

City of Lake Alfred
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Lake Alfred, Florida 33850



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**AGENDA
CITY COMMISSION MEETING
MONDAY AUGUST 3, 2020
7:30 PM
CITY HALL**

Call to Order: Mayor Nancy Z. Daley

Invocation and Pledge of Allegiance:

Roll Call: City Clerk Ameen Bailey

City Manager & City Attorney Announcements:

Recognition of Citizens: Items That Are Not On the Agenda

Proclamation: Cancer Awareness Month

Consent Agenda:

- 1.) City Commission Meeting Minutes for July 20, 2020
- 2.) City Commission Announcements

Agenda:

- 1.) Agreement: Joint Planning Agreement with Polk County for Utilities along CR 557
- 2.) Bids: Police Department Vehicle Replacements
- 3.) Budget: Revenue and Payroll

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

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 MEETING
AUGUST 3, 2020**

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 20, 2020

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
August 11	Planning Board	City Hall	6:00 pm
August 13-15	Florida League of Cities Conference	Orlando and Virtual	
August 20	Special Magistrate	City Hall	3:00 pm
August 25	Board of Adjustment	City Hall	5:00 pm

Staff Recommendation: Approve 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
AUGUST 3, 2020**

Agenda:

1. Agreement: Joint Planning Agreement with Polk County for Utilities along CR 557
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Issue: The City Commission will consider a Joint Planning Agreement with Polk County for utility relocations related to the CR-557 road widening project.

Attachments:

- Joint Planning Agreement

Analysis: Polk County has begun the improvement project for widening CR-557 from Lake Alfred to I-4 at an estimated cost of \$88 million. The County is currently in the process of right of way acquisition and design for the CR 557 expansion project. The City has water and wastewater utility lines within the CR 557 right-of-way that will be required to be relocated at the City's expense when the County widens the road.

In order to best utilize public funding the City has requested to work with Polk County and their consultants to provide engineering design, and cost estimates for the replacement of the City's utility lines within the right-of-way. The existing facilities include a 6" water main along the east side of CR-557 from W. Alfred Street to E. Park Lane and a 12" water main also along the east side of CR-557 from Evenhouse Rd to CR-557A.

The proposed Joint Planning Agreement (JPA) allows the City to work with and utilize the County's engineering consultant on the project for the relocation. Under the terms of the JPA the City will furnish \$59,984 to the County as a deposit for the anticipated cost of services rendered under this agreement. The City's engineering firm (CPH) reviewed the proposal and suggested that the proposed cost was in line with the scope of work being performed on the project.

Staff Recommendation: Approve the Joint Planning Agreement with Polk County.

**LAKE ALFRED CITY COMMISSION MEETING
AUGUST 3, 2020**

2.) Bid: Police Department Vehicle Purchase & Replacement

Issue: The City Commission will consider a vehicle purchase and replacement for the police department.

Attachments:

- Bid Information

Analysis: The City has budgeted funds for vehicle replacement in various City departments. The General Replacement Guideline is for vehicles that are in continuous use to be eligible for replacement after 10 years or in excess of 100,000 miles. Intermittent use vehicles may have significantly longer use periods (e.g. Fire Engines, Bucket Trucks, etc.).

K-9 Vehicle

Budgeted: \$45,000

Replacing: #201 2008 Crown Victoria, 84,000 miles

Proposed: 2020 Ford Explorer hybrid with emergency equipment and K-9 kennel

Bids: Staff solicited the following bids:

- Bartow Ford: \$47,544
- Coggin Ford: \$49,263
- Duval Ford: \$49,936
- Bozard Ford: \$50,363

Recommendation: Bartow Ford in the amount of \$47,544.

New Vehicle

Budgeted: \$40,000

Replacing: None (additional vehicle to fleet for new officer).

Proposed: 2020 Ford Explorer hybrid with emergency equipment

Bids: Staff solicited the following bids:

- Bartow Ford: \$45,027
- Coggin Ford: \$46,214
- Duval Ford: \$47,160
- Bozard Ford: \$52,071

Recommendation: Bartow Ford in the amount of \$45,027.

Note: The proposed vehicles are ford hybrids and documentation suggests a fuel savings of up to 25% over the previous non-hybrid models.

\$96,731 was available in public safety impact fees as of 6/30/20.

Staff Recommendation: Approve the proposed vehicle replacement(s) with the recommended bid(s).

**LAKE ALFRED CITY COMMISSION MEETING
AUGUST 3, 2020**

3.) Budget Presentation: Revenue & Payroll

Issue: The City Commission will consider the Payroll and Revenue sections to be included in the preparation of the FY 20/21 & FY 21/22 Annual Operating Budgets.

Attachments:

- General Fund, Enterprise, CRA Revenue
- Payroll
- 2019 Salary Survey

Analysis: The proposed revenue and payroll sections for the upcoming FY 20/21 budget have been prepared using the previously approved second year budget. Proposed changes to revenue have been highlighted and are based on experience from the current and previous fiscal years or from anticipated changes based on future projections.

Proposed changes to payroll are based off the operational needs of the City and is represented in the department personnel plan. Adjustments to compensation are based on a salary study which is conducted every two years that benchmarks our positions against comparable cities and several larger cities in the local labor market; the recently completed 2019 study used 1,621 data points. The City surveys the same target group in the study for cost of living adjustments (COLA) each year to create a benchmark for our own COLAs.

The proposed payroll changes include:

- 1.5% Cost of Living Adjustment
- Targeted adjustments based on the updated salary survey.
- Planned new positions have been delayed a year in the Personnel Plan

Substantive Revenue Changes (covid related):

- CRA: +\$50,735
- Half-Cent Sales Tax: -\$72,261
- Gas Tax Revenues (total): -\$8,167
- State Revenue Sharing: -\$26,753
- General Fund Interest Income: \$-30,000 (reduction in interest rates)
- Mackay Rental: \$-20,000 (Covid & more competition with additional venues)

Tentative/Potential Offsetting Capital & Operational Changes:

- One year reduction of Miscellaneous Facility Maintenance projects (From \$60k to \$20k; save \$40k)
- One year reduction of Sidewalk projects (From \$50k to \$10k; save \$40k)
- Delay Ford Escape Replacement schedule by one year (-\$30k)
- Delay Website Replacement one year (-\$40k)
- Increase CRA Parks & Recreation Master Plan project by +\$50k

**LAKE ALFRED CITY COMMISSION MEETING
AUGUST 3, 2020**

Including all highlighted and proposed changes the FY 20/21 & FY 21/22 budgets are balanced with the current millage rate of 7.239. If approved, the proposed payroll and revenue sections will be included in the preparation of the final budget for consideration at public hearings in September along with any changes that the Commission may determine or that may otherwise be necessary.

Staff Recommendation: Approve the draft Revenue & Payroll Sections to be included in the FY 20/21 Budget.