



city council agenda

Agenda
December 03, 2019 * 6:30 PM
City Council Meeting
City Hall Chambers 1600 Nela Avenue

Nicholas Fouraker Mayor	Kurt Ardaman City Attorney	Bob Francis City Manager	Ed Gold District 1	Anthony Carugno District 2	Karl Shuck District 3	Mike Sims District 4	Harv Readey District 5	Jim Partin District 6	Sue Nielsen District 7
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Welcome

Welcome to the City of Belle Isle City Council meeting. Agendas and all backup material supporting each agenda item are available in the City Clerk's office or on the city's website at cityofbelleislefl.org.

1. Call to Order and Confirmation of Quorum

2. Invocation and Pledge to Flag - Commissioner Ed Gold - District 1

3. Public Hearing

- a. PURSUANT TO BELLE ISLE CODE SEC. 50-33 (6) CITY COUNCIL SHALL CONSIDER AND TAKE ACTION ON A REQUESTED LOT SPLIT APPLICATION TO ALLOW A SINGLE-FAMILY RESIDENTIAL PROPERTY TO BE SPLIT INTO TWO LOTS, SUBMITTED BY APPLICANT ALBERTO SANCHEZ DE FUENTES, LOCATED AT 1534 HOFFNER AVENUE, BELLE ISLE, FL 32809 ALSO KNOWN AS PARCEL # 18-23-30-5120-01-730.

4. Consent Items: These items are considered routine and/or have been previously discussed by the Council. They will be adopted by one motion unless a Council member request, before the vote on the motion, to have an item removed from the consent agenda and considered separately. If any item was removed from the Consent Agenda, it will be considered immediately following approval of the remainder of the Consent Agenda.

- a. Approval of City Council minutes – October 15, 2019

5. Citizen's Comments

Persons desiring to address the Council MUST complete and provide to the City Clerk a yellow "Request to Speak" form located by the door. After being recognized by the Mayor, persons are asked to come forward and speak from the lectern, state their name and address, and direct all remarks to the Council as a body and not to individual members of the Council, staff or audience. **Citizen comments and each section of the agenda where public comment is allowed are limited to three (3) minutes.** Questions will be referred to staff and should be answered by staff within a reasonable period of time following the date of the meeting. Order and decorum will be preserved at all meetings. Personal, impertinent or slanderous remarks are not permitted. Thank you.

6. Unfinished Business

- a. Approval of Gene Polk Park Bid
- b. Proposed dates for Council Workshops:
 - a. Alternative Revenues - Jan 14, Jan 16, or Jan 29
 - b. Regulation of Boating Activities on Lake Conway - Feb 10, Feb 13 or Feb 25
 - c. Starting Feb 2020 City Council Workshops will be held first Tuesday of the Month at 6:30pm

7. New Business

- a. Waiver of Non Ad-Valorem Taxes for Disabled Veterans

8. Attorney's Report

9. City Manager's Report

- a. Chief's Report
- b. Issues Log

10. Mayor's Report

11. Council Report

12. Adjournment

"If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F. S. 286.0105). "Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-851-7730) at least 48 hours in advance of the meeting." –Page 1 of 1

Alberto Sanchez de Fuentes
1534 Hoffner Avenue
Belle Isle, FL 32809

11/6/2019

City of Belle Isle
Yolanda Quiceno, CMC City Clerk
1600 Nela Avenue
Belle Isle, FL 32809

Yolanda Quiceno,

I would like to proceed with the lot split application process for my residence at 1534 Hoffner Ave. Belle Isle, FL 32809. The division of the existing parcel would allow for the development of a second single family dwelling on a lot meeting all the minimum lot requirements for R-1-AA.

The desired division will create 2 parcels, Parcel A +/- 1.391 acres and Parcel B +/- .365 acres whose legal descriptions can be found on property survey dated August 28th 2019, prepared by Shannon Surveying, Inc.. This Boundary survey illustrates existing and proposed boundaries, setbacks, and topographic information. Also, included in this letter, are the legal descriptions for the 2 proposed parcels.

Please let me know if additional information is required for review and when I can expect to be placed on the next city council agenda.

Sincerely,



Alberto Sanchez de Fuentes

City of Belle Isle
Yolanda Quiceno, CMC City Clerk

11/6/2019

Page 2

DESCRIPTION PARCEL A:

The land referred to herein below is situated in the County of Orange, State of Florida, and described as follows:

A portion of Lot 17, J. H. LIVINGSTON'S, as recorded in Plat Book "B", Page 33, Public Records of Orange County, Florida, described as follows: Begin at the Northeast corner of Lot 17, run South 48 degrees East, 864.64 feet; thence run South 44 degrees 28' W 94.69 feet; thence North 44 degrees 11' W 863.26 feet; thence North 46 degrees East 35 feet to the Point of Beginning.

and

A portion of Lot 1, Block A, BELLEVIEW PLACE, according to the Plat thereof recorded in Plat Book L, Page 111, Public Records of Orange County, Florida,

more particularly described as follows:

Begin at the Northeast corner of said Lot 17, plat of J. H. Livingston's; thence run S46°47'42"E along the East line of said Lot 17, a distance of 640.00 feet to the Northwest corner of said Lot 1, plat of Belleview Place; thence run N47°12'18"E along the North line of said Lot 1, a distance of 21.69 feet; thence run S46°47'42"E, a distance of 198.28 feet to a point on the Normal High Water Line; thence run S36°50'07"W along said Normal High Water Line, a distance of 10.00 feet; thence continue S26°12'16"W along said Normal High Water Line, a distance of 12.24 feet; thence run S46°47'42"E along the aforesaid East line of Lot 17, a distance of 20.16 feet; thence run S46°45'57"W along the South line of said Lot 17, a distance of 52.41 feet; thence run S23°37'59"W along the aforesaid Normal High Water Line, a distance of 46.12 feet; thence run N42°49'21"W, a distance of 881.38 feet; thence run N47°12'18"E along the North line of said Lot 17, a distance of 34.79 feet to the Point of Beginning.

