

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



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**AGENDA
CITY COMMISSION MEETING
MONDAY JUNE 15, 2020
7:30 PM
CITY HALL**

Call to Order: Mayor Nancy Z. Daley

Invocation and Pledge of Allegiance: Pastor Diaz, Jr.

Roll Call: City Clerk Ameé Bailey

City Manager & City Attorney Announcements

Recognition of Citizens: Items That Are Not On the Agenda

Consent Agenda:

- 1.) City Commission Meeting Minutes for May 18, 2020
- 2.) City Commission Announcements
- 3.) Legislative Policy Committee
- 4.) Resolution 06-20: FDOT Highway Lighting Maintenance Agreement

Adjourn the 2019-2020 City Commission Sine Die

Call to Order: City Attorney John Murphy

Roll Call: City Clerk Ameé Bailey

Nominations & Appointment of Mayor and Vice Mayor for 2020-2021

Agenda:

- 1.) **PUBLIC HEARING:** Ordinance 1433-20: Drinking Water State Revolving Fund Planning Loan Agreement
- 2.) Ordinance 1432-20: Sunset Annexation
- 3.) Ordinance 1435-20: Wales Rezoning
- 4.) Agreement: Florida Division of Emergency Management (Generator Grant)
- 5.) Budget Presentation: Expenditures

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

**LAKE ALFRED CITY COMMISSION MEETING
JUNE 15, 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 May 18, 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 |
|---------|----------------------------------------|---------------------------------|---------|
| June 16 | Retirement Boards | Public Works Conference Room | 3:00 pm |
| June 23 | Planning Board | City Hall | 6:00 pm |
| June 25 | Code Enforcement Special Magistrate | City Hall | 3:00 pm |
| June 30 | Planning Board – Special Meeting | City Hall | 6:00 pm |

In accordance with the American with Disabilities Act, persons with disabilities needing special accommodations to participate in this proceeding or to access documents or materials associated with 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
JUNE 15, 2020**

3) LEGISLATIVE POLICY COMMITTEE

ISSUE: The City Commission will membership in the 2020/2021 Legislative Policy Committees for the Florida League of Cities.

ATTACHMENTS:

- None

ANALYSIS: The City of Lake Alfred has always been active in participating on the Legislative Policy Committees. The policy committees develop the Florida League of Cities legislative priorities and help their staff understand the real-world implications of proposed legislation. In an effort to get more cities involved, the Florida League of Cities is requesting that each city be represented on one or more of the League's Legislative policy committees.

In the past, the City Commission has requested this item as an opportunity to discuss the topic in advance of submittals to the League of Cities. If a Commissioner so desires, they may request to change the Committee, they serve on, and this request can be forwarded to the Florida League of Cities for consideration.

The current City of Lake Alfred participants are:

- Commissioner Lake – Municipal Administration
- Mayor Daley - Transportation & Intergovernmental Relations Committee
- Commissioner Eden – Finance, Taxation & Personnel Committee
- Vice Mayor Dearmin - Growth Management & Economic Affairs Committee

2020-2021 Legislative Policy Committee Meeting Dates

Policy committee meetings will be held in the fall due to the 2021 legislative session convening on March 2.

- Friday, September 18, 2020, from 10:00, am to 3:00 pm at the Caribe Royale Orlando, 8101 World Center Dr, Orlando, FL 32821
- Friday, October 23, 2020, from 10:00, am to 3:00 pm at the Embassy Suite Lake Buena Vista South, 4955 Kyngs Heath Rd, Kissimmee, FL 34746
- Thursday, November 12, 2020 (time to be announced) during FLC Legislative Conference at the Rosen Shingle Creek, 9939 Universal Blvd, Orlando, FL 32819

If any Commissioner desires discussion or to change committees it can be pulled from consent and added to the regular agenda.

