

## 1. Agenda

Documents:

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



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**AGENDA  
CITY COMMISSION  
MONDAY, AUGUST 8, 2022  
7:30 PM  
CITY HALL**

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**Call to Order:** Mayor Jack Dearmin

**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

**Presentation:**

Silver Lake and The Springs of LA CDD

**Consent Agenda:**

- 1.) City Commission Meeting Minutes for July 25, 2022
- 2.) City Commission Announcements
- 3.) Edward Byrne Memorial Justice Assistance Grant

**Agenda:**

- 1.) Public Hearing: Ordinance 1491-22: Polk Training Center Future Land Use
- 2.) Public Hearing: Ordinance 1492-22: Polk Training Center Zoning
- 3.) Public Hearing: Ordinance 1493-22: Florida Gas Future Land Use
- 4.) Public Hearing: Ordinance 1494-22: Florida Gas Zoning
- 5.) Resolution 11-22: Safe Streets for All Grant Support
- 6.) Public Hearing: Resolution 12-22: Camp Monson Subdivision ROW Vacation
- 7.) Presentation: Payroll, Revenue, and Capital

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

**Commissioner Questions and Comments:**

Mayor Dearmin  
Vice Mayor Brent Eden  
Commissioner Maultsby  
Commissioner Daley  
Commissioner Fuller

**Adjourn**

**LAKE ALFRED CITY COMMISSION  
AUGUST 8, 2022**

**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.*

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**1.) City Commission Meeting Minutes for July 25, 2022**

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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.

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**2.) City Commission Announcements**

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**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
8/22 (Second Monday of the Month)	City Commission Meeting	City Hall	7:30 p.m.
8/23	Primary Election	City Hall	7:00 a.m. – 7:00 p.m.
9/5	Labor Day	City Offices Closed	N/A
9/8 (Second Thursday of the Month)	City Commission Meeting	City Hall	7:30 p.m.

**3.) Edward Byrne Memorial Justice Assistant Grant FFY 2021/2022**

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**Issue:** The City Commission will consider accepting the 2021/2022 Federal Funding Year (FFY) allocation for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program for all Polk County Agencies.

**Attachments:**

- Project List
- Distribution Approval Letter

**LAKE ALFRED CITY COMMISSION**  
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**Analysis:** Florida Administrative Code requires that the units of government in each county reach a consensus concerning the expenditure of these funds, including the projects to be implemented. To verify this consensus, the Florida Department of Law Enforcement requires each applicant to obtain a letter of support from at least 51% of the local units of government, representing at least 51% of the county population.

The following amounts have been allocated to fund projects in Lake Alfred.

- 2017/2018 Allocation \$ 14,953
- 2018/2019 Allocation \$ 17,400
- 2019/2020 Allocation \$ 19,760
- 2020/2021 Allocation \$ 15,000
- 2021/2022 Allocation \$ 24,000

Approval of this item will authorize the mayor to sign the fund distribution for Polk County and a letter of acceptance to the Florida Department of Law Enforcement.

**Staff Recommendation:** Approval of the Consent Agenda

**LAKE ALFRED CITY COMMISSION  
AUGUST 8, 2022**

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- 1.) Public Hearing: Ordinance 1491-22: Polk Training Center Future Land Use Assignment**
  - 2.) Public Hearing: Ordinance 1492-22: Polk Training Center Zoning Assignment**
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**Issue:** The City Commission will consider approval of the request to assign Future Land Use (FLU) designations and zoning districts on the second and final reading.

**Attachment:**

- Ordinance 1491-22
- Ordinance 1492-22
- Staff Report

**Analysis:** On July 11, 2022, City Commission approved Ordinance 1487-22 annexing property along County Road 557 into the city limits. The Polk Training Center includes two parcels totaling approximately 9.77 acres. The staff has worked with the applicant in determining the Future Land Use and Zoning designations. The proposed Future Land Use designation is Urban Residential and the proposed zoning is Residential Neighborhood 2 (RN-2).

