

City of Lake Alfred
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Lake Alfred, Florida 33850



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**AGENDA
CITY COMMISSION
MONDAY, DECEMBER 6, 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.

105th Birthday Recognition - Lenore Costello
100th Anniversary of the Lake Alfred Church of God by Faith
Employee Recognitions

Consent Agenda:

- 1.) City Commission Meeting Minutes for November 15, 2021
- 2.) City Commission Announcements
- 3.) 2022 Meeting and Holiday Schedule

Agenda:

- 1.) Public Hearing: Ordinance 1470-21: Polk Training Center Annexation
- 2.) Ordinance 1471-21: ULDC Text Amendments
- 3.) Resolution 25-21: Cass Road Easement Acceptance
- 4.) Resolution 26-21: Ruthanne Stonewall Retirement
- 5.) Resolution 27-21: United States Post Office Boundary Review Request
- 6.) Vehicle Purchase

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

Commissioner Questions and Comments:

Commissioner Fuller
Commissioner Eden
Commissioner Maultsby
Vice Mayor Dearmin
Mayor Daley

Adjourn

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**LAKE ALFRED CITY COMMISSION
DECEMBER 6, 2021**

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 15, 2021

Attachments:

- Draft Minutes

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.

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
12/6	City Commission Meeting	City Hall	7:30 p.m.
12/9	Planning and Zoning Meeting	City Hall	6:00 p.m.
12/16	Code Enforcement Special Magistrate	City Hall	2:00 p.m.
12/21	Employee Christmas Luncheon	Lions Park	11:30 a.m.- 1:30 p.m.
12/21	Employee General Retirement Board	Public Works Training Facility	3:00 p.m.
12/21	Police and Fire Retirement Board	Public Works Training Facility	4:30 p.m.
12/23 & 12/24	City Offices Closed	Christmas Holidays	N/A
1/10	City Commission Meeting	City Hall	7:30 p.m.

**LAKE ALFRED CITY COMMISSION
DECEMBER 6, 2021**

3.) 2022 Meeting and Holiday Schedule

Issue: The City Commission will consider approval of the 2022 Meeting and Holiday Schedule.

Analysis: The Commission will consider approval of the schedule for the City Commission, Planning Board and Zoning Board, Parks and Recreation Board, Special Magistrate Code Enforcement Hearings, General Employees Retirement Board, and the Police and Firefighters Retirement Board. Any dates that differ from the normal schedule are highlighted and the September City Commission dates may change based on budget hearing requirements. In addition, the schedule includes the 2022 Holidays.

Staff Recommendation: Approval of consent agenda.

**LAKE ALFRED CITY COMMISSION
DECEMBER 6, 2021**

1.) Public Hearing: Ordinance 1470-21: Polk Training Center Annexation

Issue: The City Commission will consider the annexation of three parcels for the Polk Training Center annexation.

Attachment:

- Ordinance 1470-21 with the exhibit

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 in nature, and will not create an enclave. The Polk Training Center requested the annexation of two (2) parcels. The parcels are currently located within an enclave. Polk County has consented to the annexation of the right-of-way for the adjacent roads without a transfer agreement. To further reduce the enclave, the parcel owned by the Florida Gas Transmission Co., at the intersection of Evenhouse Road and CR 557, has been added to this annexation process. Together there are three parcels proposed for annexation, totaling approximately 9.86± acres along with approximately an additional 2.27 acres of right of way.

The City can pursue annexation of the parcels pursuant to Section 171.0413, Florida statutes, provided:

- No registered electors are residing in any of the parcels proposed for annexation;
- Owners of more than 50 percent of the land area consent to annexation; and,
- Owners of more than 50 percent of the parcels in the area proposed for annexation consent to the annexation.

Section 171.042 of the Florida Statutes required that the City Commission prepare and file a report with the Polk Board of County Commissioners (BoCC) setting forth the City's plans to provide urban services to the proposed annexation area. That report was submitted to the BoCC following its approval by Resolution 20-21.

The action item currently before the City Commission is on the annexation of the property into the City. Future land use and zoning designations on the property will be presented in the future following the approval of the annexation.

Staff Recommendation: Approval of Ordinance 1470-21 on the second and final reading.

**LAKE ALFRED CITY COMMISSION
DECEMBER 6, 2021**

2.) Ordinance 1471-21: ULDC Text Amendments

Issue: The City Commission will consider text amendments to the Unified Land Development Code.

Attachment:

- Ordinance 1471-21 with the exhibit

Analysis: In 2021, the City Commission approved the new Unified Land Development Code (ULDC) repealing the previous code adopted in 1993 as amended. The development of an entirely new code created new criteria for staff and developers and through implementation, staff has documented areas for clarification.

