



CITY OF BELLE ISLE, FL CITY COUNCIL MEETING

Held in City Hall Chambers, 1600 Nela Avenue, Belle Isle, FL

Held the 1st and 3rd Tuesday of Every Month

Tuesday, February 02, 2021 * 6:30 PM

AGENDA

City Council Commissioners

Nicholas Fouraker, Mayor

District 1 Commissioner – Ed Gold | District 2 Commissioner – Anthony Carugno | District 3 Commissioner – Karl Shuck

District 4 Commissioner – Mike Sims | District 5 Commissioner – Harvey Readey | District 6 Commissioner – Jim Partin

District 7 Commissioner – Sue Nielsen

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. If you are not on the agenda, please complete the yellow "Request to Speak" form to be handed to the City Clerk. When you are recognized by the Mayor, state your name and address and direct all remarks to the Council as a body and not to individual members of the Council, staff, or audience. The Council is pleased to hear relevant comments; however, a three-minute limit has been set by Council. Rosenberg's Rules of Order guide the conduct of the meeting. Order and decorum will be preserved at all meetings. Personal, impertinent, or slanderous remarks are not permitted. PLEASE SILENCE ALL CELLULAR PHONES AND PAGERS DURING THE MEETING. Thank you for participating in your City Government.

1. Call to Order and Confirmation of Quorum

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

3. Public Hearing

- a. APPEAL OF CASE #2020-09-007** – Pursuant to Belle Isle Code Sec. 42-63 and Sec. 54-84 (D), the Council shall consider and take action on a requested special exception to allow active recreational uses on property zoned open space district and pursuant to Belle Isle Code Sec. 54-84 (G) (2) the Council shall consider and take action on a requested site plan for Wallace Park improvements, submitted by applicant City of Belle Isle, located at E. Wallace Street, Belle Isle, FL 32809 also known as Parcel # 24-23-29-8977-00-021 - (45 minutes)

4. Consent Items

- a.** Approval of January 5, 2021, City Council minutes
b. Approval of January 19, 2021, City Council minutes

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.** Ordinance 21-01 – First Reading and Consideration: After the Fact Permit - Penalty for failure to obtain permit (20 minutes)

7. New Business

- a.** Request of Pioneer Days to hold Event at Wallace Field (15 minutes)
b. RFP for modernizing Audio/Visual Equipment in Council Chambers (15 minutes)
c. Policy for the Installation of Speed Humps (15 minutes)

8. Attorney's Report (5 minutes)

9. City Manager's Report

- a.** Issues Log (5 minutes)
b. Chief's Report (5 minutes)

10. Mayor's Report

11. Council Reports

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



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

Meeting Date: February 2, 2021

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Continuation of Appeal of P&Z Approval of Special Exception for Wallace Field

Background: The City Council tabled this public hearing from November 17, 2020. The P&Z Board's decision to grant a special exception for active recreation on Wallace Field is being appealed by the property owners who live near the park.

With the decision of the P&Z Board being appealed, Section 42-71 (b) (3) states that "The council shall conduct a trial de novo hearing upon any appeal taken from the ruling of the board, and hear the testimony of witnesses and other evidence offered by the aggrieved person and interested parties to the appeal and may, in conformity with this article and the Land Development Code, rules and regulations adopted thereunder, reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination of the board."

De Novo Hearing: The city council shall hear the appeal as a new matter.

The Use Agreement was approved by CCA and the City Council in early 2020 after almost a year of negotiation and public meeting discussions. Concept plans were approved by the CCA Board and the City Council at their respective public meetings and a site plan was developed based on those approved concept plans. The site plan for Wallace Field was tabled by the P&Z Board at the P&Z Meeting on October 27, 2020. As part of the concept plan a building on the site was approved that was to have restrooms and a storage area for CCA and City equipment.

The Council needs to be mindful that they are only hearing testimony on the two special exceptions: (1) Active recreational uses; and, (2) Public municipal government buildings, without repair facilities or outdoor storage yards. All other testimony on lights, drainage, artificial turf, landscaping, and other site plan requirements should not be allowed during this public hearing. Since the site plan is still at the P&Z level, testimony regarding site plan requirements should be given during the P&Z hearing when scheduled.

The City considered the use of the field for practice by CCA as active recreation as defined in the BIMC, Section 54-84 (b) and therefore would require a special exception. The building is planned for the field which also requires a special exception. (*Special exceptions.* The following uses shall be permitted in the open space district through the special exception process: (1) Active recreational uses; and, (2) Public municipal government buildings, without repair facilities or outdoor storage yards.)

The City applied for a Special Exception for Wallace Field because the City and CCA entered into a use agreement allowing CCA to use part of the field for practice of their athletic programs. The Use Agreement states: Use Restrictions. CCA is authorized to conduct practice for its athletic programs, and other uses on the Property as approved by the City in the City's sole discretion. Use of the Property by CCA shall be during daylight hours only. The City shall have priority to use the Property for any purpose in the City's discretion. CCA has no rights to allow any organization, group, corporation, entity, person or persons, other than CCA's students, coaches, faculty and administrators to use the Property, consistent with this Agreement, as CCA's use rights under this Agreement are only for CCA.