Contains 60,602 square feet or 1.391 acres, more or less.

City of Belle Isle
Yolanda Quiceno, CMC City Clerk

11/6/2019
Page 3

DESCRIPTION PARCEL A:

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and

A portion of Lot 1, Block A, BELLEVIEW PLACE, according to the Plat thereof recorded in Plat Book L, Page 111, Public Records of Orange County, Florida,

more particularly described as follows:

Begin at the Northeast corner of said Lot 17, plat of J. H. Livingston's; thence run S46°47'42"E along the East line of said Lot 17, a distance of 640.00 feet to the Northwest corner of said Lot 1, plat of Belleview Place; thence run N47°12'18"E along the North line of said Lot 1, a distance of 21.69 feet; thence run S46°47'42"E, a distance of 198.28 feet to a point on the Normal High Water Line; thence run S36°50'07"W along said Normal High Water Line, a distance of 10.00 feet; thence continue S26°12'16"W along said Normal High Water Line, a distance of 12.24 feet; thence run S46°47'42"E along the aforesaid East line of Lot 17, a distance of 20.16 feet; thence run S46°45'57"W along the South line of said Lot 17, a distance of 52.41 feet; thence run S23°37'59"W along the aforesaid Normal High Water Line, a distance of 46.12 feet; thence run N42°49'21"W, a distance of 881.38 feet; thence run N47°12'18"E along the North line of said Lot 17, a distance of 34.79 feet to the Point of Beginning.

Contains 60,602 square feet or 1.391 acres, more or less.

ALBERTO SANCHEZ DE FUENTES, M.D
OLGA SANCHEZ DE FUENTES
ALBERTO E. SANCHEZ DE FUENTES
1482 GRANDVIEW BLVD
KISSIMME FL, 34744

143

11.6.2019
Date

Pay to the Order of BELLE ISLE

\$ 300.00

THREE HUNDRED DOLLARS

Dollars



www.fairwinds.org Ph:(407) 277-5045

For LOT SPLIT APPLICATION

MP



Harland Clarke

RECEIPT	date <u>11 / 07 / 19</u> No. <u>742145</u>	
	received from <u>Alberto Sanchez De Fuentes 300.00</u>	
	amount <u>THREE HUNDRED \$, 00 / 100</u>	
	for payment of <u>LOT SPLIT 1534 HOFFNER AVE</u>	
	<input type="radio"/> cash <input type="radio"/> money order <input type="radio"/> credit card <input checked="" type="radio"/> check # <u>143</u>	
amount due	<u>300 00</u>	from <u>2019-11-008</u>
amount paid	<u>300 00</u>	to
balance	<u>0</u>	signature <u>[Handwritten Signature]</u>
SC1152WS		

BOUNDARY SURVEY

DESCRIPTION PARCEL A:

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and

A portion of Lot 1, Block A, BELLEVIEW PLACE, according to the Plat thereof recorded in Plat Book L, Page 111, Public Records of Orange County, Florida,

more particularly described as follows:

Begin at the Northeast corner of said Lot 17, plat of J. H. Livingston's; thence run S46°47'42"E along the East line of said Lot 17, a distance of 640.00 feet to the Northwest corner of said Lot 1, plat of Belleview Place; thence run N47°12'18"E along the North line of said Lot 1, a distance of 21.69 feet; thence run S46°47'42"E, a distance of 198.28 feet to a point on the Normal High Water Line; thence run S36°50'07"W along said Normal High Water Line, a distance of 10.00 feet; thence continue S26°12'16"W along said Normal High Water Line, a distance of 12.24 feet; thence run S46°47'42"E along the aforesaid East line of Lot 17, a distance of 20.16 feet; thence run S46°45'57"W along the South line of said Lot 17, a distance of 52.41 feet; thence run S23°37'59"W along the aforesaid Normal High Water Line, a distance of 46.12 feet; thence run N42°49'21"W, a distance of 881.38 feet; thence run N47°12'18"E along the North line of said Lot 17, a distance of 34.79 feet to the Point of Beginning.

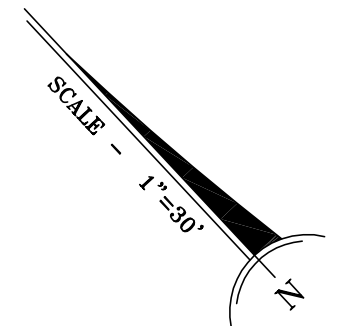
Contains 60,602 square feet or 1.391 acres, more or less.

DESCRIPTION PARENT PARCEL

The land referred to herein below is situated in the County of Orange, State of Florida, and described as follows:

A portion of Lot 17, J. H. LIVINGSTON'S, as recorded in Plat Book "B", Page 33, Public Records of Orange County, Florida, described as follows: Begin at the Northeast corner of Lot 17, run South 48 degrees East, 864.64 feet; thence run South 44 degrees 28' W 94.69 feet; thence North 44 degrees 11' W 863.26 feet; thence North 46 degrees East 35 feet to the Point of Beginning.

