

City of Lake Alfred
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Lake Alfred, Florida 33850



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**AGENDA
CITY COMMISSION MEETING
MONDAY NOVEMBER 16, 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

Consent Agenda:

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

Agenda:

- 1.) Ordinance 1449-20: FY 19/20 Final Budget Adjustment
- 2.) Resolution 16-20: Central Park Project Authorization
- 3.) Resolution 17-20: M-CORES
- 4.) Resolution 18-20: Unified Land Development Code Fee Schedule
- 5.) Charter Review Committee Report
- 6.) Police Forfeiture Funds: K-9 Purchase
- 7.) Special Event Application: Adam's Estates Fireworks

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

Community Redevelopment Agency:

- 1.) CRA Board Meeting Minutes for August 17, 2020
- 2.) CRA Resolution 02-20: Retail Marketing Consultant Agreement

Adjourn CRA Meeting / Reconvene City Commission Meeting

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

Commissioner Questions and Comments:

Commissioner Maultsby

Mayor Daley

Vice Mayor Dearmin

Commissioner Lake

Commissioner Eden

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
NOVEMBER 16, 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 November 2, 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 City Clerk Amée Bailey 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
11/16	FLC Legislative Policy Conference	Orlando	
11/17	Board of Adjustment	City Hall	Cancelled
11/19	Code Enforcement Special Magistrate	City Hall	3:00 pm
11/19	Chamber of Commerce Lunch	Lions Club	11:30am
11/19	Parks and Recreation Board	City Hall	6:00 om
11/26-27	Thanksgiving Holiday		

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
NOVEMBER 16, 2020**

AGENDA

1.) Ordinance 1449-20: FY 19/20 Final Budget Adjustment

Issue: The City Commission will consider an ordinance for the fiscal year 2019/2020 final budget adjustment.

Attachments:

- Ordinance 1449-20

Analysis: As a part of the closeout process of the previous fiscal year of 2019/2020 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.

Staff Recommendation: Approval of Ordinance 1449-20 on second and final reading.

**LAKE ALFRED CITY COMMISSION MEETING
NOVEMBER 16, 2020**

2.) Resolution 16-20: Central Park Project Authorization

Issue: The City Commission will consider a resolution authorizing staff to proceed with a phase of the Central Park project identified in the Parks and Recreation Master Plan.

Attachment:

- Resolution 16-20

Analysis: The City adopted the Parks and Recreation Master Plan in March of 2018 which performed a comprehensive analysis of parks and recreation facilities city wide. The plan created an inventory of all park facilities and provided an implementation plan of improvements to be made based on public, staff, and Commission feedback. In October of 2019 the plan was updated to include the site specific plans for Central Park, Lions Park, and the Mackay Preserve.

Early progress has been made on the plan including the completion of the remaining dock replacements in the City (Twin Lake, Lake Swoop, and Lake Echo). Additionally, the Fruitland Park and the Echo Terrace Community playground projects have been completed.

The City has been budgeting funding from the general fund and the Community Redevelopment Agency to implement the plan and has opted for a “pay as we go” / “low hanging fruit” approach versus taking out debt service. This has allowed us to complete less expensive projects as we work our way up the list while also ramping up the level of funding each fiscal year.

The City’s Community Redevelopment Agency’s budget has continued to snowball allowing for greater levels of project investment. Central Park and Lion’s Park are both located within the CRA Boundaries. The City currently budgets \$50,000 per year from the general fund and \$120,000 from the CRA to the Park Master Plan; an additional \$50,000 is being budgeted for sidewalks identified within the plan but that funding was temporarily reduced due to Covid reductions. Engineering estimates for Central and Lions were in excess of \$5 million and \$10 million, respectively.

Due to the size of the site-specific projects Central, Lions, and Mackay will require phasing. By breaking up these projects into more manageable pieces city staff anticipates being able to save significant funding by managing the projects inhouse. As an **example**

The proposed resolution authorizes city staff to proceed on Phase 1 of the Central Park Project. The goal of the project will be to complete the football field and parking area. We have a FRDAP grant submitted to the state for up to \$200,000. If awarded, we will install lighting on the football field. If any funding remains, we may complete other improvements identified for Central Park (e.g. internal sidewalks, on-street parking, basketball, etc.).

Staff Recommendation: Approve Resolution 16-20.

**LAKE ALFRED CITY COMMISSION MEETING
NOVEMBER 16, 2020**

3.) Resolution 17-20: M-CORES

Issue: The City Commission may consider a resolution expressing concern about the M-CORES process.

Attachments:

- Resolution 17-20

Analysis: At the last regular meeting there was discussion amongst the Commission regarding a resolution passed by the City of South Miami expressing concerns about the M-CORES process that was sent to state and local officials. We received the resolution from the Florida League of Cities.