Since it has been determined that CCA was allowed to use the field for practice prior to City ownership, this use should be allowed to continue. "Pick-up" games should also be allowed. A pick-up game is considered an activity that starts spontaneously by a group of random people or with friends. There aren't any refs or officiating. Also, under the strict definition of the code, a parent or grandparent could not go to the park with their kids and kick around a soccer ball or play a game of catch.

The Council should look at redefining what recreational activity is allowed in the open space zone. When developing the criteria for open space, it may not have been the Council's intent to not allow pick-up games or family activity.

At the November 17 public hearing, it was stated that the criteria for approval at the Planning & Zoning Meeting did not meet the code. Criteria for a Special Exception approval are as follows: A special exception shall not be approved by the P&Z Board unless and until:

a. A written application for a special exception is submitted to the city manager or designee indicating the section of the Land Development Code under which the special exception is sought and stating the grounds on which it is requested. The city manager shall refer the application to the board.

b. Notice as required for hearings before the board by this chapter.

c. The public hearing shall be held. Any party may appear in person or by agent or attorney.

d. The board shall make a finding that it is empowered under the section of the Land Development Code described in the application to grant, with or without conditions, the special exception, and that the granting of the special exception shall not adversely affect the public interest.

e. It is determined that the public health, safety, comfort, order, convenience, prosperity, morals or general welfare is promoted, protected or improved.

The criteria listed above were followed: a written application was filed; proper notice was provided (letters mailed; the property was posted); a public hearing was held; the public was allowed to speak at the public hearing; the Board made a decision, without conditions, and the special exception was granted because a). it would not affect the public interest and b). the public health, safety and general welfare of the public is improved by allowing the special exception for active recreational use by CCA and to have public restrooms at Wallace Field.

When considering granting the special exception and whether or not it would affect the public interest, and the public health, safety and general welfare of the public is improved, CCA was allowed to use this field for practice with little or no problem for the neighbors prior to the City purchasing the field. Also, the public interest, and the public health, safety and general welfare of the public could be negatively impacted if public restrooms are not allowed on the field.

As for the charge that the neighbor's property values will decrease with the current plan, there are many studies to show that proximity to parks increases property value, thereby increasing property tax revenue. Research has shown that a 5% increase in property values for houses within 500 feet of a park is a conservative estimate of the change in property value due to proximity to a park. Companies often choose to locate in communities that offer amenities such as parks as a means of attracting and retaining top-level workers. With the proposed future development of Orange Avenue, Wallace Field could certainly be an element to attract businesses to this area.

The City Council is also allowed to exempt the City from the Land Development Code. Section 41-3 states: The purpose of this section is to provide the city council with the means by which to exempt the city from certain provisions of the Land Development Code. The city council may, by a super majority vote (a majority plus one), exempt the city from any requirement of the Land Development Code, except as otherwise prohibited by the City Charter or Code of Ordinances. Such exemptions shall be determined to be in the best interest of the citizens and not be detrimental to the public health, safety and welfare.

Staff Recommendation: Approve the Special Exception for CCA use and non-structured activity is described above. Also Council should consider redefining passive space to allow for family activity.

Suggested Motion: I move that we approve the Special Exceptions for Wallace Field to allow CCA to use the field for practice and to allow a building on Wallace Field.

Alternatives: Deny the Special Exception and move to redesign the field without the restrooms and look to terminate the Use Agreement if practice is not allowed on the field.

Fiscal Impact: TBD

Attachments: None



CITY OF BELLE ISLE, FL CITY COUNCIL MEETING

Held in City Hall Chambers, 1600 Nela Avenue, Belle Isle, FL
Held the 1st and 3rd Tuesday of Every Month
Tuesday, January 5, 2021, * 6:30 pm

MINUTES

City Council Commissioners

Nicholas Fouraker, Mayor

District 1 Commissioner – Ed Gold | District 2 Commissioner – Anthony Carugno | District 3 Commissioner – Karl Shuck
District 4 Commissioner – Mike Sims | District 5 Commissioner – Harvey Readey | District 6 Commissioner – Jim Partin
District 7 Commissioner – Sue Nielsen

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

Absent was: Comm Sue Nielsen and Comm Harv Readey

1. Call to Order and Confirmation of Quorum

Mayor Fouraker called the meeting to order, and the City Clerk confirmed quorum.

2. Invocation and Pledge to Flag

Comm Partin gave the invocation and led the Pledge to the Flag.

3. Public Hearing: Informal Subdivision 7710 Daetwyler Drive

City Manager Francis said the Public Hearing is for an information subdivision for a large tract of land "Larkinville" located at 7710 Daetwyler Dr. The property is zoned R-2. It will be divided into three single-family lots with a width of 78.3 ft. The Planning & Zoning Board has recommended approval of the proposed subdivision. The proposed subdivision meets all the required criteria, and staff recommends approval.

