

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



Phone: (863) 291-5270
Visit: MyLakeAlfred.com

**AGENDA
CITY COMMISSION / CRA MEETING
MONDAY, NOVEMBER 6, 2023
7:00 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

Veterans Day Proclamation

Consent Agenda:

- 1.) City Commission Meeting Minutes for October 23, 2023
- 2.) City Commission Announcements

Agenda:

- 1.) Public Hearing: Ordinance 1527-23: Serdjenian Future Land Use Assignment
- 2.) Public Hearing: Ordinance 1528-23: Serdjenian Zoning Assignment
- 3.) Public Hearing: Ordinance 1529-23: ALPI Future Land Use Assignment
- 4.) Public Hearing: Ordinance 1530-23: ALPI Zoning Assignment
- 5.) Ordinance 1533-23: FY 22/23 Final Budget Amendment
- 6.) Bid Award: CR557 Force Main Extension Project Phase II
- 7.) CPH, Inc. Task Order #13 – CR557 North Extension Design

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

Consent Agenda:

- 1.) Community Redevelopment Meeting Minutes for September 14, 2023.

Agenda:

- 1.) CRA Resolution 04-23: FY 22/23 Final Budget Amendment

Adjourn CRA Meeting / Reconvene City Commission Meeting

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

Commissioner Questions and Comments:

Commissioner Dearmin
Mayor Daley
Commissioner Lake

Commissioner Eden
Vice Mayor Fuller

Adjourn

**LAKE ALFRED CITY COMMISSION
NOVEMBER 6, 2023**

CRA Consent Agenda

1.) Community Redevelopment Agency Meeting Minutes for September 14, 2023

Attachments:

- Draft Minutes for September 14, 2023

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: Approve the Consent Agenda.

MINUTES
COMMUNITY REDEVELOPMENT AGENCY MEETING
THURSDAY, SEPTEMBER 14, 2023
7:00 PM
CITY HALL

Chair Daley called to order the Community Redevelopment Agency meeting at 7:55 PM.

Roll Call: Linda Bourgeois, City Clerk

City Commissioners in attendance: Chair Nancy Daley, Vice Chair Mac Fuller, Board Member Jack Dearmin, Board Member Brent Eden, and Board Member Charles Lake.

Staff in attendance: City Manager Ryan Leavengood, City Attorney Seth Claytor, Public Works Director John Deaton, Community Development Director Amee Bailey, and Police Chief Art Bodenheimer.

Chair Daley introduced the consent agenda for consideration.

- 1.) Community Redevelopment Meeting Minutes for May 15, 2023
- 2.) CRA Annual Report

The analysis was inserted by the City Clerk. [Pursuant to Chapter 163, Florida Statutes a community redevelopment agency is required to file an annual report with the county or municipality that created the agency and publish the report on the agency's website. The report must include the following information:

The most recent complete audit report of the redevelopment trust fund as required in s. 163.387(8), and the performance data for each plan authorized, administered, or overseen by the community redevelopment agency as of December 31 of the reporting year.

This report includes:

1. The total number of projects started and completed and the estimated cost for each project.
2. Total expenditures from the redevelopment trust fund.
3. Original assessed real property values within the community redevelopment agency's area of authority as of the day the agency was created.
4. Total assessed real property values of the property within the boundaries of the community redevelopment agency as of January 1 of the reporting year.
5. Total amount expended for affordable housing for low-income and middle-income residents.

The report also includes a summary indicating the status of the goals set out in the adopted plan along with recent projects or developments.]

Chair Daley opened the floor to public comments and seeing no one, she closed the floor to public comments.

Board Member Eden made a motion to approve the CRA Consent Agenda. The motion was seconded by **Board Member Dearmin**. The motion was unanimously approved.

Chair Daley introduced the first business item for consideration.

MINUTES
COMMUNITY REDEVELOPMENT AGENCY MEETING
THURSDAY, SEPTEMBER 14, 2023
7:00 PM
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1.) CRA Resolution 03-23: Capital Improvement Program and Budget Adoption FY 23/24

The City Attorney read CRA Resolution 03-23, in its entirety, into the record.

The City Manager presented the analysis. He said the proposed capital improvement program (CIP) for the Community Redevelopment Agency (CRA) is consistent with previous budget presentations. The FY 23/24 & FY 24/25 budgets include \$200,000 each year being set aside for projects and initiatives from operating revenues. The Budget & CIP also has \$150,000 set aside each year to fund commercial or residential façade grants.