**LAKE ALFRED CITY COMMISSION MEETING
JUNE 15, 2020**

4.) RESOLUTION 06-20: FDOT HIGHWAY LIGHTING MAINTENANCE AGREEMENT

ATTACHMENTS:

- Resolution 06-20
- Agreement

ANALYSIS: The City has a Highway Lighting, Maintenance, and Compensation Agreement with the Florida Department of Transportation (FDOT) that provides for reimbursement to the City for maintenance of the lighting system within our municipal boundaries. A summary of the funding we have received previously from FDOT has been included. The proposed contract represents an increase of \$978.05 over the prior year's agreement due to the increase in reimbursement per light.

| | | |
|-----------|-----------------------------|-------------|
| 2016/2017 | (90%) 94 Lights @ \$266.63 | \$22,556.90 |
| 2017/2018 | (90%) 128 Lights @ \$274.38 | \$31,637.38 |
| 2018/2019 | (90%) 128 Lights @ \$282.87 | \$32,586.62 |
| 2019/2020 | (90%) 128 Lights @ \$291.36 | \$33,564.67 |
| 2020/2021 | (90%) 128 Lights @ \$300.10 | \$34,571.52 |

STAFF RECOMMENDATION: Approval of the consent agenda.

**LAKE ALFRED CITY COMMISSION MEETING
JUNE 15, 2020**

AGENDA

1.) PUBLIC HEARING: ORDINANCE 1433-20: DRINKING WATER STATE REVOLVING FUND PLANNING LOAN AGREEMENT

ISSUE: The City Commission will consider an ordinance executing a loan agreement with the State Drinking Water Facilities Program through the State Revolving Fund (DRF) for the facility plan of a proposed new water plant.

ATTACHMENTS:

- Ordinance 1433-20
- Exhibit "A" State Revolving Fund Planning Loan Agreement DW530510

ANALYSIS: For the past several years, the City has presented in the Capital Improvement Program the opportunity to construct an additional water plant. The current plant was originally constructed in the 1940s and is the City's only water plant. The ground storage tank adjacent to the plant was built in the 1970s. The new plant and ground storage tank would provide needed resilience and redundancy in the water system, which is a common practice in utility's our size (or even smaller).

The Drinking Water Facilities Program through the State Revolving Fund (SRF) allows for principal forgiveness associated with the debt obligation on the plant. The engineering consultant believes that we would be eligible for up to 50% forgiveness on the loan. The amount of principal forgiveness would be known before committing to design or construction.

The project and associated process with SRF is divided into three steps:

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

On December 2, 2019, the City Commission approved a resolution authorizing the loan application for a Drinking Water State Revolving Fund Loan for the Facility Plan. The proposed ordinance enters into 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.

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

STAFF RECOMMENDATION: Approval of Ordinance 1433-20 on second reading.

**LAKE ALFRED CITY COMMISSION MEETING
JUNE 15, 2020**

2.) ORDINANCE 1432-20: ILP LAKE ALFRED LLC AND ILP LAKE ALFRED II LLC, SUNSET ROAD

ISSUE: The applicants, ILP Lake Alfred LLC, Inc., have requested approval of their annexation request.

ATTACHMENTS:

- Ordinance 1432-20

ANALYSIS: Pursuant to Florida Statutes Chapter 171, the City may consider the annexation of unincorporated areas of a county that are contiguous to the municipality, compact, and will not create an enclave. The applicant has submitted a voluntary annexation petition pursuant to Chapter 171.044 to request the annexation of three parcels into the city limits of Lake Alfred. The properties are located west of Lynchburg Rd. The applicant is seeking annexation for the purposes of receiving additional city services and the possible addition of more mobile homes. The three properties total approximately 14.51 acres. Currently, there are 86 mobile home units across the two mobile home parks and one mobile home on a 0.14-acre lot

The annexation area is contiguous to the City. The properties are developed as mobile home parks and urban in nature. Potable water services are currently provided by the City for the larger mobile home park. The smaller mobile home park is connected to the sewer for all units and has two out of 10 units connected to wastewater.

The current taxable value of the properties is \$2,515,101, and based on the city's millage rate of 7.2390 mills, the expected annual tax revenue would be approximately \$18,206.82.

The proposed ordinance annexes the property into the city limits; assignment of future land use and zoning classifications will be provided with future action items.

STAFF RECOMMENDATION: Approval of Ordinance 1433-20 on first reading.

