

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



Phone: (863) 291-5270
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**AGENDA
CITY COMMISSION
MONDAY, NOVEMBER 20, 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

Consent Agenda:

- 1.) City Commission Meeting Minutes for November 6, 2023
- 2.) City Commission Announcements

Agenda:

- 1.) Public Hearing: Ordinance 1533-23: FY 22/23 Final Budget Amendment
- 2.) Ordinance 1534-23: ULDC Text Amendments: Pools
- 3.) Ordinance 1536-23: ULDC Text Amendments: Planning and Zoning Board Composition
- 4.) Resolution 35-23: Old Dixie Trail Grant Application Support

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

Commissioner Questions and Comments:

Mayor Daley
Commissioner Lake
Commissioner Eden
Vice Mayor Fuller
Commissioner Dearmin

Adjourn

LAKE ALFRED CITY COMMISSION

NOVEMBER 20, 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 November 6, 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
11/21	Employee Thanksgiving Luncheon	Mackay Gardens and Lakeside Preserve	11:30 AM
11/23 and 11/24	Thanksgiving Holidays	City Offices Closed	N/A
11/29-12/1	FLC Legislative Conference	Hilton Orlando	8:00 AM – 5:00 PM
12/4	City Commission Meeting	City Hall	7:00 PM
12/7	Employee Christmas Luncheon	Mackay Gardens and Lakeside Preserve	11:30 AM
12/8	Winter Haven /Auburndale Christmas Parade	TBD	TBD
12/9	Lake Alfred Christmas Parade	Central Park – Staging Area	5:30 PM Line-up
12/14	Ridge League of Cities Dinner	Plant City	6:00 PM

Staff Recommendation: Approval of the Consent Agenda

**LAKE ALFRED CITY COMMISSION
NOVEMBER 20, 2023**

1.) Public Hearing: Ordinance 1533-23: FY 22/23 Final Budget Amendment

Issue: The City Commission will consider an ordinance for the fiscal year 2022/2023 final budget amendment.

Attachments:

- Ordinance 1533-23 with Exhibit "A"

Analysis: As a part of the closeout process of the previous fiscal year of 2022/2023 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.

In summary:

- There is a \$56,103 surplus in the general fund with \$578,587 in project carryover to the FY 23.24 fiscal year. This is split between Central Park, Mackay, Oracle Financial Software, a Police Vehicle, and miscellaneous facility maintenance projects.
- The enterprise fund completed the year with a \$40,660 surplus.
- The CRA completed the year with no surplus or deficit and a \$66,504 carryover to accommodate outstanding commercial and residential façade grants.
- Stormwater completed the year with a \$17,545 deficit that was accounted for through stormwater reserves. The deficit was anticipated and caused by the \$21,611 vacant parcel acquisition in Fruitland Park.

There were no changes since the first reading of the ordinance.

Staff Recommendation: Approve Ordinance 1533-23 on the second and final reading.

**LAKE ALFRED CITY COMMISSION
NOVEMBER 20, 2023**

2.) Ordinance 1534-23: ULDC Text Amendments – Pools; Section 3.8.12.A

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

Attachment:

- Ordinance 1534-23 with the exhibit
- Staff Report
- Minutes Excerpt

Analysis: In 2021, the City Commission approved Ordinance 1440-20, adopting a new and restated 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, through implementation staff has documented areas for clarification.

The proposed amendment is designed to provide clarification regarding the location and setbacks for swimming pools and enclosures.

On October 12, 2023, the Planning and Zoning Board unanimously voted to recommend changes to Section 3.8.12.A Swimming pool and enclosures (setbacks) to the City Commission. Upon approval of the first reading, the second and final reading will be considered on December 4, 2023. A courtesy notification will be transmitted to the Department of Economic Opportunity.

Staff Recommendation: Approval of Ordinance 1534-23 on first reading.

