

1. Agenda

Documents:

[07.10.2023 CC AGENDA.PDF](#)

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



Phone: (863) 291-5270
Visit: MyLakeAlfred.com

**AGENDA
CITY COMMISSION
MONDAY, JULY 10, 2023
7:00 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

Employee Recognition

Lakes Appreciation Month
Parks and Recreation Month

Consent Agenda:

- 1.) City Commission Meeting Minutes for June 20, 2023
- 2.) City Commission Announcements
- 3.) City Commission October Meeting Schedule
- 4.) Eden Hills Right of Way Maintenance Developers Agreement

Agenda:

- 1.) Ordinance 1518-23: Employee General Retirement System
- 2.) Ordinance 1519-23: CR557 Extension / Hilochee WMA Annexation
- 3.) Ordinance 1520-23: Shinn Annexation Lake Lowery Road
- 4.) Ordinance 1521-23: Shinn Annexation White Road
- 5.) Ordinance 1522-23: ALPI Annexation
- 6.) Ordinance 1523-23: Police and Fire Retirement System
- 7.) Mackay Gardens and Lakeside Preserve Brick Paver Bid Award
- 8.) Central Park Basketball Courts Bid Award
- 9.) Central Park Paving Project

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

Commissioner Questions and Comments:

Commissioner Dearmin
Vice Mayor Fuller
Mayor Daley
Commissioner Lake
Commissioner Eden

Adjourn

LAKE ALFRED CITY COMMISSION
JULY 10, 2023

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 June 20, 2023

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
7/11	Parks and Recreation Board	City Hall	6:00 PM
7/13	Planning and Zoning Board	City Hall	6:00 PM
7/20	Code Enforcement Special Magistrate	City Hall	Canceled
7/24	City Commission Meeting	City Hall	7:00 PM

3.) City Commission October Meeting Schedule

Analysis: On December 5, 2022, the City Commission adopted the public meeting and holiday schedule for 2023. This request is to consider moving the October meeting dates from the first and third Mondays (October 2nd and 16th) to the second and fourth Mondays (October 9th and 23rd).

4.) Eden Hills Right of Way Maintenance Developers Agreement

Attachment:

- Eden Hills Maintenance Agreement

LAKE ALFRED CITY COMMISSION
JULY 10, 2023

Analysis: The owner of the Eden Hills CDD has completed all site construction. In addition to the on-site infrastructure, this project included work within the right-of-way as outlined in the Developer's Agreement. As a result, the developer has requested to maintain the improvements in the right-of-way and on the adjacent City-owned property such as the landscaping and signage. This maintenance agreement allows the Community Development District (CDD) to maintain the areas at a higher standard or frequency. The agreement provides the City with releases, indemnification, and hold harmless protections for the signs, landscaping, and other items installed or maintained by the CDD.

Staff Recommendation: Approval of the Consent Agenda

LAKE ALFRED CITY COMMISSION
JULY 10, 2023

AGENDA

1.) Ordinance 1518-23: Employee General Retirement System

Issue: The City Commission will consider an ordinance amending the general employees' retirement system.

Attachments:

- Ordinance 1518-23
- Impact Statement

Analysis: The City maintains three retirement systems for its employees separated into the General Retirement and Police & Fire Retirement systems and a defined contribution system. Each pension system has its pension board that acts as a Board of Trustees that retains its attorneys and financial advisors to ensure the health of the systems. In addition, they are in place to ensure the pensions are compliant with IRS standards and other applicable laws.

- Section 4: Finances and Fund Management is being amended to allow discretion to not seek recovery of inadvertent overpayments from benefit recipients.
- Section 7: Pre-retirement Death removes a reference to subsection.
- Section 15: Distribution of Benefits amending the required beginning date.
- Section 25: Military Service Prior to Employment allows members to make payments for requested credited service over a period of time.
- Section 26: Deferred Option Retirement Plan increases from 60 Months to 96 Months.
- Section 27: Prior Government Service allows members to make payments for requested credited service over a period of time.
- Section 29: Purchase of Non-Qualified Service Credit allows members to make payments for requested credited service over a period of time.

The Ordinance was prepared by the board's pension attorney, reviewed by the City Attorney, and received a recommendation of approval from the pension board. There is no financial impact on the plan (or the City) based upon the actuary's determination.