Also: Lots 1 and 2, Block A, BELLEVIEW PLACE, according to the Plat thereof recorded in Plat Book L, Page 111, Public Records of Orange County, Florida, being a subdivision of Lot 18, LIVINGSTON SUBDIVISION, Government Lot #1 in Section 19, Township 23 South, Range 30 East, as per plat thereof recorded in Plat Book "B", Page 33, Public Records of Orange County, Florida.



DESCRIPTION PARCEL B:

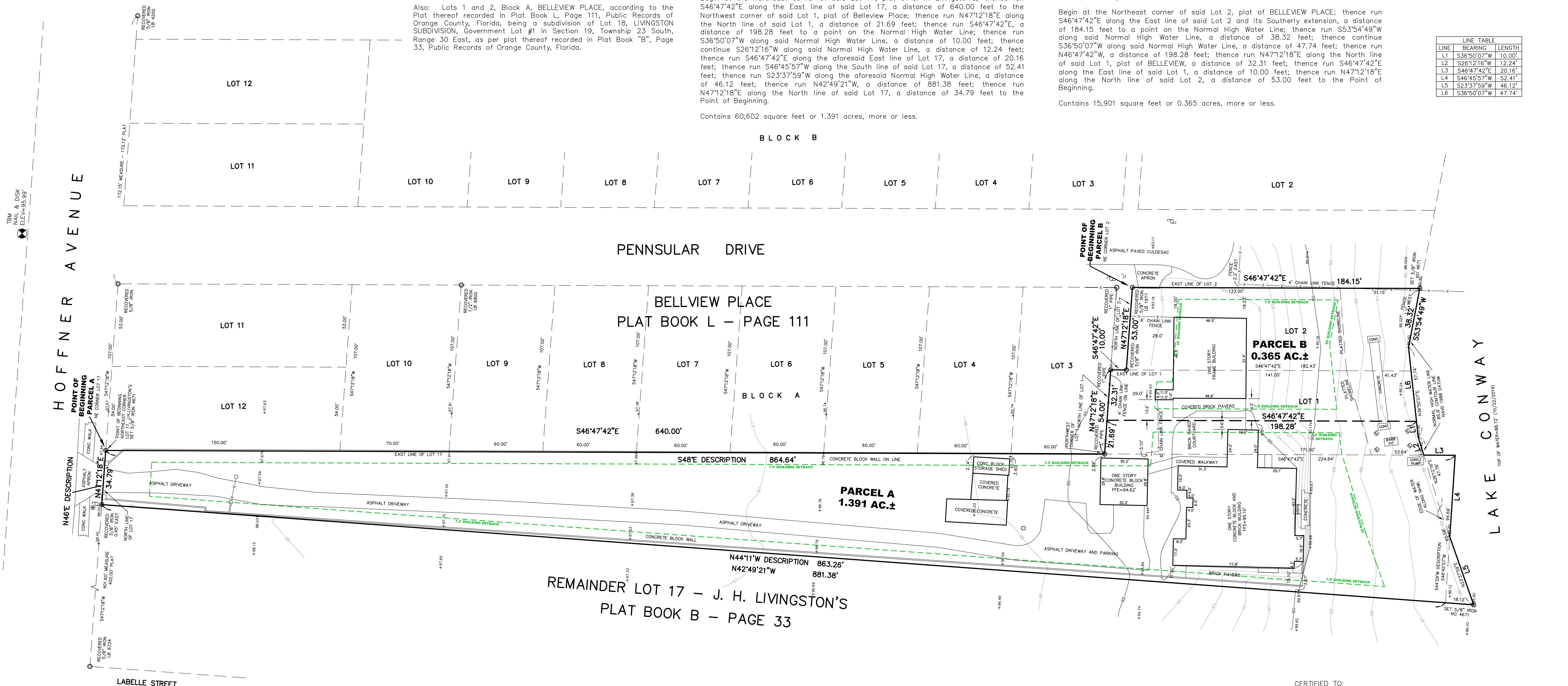
Lot 2 and a portion of Lot 1, Block A, BELLEVIEW PLACE, according to the Plat thereof recorded in Plat Book L, Page 111, Public Records of Orange County, Florida,

more particularly described as follows:

Begin at the Northeast corner of said Lot 2, plat of BELLEVIEW PLACE; thence run S46°47'42"E along the East line of said Lot 2 and its Southerly extension, a distance of 184.15 feet to a point on the Normal High Water Line; thence run S53°54'49"W along said Normal High Water Line, a distance of 38.32 feet; thence continue S36°50'07"W along said Normal High Water Line, a distance of 47.74 feet; thence run N46°47'42"W, a distance of 198.28 feet; thence run N47°12'18"E along the North line of said Lot 1, plat of BELLEVIEW, a distance of 32.31 feet; thence run S46°47'42"E along the East line of said Lot 1, a distance of 10.00 feet; thence run N47°12'18"E along the North line of said Lot 2, a distance of 53.00 feet to the Point of Beginning.

Contains 15,901 square feet or 0.365 acres, more or less.

LINE	BEARING	LENGTH
L1	S36°50'07"W	10.00'
L2	S26°12'16"W	12.24'
L3	S46°47'42"E	20.16'
L4	S46°45'57"W	52.41'
L5	S23°37'59"W	46.12'
L6	S36°50'07"W	47.74'



TBM
NAIL & DISK
ELEV=95.99'

HOFFNER AVENUE

PENNSULAR DRIVE

LAKE CONWAY

REMAINDER LOT 17 - J. H. LIVINGSTON'S
PLAT BOOK B - PAGE 33

NOTES:
 - BEARINGS BASED ON THE SOUTH RIGHT OF WAY LINE OF HOFFNER AVENUE AS BEING S47°12'18"W.
 - NO UNDERGROUND UTILITIES WERE LOCATED.
 - ELEVATIONS BASED ON ORANGE COUNTY BENCHMARK NUMBER C1139011. A 2-1/2" BRASS ORANGE COUNTY CONTROL DISK IN CONCRETE CURB MEDIAN AT THE ENTRANCE OF THE HIGHLANDS AT LAKE CONWAY, 2ND MEDIAN IN 100' NORTHWEST OF CENTERLINE OF HOFFNER AVENUE AT PENNSULAR DRIVE. ELEVATION=94.804', NAVD 1988 DATUM.