Future years in the CIP show a buildup of funds for streetscaping projects which may act as a partial match or complement future FDOT projects in the downtown area (signalization, road diet, design improvements, etc.).

The staff recommendation is for approval of the CRA Resolution 03-23.

Chair Daley opened the public hearing. There were no audience members that came forward to speak and she closed the public hearing.

Board Member Dearmin made a motion to approve CRA Resolution 03-23 adopting the Capital Improvement Program and CRA Annual Budget for FY 2023/2024. The motion was seconded by **Board Member Eden**. The vote was unanimously approved.

Chair Daley introduced the next CRA business item for consideration.

2.) Residential Facade Improvement Grant Program: FY 23/24 Program Cycle

The City Manager presented the analysis. He said the CRA maintains residential and commercial façade grant programs. The FY 23/24 budget allocates \$150,000 in funding to the residential program. The proposed grant cycle for FY 23/24 will target the Echo Terrace neighborhood (the previous cycle focused on the Fruitland Park neighborhood). All eligible residences within the CRA may apply but preference within the ranking will be given to the target area.

Grant recipients will be eligible for up to \$15,000 per residential property for eligible improvements. Each grant will be limited to one residential property and each eligible property is able to receive funding through this program once every seven years. Mailers will be sent out to residents within the targeted area. The application cycle will open on October 1st and close on December 31st. Applications will be reviewed by the Community Redevelopment Agency staff and presented to the Board for consideration in 2024.

He concluded and said the Staff recommendation was for approval of the Residential Facade Grant Cycle for Fiscal Year 2023-2024.

Chair Daley asked how this affected people who just flipped houses, not that she is for or against it because it is for fixing up the neighborhood but do we want people to come in and take advantage of the money and then walk away with the proceeds from the sale of the house.

MINUTES
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The City Attorney said the purpose of the program is to eliminate blighted areas, so our purpose as a municipality or as the CRA board is going to be to improve those blighted areas.

The City Manager said there were some advantages to being a smaller city as we are going to know the neighborhood and the owners. He said it would be a decision point that the board weighs and provided some examples.

Information shared was that the CRA programs can be rotated around the CRA area with targeted neighborhoods, general projects such as roofs, painting, tree removal, and repaving of roads or sidewalks throughout the areas. The board has a lot of flexibility.

The **Chair** then asked if there was one landowner with different tenants, how would that work and the City Manager said the Community Redevelopment Agency Board has the ability to evaluate and be fair with the ranking and it is at the board's discretion.

Board Member Eden asked if there were going to be any advertisements in the targeted area and the City Manager said the City staff would send out mailers and post the brochure on the website.

Vice Chair Fuller asked if we could recognize the Community Redevelopment Funding projects by putting a yard sign in front of the homes that are receiving funding. The City Manager said we could do that and it could be a part of their agreement.

Chair Daley opened the floor for public comments. There were no audience members that came forward to speak and she closed the floor to public comments.

Board Member Dearmin thanked the City staff for the professional brochure that was created for the CRA program.

Board Member Eden made a motion to approve the Residential Facade Improvement Grant Program for the FY 23/24 program cycle. The motion was seconded by **Board Member Dearmin**. The vote was unanimously approved.

At 8:11 PM, **Chair Daley** adjourned the Community Redevelopment Agency meeting.

Respectfully submitted,

Linda Bourgeois, BAS, MMC,
City Clerk

**LAKE ALFRED CITY COMMISSION
NOVEMBER 6, 2023**

CRA Agenda

1.) CRA Resolution 04-23: FY 22/23 Final Budget Amendment

Issue: The Community Redevelopment Agency will consider a resolution for the fiscal year 2022/2023 final budget amendment.

Attachments:

- Resolution 04-23 with Exhibit "A"

Analysis: As a part of the closeout process of the previous fiscal year of 2022/2023 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.

The CRA completed the year with no surplus or deficit and a \$66,504 carryover to accommodate outstanding commercial and residential façade grants.

Staff Recommendation: Approve CRA Resolution 04-23.