In May of 2019 Governor Ron DeSantis signed Senate Bill 7068 into law to create the Multi-use Corridors of Regional Economic Significance (M-CORES). As stated on the M-Cores website (<https://floridamcores.com/>) the program is intended to revitalize rural communities, encourage job creation and provide regional connectivity while leveraging technology, enhancing the quality of life, and protecting the environment and natural resources.

The South Miami Commission expressed concerns that the M-CORES process does not address need, economic feasibility and economic impacts of the three corridors as required by statutes and that transportation capacity, operational or safety deficiencies should be addressed within the existing corridors before new ones are added; that additional transportation capacity between North Florida and Tampa be served through rail; and that current funding be reallocated to aid in the COVID-19 response.

M-CORES has received opposition from environmental and other groups such as “No Roads to Ruin” (<http://noroadstoruin.org/>) and 1,000 Friends of Florida (<https://1000fof.org/m-cores/>).

The drafted resolution was modeled after the South Miami resolution to express the same concerns. If the Lake Alfred City Commission shares the same concerns this can be approved as presented or with amendments as desired.

Staff Recommendation: Pleasure of the City Commission.

**LAKE ALFRED CITY COMMISSION MEETING
NOVEMBER 16, 2020**

4.) Resolution 18-20: Unified Land Development Code Fee Schedule

Issue: The City Commission will consider a resolution modifying the fee schedule for planning and zoning related applications.

Attachment:

- Resolution 18-20

Analysis: Section 8.09 of the Unified Land Development Code (ULDC) authorizes the City Commission to establish fees and costs for the processing of applications for development by resolution. The current fee structure was adopted in 2006 by resolution which provided for annual increases to offset the effects of inflation. The City's policy also allows for cost recovery associated with third-party reviewers for the City (i.e. engineering and legal review).

In recent years, the City has experienced a higher volume of development activity which has resulted in a greater outflow of legal and engineering fees incurred by the City which then must be recovered. Attempting to collect these fees on the backend can be problematic not only from a collection standpoint but accounting for expenses/revenues across fiscal years.

Based on feedback and recommendation from the City Auditor the proposed resolution will establish deposit accounts for each application type that will be drawn down to pay for third-party review. The deposits amounts will be based on experience with the respective application type. At the end of the project any amount remaining would be returned to the applicant. If the deposit was depleted the applicant would have to replenish the deposit account.

This proposed resolution provides for the development deposit; increases the amount collected by the City for the processing of applications; additional deposit(s), if necessary; and continues the annual adjustment.

The ULDC rewrite will require additional changes to the fee structure based on new application types. In addition, the City plans to conduct a new fee study in the future to determine if the current fees are in line with other jurisdictions and the current cost of processing applications. However, initiating deposits will solve accounting and budget questions.

Staff Recommendation: Approve Resolution 18-20.

**LAKE ALFRED CITY COMMISSION MEETING
NOVEMBER 16, 2020**

5.) Charter Review Committee Report

Issue: The City Commission will be presented with the Charter Review Committee Report

Attachments:

- Charter Review Committee Final Report w/ Exhibits

Analysis: Section 5.04 of the City Charter requires that every ten years in conjunction with the decennial national census that the City Commission shall appoint a committee to review the Charter. On July 6, 2020 the City Commission appointed the Charter Review Committee to include: Herb Nigg, Brenda Arnold, John Duncan, Ron Schelfo, and Loretta Vittorio. The committee was supported by staff including the City Manager, Drew Crawford, and the City Clerk.

The committee met several times over the last few months and performed a comprehensive section by section review of the Charter. A detailed summary and analysis of the Committee's efforts and recommendations are included in the report. The report also includes ordinance and resolution language consistent with the Committee's recommendations.

The ordinance with the associated ballot language can be brought forward in whole or in part and with or without changes as the City Commission desires.

Staff Recommendation: Accept the Charter Review Committee Report.

**LAKE ALFRED CITY COMMISSION MEETING
NOVEMBER 16, 2020**

6.) Police Forfeiture Funds: K-9 Purchase

Issue: The City Commission will consider authorizing the use of Police Forfeiture Funds for the purchase of a police K-9.

Attachments:

- Invoice

Analysis: The City's Police Department currently has a single K-9 Officer and handler. "Wil" has served as the City's K-9 officer since 2012 and is retiring.

The Police Department has approximately \$26,461 in forfeiture funds that can be used for the purchase of the K-9. Use of these funds requires request by the Police Chief and authorization by the City Commission for an eligible expense of which a K-9 is an eligible expense.