CERTIFIED TO:
 Alberto S. Sanchez De Fuentes
 Olga A. Sanchez De Fuentes
 Fairwinds Credit Union
 Stephen F. Broome, P.A.
 First American Title Insurance Company

REVISED 10/21/2019 LOT SPLT
 SHANNON SURVEYING, INC.
 499 NORTH S.R. 434 - SUITE 2045
 ALTAMONTE SPRINGS, FLORIDA, 32714
 (407) 774-8372 LB # 6898
 DATE OF SURVEY: AUGUST 28, 2019
 FIELD BY: KH/BR SCALE: 1" = 30'
 FILE NUMBER: PBL-P0111-BLKA-L011-2 - LOT SPLT

JAMES R. SHANNON JR., P.L.S. #4671
 NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL SEALED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER



**CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: December 3, 2019

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Lot Split Application – 1534 Hoffner Avenue

Background: This application requests one lot, 1534 Hoffner Avenue, to be split into two single-family lots. Two homes are currently built on the property but are legally described as one property. The applicant is the property owner who recently purchased the property and seeks to have each lot legally identified as individual lots.

The proposed legal descriptions are provided with this application, along with the survey for each parcel. Each proposed lot meets or exceeds the minimum lot width and area requirements of the Land Development Code (i.e.; no substandard lot will be created by approving this lot split). No variance is being sought nor is one required for creation of each lot.

An existing driveway exists, abutting Hoffner Avenue, that currently serves as access to the property. An additional access is provided off of Peninsular Drive. Since this access is pre-existing and not created out of the lot split, it is not considered as a non-conformance of the lot split request. The proposed lot split diminishes nonconformity as it brings the property into compliance with the Land Development Code where only one single-family home is allowed per lot.

Staff Recommendation: Staff supports this lot split application as presented in the supporting application documents.

Suggested Motion: I move we approve the lot split application for 1534 Hoffner Ave.

Alternatives: Do not approve

Fiscal Impact: TBD

Attachments: Application packet



city council minutes

MINUTES December 3, 2019 CC Regular Session 6:30 pm

The Belle Isle City Council met in a Regular Session on December 3, 2019, at 6:30 p.m. at the City Hall Chambers located at 1600 Nela Avenue, Belle Isle, FL 32809.

Present was:

- Mayor Nicholas Fouraker
- Commissioner Ed Gold
- Commissioner Anthony Carugno
- Commissioner Harv Readey
- Commissioner Karl Shuck
- Commissioner Sue Nielsen

Absent was:

- Commissioner Mike Sims
- Commissioner Jim Partin

Also present were Attorney Ardaman, City Manager Francis, Chief Houston, and City Clerk Yolanda Quiceno.

CALL TO ORDER

Mayor Fouraker called the meeting to order at 6:30 pm and confirmed quorum.
 Comm Gold led the invocation and pledge to the flag.
 Santa Claus gave an unexpected welcome to the Council and residents of Belle Isle.

PUBLIC HEARING

PURSUANT TO BELLE ISLE CODE SEC. 50-33 (6) CITY COUNCIL SHALL CONSIDER AND TAKE ACTION ON A REQUESTED LOT SPLIT APPLICATION TO ALLOW A SINGLE-FAMILY RESIDENTIAL PROPERTY TO BE SPLIT INTO TWO LOTS, SUBMITTED BY APPLICANT ALBERTO SANCHEZ DE FUENTES, LOCATED AT 1534 HOFFNER AVENUE, BELLE ISLE, FL 32809 ALSO KNOWN AS PARCEL # 18-23-30-5120-01-730.

Alberto Sanchez owner of 1534 Hoffner Avenue said he desires to split the parcel for the development of a second primary single-family dwelling and bring to compliance the two existing structures on the property. The two homes will be family-owned.

Hudson Mcmurtrie residing at 1524 Hoffner Avenue said he shares the property line and forced him to be involved with the sale. He spoke in favor of the lot split.

Comm Nielsen said the report provided by staff seems to comply with the code.

**Comm Carugno moved to approve the lot split application, as presented in the supporting documents.
 Comm Gold seconded the motion, which passed unanimously 4:0.**

Comm readey joined the meeting.

CONSENT ITEMS

Mayor Fouraker called for a motion to approve

- a) Approval of City Council minutes – October 15, 2019.

**Comm Nielsen moved to approve the Consent Items.
 Comm Gold seconded the motion, which passed unanimously 5:0.**

CITIZEN COMMENTS

Mayor Fouraker opened for citizen comments.

There being no further comment, Mayor Fouraker closed citizen comments.

UNFINISHED BUSINESS

Approval of Gene Polk Park Bid

Mr. Francis reported that the City advertised for the redevelopment of Gene Polk Park. The City received two responses: Price Construction \$371,040 and Cathcart Construction \$341,500. The budget for this project is \$400,000 with \$290,674 coming from FEMA. The staff recommendation is to accept the proposal submitted by Cathcart; however, when Council considers the motion, he reported that staff placed two alternates in the bid because they were not sure how close to the project price the bids will be. The alternates were received as follows,

- a. Remove and replace the driveway apron. Cathcart proposed \$1,687.50;
- b. Remove and replace the additional sidewalk portion and concrete slab (picnic bench) \$3,625.00;
- c. With the two alternates added to the bid and the main bid, the total amount for approval is \$346,812.50.