CRA RESOLUTION NO. 04-23

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LAKE ALFRED, FLORIDA; AMENDING THE CRA BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; AMENDING THE APPROPRIATIONS, ALLOCATIONS OF REVENUE, AND EXPENDITURES OF THE COMMUNITY REDEVELOPMENT AGENCY BUDGET FOR THE FISCAL YEAR 2022-2023; MAKING FINDINGS PURSUANT TO THE COMMUNITY REDEVELOPMENT ACT OF 1969 AS AMENDED; PROVIDING FOR THE INCORPORATION OF RECITALS; PROVIDING FOR THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 2.12 of the City of Lake Alfred's City Charter, the Lake Alfred Community Redevelopment Agency (CRA), and the general laws of the State of Florida, an amended budget of estimated revenues and expenditures and a complete financial plan of all City funds and activities for the Fiscal Year 2022-2023 has been prepared and reviewed; and

WHEREAS, the Community Redevelopment Agency is of the opinion that all items of anticipated revenues and expenditures for said fiscal year are reasonable and proper for the administration of the affairs of and the proper conduct of the business of the Community Redevelopment Agency of the City of Lake Alfred; and

WHEREAS, the Lake Alfred Community Redevelopment Agency ("CRA") is a dependent special district of the City of Lake Alfred, Florida as defined by the *Uniform Special District Accountability Act*, Section 189.012(2)(b), Florida Statutes (2023); and

WHEREAS, the CRA's redevelopment trust fund (the "Fund") is a dependent major fund of the City of Lake Alfred; and

WHEREAS, after review of the redevelopment trust fund's revenues and expenditures for Fiscal Year 2022-2023, the Board of Commissioners of the City of Lake Alfred CRA determines it necessary to change the total appropriations of the Fund; and

WHEREAS, the Board of Commissioners of the City of Lake Alfred CRA desires to amend its budget for Fiscal Year 2022-2023 to reconcile expected revenues and expenditures with actual revenues and expenditures and to carry over appropriations from the Fund in the amount of \$66,504; and

WHEREAS, after review, the Board of Commissioners of the City of Lake Alfred CRA finds its expenditures of funds from the Fund during Fiscal Year 2022-2023 to be appropriate, permitted, and authorized under Section 163.387(6)(c), Florida Statutes (2023), as follows: (i) administrative and overhead expenses; and (ii) expenses necessary to exercise its powers under Section 163.370, Florida Statutes (2023) as delegated under Section 163.358, Florida Statutes (2023); and

WHEREAS, the additional appropriations made from the Fund by this Resolution and budget amendment correspond with funds available in the Fund that were previously budgeted and appropriated in prior fiscal years and expended during this fiscal year; and

WHEREAS, the City of Lake Alfred CRA budget for Fiscal Year 2022-2023 estimated receipt of tax increment revenue in the sum of \$395,786, and actual receipt of tax increment revenue for Fiscal Year 2022-2023 was the sum of \$380,786; and

WHEREAS, there appears to be no “money[s] which remain[s] in the Fund after the payment of expenses” pursuant to Section 163.387(7), Florida Statutes (2023), for Fiscal Year 2022-2023 that are not previously encumbered and appropriated by prior budget resolutions and end-of-fiscal-year amendments adopted by the Board of Commissioners of the City of Lake Alfred CRA; accordingly, there does not appear to be any requirement for the Board of Commissioners of the City of Lake Alfred CRA to make an appropriation of the remaining balance in the Fund to pending projects pursuant to Section 163.387(7)(d), Florida Statutes (2023); and

WHEREAS, in an abundance of caution, to the extent that there are any “money[s] which remain in the trust fund after the payment of expenses” pursuant to Section 163.387(7), Florida Statutes (2023) that are present or not reflected on the final budget sheet for Fiscal Year 2022-2023 that is attached hereto and incorporated herein as **Exhibit “A”**, that are not previously encumbered and appropriated by prior budget resolutions and end-of-fiscal-year amendments by the Board of Commissioners of the City of Lake Alfred CRA, the Board of Commissioners of the City of Lake Alfred CRA intends to appropriate such sums to its pending projects in equal shares as stated herein below.

NOW THEREFORE BE IT RESOLVED by the Community Redevelopment Agency Board of Commissioners of the City of Lake Alfred, Florida, as follows:

Section 1: Incorporation of Recitals. The above-referenced factual recitals (WHEREAS clauses) and referenced exhibits are incorporated herein as true and correct statements which form a factual and material basis for the adoption of this Resolution, and the Board of Commissioners of the City of Lake Alfred CRA hereby adopts the above-referenced factual recitals as the legislative findings supporting the adoption of this Resolution.

Section 2: Fiscal Year 2022-2023 Budget Amendment.