Comm Carugno asked for clarification of the rumors of a mini subdivision or ten homes. The applicant, Mr. Murphy, said that information was from the previous owner. He has met with staff and plans to build (3) three-lots because he felt it would pass easily and move quickly through the process.

Comm Sims move to approve the proposed informal subdivisions application submitted by applicant Murphy Development Inc. located at 7710 Daetwyler Drive, Orlando, FL 32812 Parcel #29-23-30-0000-00-013.

Comm Gold seconded the motion, which passed unanimously 5:0.

4. Consent Items – n/a

5. Citizen's Comments

Mayor Fouraker called for citizen's comments.
There being none, he closed citizen comments.

6. Unfinished Business

Ordinance 21-01

Mayor Fouraker opened for Public Comment.

Nita Martin and Madison Singleton were present representing the Orlando Regional Realtor Association.

Speaking on behalf of the Orlando Regional Realtor Association, Nita Martin, residing at 1330 Lee Road Orlando FL, expressed concerns regarding the proposed ordinance 21-091 on "After-the-Fact Permit Fees." Ms. Martin said there is reasonable concern that the regulation is inconsistent with its stated purpose and its standards for inspecting and approving ATF improvements and WEWP permits are unclear. She addressed the basis of their dissent and possible solutions. Ms. Martin read the letter dated December 31 for the record and submitted it for the file. She asked that the City reject the Ordinance or provide steep modifications in the areas outlined in the letter.

City Manager Francis said the Ordinance might be read for the First Reading, and over the next two weeks, the Council can look over the changes and adopted the changes or table for further review. Mr. Francis said Ms. Martin had suggested a workshop. Mr. Francis said the City staff could meet with them and report to Council later. He spoke briefly on the points addressed. Mr. Francis

said he does not believe the AFT Permit is punitive, nor the fees excessive.

Comm Shuck moved to table Ordinance 21-01 to the first meeting in February or until the Council has time to review the comments as it applies to the proposed Ordinance.

Comm Sims seconded the motion.

Comm Gold asked if the motion can also include that the Orlando Regional Association works with the City Manager to present any Council changes for consideration.

The motion passed unanimously 5:0.

Golf Carts

City Manager Francis said it had taken the staff until now to develop a process and have the logistics in place. The staff has contacted the HOA's and addressed their concerns. One of the issues that may become problematic is the requirement to have windshield wipers on golf carts. There is no law required to have windshield wipers; however, we need them for the safety of the riders and pedestrians in the rain. The Police Department is ready to start safety inspections on January 11. To operate a golf cart in the City, they must pass the safety inspection and receive a sticker. Mr. Francis clearly said that this safety inspection is not a vehicle registration. He further added that carts must have headlights to be operated in the evening hours; failure to have working headlights will be a violation, and a ticket will be issued.

Comm Carugno asked if the resident must bring the golf cart to the Police Department or schedule an inspection at their home. Chief Houston said a resident could call the Community Service Office and schedule an appointment. The CSO will accommodate and schedule locations as requested.

Mayor Fouraker asked for a motion to excuse Comm Nielsen and Comm Readey from tonight's meeting for obvious reasons.

Comm Gold moved to excuse Comm Nielsen and Comm Readey.

Comm Shuck seconded the motion, which passed unanimously 5:0.

Mayor Fouraker welcomed District 5, Comm-Elect Rick Miller.

7. New Business

Crosswalk Bids

City Manager Francis said the City has been working with Orange County to install a solar rectangular rapid flashing beacon (RRFB) and upgrade the crosswalk at Hoffner and Monet. There is currently an existing striped crosswalk. The County did not allow the City to piggyback off the County's contract but did provide a list of their approved contractors. If the County approves installation on Hoffner Avenue, the City also asked for alternative bids to install a hardwire RRFB if the solar was not possible and for an in-pavement lighting system, which lights the roadway the RRFB activates.

The City received three bids, 1) Traffic Control Devices-\$19,672, 2) Florida Industrial Electric-\$39,362, and 3) Siemens Mobility, Inc.-\$14,500. Mr. Francis requested approval of the bid submitted by Siemens Mobility Inc. for the crosswalk at Hoffner and Monet.

Comm Gold moved to approve the Siemens Mobility proposal, Inc for \$14,500 for the Hoffner Crosswalk RRFB. Comm Carugno seconded the motion, which passed unanimously 5:0.

New Lease with CCA

Mayor Fouraker said this is an important subject for Comm Nielsen and asked if the Council would like to table the discussion until her return. Comm Gold said he would like to hear a summary on the remaining issues.

City Manager Francis said this issue is well over a year in discussion by both the Council and the Cornerstone Charter Academy (CCA) Board. The new lease will allow CCA to borrow \$12-13 million to expand the campus, and if it occurs, the debt will come off the City's books, and a new lease will be redeveloped. The staff and the City's Budget Committee reviewed the draft lease for consideration and highlighted the areas for discussion: Calculation of Annual Rents, Rent Adjustments, and Rent Credits. He also included a spreadsheet on what the City received in the past in excess rent. Mr. Francis asked for Council consensus that they support the draft agreement to send to the CCA Board for further negotiations.