**LAKE ALFRED CITY COMMISSION MEETING
JUNE 15, 2020**

3.) ORDINANCE 1435-20: WALES REZONING

ISSUE: The City Commission will consider a re-zoning ordinance. The applicants, Thomas and Janice Wales, have requested approval of their zoning request.

ATTACHMENTS:

- Ordinance 1435-20
- Staff Report
- Planning Board Minutes

ANALYSIS: The applicants have requested to re-zone their property located at the intersection of CR557 and CR 557A in the Green Swamp Area of Critical State Concern. The future land use directs the character and magnitude of development, and zoning provides the density and development requirements. The application specifically requests to change the zoning from Very Low-Density Residential (R-1AAA) to Neighborhood Convenience Center (C-4). There is currently one site-built single-family residence on the parcel.

In August 2005, Ordinance 1111-05 annexed the property into the City of Lake Alfred as part of a 225.75± acre tract and was assigned the future land use of Very Low- Density Residential via Ord. 1120-05. In 2010, the future land use category of Neighborhood Convenience Center-Limited (NCC-Limited) was created and assigned to the property through Ordinance 1276-10. The intent of the Policy 1.1.10 of the Comprehensive Plan is to provide for low-impact, low-intensity commercial, office and institutional uses such as convenience stores, gas stations, offices, restaurants and drug stores to service residents of the City and the Green Swamp ACSC. However, the zoning was not changed to correspond with future land use.

Staff finds that the request to change the zoning district is consistent with the City of Lake Alfred Future Land Use Element of the Comprehensive Plan and the Unified Land Development Code. The parcel's current zoning district is incompatible with its future land use, and changing the zoning district to C-4 will make the zoning district compatible with the existing future land use, and enables future development that is compatible with existing activities in the area.

On February 25, 2020, and after holding a public hearing, the Planning Board unanimously (5:0) recommend approval of the request by Thomas and Janice Wales to change the zoning district of the property from the Very Low-Density Residential (R-1AAA) to Neighborhood Convenience Center (C-4) within the Green Swamp Area of Critical State Concern.

STAFF RECOMMENDATION: Approval of Ordinance 1435-20 on first reading.

**LAKE ALFRED CITY COMMISSION MEETING
JUNE 15, 2020**

4.) AGREEMENT: FLORIDA DIVISION OF EMERGENCY MANAGEMENT (GENERATORS)

ISSUE: The City Commission will consider entering into an agreement with the Florida Division of Emergency Management to receive a grant for the purchase of emergency generators for sewer lift stations.

ATTACHMENTS:

- Grant Agreement

ANALYSIS: Following Hurricane Irma city staff submitted an application to receive federal disaster relief funds from the Federal Emergency Management Agency (FEMA) to purchase and install five 25kw and three 40kw generators on eight lift stations within the City that do not currently have dedicated backup power.

During Hurricane Irma the City had dedicated generators for two of approximately twelve primary lift stations. During the power outage, utility staff was rotating three portable generators between approximately ten lift stations to prevent them from overflowing (or backflowing into resident's homes). The City has since purchased three additional portable generators and the proposed grant will provide dedicated power to the all the primary lift stations. The backup generators will then be used as a redundancy (in case one of the primary generators fails)

The total cost to purchase and install the eight generators is \$229,171. The proposed grant reimburses the City for \$171,878.25 or seventy-five percent (75%) of the cost of the project. The City's twenty-five percent (25%) match is \$57,282.75 which we can provide from enterprise fund balance.

STAFF RECOMMENDATION: Approve the grant agreement with the Florida Division of Emergency Management for the purchase of emergency generators.

**LAKE ALFRED CITY COMMISSION MEETING
JUNE 15, 2020**

5.) BUDGET PRESENTATION: EXPENDITURES

ISSUE: The City Commission will consider the Expenditures to be included in the preparation of the FY 20/21 & FY 21/22 Annual Operating Budgets.

ATTACHMENTS:

- Budget Format Layout
- General Fund, Enterprise Fund, CRA & Stormwater Expenditures FY 20/21 & 20/22

ANALYSIS: The proposed expenditure sections of the FY 20/21 & 21/22 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 16, 2020 meeting. Changes made from the current year budget to the proposed FY 19/20 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 20/21 & 21/22 Annual Operating Budgets.