAY, JUNE 21, 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.

Police Department Presentation

Institute for Elected Municipal Officials Presentation – Commissioner Mac Fuller

Consent Agenda:

- 1.) City Commission Meeting Minutes for June 7, 2021
- 2.) City Commission Announcements

Agenda:

- 1.) Public Hearing: Ordinance 1461-21: Drinking Water SRF Loan Agreement Amendment No. 1
- 2.) CPH Task Order No. 4: Lake Swoope / CR557 Force Main Extension Project
- 3.) Budget Presentation: Expenditures

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

Consent Agenda:

- 1.) Community Redevelopment Meeting Minutes for May 17, 2021

Agenda:

- 1.) CRA Façade Grant Program

Adjourn CRA Meeting / Reconvene City Commission Meeting

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

Commissioner Questions and Comments:

Commissioner Maultsby
Mayor Daley
Commissioner Fuller
Commissioner Eden
Vice Mayor Dearmin

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
JUNE 21, 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 June 7, 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
7/8	Planning and Zoning Board	City Hall	6:00 p.m
7/12	City Commission Meeting	City Hall	7:30 p.m.
7/15	Code Enforcement Special Magistrate	City Hall	2:00 p.m.
7/26	City Commission Meeting	City Hall	7:30 p.m.

Staff Recommendation: Approval of the 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.

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
JUNE 21, 2021**

1.) Public Hearing: Ordinance 1461-21: Drinking Water SRF Loan Agreement Amendment No. 1

Issue: The City Commission will consider an Ordinance authorizing Amendment No. 1 to the State Revolving Loan Agreement DW530510 for the State Drinking Water Facilities Program.

Attachments:

- Ordinance 1461-21
- Exhibit "A" State Revolving Fund Planning Loan Agreement Amendment No. 1 for project DW530510
- Ordinance 1433-20 w/ Original Loan Agreement

Analysis: On December 2, 2019, the City Commission approved Resolution 22-19 authorizing the loan application for a Drinking Water State Revolving Fund Loan for the Facility Plan.

On June 15, 2020, the City Commission approved Ordinance 1433-20 which approved the Planning Loan Agreement with the Florida Department of Environmental Protection under the State Revolving Fund to finance planning efforts for the Project. The ordinance authorized the SRF Loan Agreement for the Facility Plan for \$27,500 with a ten-year term, 1.33% annual interest, and principal forgiveness of \$13,750.

Now that the City is now entering into the design phase of the project, a modification to the loan agreement is necessary. The proposed ordinance amends the Drinking Water Loan Agreement with the State Revolving Fund (SRF) to include design with funding in the amount of \$630,938 at 1.33% interest which is eligible for fifty percent (50%) principal loan forgiveness.

The estimated Project costs are revised as follows:

CATEGORY	PROJECT COSTS (\$)
Planning and Design Activities	630,938
Principal Forgiveness	(315,470)
Capitalized Interest	3,000
TOTAL (Loan Principal Amount)	<u>318,468</u>

The project and associated processes with the SRF are divided into three steps:

- 1.) Facility Plan
- 2.) Design
- 3.) Construction

Once the design phase is completed, action items will follow for land acquisition and eventual construction of the new water plant.

Staff Recommendation: Approval of Ordinance 1461-21 on second and final reading.

**LAKE ALFRED CITY COMMISSION / CRA MEETING
JUNE 21, 2021**

2.) CPH Task Order No. 4 – Lake Swoope and CR 557 Force Main Extension Project

Issue: The City Commission will consider approval of CPH, Inc. Task Order No. 4 related to the Lake Swoope and CR 557 Force Main Extension Project with a cost estimate of \$53,582.50.

Attachments:

- CPH Task Order No. 4
- Master Continuing Services Contract

Analysis: On July 18, 2019, the City Commission approved negotiations with CPH, Inc. for a continuing service agreement to deliver engineering and consultant services to the City of Lake Alfred. The city executed the Master Professional Engineering Services Agreement with CPH, Inc. on November 19, 2019.

The City of Lake Alfred is requesting for CPH, Inc. to provide a Preliminary Design Report (PDR) which analyzes the proposed force main route and alternative septic tank conversion designs. The project includes extending the existing force main (FM) approximately 5,905 linear feet (LF), starting at Shinn Road (entrance of the school), heading south on CR 557, then eastward along East Swoope Street that transitions to East Oak Street, and will terminate at the intersection of East Oak Street and Dakota Avenue.