(a) The Fiscal Year 2022-2023 budget for the City of Lake Alfred Community Redevelopment Agency is amended as reflected in **Exhibit “A”** which is attached hereto and incorporated herein by reference, such exhibit named “City of Lake Alfred: Community Redevelopment Fund Year End: Estimated Budget to Actual through September 30, 2023.”

(b) Pursuant to § 189.016(7) of the Florida Statutes, CRA Staff is directed to post the amended budget on the official website of the City of Lake Alfred CRA within five (5) days of the adoption of this Resolution and to keep the amended budget available for inspection on the official website for at least two (2) years.

Section 3. Finding Relating to Expenditures for Fiscal Year 2022-2023.

The Board of Commissioners of the City of Lake Alfred CRA formally finds that the total

of its expenditures for Fiscal Year 2022-2023, as amended and reflected on **Exhibit “A”** which is attached hereto and incorporated herein by reference, to be made for the purposes specified in Section 163.387(6)(c), Florida Statutes (2023).

Section 4. End-of-Year Appropriations Contingency.

To the extent required by Florida law, and to the extent that any fund balance in the redevelopment trust account is considered to be “money[s] which remain in the trust fund after the payment of expenses pursuant to the “Community Redevelopment Act of 1969,” as amended, and are, in fact, on deposit in the City of Lake Alfred Community Redevelopment Agency redevelopment trust fund, the Board of Commissioners of the City of Lake Alfred CRA hereby makes an appropriation of the balance of such funds to its pending projects, including the Commerical and Residential Facade Grant Improvement Programs and the payment obligations imposed by its policies regarding the same. This appropriation of funds may not be changed unless either: (i) the balance of such funds has not, in fact, been deposited to the redevelopment trust fund, in which case the appropriation shall be automatically rescinded; or (ii) such pending projects are amended, redesigned, or delayed, in which case such funds must be reappropriated by the Board of Commissioners of the City of Lake Alfred CRA by formal amendment to the Fiscal Year 2022-2023 City of Lake Alfred Community Redevelopment Agency budget.

Section 5: Scrivener’s Errors. Any provision in this Resolution may be renumbered or re-lettered and the correction of typographical and/or scrivener’s errors which do not affect the intent may be authorized by the City Manager or his/her designee, without the need of consideration by the City Commission, by filing a corrected or recodified copy of same with the City Clerk.

Section 6: Conflicts. All resolutions or parts of resolutions in conflict with any provisions of this resolution are hereby repealed.

Section 7: Severability. If any section, subsection, sentence, clause or phrase of this Resolution is, for any reason, held to be not valid, unlawful, or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Commissioners of the City of Lake Alfred CRA hereby declares that it would have passed this Resolution, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared not valid, unlawful, or unconstitutional.

Section 8: Effective Date. This Resolution shall become effective immediately upon passage.

INTRODUCED AND PASSED by the Community Redevelopment Agency of the City of Lake Alfred, Florida, in a regular session, on the 6th day of November 2023.

CITY OF LAKE ALFRED, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY

Nancy Z. Daley, Chairman

ACCOUNT_NUMBER	ACCOUNT_NAME	CURRENT_YTD	BUDGET
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Revenues		Actual	Budget
101.000.0.311.210	Tax Increment - County	185,132	193,134
101.000.0.311.211	Tax Increment - City	195,654	202,652
101.000.0.311.122	CRA Reserves	97,713	100,000

Total Revenues \$ 478,499 \$ 495,786

Expenditures			
101.515.1.431.000	Professional Services	40,000	40,000
101.515.1.432.000	Accounting & Auditing	-	600
101.515.1.440.300	Travel & Training	-	2,000
101.515.1.446.000	R & M Services/ Projects	-	2,000
101.515.1.454.000	Subscriptions & Memberships	820	1,000
101.515.1.458.903	Cost Allocation	39,579	39,579
101.515.1.463.300	Capital - Façade Grant	103,429	100,000
101.515.1.464.100	Capital - Central Park Phase 2	228,167	300,000
101.515.1.510.999	Contingency	-	10,607
	Carry Over	66,504	

Total Expenditures \$ 478,499 \$ 495,786

Carryover	
Commercial	-
Residential Façade Grant	34,264
	<u>32,240</u>
	66,504

Address	Improvements	Request	Eligible	Grant
640 E. Midway Ave	Exterior improvements windows, doors, and paint	\$20,105.00	\$20,105.00	12,265.00
520 E. Tangerine St.	Exterior improvements gable, windows, doors, foyer, flooring, and paint	\$43,988.75	\$43,998.75	\$21,999.00