Mr. Miller, Chairman of the Budget Committee, said the Budget Committee spoke specifically on Rent Credits associated with the number of Belle Isle residents currently attending the school. The school incentives will enhance the community, create a priority list for Belle Isle residents, and increase property values. Mr. Miller said the Committee recommended the City/Council partner with a professional on commercial leasing/rent options.

Comm Carugno asked if the City should seek a commercial real estate professional's advice before moving forward.

Mayor Fouraker said the City owes the residents accountability, and it would be prudent to attain a third party expert to establish a rent structure and appraisal. He further shared his concerns with renegotiating a 20-year lease option. Discussion ensued.

Mr. Francis said one of the reasons for the 20-year lease is to allow CCA to receive Grants and State funding by showing longevity with their current lease.

After discussion, Council consensus was to solicit an opinion from a commercial professional/certified MAI so that the City can send a complete product to CCA for consideration.

Mr. Francis said he would reach out to the group that provided the Bank of America proposal and bring forward any findings to the Council for review.

Comm Partin moved to have the City Manager move forward with contacting the three previous appraisal companies for obtaining an appraisal for the said property having to do with the CCA lease.

Comm Carugno seconded the motion, which passed unanimously 5:0.

Impact Fee RFP

City Manager Francis provided background information for impact fees on all new residential and commercial construction. He noted that currently, the City only collects two impact fees, one for transportation (\$1,430) and the other is for school impact fees for residential properties. The City does not collect fees for commercial development, parks, police, or fire. Before submitting for additional fees, the City must perform a study to make recommendations to Council. Mr. Francis asked for approval to advertise for an Impact Fee Study.

Attorney Ardaman said impact fees must be assessed and tied to new growth and expansion. However, to the extent that it will increase and burden the City's infrastructure, it will fall under a different mechanism, Special Exception, based on a special benefit granted to properties fairly assessed throughout the City. Impact Fees cannot be used to repair existing deficiencies.

Comm Sims moved to advertise the Request for Proposal for an Impact Fee Study.

Comm Partin seconded the motion.

Comm Gold asked if it will affect new construction only. Mr. Francis said he would seek Counsel advice on impact fees imposed on new construction and reconstructed homes.

After discussion, the motion passed unanimously 5:0.

Budget Committee Appointments

City Manager Francis presented the following individuals for reappointment to the Budget Advisory Committee: District 1-Clay Van Camp, District 5-Rick Miller, and District 7-Ralph Yarborough.

Mr. Francis said with the election of Mr. Miller, and the Council will have to revisit his reappointment for District 5. Mr. Francis said we already have a vacancy on the Committee. They asked if the Council would like to start advertising for District 4 and District 5 in anticipation of Mr. Miller's April swear-in.

Mr. Miller said he is interested in continuing to serve until his swear-in in April. He asked that his continuing on the Board will be based on the Attorney General's Opinion.

Comm Carugno shared his concern on voting for Mr. Miller for another term. The Charter allows for the position; however, he is opposed based on Sunshine Law and transparency. Discussion ensued.

Comm Partin moved to re-appoint Clay Van Camp-District 1, Rick Miller-District 5, and Ralph Yarborough-District 7 for another term on the Budget Committee. Also, moved to advertise for candidates for District 4 and District 5 in anticipation of Mr. Miller vacating his seat in April.

Comm Gold seconded the motion, which passed 4:1 with Comm Carugno, nay.

8. Attorney Report

Attorney Ardaman reported on the Lake Conway issues. He said the City had sent an MOU to the Sheriff's Department, and we expect comments within the week.

Concerning the Attorney Generals' Opinion, we have the document ready for submittal, however; we need to submit either an approved resolution or the approved minutes of the motion where the Council approved the request.

He said the minutes are not attached tonight for approval; however, the City Clerk has a set of draft minutes for approval. He asked if Council would approve the section of the minutes where the motion was made to submit it with the application to the Attorney General.

Comm Carugno asked if the City already has an opinion on this matter from a previous request. He does not want to waste taxpayer dollars on revisiting this issue. Attorney Ardaman said there are conflicting opinions due to the recent change of the Charter that made some potential difference.

Attorney Ardaman said, as the City's representative, in their opinion, the Mayor is subject to the Sunshine Law because he is a member of the City Council. As per Council's direction, they will weigh-in if they agree or disagree with the counsel's opinion by sending the Attorney General's request. Discussion ensued.

Mayor Fouraker called for a motion to approve the minutes to seek the Attorney General's Opinion.

Comm Shuck moved to approve the section of the minutes that addresses Rick Miller's request for the motion on the Attorney General's Opinion on December 1, 2020.

Comm Sims seconded the motion, which passed 3:2 with Comm Partin and Comm Carugno, nay.

Comm Partin moved to suspend the rules of Council and reconsider the vote to have the City Attorney submit an opinion to the Attorney General's office.