Mr. Francis announced that he, the Contractor and the City Engineer will be meeting with the neighborhood tomorrow at 4:00 pm.

Comm Readey motioned to accept the bid submitted by Cathcart with the modifications as described. Comm Nielsen seconded the motion, which passed unanimously 5:0.

Proposed dates for Council Workshops

City Manager Francis said Council decided to hold two workshops to allow the public the opportunity to speak on the proposed franchise ordinance. Mr. Francis said until the Council approves the Franchise Fees or allows a transfer from the General Fund Reserve, the paving and sidewalk projects will be on hold.

After discussion, Comm Nielsen motioned to place the Franchise Fees Ordinance back on the agenda in January and bypassing the scheduling of a workshop. Comm Shuck seconded the motion, which passed 4:1 with Comm Gold, nay.

Regulation of Boating Activities on Lake Conway – Feb 10, Feb 13 or Feb 25

Mayor Fouraker asked if Council would like to move this discussion to the January 14th date that was made available for the alternative revenue workshop. Attorney Ardaman asked if the staff would like to receive input from the task committee before scheduling a workshop. Mr. Francis said he has not been able to reach out to the residents to form a committee. If the Council decides to hold a workshop and allows public comment, the City should invite the County, NAV Board and Comm Uribe to listen to what the workshop determines.

Comm Nielsen motioned to schedule a workshop on January 16th at 6:30 pm to discuss regulation of boating activities on Lake Conway. Comm Readey seconded the motion, which passed unanimously.

Council Workshops

Mayor Fouraker announced that starting February 2020, the Council will hold workshops on the first Tuesday of the month at 6:30 pm. City Manager Francis said this was tabled from the last meeting to allow Comm Shuck to be present to vote. The purpose of the workshop is to provide an open forum for the staff, council and residents to share ideas.

Comm Nielsen said she does not feel a workshop is always necessary; however, she would consider on a trial basis the scheduling of workshops for the next six-months. Comm Gold gave a summary of the change that came about canceling workshops and allowing two voting meetings. Discussion ensued.

Comm Readey motioned a trial period of three months, starting in February 2020, a Council workshop on the first Friday of the month starting at 8:30 am for up to an hour and a half. Comm Nielsen seconded the motion, which passed unanimously.

NEW BUSINESS

Waiver of Non-Ad-Valorem Taxes for Disabled Veterans

City Manager Francis said the Council directed staff to research if any other municipalities waive Non Ad-Valorem taxes for disabled Veterans. He contacted the Florida League of Cities (FLC), and the FLC contacted the Government Finance Officers Association for assistance. The City heard from 10 cities and none waive these charges for services (i.e., cable, water). He provided a chart of exempt status from paying real estate taxes. Belle Isle currently has 23 Veterans and ten spouses that have their taxes waived totaling \$11,736.12 annually. Since franchise fees are not taxes, the staff is recommending denying the request. Discussion ensued.

Comm Nielsen motioned to not waive the Non Ad-Valorem taxes for disabled residents.

Comm Shuck seconded the motion.

Comm Gold said the vote is for permanently disabled veterans only and is in favor of the request.

The motion passed 4:1 with Comm Gold, nay.

ATTORNEY’S REPORT – No report.

CITY MANAGER’S REPORT

Issues Log

City Manager Francis reported the following,

- Christmas Lights – Duke Energy has dedicated 2 crews to assist the City with placing lights on the poles around City Hall and Nela Avenue.
- Street Paving – Waiting for the approval of the ROW Fund before moving forward.
- Drainage – Added Derine Way and Chiswick to be completed after the holidays.
- Trentwood – The chicane has been demolished and new paving has been poured. It will go from two lanes to one as requested by the HOA.
- Traffic Changes – Waiting for contractor plans on Hoffner and Conway. The contractor is looking to prefab the median and pins it to the road.
- Wallace Field – The City has not heard from CCA However, and it may be an agenda item on their January board meeting.
- Acquisition –According to the broker Bank of America is reviewing the offer, and the City should hear back within several weeks. The staff is also looking at other properties for purchase.
- Charter School – Meeting with the CCA Financial Team.
- Strategic Plan – Staff continues to research the objectives of the report.
- Code Updates – The City is receiving many applications for guest cottages and accessory dwelling units. It will go first to P&Z for discussion then to Council. The council may consider a joint session with the Planning & Zoning Board.
- Paving Sidewalks – Council may need to open discussion on allowing residents to pave their sidewalks. In 2008-2009 an ordinance was passed to state residents are responsible for their sidewalks; however, it was never enforced by the City staff. Comm Gold said it is important that the City delineate where the sidewalk and the driveway start and end for safety reasons and to conform with the State Law. Attorney Ardaman said he would like to research the ordinance before moving forward. Discussion ensued.
 - Comm Nielsen motioned to have a joint meeting with the P&Z Board.
 - Due to scheduling issues, Council consensus was to reschedule a joint meeting for a future date.
- Fountain – Plaque has been mounted on a pedestal.

CHIEF’S REPORT

Chief Houston reported on the following,

- Chief said she encouraged everyone to be cautious of their alcohol consumption while driving: Do Not Drink and Drive.
- Gearing up for Officer Training at the Oakridge Gun Range.
- Chief reported that someone crashed into the Nela Bridge and caused approximately \$5,000 worth of damage. If anyone has any information, please call the Police Department.
- Food Drive for CCA students – please drop donations to City Hall.

