

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



(863) 291-5270
Fax:863) 298-5403
Visit: My Lake Alfred.com

**AGENDA
CITY COMMISSION MEETING
MONDAY MARCH 2, 2020
7:30 PM
CITY HALL**

Call to Order: Mayor Nancy Z. Daley

Invocation and Pledge of Allegiance:

Roll Call: Deputy City Clerk Mamie Drane

City Manager & City Attorney Announcements:

Recognition of Citizens: Items That Are Not On the Agenda

Proclamation: Girl Scout Week
Police Department Presentation
Citrus Connection Presentation

Consent Agenda:

- 1.) City Commission Meeting Minutes for February 17, 2020
- 2.) City Commission Announcements

Agenda:

- 1.) Resolution 05-20: Parks Master Plan Update
- 2.) Bids: Lake Swoope Park Pavillion
- 3.) Presentation: Department Updates
- 4.) Discussion: City Manager Evaluation

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

Commissioner Questions and Comments:

Commissioner Eden
Commissioner Maultsby
Commissioner Lake
Vice Mayor Dearmin
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 MEETING
MARCH 2, 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 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 17, 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) 291-5748.

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
March 12	Ridge League Dinner	Bartow	6:00 pm
March 16	City Commission	City Hall	7:30 pm
March 17	Gen. Emp. Ret. Board	City Hall	3:00 pm
March 17	Police/Fire Ret. Board	City Hall	4:30 pm
March 19	Parks and Recreation Board	City Hall	6:00 pm
March 24	Planning Board	City Hall	5:00 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- 291-5748.

**LAKE ALFRED CITY COMMISSION MEETING
MARCH 2, 2020**

AGENDA

1.) RESOLUTION 05-20: PARK MASTER PLAN UPDATE

ISSUE: The City Commission will consider a resolution updating the Parks Master Plan to include the site-specific plans for Lion's Park, Central Park, and Mackay.

ATTACHMENTS:

- Resolution 05-20
- Updated Park Master Plan

ANALYSIS: In April of 2018 the City Commission adopted the Parks and Recreation Master Plan to guide future capital investment planning efforts into parks and recreation. The plan is comprehensive in nature, detailing out walkability to parks, boat ramps, sidewalk connectivity, future needs, and renovation of existing facilities. The master plan recommended site-specific plans for the larger sites, including Lion's Park, Central Park, and the Mackay Preserve due to the complexity, cost, and the need for phasing while still attempting to achieve an overall vision for the specific sites and the larger plan (the pieces of the puzzle needed to fit).

In December of 2018, the City Commission awarded a task order to GAI Consultants for the site-specific plans. They were presented in April of 2019 and included an order of magnitude cost estimates as well as phasing recommendations. The proposed resolution formally includes the site-specific plans into the Park Master Plan. This has the benefit of refreshing the original plan as well as incorporating the specific sites for use in future impact studies or grant/appropriations requests.

The City is currently setting aside \$160,000 per year for these site-specific projects at Lions, Central, and Mackay and staff anticipates presenting a phase in the next fiscal year. This amount also excludes impact fees and any potential grants or appropriations that may be received.

STAFF RECOMMENDATION: Approve Resolution 05-20.

**LAKE ALFRED CITY COMMISSION MEETING
MARCH 2, 2020**

2.) BIDS: LAKE SWOOP PARK PAVILION

ISSUE: The City Commission will consider bids for a new pavilion at Lake Swoope Park.

ATTACHMENTS:

- Bid Packet, Bid Summary, & Advertisement

ANALYSIS: The City of Lake Alfred partners with Polk County as a sub-recipient of Community Development Block Grant (CDBG) funding. Each year the County requests project proposals from its municipal partners. In the current cycle the City received a proportionate share allocation of \$29,000 for eligible projects.

In March of 2019, the City Commission approved the submittal of a CDBG application to Polk County for the construction of an additional pavilion at the Lake Swoope Park. The new pavilion is consistent with the Parks and Recreation Master Plan with the removal of the playground equipment from the park (to the Highland Center) and the conversion of Lake Swoope Park into a passive recreation neighborhood park.

On January 18, 2020, the project was advertised for sealed bids and placed on DemandStar. On February 18th, 2020 a bid opening was held at City Hall. The following bids were received:

- Medley Sports Construction: \$24,950
- Bliss Products: \$28,380
- Advanced Rec. Concepts: \$44,936.47
- Whitehead Construction: \$45,315
- Close Construction: \$51,000

STAFF RECOMMENDATION: Award bid to Medley Sports Construction in the amount of \$24,950.

**LAKE ALFRED CITY COMMISSION MEETING
MARCH 2, 2020**

3.) PRESENTATION: DEPARTMENT UPDATES

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

**LAKE ALFRED CITY COMMISSION MEETING
MARCH 2, 2020**

4.) DISCUSSION: CITY MANAGER EVALUATION

ISSUE: The City Commission will be presented with the summary of the City Manager evaluation.

ATTACHMENTS:

- Evaluation Summary
- Manager Evaluations
- Activity Summary

ANALYSIS: The City Manager is to receive a performance evaluation biennially in advance of the adoption of the annual operating budget. The evaluation format was consistent with previous evaluations and was composed of eight (8) categories that allowed for a numerical ranking as well as available space for additional comments under each category and at the end of the evaluation.