Comm Gold was seconded for discussion.

After further discussion, Comm Partin said the reason for his reconsideration of the motion is that it wastes time and resources. Mayor Fouraker shared his frustration and concern with the request because both opinions received from the City Attorney and Attorney General's office are written very differently. He believes the request is not moot.

Comm Gold withdrew his second.

Comm Partin moved to suspend the rules of Council and reconsider the vote to have the City Attorney submit an opinion to the Attorney General's office.

Comm Carugno seconded the motion and called for the vote.

The motion failed 3:2 with Comm Partin and Comm Shuck, nay.

9. City Manager Report

Issues Log

- Speed Humps: Staff contacted residents regarding placing speed humps on Seminole Drive. Before making a decision, the City will temporarily put a traffic device in the area to determine if it will decrease/slow down traffic. Until that time, we will have more vigorous enforcement on the speed limit. He noted that Seminole's average speed is between 26-28 miles an hour and get total vehicle traffic of 10-11,000 a week.
- Orange County is taking public comment on the 20/20 Visioning Process.
- Possible Public Hearing for a fence installation on 6838 Seminole Drive if the applicant and neighbor cannot agree.
- ICMA has credentialed Mr. Francis for his 12th year.
- Street Paving – Working on cost base for street maintenance-remainder of the year will be allocated to the Sol paving project.
- Storm Drainage – 50% plans complete for Stafford/Pam. Locates have been completed for Sol Avenue. Two street linings: Jade Circle and St. Moritz, are complete.
- Traffic Study – Beacon scheduled for install on Hoffner and Monet. Consulting finished review of Transportation Plan. He will place on the Jan 19th meeting agenda for review.
- Wallace Field – Continue with the appeal of the P&Z decision on the Special Exception. He submitted an extensive report and has forwarded it to Council for review.
- City Financing is complete with the BOA building. The BOA building has been added to the draft lease with CCA for consideration. Mr. Francis would like to plan an open house at the BOA and include the traffic plan drawings for Daetwyler and Judge and the site plan of Wallace Field.

- Comp Plan – Working on it with City Planner
- Sienna Condos – Awaiting response.
- The City was contacted by a Conway resident who is interested in annexing into the City.
- Publix Shopping Center – Awaiting response.
- Grady House – Reaching out to the property owners and will ask if they are still interested in annexing into the City.
- Lancaster House – Communicating with Comm Uribe. If their proposal to relocate does not move forward, it will come back to Council for reconsideration.
- BOA Building Parking Lot – Used Car Company has been noticed by the Police Department not to park on private property. Mr. Francis asked if Council if would like to negotiate a parking contract. Chief Houston said she could place no trespassing signs on the property before citing them for no parking on private property.

Chief's Report

Chief reported on the following,

- Chief thanked those residents who have donated for the families over the holidays.
- Chief will be attending the Police conference next week.
- In December, Agency made 6-DUI arrests.
- The Agency had a special DUI detail training for officers over 4-5 shifts. They did 43-traffic stops and wrote 30-citations, and between the two officers (Lugo & Watkins), they made 3 of the DUI arrests.
- The City focuses on traffic problem areas in the City: Seminole Drive, Wawa, and Cork & Fork.
- Wyndham Hotel incident – 2 suspects, apprehended on Trentwood.

10. Mayor's Report

Mayor reported on the following,

- The Mayor thanked the Special Events Committee for a successful Santa Ride Event.
- Call for Volunteers: House Clean Up on 6220 Matchett Avenue – January 16 at 8 am

11. Items from Council

Comm Shuck moved to extend the meeting by 15 minutes.

Comm Carugno seconded the motion, which passed unanimously 5:0.

Council thanked the Special Events Committee for a great Santa Ride Event.

The Boat Parade was also a great success; the residents enjoy the event.

Comm Shuck shared his frustration and concern about the timing of Council meetings. He recommended rescheduling workshops to allow for active discussions on important issues.

12. Adjournment

There being no further business, Mayor Fouraker called for a motion to adjourn. Motion passed unanimously at 9:11 pm.



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MINUTES

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District 1 Commissioner – Ed Gold | District 2 Commissioner – Anthony Carugno | District 3 Commissioner – Karl Shuck

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District 7 Commissioner – Sue Nielsen

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

Absent was: Comm Harv Readey

1. Call to Order and Confirmation of Quorum

Mayor Fouraker called the meeting to order, and the City Clerk confirmed quorum.

2. Invocation and Pledge to Flag

Comm Nielsen gave the invocation and led the Pledge to the Flag.

3. BIPD Awards

Chief Houston presented the following Life Saving awards,

- Life-Saving Awards-Narcan: Officers - Bausch, DelCastillo, Watkin, Ferraiuolo, and Wasmund
- Life-Saving Award-CPR/Narcan: Officer Hernandez
- Life-Saving Awards-CPR: Officers Clark and Lugo

Mayor Fouraker postponed recognition of Dave Smith with A-1 Septic until his health is better to attend and accept the award.

