

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



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**AGENDA
CITY COMMISSION MEETING
MONDAY FEBRUARY 15, 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

Commissioner Maultsby – 20 Year Service Award
Charter Review Committee Recognition

Consent Agenda:

- 1.) City Commission Meeting Minutes for February 1, 2021
- 2.) City Commission Announcements
- 3.) Agreement: Polk County Property Appraiser Special Assessments

Agenda:

- 1.) Public Hearing: Ordinance 1454-21 General Employees Retirement Amendment
- 2.) Resolution 06-21: Board Appointments
- 3.) CPH Task Order No. 1 – Amendment No. 1
- 4.) Department Updates

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

Commissioner Questions and Comments:

Mayor Daley

Vice Mayor Dearmin

Commissioner Lake

Commissioner Eden

Commissioner Maultsby

Adjourn

**LAKE ALFRED CITY COMMISSION MEETING
FEBRUARY 15, 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 February 1, 2021

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 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
2/18	Code Enforcement Special Magistrate	City Hall	2:00pm
3/1	City Commission	City Hall	7:30 pm

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 MEETING
FEBRUARY 15, 2021**

3.) Agreement: Polk County Property Appraiser Special Assessment

Issue: The City Commission will consider an agreement with the Property Appraiser for special assessments of non-ad valorem taxes.

Attachment:

- Agreement

Analysis: This is an annual contract to allow the City to collect special assessments of non-ad valorem taxes on the assessment rolls of the County and collected in conjunction with ad valorem taxes as assessed by the Property Appraiser. The City pays a one percent (1%) to the Property Appraiser on the amount levied to cover their administrative costs.

Staff Recommendation: Approval of consent agenda.

**LAKE ALFRED CITY COMMISSION MEETING
FEBRUARY 15, 2021**

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

Issue: The City Commission will consider an ordinance amending the general employees retirement system on second and final reading

Attachments:

- Ordinance 1454-21
- Letter to the City of Lake Alfred
- No 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 own pension board that acts as a Board of Trustees that retains its own 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 law.

The proposed ordinance is cleanup in nature to be compliant with the internal revenue code (IRC) related to benefit amounts and eligibility, pre-retirement death of optional forms of benefits, and other miscellaneous provisions.

On January 19, 2021, the City Commission approved the General Employees Retirement ordinance on first reading. Upon adoption, the Ordinance will be sent to the Florida Department of Management Services to

There is no financial impact to the plan (or the City) based upon the actuary's determination.

Recommendation: Approve Ordinance 1454-21 on second and final reading.

**LAKE ALFRED CITY COMMISSION MEETING
FEBRUARY 15, 2021**

2.) Resolution 06-21: Board of Adjustment Interim Appointments

Issue: The City Commission will consider a resolution to appoint members of the Planning Board to the Board of Adjustment.

Attachments:

- Resolution 06-21

Analysis: on February 19, 2021, the City Commission approved Ordinance 1440-20 adopting a revised and updated Unified Land Development Code (ULDC). As part of the new ULDC provisions the Board of Adjustment will merge with the Planning Board resulting in one board known as the Planning and Zoning Board. The new board will review both zoning and variance cases when the adopted code goes into effect in April.

The City has cases pending action before the Board of Adjustments and have been unable to achieve a quorum due to resignations and Covid concerns. The proposed resolution appoints various Planning Board members to serve in an interim capacity on the Board of Adjustment members which is allowable under State Law. When the new ULDC goes into effect the City Commission will appoint members to the new Planning and Zoning Board which will serve in both capacities.

Staff Recommendation: Approve Resolution 06-21.

**LAKE ALFRED CITY COMMISSION MEETING
FEBRUARY 15, 2021**

3.) CPH Task Order No. 1: Amendment No. 1

Issue: The City Commission will consider approval of an amendment to Task Order No. 1 related to the Florida Department of Environmental Protection (FDEP) Water Facility Plan for a new Water Treatment Plant (WTP) with a cost estimate of \$35,991.

Attachments:

- CPH Task Order – Amendment No.1
- CPH Task Order No.1

Analysis: On December 2, 2019, the City Commission approved Resolution 22-19 authorizing the application for a State Revolving Fund Loan for Drinking Water Facilities. Additionally, CPH Task Order No. 1 was approved for a Water Facility Plan to be completed and submitted, as well as the planning loan application, to the Florida Department of Environmental Protection.

The draft Water Facility Plan has been completed and was submitted to FDEP on September 14, 2020. FDEP reviewed the plan but indicated it would not be recommended to the Board until early 2021. Therefore, in an effort to keep the project moving forward, CPH proposes additional services including survey, geotechnical, and sand skink field evaluation work related to the proposed land that the City is considering purchasing for the new WTP site.

In summary, the project includes future design and construction of a new water treatment plant (WTP No. 2). The City will need to purchase approximately two (2) acres for the new WTP No. 2 site. To assist with the proposed future design, CPH is proposing to perform pre-design field exploration that includes mobilizing to the site both the survey crew, and the geotechnical firm's equipment for subsurface evaluation and study.

In addition, the preliminary ecological assessment completed by CPH-Environmental found evidence of sand skinks on the site. Because of this evidence, CPH proposes to conduct a Sand Skink Survey by March 1, 2021 to make the survey acceptable to United States Fish and Wildlife Service (USFWS).

Costs incurred through this task order will be partially reimbursable (50%) through the FRS Drinking Water Facilities Program.

Staff Recommendation: Approve CPH Task Order Amendment No. 1 with an estimated cost of \$35,991.

**LAKE ALFRED CITY COMMISSION MEETING
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4.) Presentation: Department Updates

Issue: The City Commission will hear a presentation and update from several of the City's departments.