MAYOR'S REPORT

Mayor Fouraker reported the following,

- Last week he signed the paperwork to annex Seminole and Daetwyler to be approved by BOCC on January 27th.
- Mayor Fouraker invited Council and staff on December 20th at 11:30 am for a pot luck luncheon.

COUNCIL REPORT

Comm Gold – District 1

Comm Gold reported that he had received some information on the email survey investigation. He said Linux is one of the most secure systems. He found an expert on the system and is looking to schedule a presentation to the Council and staff.

Comm Carugno – District 3

Comm Carugno reminded all of the upcoming events,

- Light the Way - Dec 11th
- Boat Parade – Dec 13th, 14th, and 15th
- Santa Ride – Dec 18th and 19th
- ANAC Meeting – Dec 13th

ADJOURNMENT

There being no further business, Mayor Fouraker called for a motion to adjourn. The motion was passed unanimously at 8:00 p.m.

Yolanda Quiceno, CMC, City Clerk



management and testing that may not be expressly shown on the construction documents but that are inherently necessary to complete the works.

Complete Project Base Bid as specified Lump Sum: \$ 371,040.00

The undersigned hereby declares that they have carefully examined the individual site(s) listed on the bid form and will complete the **GENE POLK PARK STORMWATER UPGRADES PROJECT** according to the specifications herein.

The terms used in this Bid were submitted to the City of Belle Isle on the 21 of November, 2019

By: [Signature]
Individual's Name - Signature

Philip Price
Individual's Name - Printed

doing business as Price Construction Inc. (business name)

Business Address: PO Box 590062

Business Phone No.: 407-857-7416

Business Fax No.: 407-857-2118

Email: ppriceinc92@gmail.com

Communications to the BIDDER concerning this Bid shall be addressed to:

Mailing Address: PO Box 590062 Dr. Fl. 32859

Street Address: 7440 Dactwyler Dr.

City, State and Zip: Orl. Fl. 32812

Telephone No.: 407-857-7416

Fax No.: 407-857-2118

Email: ppriceinc92@gmail.com

**It is understood that the City of Belle Isle reserves the right to accept or reject any or all bids not deemed in the best interest of the City as determined by the City.*



Bid Forms

00300

Contractors Name: Cathcart Construction Company-Florida LLC
Project Identification: Bid # 19-08: Gene Polk Park Stormwater Upgrades Project
Owner: CITY OF BELLE ISLE
City Bid #: #19-08

- 1) The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the City in the form included in this document to complete all work as specified or indicated in the Project Manual for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the document.
- 2) The Bidder certifies that they have investigated the requirements to do business in the jurisdiction where the project is located, and that they are either qualified to do business or will obtain such pre-qualification before award of the contract.
- 3) The Bidder accepts all of the terms and conditions in this document including, without limitation, those dealing with the disposition of Bid Security (if applicable). This Bid will remain open for 60 days after the day of the Bid Opening. The Bidder will sign the Agreement and other documents required by the Contract Documents within 10 days after the date of City's Notice of Award.
- 4) In submitting this Bid, the Bidder represents, as more fully set forth in the Agreement, that:
 - a) The Bidder has examined copies of all Contract Documents and the following addenda:
 Date: A, B, C Number: A-11/16/19, B-11/12/19, C-11/19/19
 - b) The Bidder has examined the site and locality where the work is to be performed and the conditions affecting cost, progress or performance of the work and has made such independent investigations as the Bidder deems necessary.
 - c) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation or solicited any other Bidder to submit a false or sham Bid and the Bidder has not sought by collusion to obtain for themselves any advantage over any other Bidder or over the City.
- 5) BIDDER will complete the Work outlined in the Construction Documents and Specifications as outlined herein.

We / I Nath Blanton have carefully examined the construction documents and specifications, and hereby propose to provide the complete installation of new stormwater basins and associated piping, removal of existing retention 'ponds' and associated materials, install a nutrient baffle box system and observation cover, new sidewalk, landscaping and irrigation, as well as grading and sodding the site. The cost indicated below includes all labor, materials, equipment, construction management and testing that is shown in the construction documents and as outlined herein. The cost indicated below also includes all labor, material, equipment, construction



management and testing that may not be expressly shown on the construction documents but that are inherently necessary to complete the works.

Complete Project Base Bid as specified Lump Sum: \$ 341,500

The undersigned hereby declares that they have carefully examined the individual site(s) listed on the bid form and will complete the **GENE POLK PARK STORMWATER UPGRADES PROJECT** according to the specifications herein.

The terms used in this Bid were submitted to the City of Belle Isle on the 21 of November, 2019

By: [Signature]
Individual's Name - Signature

Math Blanton, president
Individual's Name - Printed

doing business as Cathcart Construction Company-Florida LLC (business name)

Business Address: 2504 Connection Point, Oviedo, FL 32705

Business Phone No.: 407-1029-2900

Business Fax No.: 821-203-4900

Email: mblanton@cathcartconstructioncompany.com

Communications to the BIDDER concerning this Bid shall be addressed to:

Mailing Address: 2504 Connection Point, Oviedo, FL 32705

Street Address: 2504 Connection Point

City, State and Zip: Oviedo, FL 32705

Telephone No.: 407-1029-2900

Fax No.: 321-203-4900

Email: mblanton@cathcartconstructioncompany.com

**It is understood that the City of Belle Isle reserves the right to accept or reject any or all bids not deemed in the best interest of the City as determined by the City.*



**CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: December 3, 2019

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Approval of Gene Polk Park Bid

Background: The City advertised for the redevelopment of Gene Polk Park. The City sent out three bid packages and received two responses: Price Construction, Belle Isle and Cathcart Construction, Oviedo. The bids were Price: \$371,040 and Cathcart: \$341,500. The bids were reviewed by the City Manager and City Engineers for completeness and both are acceptable. The budget for this project is \$400,000, with \$290,674 coming from FEMA.