4. Consent Items – n/a

Mayor Fouraker called for a motion to approve Consent Items.

- a) Approval of the November 17, 2020, City Council minutes
- b) Approval of the December 1, 2020, City Council minutes
- c) December Monthly Reports: Finance Report, Police Department, Code Enforcement, and OC Fire

Comm Gold had a correction to November 17. 2021 minutes as follows,

Page 6, Paragraph 4 reads,

"Comm Gold said he approved the initial purchase of the field for an open space never to be developed. The green space was to comply with the required open space mandated by the Land Development Code. Artificial turf will create environmental harm in the future. He does not want to go back to the original Council decision for open space."

Comm Gold moved to approve the minutes of December 1, 2020, and correct the minutes of November 17, 2020, as follows,

"Comm Gold said he approved the initial purchase of the field for an open space never to be developed. The green space was to comply with the required open space mandated by the Land Development Code. Artificial turf will create environmental harm in the future. ~~He does not want to go back to the original Council decision for open space.~~"

Comm Partin seconded the motion, which passed unanimously 6:0.

Comm Partin pulled item c for discussion.

Comm Partin asked for clarification on the following items,

- Page 31-Vehicle Maintenance Repairs
Mr. Francis said the cost includes Code Enforcement and is covering a recent accident.
- Page 32-Other Current Charges/Solid Waste
Mr. Francis said he would have to research and get back to Council.
- Page 34-Urban Forestry

However, Mr. Francis said he would have to research further; some of the cost may be due to the contractor not submitting timely invoices. Also, there have been a couple of emergencies with down trees on the right-of-way. If the down tree is on

private property, the resident is invoiced for the service.

b.

**Comm Partin moved to approve the December reports as presented.
Comm Gold seconded the motion, which passed unanimously 6:0.**

5. Citizen's Comments

Mayor Fouraker called for citizen's comments.

Anita Sacco, residing at 4913 Jinou Avenue, shared her concerns and spoke on 1) audio for BICC meetings on Facebook is not very clear and impossible to hear, 2) when will the website be ADA compliant and minutes be posted, 3) the need for city council workshops to address critical issues and 4) expressed her opposition to the proposed Dog Park specifically lawn maintenance.

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

6. Unfinished Business – N/A

7. New Business

Discuss/Approve RFP for Lobbying and Intergovernmental Consulting Services

City Manager Francis said he discussed briefly hiring a lobbyist to assist the City with issues at the State and Federal level that could affect the City. They can also identify resources and grants that could benefit the City. He has drafted the proposed RFP for consideration.

Comm Partin asked in what area of the budget this will come out of. Mr. Francis said it would come out of the City Attorney Line Item, and a budget amendment will need to be drafted and approved.

Comm Nielsen moved to have the City Manager move forward with the Lobbying and Intergovernmental Consultant Services RFQ.

Comm Sims seconded the motion, which passed unanimously 6:0.

Discuss Results of Dog Park Survey

City Manager Francis provided the survey results said the City had received many requests for a dog park. The City conducted a survey over the past month. There were 213 responses (96% were City residents). Many suggested a dog park at Warren Park, which is a County facility. If Council is interested, he can communicate the request to Orange County for consideration.

Mayor Fouraker opened for Council discussion – 3 minutes each member.

Comm Partin said it is a good idea and noted that Ms. Sacco's concerns should be considered. He further asked if the Kuck Family is in favor of the City changing the name of Regal Park. Mr. Francis said he reached out to a former Mayor and found that it was the City that put forth the effort to name the park after the family's philanthropic and outreach efforts. Anita Sacco said the property was donated to the City by the Skurky Family, who resided at 2825 Montmart at the time.

Comm Shuck said he would like to see the City reach out to Orange County to use Warren Park as a dog park. They have established parking, a large park area that can be divided, and it is accessible to Orange County and Belle Isle residents.

Comm Gold and Comm Carugno both agreed that it might be beneficial to have the City reach out to Orange County. Comm Gold said he does not believe Regal Park is big enough to accommodate a dog park. Discussion ensued.

Mr. Francis said this might be a good opportunity for a workshop to discuss further options moving forward.

8. Attorney Report

Attorney Ardaman spoke on the Lake Conway regulatory matter. He heard back from the Sheriff's office and General Counsel. They do not want to have a separate agreement with respect to just lake enforcement. At this time, there is an existing Mutual Aid Agreement in effect. The Sheriff said he is committed to working with the City to ensure that our objectives are met. Chief Houston said communication is key moving forward.

9. City Manager Report

City Manager Francis reported that the ten-year Census had been completed. As required by the Charter, the City will be looking at redistricting once the results are certified. The last time the City went through this process, there was a committee of 8-residents appointed. He will send out an Elert calling for volunteers to gather applications and start the process.