Staff Recommendation: Approve Ordinance 1518-23 on first reading.

LAKE ALFRED CITY COMMISSION
JULY 10, 2023

2.) Ordinance 1519-23: CR 557 Extension / Hilochee WMA Annexation

Issue: The City Commission will consider an annexation request for the Hilochee Wildlife Management Area - Osprey Unit.

Attachment:

- Ordinance 1519-23 with Exhibit
- Resolution 14-23

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 City may process annexations pursuant to Chapter 171.0413 provided the criteria are met. Several property owners provided petitions for annexation including the Florida Department of Environmental Protection for the Hilochee Wildlife Management Area (WMA). Polk County has consented to the annexation of the platted unimproved vacant right-of-way. The sixty-six (66) parcels are owned by thirteen (13) different owners totaling approximately 6,959 ± acres not including the ROW. The parcels are located along the east side of County Road 557 (CR 557) to Interstate -4 and on the east and west sides of Old Grade Road. All of the properties in the area of the proposed annexation are vacant and as a result, do not have any registered electors living on any of the parcels included.

The City is able to 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 Board of County Commissioners of Polk County, Florida, setting forth the City's plans to provide urban services to the proposed annexation area. On April 17, 2023, Resolution 14-23 was adopted by the City Commission for the Urban Services Report which authorized the City Manager to file the Urban Services Report with the Board of County Commissioners of Polk County, Florida.

The action currently before the City Commission is only on the annexation of the property into the City. The future land use and zoning classification on the property would be presented following approval of the annexation. If approved on the first reading, the proposed Ordinance will be presented for the second and final reading on July 24, 2023.

Staff Recommendation: Approval of Ordinance 1519-23 on first reading.

LAKE ALFRED CITY COMMISSION
JULY 10, 2023

- 3.) Ordinance 1520-23: Tree-O-Groves Properties Annexation (Lake Lowery Rd)**
 - 4.) Ordinance 1521-23: Tree-O-Groves Properties Annexation (White Rd)**
-

Issue: The City Commission will consider an annexation request for the parcels of Tree-O-Groves properties on Lake Lowery and White Roads.

Attachments:

- Ordinance 1520-23 with Exhibit
- Ordinance 1520-23 with 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, and will not create an enclave. The applicant has submitted to the City voluntary annexation petitions under Chapter 171.044 to request the annexation of four (4) parcels into the city limits of Lake Alfred. The properties are 0 Lake Lowery Road and 0 White Road. There are two parcels on the east side of White Road and two parcels on the west side. Since they are not contiguous, they are presented as two separate ordinances. The applicants are seeking annexation to receive City services and for the possible development of the properties.

The total area is approximately 204.77± acres. The properties are currently developed vacant with some areas previously used as a citrus grove. The property contains areas of wetlands and flood zone 'AE.' Future development of the annexed site would be able to extend and connect to the City's potable water and wastewater lines from utilities along the future lines on Lake Lowery or from Evenhouse Road.

The action currently before the City Commission is only on the annexation of the property into the City. If approved, establishing Future Land Use and Zoning designations would be considered in future action items presented to the Planning and Zoning Board and City Commission. If approved on the first reading, the proposed Ordinance will be presented for the second and final reading on July 24, 2023.

Staff Recommendation:

- 3.) Approval of Ordinance 1520-23 on first reading.
- 4.) Approval of Ordinance 1521-23 on first reading.

LAKE ALFRED CITY COMMISSION
JULY 10, 2023

5.) Ordinance 1522-23: ALPI Property Annexation

Issue: The City Commission will consider an annexation request for the Agricultural and Labor Program, Inc. property.

Attachments:

- Ordinance 1522-23 with 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, and will not create an enclave. The applicant has submitted to the City voluntary annexation petition under Chapter 171.044 to request the annexation of one (1) parcel into the city limits of Lake Alfred. The property is located at the northeast corner of the intersection of Lake Alfred Rd and Adams Barn Rd, north of Lynchburg Rd.

The total area is approximately 1.97± acres. The property is currently developed vacant. Future development of the annexed site would be able to connect to the City's existing potable water and wastewater lines from utilities along Lake Alfred Road.