Staff Recommendation: Accept the bid of Cathcart Construction.

Suggested Motion: I move to accept the bid of Cathcart Construction in the amount of \$341,500.00 for the construction of Gene Polk Park.

Alternatives: Do not accept the bid

Fiscal Impact: \$341,500 (Project Budget - \$400,000; \$290,674 from FEMA)

Attachments: Bid sheets



**CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: December 3, 2019

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Proposed Dates for Council Workshops

Background: The City Council decided to hold two workshops: Alternative Revenues and Regulation of Boating Activities on Lake Conway and directed the City Manager to provide possible dates for the workshops.

Staff Recommendation: Revenues: January 14, January 16, or January 29
Lake Conway: February 10, February 13, or February 25

Suggested Motion: **No motion is needed, just a consensus on the workshop dates.**

Alternatives: None

Fiscal Impact: TBD

Attachments: None



**CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: November 19, 2019

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Council Workshops

Background: During the Strategic Planning Session and at a few City Council meetings, Councilors brought up the suggestion to go back to holding Council Workshops. Workshops, or Work Sessions, are allowed under the BI Municipal Code, Section 2-53. The purpose of a City Council workshop is to provide an open forum for City Council and City staff members to discuss and share ideas on various subjects related to City operations, projects, and planning. Citizens are welcome to attend; however, since the City Council does not take official action during workshop sessions, citizen comments on workshop items are made only at the request of the Mayor or Council Members.

Staff Recommendation: Workshops can provide productive dialogue and open discussions between Council members that is less structured than regular meetings which can lead to positive direction for staff. The main problem that has been encountered in the past has been to hold the workshop, provide direction, and then when it comes on the regular meeting agenda, the same discussions take place at the regular meeting that were done in the workshops. If the Council wishes to go back to workshops, then issues discussed at the workshop should have limited discussion when placed on the regular meeting agenda for formal action.

Suggested Motion: I move that, starting in February 2020, the Council meeting in a workshop on the first Tuesday of the month starting at 6:30 PM.

Alternatives: Do not hold workshops and continue with two regular meetings every month.

Fiscal Impact: N/A

Attachments: None



**CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: November 19, 2019

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Waiver of Non Ad-Valorem Taxes for Disabled Veterans

Background: Non ad valorem assessments are charges included on a property tax bill to cover the cost associated with providing City specific services: solid waste assessments and stormwater management. Non ad-valorem assessments are charges for services provided much like water, public sewer, cable, electric, and communication fees. They are non ad-valorem assessments because the City contracts with the County to collect them on a tax bill instead of sending monthly bills. However they are no different than paying a water bill, a cable bill, an electric bill, or a telephone bill.

The City Council directed the City Manager to research if there any other municipalities that waive these charges. The City Manager contacted the Florida League of Cities and the FLC contacted Government Finance Officers Association for assistance. The City heard from 10 cities and none waive these charges for services. OUC also does not waive charges for services for veterans, nor Duke Energy.

The City contacted Orange County Property Appraiser to determine the number of disable vets that do not pay property taxes. There are different types of exemptions:

Exempt Status	Explanation
SRV Connected T&P	These individuals are exempt from paying real estate (ad valorem) taxes
SRV Connected T&P Spouse	These individuals are exempt from paying real estate (ad valorem) taxes
SRV Connected 10% or more	The assessed value is reduced by \$5,000 per the service connected 10% or more exemption
SRV Connected Spouse	These individuals are the spouse of a disabled veteran and the assessed value is reduced by \$5,000 per the service connected 10% or more exemption
Combat Senior	The assessed value is reduced by \$5,000 per the service connected 10% or more exemption and are receiving a combat disability reduction based on the percentage of combat related disability

Belle Isle currently has 23 residences that are SRV Connected T&P and 10 residences that are SRV Connected T&P Spouse. The non ad-valorem tax is \$355.64/residence which would total \$11,736.12 annually.

Staff Recommendation: Since these are not taxes, but they are charges for services like electric, cable, or phone bills, staff recommendation is to deny the request.

Suggested Motion: (Not to Waive): I move we do not waive the non ad-valorum taxes for disabled veterans.

(To Waive): I move we waive the non ad-valorum taxes for disabled veterans.

Alternatives: Do not waive the assessments

Fiscal Impact: \$11,736.12 annually

Attachments: None

**Belle Isle Issues Log
12/3/19**

b.