Issues Log

- Storm Drainage – The staff had positive conversations with the NAV Board regarding partnering on some open projects.
- Traffic Study – Delayed presentation to allow Council further review of the program documents.
- Crosswalk – Working with the County on an In-Road Lighting System. County said the City must draft an MOU for approval. The next crosswalk on schedule for review will be on Pleasure Island/Hoffner.
- Wallace Field – The City scheduled the Public Hearing on February 2 and advertised accordingly.
- CCA – The person who appraised the BOA building is an MAI appraiser and gave us a cost estimate of \$1,700 to prepare a rent fee report.
- MuniCode Update – P&Z Board will be looking at a change to the temporary sign code.
- Orlando Realtors Association – Staff is making some changes to the After-the-Fact permits. Fines will not change. However, the procedural issues will be taken out and become policy. I will bring it forward to the following Council meeting.
- Annexation – Publix is interested in annexing into Belle Isle. Staff to schedule a meeting. We are awaiting a response from Sienna Condos.
- Lancaster House – Still waiting for the County's response.

Chief's Report

Chief reported on the following,

- Most surrounding municipalities will have extra coverage for Inauguration day.
- Traffic details: Hoffner, Seminole, and Daetwyler – over 100 citations.
- Golf Cart inspection has started.
- Since January 1, there have been 129 red light violations to date. Chief spoke briefly on the administrative process.
- Police Advisory Board meeting on January 26 at 3 pm.

10. Mayor's Report

Mayor reported on the following,

- The Mayor said he was pleased to see staff and residents at the community event: house clean up.
- Mayor Fouraker gave his condolences to the Meiner Family for their loss and prayers for Kevin Cleary and a quick recovery.
- Mayor Fouraker announced that the City is looking to schedule another Council Strategic Workshop. He apologized for the events of the previous meeting.
- Mayor recognized Lily Ann Brooks recently announced as the National Ambassador of the NF Foundation. May 16 is NF Awareness Day and urges all residents to recognize the cause.

11. Items from Council

Reappointment of Steve Jackson to the Solid Waste & Recycling Committee

Steven Jackson was presented for another term on the Solid Waste Committee.

Comm Carugno moved to reappoint Steve Jackson to the Solid Waste & Recycling Committee.

Comm Partin seconded the motion, which passed unanimously 6:0.

Council Reports

Council thanked the PD for their work and commitment to the City and its residents.

Residents should contact the Noise Abatement Committee with all complaints; Facebook is not the vehicle to have your voice heard.

Comm Carugno said he would not be present at the February 2 meeting due to personal commitments.

12. Adjournment

There being no further business, Mayor Fouraker called for a motion to adjourn. Motion passed unanimously at 7:55 pm.



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

Meeting Date: February 2, 2021

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Ordinance 21-01 - "After the Fact" (ATF) Permits

Background: At the January 5, 2021 Council meeting, the Orlando Regional Realtor Association (ORRA) presented a letter to the City Council listing concerns that ORRA had with the proposed ordinance, Ordinance 21-02, on after the fact permits and the associated fines with after the fact permits. As a result, the Council tabled and further reading or action on this ordinance until February 2, 2021 and directed the City Manager and City Attorney to meet with ORRA to discuss possible resolutions to their concerns.

The City Manager and the City Attorney's Officer met with ORRA on January 12 and January 28 to resolve the issues. It was agreed that the procedures that were outlined in the current version of Ordinance 21-02 should be removed from the ordinance and a separate procedural policy will be developed to address after the fact permits and working without a permit. As part of this policy, ORRA and the City will work on an outreach program to inform realtors and their clients of the procedures. The revised version of Ordinance 21-02 only contains the penalties for failure to obtain a permit as outlined in Section 6-5, *Penalty for failure to obtain permit* of the municipal code.

Staff Recommendation: Approve the revision of Ordinance 21-02, and direct that the ordinance be advertised for a first reading at the February 16, 21-02 Council Meeting.

Suggested Motion: I move that we read Ordinance 21-01 for the first time at the February 16, 2021 Council Meeting.

Alternatives: Do not change the current code or make additional changes to this ordinance.

Fiscal Impact: TBD

Attachments: Ordinance 21-01 (revised)

ORDINANCE 21-01

AN ORDINANCE OF THE CITY OF BELLE ISLE, FLORIDA, AMENDING THE BELLE ISLE LAND DEVELOPMENT CODE, CHAPTER 6, ARTICLE I, SECTION 6-5 – PENALTY FOR FAILURE TO OBTAIN PERMIT; ~~PROVIDING FOR AN AFTER-THE FACT (ATF) PERMIT AND WORKING WITHOUT A PERMIT (WWP) PROCEDURES; PROVIDING FOR FEES AND PENALTIES~~PROVIDING FOR THE ISSUANCE OF AFTER-THE-FACT PERMITS AND RULES AND PROCEDURES REGARDING REMEDIATION OF WORKING WITHOUT A PERMIT; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, the City Council has found and determined that the adoption of this Ordinance is in the interests of the public health, safety and welfare, will aid in the harmonious, orderly and progressive development of the City, and serves a valid public purpose.

BE IT ORDAINED by the City Council of the City of Belle Isle, Florida as follows:

SECTION 1

Section. 6-5. - Failure to Obtain Permit.