**LAKE ALFRED CITY COMMISSION
NOVEMBER 20, 2023**

3.) Ordinance 1536-23: ULDC Text Amendments – Planning and Zoning Board Composition

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

Attachment:

- Ordinance 1536-23 with exhibit
- Staff Report
- Minutes Excerpt

Analysis: In 2021, the City Commission approved Ordinance 1440-20, adopting a new and restated Unified Land Development Code (ULDC). Prior to the current ULDC, the city had two separate boards: The Planning Board and the Board of Adjustment. The Planning Board served strictly as the local planning agency reviewing amendments to the Comprehensive Plan and Unified Land Development Code. The Board of Adjustment reviewed all variances. The Board of Adjustment consisted of seven (7) members and the Planning Board consisted of seven (7) members and two (2) alternates. Therefore, when merged into one Board the membership of seven (7) members and two (2) alternates was utilized with a few members from each Board moving to the new Board. Since the creation of the Planning and Zoning Board, there have been new members who had not previously served on either of the previous Boards.

Based on the research and analysis provided, staff recommended changes to Section 9.2.2.C to modify the membership of the Planning and Zoning Board reducing the membership appointments, and retaining the use of alternates, with no changes to the length of the term.

On October 12, 2023, the Planning and Zoning Board voted (4:3) to recommend changes to Section 9.2.2.C Planning and Zoning Board (Appointment) to the City Commission to increase the regular members and eliminate the use of alternates.

If approved on first reading, the second and final reading will be considered on December 4, 2023. A courtesy notification will be transmitted to the Department of Economic Opportunity.

Staff Recommendation: Approve Ordinance 1536-23 on first reading.

**LAKE ALFRED CITY COMMISSION
NOVEMBER 20, 2023**

4.) Resolution 35-23: 1534-23: Old Dixie Trail Grant Application Support

Issue: The City Commission will consider approval of a resolution in support of a Joint Application for a Shared Use Non-motorized (SUN) Trail grant application.

Attachment:

- Resolution 35-23

Analysis: The City Commission has consistently supported multi-modal projects both regionally and within the city limits. Pedestrian and bike trails are a part of the multimodal network and Auburndale, Haines City, Lake Alfred, and Winter Haven have constructed several trails in their communities. Some of these trails are a part of Florida's SUN Trail network including the Auburndale Trail, the Chain of Lakes Trail, Haines City Trail, and the Lake Alfred Veterans Memorial Trail.

Discussions for the Old Dixie Trail began in 2017. The City of Lake Alfred has participated in the discussion regarding the trail since its inception. In 2019 the City provided a memorandum to the Florida Department of Transportation (FDOT) expressing community need for the trail and the City's commitment to participation in all aspects of the project. Since the City has participated on the project stakeholder committee, project design, and future construction and maintenance of the trail. In 2021, the City Commission of Lake Alfred approved Resolution 21-21 supporting the selection of Alternative 1 for the Old Dixie Trail to provide regional trail connectivity through the cities of Lake Alfred, Auburndale, and Haines City. The FDOT completed the PD&E for the trail in June of this year. The next step is to complete the detailed design and construction plans.

In 2023 the Florida Legislature passed SB 106 to amend the SUN Trail System to appropriate additional trail funding, and to prioritize regionally significant trails. The Polk Transportation Planning Organization's (TPO) Trails Master Plan and Florida's SUN Trail Plan have identified the Old Dixie Trail as an important east-west regional trail that will connect the existing trails and provide a continuous multi-use trail corridor to Florida's Coast-to-Coast Trail and the Florida Wildlife Corridor via the Van Fleet State Trail. Therefore, the Stakeholder Group discussed a joint application to apply for SUN Trail funding to fund the next stages of the Old Dixie Trail project. Polk County Board of County Commissioners has agreed to submit the Sun Trail Grant Application and manage the project in various phases pending project funds award from the FDOT.

The resolution expresses the City's desire to support, endorse, and assist with the development of this Sun Trail grant application and if awarded, will enter into any necessary mutually agreed upon agreement between the City, County, and the Florida Department of Transportation for segments of the Trail falling within the City of Lake Alfred municipal city-limits.

Staff Recommendation: Approve Resolution 35-23.