The action currently before the City Commission is only on the annexation of the property into the City. If approved, establishing Future Land Use and Zoning designations would be considered in future action items presented to the Planning and Zoning Board and City Commission. If approved on the first reading, the proposed Ordinance will be presented for the second and final reading on July 24, 2023.

Staff Recommendation: Approval of Ordinance 1522-23 on first reading.

LAKE ALFRED CITY COMMISSION
JULY 10, 2023

6.) Ordinance 1523-23: Police and Fire Retirement System

Issue: The City Commission will consider an ordinance amending the Police and Fire retirement system.

Attachments:

- Ordinance 1523-23
- Impact Statement

Analysis: The City maintains three retirement systems for its employees separated into the General Retirement and Police & Fire Retirement systems and a defined contribution system. Each pension system has its pension board that acts as a Board of Trustees that retains its attorneys and financial advisors to ensure the health of the systems. In addition, they are in place to ensure the pensions are compliant with IRS standards and other applicable laws.

- Section 1: Definitions amends the definition of Actuarial Equivalent
- Section 4: Finances and Fund Management is being amended to allow discretion to not seek recovery of inadvertent overpayments from benefit recipients.
- Section 7: Pre-retirement Death removes a reference to subsection.
- Section 16: Minimum Distribution of Benefits amends the required beginning date.
- Section 26: Military Service Prior to Employment allows members to make payments for requested credited service over a period of time and increases the maximum years of credited service from four to five years.
- Section 27: Prior Police or Fire Service allows members to make payments for requested credited service over a period of time not to exceed sixty (60) months.
- Section 30: Supplemental Benefit Components for Special Benefits clarifies the Payment of Benefits with the share account and accumulated contributions.

The Ordinance was prepared by the board's pension attorney, reviewed by the City Attorney, and received a recommendation of approval from the pension board. There is no financial impact on the plan (or the City) based upon the actuary's determination.

Staff Recommendation: Approve Ordinance 1523-23 on first reading.

LAKE ALFRED CITY COMMISSION
JULY 10, 2023

7.) Mackay Gardens and Lakeside Preserve Brick Paver Bid Award

Issue: The City Commission will consider approval of the bid award to JCR Construction & Service, LLC in the amount of \$181,170.

Attachments:

- Bid Packet
- Bid Opening Minutes

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 2019, the plan was updated to include the site-specific plans for Central Park, Lions Park, and the Mackay Preserve.

The proposed project is consistent with the Parks and Recreation Master Plan and Capital Improvement Program. The project has been evaluated by the Mackay Volunteer Steering Committee. \$300,000 was included in the current year's budget to perform Phase 1 of the Mackay Gardens and Lakeside Preserve project. The scope of services includes:

- Brick pavers in the front for parking with an ADA van-accessible parking space.
- Paver circle turnaround on the east side to allow for the unloading of special event equipment.
- Paver pad with a brick knee-wall for events at the rear of the property and an ADA access ramp for accessibility.

The City solicited bids on Demand Star the City's procurement platform. XX bid packets were downloaded but the City received only one bid from JCR Construction & Services, LLC. Upon evaluation of the company and the bid amount staff is comfortable with the single bid.

Staff Recommendation: Award the construction of the Mackay Brick Paver project to JCR Construction & Services, LLC in the amount of \$181,170.00.

LAKE ALFRED CITY COMMISSION
JULY 10, 2023

- 8.) Central Park Basketball Courts Bid Award**
 - 9.) Central Park Paving Bid Award**
-

Issue: The City Commission will consider approval of the bid awards for Central Park Phase II projects.

Attachments:

- Bid Packets
- Bid Opening Minutes

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 2019, the plan was updated to include the site-specific plans for Central Park, Lions Park, and the Mackay Preserve.

The proposed project is consistent with the Parks & Recreation Master Plan and Capital Improvement Program. \$700,000 has been budgeted between the CRA and General Fund including \$200,000 in grant funding for completion of Phase 2. The city solicited bids for the two substantive portions of Phase 2 which is for the relocation of the basketball courts and the construction of on-street parking along East Cummings.

Staff Recommendation:

8. Award the construction of the Central Park Basketball Courts to Qualis General Contractors, LLC in the amount of \$265,456.
9. Award the paving of the on-street parking and sidewalks to G&G Site Development in the amount of \$71,601.50.