On July 14, 2022, at their regular meeting, the Planning and Zoning Board unanimously voted to recommend that the City Commission approve the future land use and zoning district assignment requests.

On July 25, 2022, the City Commission approved the ordinances on first reading, upon adoption the notice will be sent to the Department of Economic Opportunity (DEO) since this is a small-scale amendment.

- 1.) Staff Recommendation:** Approve Ordinance 1491-22 on second and final reading
- 2.) Staff Recommendation:** Approve Ordinance 1492-22 on second and final reading

**LAKE ALFRED CITY COMMISSION  
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- 3.) Ordinance 1493-22: Florida Gas Future Land Use Assignment**
  - 4.) Ordinance 1494-22: Florida Gas Zoning Assignment**
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**Issue:** The City Commission will consider approval of the request to assign Future Land Use (FLU) designations and zoning districts on the second and final reading.

**Attachment:**

- Ordinance 1493-22
- Ordinance 1494-22
- Staff Report

**Analysis:** On July 11, 2022, City Commission approved Ordinance 1487-22 annexing property along County Road 557 into the city limits. One small parcel (0.09 ac) included the Florida Gas transmission facility. Staff proposes the Future Land Use designation and Zoning district assignment of Public Buildings and Grounds.

On July 14, 2022, at their regular meeting, the Planning and Zoning Board unanimously voted to recommend that the City Commission approve the future land use and zoning district assignment requests. On February 7, 2022, the City Commission approved Ordinances 1476-22 and 1477-22 on the first reading. However, the City Staff voided the two Ordinances to bring forward the Future Land Use and Zoning after the revised annexation ordinance was adopted.

On July 25, 2022, the City Commission approved the ordinances on first reading, upon adoption the notice will be sent to the Department of Economic Opportunity (DEO) since this is a small-scale amendment.

- 3.) Staff Recommendation:** Approve Ordinance 1493-22 on the second and final reading
- 4.) Staff Recommendation:** Approve Ordinance 1494-22 on the second and final reading

**LAKE ALFRED CITY COMMISSION**  
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**5.) Resolution: 11-22 Safe Streets for All Grant Support**

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**Issue:** The City Commission will consider approval of a resolution in support of a safe streets grant as a partner with the Transportation Planning Organization Technical Advisory Committee

**Attachment:**

- Resolution 11-22 with Exhibit "A"

**Analysis: Issue:** The City Commission will consider approval of a resolution in support of a safe streets grant as a partner with the Transportation Planning Organization Technical Advisory Committee.

**Attachment:**

- Resolution 11-22 with Exhibit "A"

**Analysis:** The new Safe Streets and Roads for All (SS4A) federal grant program will provide \$5 billion in grants over the next 5 years. These grants are part of the Bipartisan Infrastructure Bill approved by Congress in 2021. Grants will be awarded through a competitive process governed by considerations set by the law and as administered by the U.S. Office of the Secretary of Transportation (OST).

The Polk TPO and some members have adopted a Vision Zero Plan with a target of zero traffic-related fatalities and serious injuries. The SS4A program is designed to financially support communities in meeting a target of Zero by supporting planning and implementation efforts.

Although all state subdivisions are eligible to apply for the grant, the SS4A application guidance specifically encourages applications by multi-jurisdictional teams. Therefore, the Polk TPO is leading the grant application effort with Polk County as the lead applicant. The Lakeland Area Mass Transit and the municipalities within Polk County are encouraged to participate as joint applicants. These partnerships will increase the strength of the countywide application.

The Polk TPO community grant application is requesting a total of \$1 million in funding for an Action Plan Grant. Developing a pre-qualifying and highly rated Action Plan is a crucial prerequisite when applying for future SS4A Implementation grants. The SS4A Action Plan funding would result in a federally qualifying, highly rated, holistic, and well-defined plan to reach Zero countywide. The grant application would include \$200,000 in local funding with \$100,000 as in-kind contributions.