CPH will perform the surveying, the preliminary design, and prepare the PDR for submittal to the City of Lake Alfred to use as a basis for the overall design, permitting, and bidding of the project. Funding is currently available in wastewater impact fees; this project should also be eligible for American Rescue Plan funding.

Staff Recommendation: Approve CPH Task Order No. 4 for the Lake Swoope and CR 557 Force Main Extension Project at a cost estimate of \$53,582.50.

**LAKE ALFRED CITY COMMISSION / CRA MEETING
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3.) Budget Presentation: Expenditures

Issue: The City Commission will consider the Expenditures to be included in the preparation of the FY 21/22 & FY 22/23 Annual Operating Budgets.

Attachments:

- Budget Format Layout
- General Fund, Enterprise Fund, CRA & Stormwater Expenditures FY 21/22 & 22/23

Analysis: The proposed expenditure sections of the FY 21/22 & 22/23 budgets include the approved expenditures from the previously approved second-year budget and the capital projects that were approved by the City Commission at the March 15, 2021 meeting. Changes made from the current year budget to the proposed FY 21/22 Budget have been highlighted and are based on feedback from department heads for anticipated expenditures or changes based upon experience in the current and previous fiscal years.

If approved, the expenditure sections will be included in the preparation of the final budget for consideration in public hearings in September along with any changes that the Commission may determine or that may be necessary due to changes in revenue or expenditure projections. The Revenue and Payroll sections will be presented at a regular City Commission meeting in August.

Staff Recommendation: Approval of the proposed draft Expenditure Sections of the FY 21/22 & 22/23 Annual Operating Budgets.

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Consent Agenda:

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1.) Community Redevelopment Agency Meeting Minutes for May 17, 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
JUNE 21, 2021**

1.) Resolution 01-21: CRA Façade Grant Program

Issue: The Community Redevelopment Agency will consider a resolutionmaking amendments to the façade grant program.

Attachments:

- CRA Resolution 01-21
- Supplemental Information

Analysis: On September 12, 2019, the Community Redevelopment Agency approved Resolution 02-19 establishing the Façade Improvement Grant Program.

The Lake Alfred Community Redevelopment Agency's Façade Improvement Grant Program partners with the business community to promote investment in the downtown area. The program incentivizes commercial building owners and tenants to renovate and update the exteriors of commercial properties located within the CRA, specifically in the downtown area, by providing financial assistance.

The program was designed to provide a matching reimbursement grant 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 City recently received two applications for the program. One application was for residential improvements that are ineligible under the current program. The other application was for a commercial business in downtown but some of the work had already commenced and other portions of the work were ineligible.

Based on the intent of the program coupled with its limitations relative to the only expressed demand to date staff is proposing several changes in order to make the program more accessible that the Board may wish to consider:

- Allow ADA improvements to be eligible; both internal and external.
- Allow for work to be completed within the last year to be eligible but at their own risk without pre-approval from the Board. As a reimbursement grant this type of provision makes sense but it provides some timeline (so that we're not receiving requests from years prior).
- Open the door for parking lot and roof improvements to be eligible. Originally, these provisions were written to exclude them based on the assumption that they would be related to repair and maintenance (i.e. repaving, re-shingling). However, if there are tangible improvements to both function, material, and/or aesthetics the Board may wish to allow for this type of improvement. This would be similar to other grants that allow for an upgrade or improvement but then do not provide maintenance for it. A shingle roof

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being upgraded to a metal roof, a grass lot being converted into paved parking, a parking lot being altered to prepare for cross-sharing with an adjacent business would all be examples of improvements the Board may wish to encourage and incentivize through the grant.

- Create a branch program for residential improvements. Similar to programs from Haines City and Tallahassee, this could be a program run by the City wherein interested residential properties within the CRA area could apply. The improvements would be limited to exterior (paint, fascia, porches, driveways, roof, etc.) and have a maximum benefit per property. A scope of services could then be drafted and bid out by the City for the work to be performed. Funding that is not utilized for the commercial façade portion could be rolled over to fund this program.

Staff Recommendation: Pleasure of the Community Redevelopment Agency Board.