Following adoption of the new code in April, amendments to Florida Statutes impacted some of the regulations included in the newly adopted ULDC. The main Articles impacted were Article 2 Zoning Districts and Article 3 Use Provisions. Topics included solar facilities, home-based businesses, building design elements, and Master Planned Communities.

The proposed amendments are designed to satisfy the statutory changes as well as providing clarification within the new code. Additional detail has been provided in Article 2 to provide more details on architectural elements and their usage in Article 3. The criteria for the Green Swamp Overlay District have been better defined. Lastly, formatting has been updated in some areas to provide clarification and apply rules on a larger scale.

On November 16, 2021, the Planning Board provided a favorable recommendation to the City Commission. Upon approval of the first reading, the Unified Land Development Code will be transmitted to the Department of Economic Opportunity for review. The second and final reading will be considered in 2022.

Staff Recommendation: Approval of Ordinance 1471-21 on first reading.

**LAKE ALFRED CITY COMMISSION
DECEMBER 6, 2021**

3.) Resolution 25-21: Cass Road Easement (Eden Hills) Acceptance

Issue: The City Commission will consider the acceptance of the Cass Road (Eden Hills) acceptance.

Attachment:

- Resolution 25-21 with the exhibits

Analysis: Included in Final Packet

Staff Recommendation: Approval of Resolution 25-21.

**LAKE ALFRED CITY COMMISSION
DECEMBER 6, 2021**

4.) Resolution 26-21: Ruthanne Stonewall Retirement

Issue: The City Commission will consider approval of the resolution by recognizing the retirement of Ruthanne Stonewall for her eighteen years of service to the Ridge League of Cities and supporting Robert R. Green as the new Executive Director.

Attachment:

- Resolution 26-21

Analysis: On November 10, 2021, Ruthanne Stonewall announced her retirement as the Executive Director of the Ridge League of Cities after eighteen years of service. Bobby Green was appointed as the new Executive Director. This resolution pays tribute to the outstanding service of Ruthanne Stonewall and supports Bobby Green in his new position as the new Executive Director of the Ridge League of Cities.

Staff Recommendation: Approval of Resolution 26-21.

**LAKE ALFRED CITY COMMISSION
DECEMBER 6, 2021**

5.) Resolution 27-21: Zip Code Boundary Review Request

Issue: The City Commission will consider a formal request to the United States Postal Service to start the process for changing the City's postal ZIP code boundary.

Attachment:

- Resolution 27-21 with the exhibit

Analysis: The City's eastern boundary which includes the new County Government Center is in a separate area code that is designated for Haines City. The remainder of the City is in the 33850 area code. The City Commission and staff have expressed concern over confusion for voting, emergency services, and community identity as that portion develops. The City has been in contact with Congressman Soto's office for guidance as to how to amend the City's current 33850 area code to include that area.

The United States Postal Service has developed a "ZIP Code Boundary Review Process" that promises "every reasonable effort" to consider and if possible accommodate municipal requests to modify the last lines of an acceptable address and/or ZIP Code boundaries.

The overview of the process:

- The municipality and community groups that desire a ZIP code change must submit the request in writing to the manager of the district with any rationale and justification.
- District Office forwards the request to the Area Office for review and approval.
- If the request is approved at the area level, "the proposal is sent to Headquarters Address Management System (AMS) for review and approval.
- If denied, the district manager must notify the city in writing and provide specific justifications for the denial based on the results of the analysis within sixty (60) days.
- If the request is feasible, a formal survey of all the customers impacted by the proposed change will be conducted.
- A simple majority of the survey respondents are adequate for final approval.
- There is an appeal process if denied in a case prompted by "municipal identity" issues.

The proposed resolution submits the Boundary Review request with supporting documentation to the district manager for our area to begin the formal review process.

Staff Recommendation: Approval of Resolution 27-21.

**LAKE ALFRED CITY COMMISSION
DECEMBER 6, 2021**

6.) Vehicle Purchase

Issue: The City Commission will consider a vehicle purchase for the Community Development Department.

Attachments:

- Bid Information

Analysis: The City has budgeted funds for vehicle replacement in various City departments. The general replacement guideline is for vehicles that are in continuous use to be eligible for replacement after 10 years or more than 100,000 miles. Intermittent use vehicles may have significantly longer use periods (e.g. Fire Engines, Bucket Trucks, etc.).

Community Development

Budgeted: \$30,000

Replacement: Unit

Proposed: 2022 Ford Explorer 4x2 with an equipment package

Bids: Staff solicited the following bids:

- Bartow Ford: \$27,933.00
- Rush Truck Center: \$32,040
- Gator Ford: Did not submit a bid

Recommendation: Bartow Ford not to exceed the amount of \$27,933.

Staff Recommendation: Award the purchase of the 2022 Ford Explorer to Bartow Ford for \$27,933.