Additional cost/kennel background

Staff Recommendation: Approve use of police forfeiture funds for K-9 purchase.

**LAKE ALFRED CITY COMMISSION MEETING
NOVEMBER 16, 2020**

7.) Special Event Application: Adam's Estate Fireworks

Issue: The City Commission will consider a special event application requesting fireworks to be discharged on Lake Alfred for a wedding at the Adam's Estates.

Attachment:

- Special Event Application w/ associated attachments

Analysis: Section 34.6 of the Code of Ordinances prohibits the discharge or use of firecrackers, rockets, torpedoes, roman candles, or other fireworks or substance designed and intended for pyrotechnic display. However, the City Commission may permit the public display of fireworks by properly qualified individuals if such display shall not be hazardous to surrounding property or endanger any person.

The City has received a special event application for a fireworks display at a wedding at the Adams Estate on November 27, 2020 between 8:30pm and 9:30pm. The application was submitted by Four Seasons Display Inc. which has general liability insurance in the amount of 5 million dollars and a valid federal explosives license/permit.

The site proposed for the display is within Lake Alfred approximately 200' north of the Adams Estate wedding venue. The applicant would like to use Lions Park for setup and for launching. The pyrotechnic crew would like to setup the display on a 8' x 24' floating platform. The Fire Department would be able to inspect the platform prior to launching.

Staff has reviewed the applications and is providing the following considerations/comments:

- The fireworks display would be easily seen and heard by residents within one mile of the site. This would cover Water Ridge to the northwest and reach Shinn Blvd. on the southwest. While some residents may welcome the fireworks display others may not.
- Approval may encourage future requests.
- The City does not currently utilize fireworks for any public events.
- While the fireworks could be enjoyed by the public it is not an advertised event nor is it associated with a typical date that would have fireworks (e.g. 4th of July, New Years). Individuals with pets or sensitivity to loud noises may not be aware of the event.
- If approved, staff would recommend closure of the boat ramp to limit boat activity in proximity to the barge and/or require public safety personnel to be in the Lake to maintain the perimeter around the barge at the applicant's expense.

Staff Recommendation: Pleasure of the Commission.

LAKE ALFRED CITY COMMISSION MEETING
NOVEMBER 16, 2020

COMMUNITY REDEVELOPMENT AGENCY AGENDA

1.) Community Redevelopment Agency Board Meeting Minutes for August 17, 2020

Issue: The CRA Board will consider approving the 8/17/20 CRA Board Meeting Minutes.

Attachments:

- Draft Minutes

Staff Recommendation: Approve the 8/17/20 CRA Board Meeting Minutes.

**LAKE ALFRED CITY COMMISSION MEETING
NOVEMBER 16, 2020**

5.) CRA Resolution 02-20: Retail Marketing Consultant Agreement

Issue: The City Commission will consider a resolution entering into an agreement with Retail Strategies, LLC to provide retail marketing services to the City of Lake Alfred.

Attachments:

- Resolution 02-20
- Retail Strategies Proposal

Analysis: The proposed resolution enters into an agreement with Retail Strategies, LLC to provide retail marketing and recruitment services to the City of Lake Alfred. The company will perform a demographic and GAP analysis (supply/demand conditions) of the City, identify and evaluate priority commercial properties for development, and then market Lake Alfred and these properties to retailers and restaurants.

Utilizing this type of service has been long discussed since the establishment of the Community Redevelopment Agency back in ~2013. Originally, it was to get the ball rolling since there had been no retail development in the City in many years. This was also the original goal of assembling the downtown city owned parcel as a kick starter.

With development currently underway (i.e. Dunkin, 7-Eleven, ACE Hardware, etc.) the objectives have changed. Now the goal has shifted to not only securing development but in optimizing the development potential of the commercial parcels within the City. The goal in acquiring the services of a firm like Retail Strategies is to make this process more efficient while at the same time securing better end users than we would have otherwise.

The Community Development Director and City Manager attended the ICSC retail conference in Orlando in 2019 and met with several cities that had booths at the conference as well as several firms that perform these types of services. The takeaway from that conference is that cities eventually get to the point where they can benefit from a service like this and our indicators look favorable to proceed with this type of service (i.e. increased development demand combined with the availability of parcels). Once the City builds out we will have to look for redevelopment opportunities, years if not decades into the future so now is the time to maximize and optimize our selections.

The CRA Budget and CIP includes \$40,000 for this year and the next two years to fund the three year agreement. Their proposal includes a case study/reference from Lake City. The proposed agreement utilizes a piggyback of Lauderdale Lakes which contracted with Retail Strategies, LLC through competitive procurement.

Staff Recommendation: Approve CRA Resolution 02-20.