<u>Issue</u>	<u>Description</u>	<u>Start Date</u>	<u>POC</u>	<u>Expected Completion Date</u>	<u>Completed Action</u>	<u>Next steps</u>
Gene Polk Park (Delia Beach)	Drainage issue at Gene Polk Park caused erosion problems and makes the park unattractive. At least 3 plans have been developed for the drainage and Council allocated \$180,000 to correct the problem.	4/3/2017	CM/CE	3/30/2020	FEMA is reviewing the project damages with the City to determine what the final payment may be and if this project will be funded under a FEMA mitigation program. FEMA mitigation reviewing project.	Agenda Item
Street Paving	Council approved project for paving several streets in the City. Middlesex Paving is the contractor	8/12/2017	PW/CM	9/30/2020 Completed for 2019	Paving to start mid-April. Area: City parking lot; Overlook, Lake Dr. (Nela - Swann), Nela to Bridge; Nela (Matchett - Gondola) Gondola (Nela - Perkins) Conway Cir, Jetport. Paving to start April 14; new door hangers out for residents in the area; E-Alert and FB Posts made.	Getting estimate on next project as stated in budget CIP. For some streets, they will be done after completion of park construction. Project depends on funding decision by council for ROW Fund
Storm Drainage	Several individual projects are being looked at to complete. St. Partens, Nela , Wind Drift, and Seminole/Daetwyler.	4/3/2017	PW/ENG	8/31/2020	Wind Drift Contract signed. Pre-construction meeting scheduled for next week. Look for project completion near end of September (weather permitting). Design for Nela Avenue 80% complete.	Wind Drift is complete. Planning stage for St. Partin problem. Engineers still working a plan and estimate. Problem developed at Derine Way and Chiswick. Derine Way and Chiswick can be done in-house
Traffic Studies	Council allocated funds for traffic study at Trentwood/Daetwyler Rd. Council directed city-wide traffic study to improve traffic flow.	4/3/2017	CM/Eng.	1/31/2020	Trentwood issues completed except for repair of chicane. Met with WaWa Rep regarding redesign of entrance. Plan Adopted. Hoffner Crosswalks and Hoffner construction at Conway tentatively to be funded in FY2019.	Trentwood chicane replacement to started. City applied for permit for Hoffner. Waiting on contractors for plans for Hoffner.
Wallace Field	City purchased large area at Wallace/Matchett for open space. Issues with Wallace Street Plat in this area with people trespassing on private property. District 2 Comm. And CM met with residents to discuss solutions. Council met on June 14 and issues was discussed. Council directed that a fence would be erected around property. Dist. 2 Comm. and CM to meet with residents to discuss options for Wallace Street plat. Area is still zoned R-2.	6/14/2017	Dist.2 Comm and CM	9/30/2020	Fence installed. Zoning changed to OS. Agreement for CCA use of the field being reviewed by school. Trees planted as part of Arbor Day Celebration. Workshop held on development. CCA and City to review CCA draft plan. All changes sent to CCA Board for review. Possibility to be on their June 26 agenda. CA rejected change in Use Agreement regarding by-laws and rejected by-law changes suggested by the City.	Use Agreement changed by removing by-law language and sent to CCA for approval. Probably no update until January CCA Board Meeting

**Belle Isle Issues Log
12/3/19**

b.

City acquisition of Property	Council discussed possibility of acquiring parcels within the City and directed City staff look at	3/20/2018	CM	8/31/2020	Cross lake purchase is on hold until County reschedules PH. Mayor/CM to meet with Commissioner Uribe and Adjacent property owner on Cross Lake on March 4. CM/Comm. Gold met with Oak Island HOA for property off Kissam Court.	County informed the City that the "litigation" issue may be resolved for Cross Lake to move forward. Council approved BOA offer. Broker submitted offer to BOA. No Update.
Charter School (CCA)	There has been infrastructure issues at Cornerstone for some time. The City owns the property and leases it to CCA. The City is responsible for replacing major systems at CCA according to the lease.	4/3/2017	CM	Ongoing	Capital Facility Plan complete. CCA considering purchase of property. Roofs are being patched, not replaced at this time. Letter was sent to CCA Board asking for joint meeting and other Board issues.	City will work with Financial Advisor and meet with CCA financial team. No Update
Strategic Plan	The City currently has no Strategic Plan. Strategic planning is the process to develop a vision of what the City would like in 10, 15, or 20 years, based on forecasted needs and conditions. It defines goals and objectives to achieve those goals. It is not the same as the Comp Plan.	4/3/2017	Council/CM	Ongoing	Council to decide if it wants a Strategic Plan and then to set up a process for developing the plan. If Council moves forward, an outside consultant should be hired to contact the meetings, gather the information, conduct the surveys and develop the draft plan.	Received Facilitator's Report. Staff to put together action plan. No Update.
Municipal Code Update	The City Council contracted with a planner to update the municipal code. This process was not completed and needs to be completed. There have been significant code changes in the past few years that need to be in the code.	4/3/2017	CM/CC	Ongoing	Meet with consultant to determine what was done and what is left to do. P&Z Board looking at possible changes to fence/wall requirements. Discussion of sidewalk maintenance	Continue to update Municipal code. Council should consider discussion or workshop on ADUs and home based businesses.

Comp Plan Updates	The comp plan is reviewed every 7 years to see if it needs to be updated. The City Council contracted with a planner to update the comprehensive plan.	3/1/2017	Council Planner CM	Ongoing	Meet with consultant to determine what was done and what is left to do.	City Manager and Planner to review 2009 Comp Plan for errors discovered in Zoning Map. No Update
Annexation	Council discussed the desire to annex contiguous property in order to build the tax base and possibly provide more commercial development in Belle Isle.	4/3/2017	Council CM	2/28/2020	Council determined the priority to annex.	Staff targeting mid-January to hold first annexation meeting.

**Belle Isle Issues Log
12/3/19**

b.

Sustainability	Council discussed sustainability and energy initiatives.	4/3/2017	CM	12/31/2020	Look at LED lighting and Solar power for city facilities. Look at Community Garden (possibly at Wallace/Matchett)	No update, but will now be an item for next fiscal year budget
Forensic Audit	Council directed a forensic audit be conducted	17-Oct	CM/FD	9/30/2018	Auditor has list of questions for staff to answer. Conducted interviews. Delay in getting information from old system.	Staff drafted policies recommended by Auditor. Policies completed. Consider issue closed.