**Staff Recommendation:** Support the Polk TPO Grant application by approving Resolution 11-22.

**LAKE ALFRED CITY COMMISSION  
AUGUST 8, 2022**

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**6.) Resolution: 12-22 Vacation of Right of Way within the Camp Monson Subdivision**

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**Issue:** The City Commission will consider approval of the request to vacate, close, and abandon approximately 734+/- linear feet of a platted unmaintained city-owned right-of-way within the Camp Monson Subdivision.

**Attachment:**

- Resolution 12-22 with Exhibit “A” and “B”

**Analysis:** The City of Lake Alfred received a request to vacate, close, and abandon a portion of a platted unmaintained right-of-way within the Camp Monson Subdivision. The request was initiated by FDOT during conversations related to the development review process for the Waterford Cove development and improvements at US 17/92 and Experiment Station Rd. The general location is east of Highway 17/92 near the intersection of Lee Jackson Rd. and west of the northern end of Mosley Road. There are two properties abutting the right-of-way. Both properties and all utility companies were contacted regarding the proposed annexation. The real property abutting the southerly side of the right-of-way is owned by Exodus World Ministries, Inc. signed an adjoining property owner notice in support of the proposed vacation. All utility providers were contacted through an 811 locate request. All utilities provided a statement of all clear or no facilities within the right-of-way.

The staff has reviewed the request and determined that the request has met all the statutory requirements in addition to the City’s Unified Land Development Code, the Comprehensive Plan. No portion of the right-of-way was acquired for a state or federal highway. Vacation of the right-of-way will not deprive any person, firm, corporation, or entity of its legal right of ingress and/or egress to any property. Lastly, the right-of-way is not required or needed by the City. The notice of intent to seek the vacation of the right-of-way was duly published in The Ledger to hear objections. Upon approval, this action will preserve, enhance and encourage the most appropriate use of land consistent with the public interest.

**Staff Recommendation:** Approval of Resolution 12-22.



**LAKE ALFRED CITY COMMISSION**  
**AUGUST 8, 2022**

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**7.) Budget Presentation: Payroll and Revenue**

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**Issue:** The City Commission will consider the Payroll and Revenue sections to be included in the preparation of the FY 22/23 & FY 23/24 Annual Operating Budgets.

**Attachments:**

- General Fund, Enterprise, CRA, Stormwater Revenue
- Payroll

**Analysis:** The proposed revenue and payroll sections for the upcoming FY 22/23 budget have been prepared using the previously approved second-year budget. Proposed changes to revenue have been highlighted and are based on experience from the current and previous fiscal years or anticipated changes based on future projections.

Proposed changes to payroll are based on the operational needs of the City and are represented in the department personnel plan. Adjustments to compensation are based on a salary study which is conducted every two years that benchmarks our positions against comparable cities and several larger cities in the local labor market; the study was completed this year and utilized 1,524 data points in the analysis. Substantive changes in the methodology of the market gap plan have been proposed and are included in the salary plan analysis.

The proposed substantive payroll changes include:

- 4% COLA (2% in October; 2% in April)
- Targeted adjustments to positions which fell below 85% of the overall market average as proposed in the salary study.
- Changes in the step, longevity, and holiday system designed to meet the change in the methodology of the salary study (i.e. 90% of overall market average for starting salary instead of 80% and being at 100% of market average in 6 years instead of 95% in 15 years)
- Ratify the addition of a Grant Writer Position
- Ratify the addition of a part-time Assistant Librarian
- Addition of a Superintendent in Parks & Recreation

If approved, the proposed payroll and revenue sections will be included in the preparation of the final budget for consideration at public hearings in September along with any changes that the Commission may determine or that may otherwise be necessary based on updated expenditure or revenue projections.

**Staff Recommendation:** Approve the draft Revenue & Payroll Sections to be included in the FY 22/23 Budget.