~~The penalty for failure to obtain a permit required by any code or ordinance adopted by this chapter shall be set at double the permit fee.~~

(a) Definitions:

(1) An After-The-Fact ("ATF") Improvement is defined as an improvement made to a property prior to March 1, 2017, and which improvement has been existing, used, occupied, or otherwise known to the current owner as legal and is not shown, located or identified upon any property record within the permitting department of the city.

(2) Working Without a Permit ("WWP") is defined as commencement of an improvement made or completed to a property after March 1, 2017, and prior to the issuance of a permit, the improvement of which may include building, electrical, gas, mechanical, plumbing, or roofing work, or work identified, observed, or revealed during the course of an investigation or inspection of a valid permit; the work of which was not specifically described on the original permit application for which the permit was issued.

(b) ATF Permits ~~Procedure~~:

(1) ATF Purpose: ~~(i).~~ The purpose of the ATF permit is not to verify compliance with the current code, but to observe if the current state of the building, structure, or any component is safe to utilize for its intended use. Many unpermitted improvements were built years ago, and as such, they may not be in compliance with the current Florida Building Codes and the BIMC. An ATF permit is not a substitute for a standard building permit and does not grant permission to make alterations, changes, renovations, or any remodeling improvement. Rather, the ATF permit is intended to be a vehicle to document the existing improvement, legitimize existing improvements through inspections, ensure the unpermitted work is safe or otherwise unlikely to cause immediate harm, and inform any current and future interested parties of the existence of previously unpermitted work and the result of ATF inspections.

~~(ii). — The ATF permit program is intended to grandfather unpermitted improvements made prior to March 1, 2017, which improvements have been existing, used, occupied, or otherwise known to the current owner as legal and not shown, located, or identified upon any property record within the city. To assist properties affected by unpermitted improvements, the city establishes this policy to simplify the issuance of permits and simplify the process of inspections for ATF Improvements.~~

1 (2) ATF Permits:

2 (i). Obtaining an ATF permit is similar to the process to obtain a regular permit.
3 Improvements made to existing unpermitted improvements do not qualify as ATF
4 Improvements, and require the issuance of additional permits and filing of a Notice of
5 Commencement. The City will provide the applicant with an application marked "ATF"
6 to effectively communicate to any interested party what type of permit was issued.

7
8 (ii). The City hereby determines that ATF permits may be obtained without a contract or
9 direct contract as defined in § 713.01, Florida Statutes, and therefore, the filing of a
10 Notice of Commencement is not required prior to the first inspection. Such
11 improvements, where constructed prior to March 1, 2017, are assumed to have been
12 existing, used, occupied, or otherwise known to the current owner as legal and not
13 requiring any further improvements.

14
15 (3) ATF Inspections:

16 -(i). Once the permit is issued, the permit applicant must obtain their necessary approved
17 final inspections.

18
19 (ii). The City will schedule ATF final inspections once the ATF permit is issued. Additional
20 inspections may require the issuance of separate permits.

21
22 (iii). ~~Alternative inspections, as described in Section (5), may be granted as determined by~~
23 ~~the building official or City Manager~~Upon notifying the building official in writing, an

1 applicant may opt to have an inspection performed by a third-party as permitted in §
2 6-5(b)(4) of this Code.

3
4 (iv). The building official is authorized to impose current applicable, technical code
5 requirements if his or her inspection reveals the current state of the building, structure,
6 or any component thereof is not safe to utilize for its intended use. Additional work may
7 require the issuance of separate permits.

8
9 (v). Inspectors may require the removal of materials (at the applicant's cost) to verify
10 internal components are sufficient for their intended use.

11
12 (vi). At the inspectors' reasonable discretion, approval may be granted if the building,
13 structure, or any component has withstood the test of time; there's no evidence of
14 hazard, rot, or decay; the building system components are sufficiently operating
15 without interruption, and the building or structure is structurally sound.

16
17 (vii). Appliances and equipment may be ~~considered~~ approved if they are installed in a
18 manner substantially consistent with the code, meaning that the installation of such
19 appliances or equipment meets the intent of the code for life safety and fire resistance
20 purposes.

21
22 (4) ATF Alternative Method of Inspection:
23
24
25

1 (i). LICENSED PROFESSIONAL AFFIDAVIT - Once the ATF permit is issued the property owner
2 may select to have an outside inspection service, architect, or professional engineer
3 visit the site to conduct and provide third party inspections. Such third-party inspector
4 must be qualified as a building code inspector licensed in the appropriate category
5 pursuant to Part XII of Chapter 468, Florida Statutes.

6
7 (ii). THIRD PARTY INSPECTION - The third party inspector shall submit an sworn affidavit to
8 the building official, which must includinginclude -copies of relevant inspection reports
9 and a final certificate certifying that the ATF improvement(s), including the structure,
10 electrical, gas, mechanical, or plumbing system, has/have been erected in accordance
11 with the requirements of the technical codesinspection criteria established in Section
12 6-5(b)(3) of this code.

13
14 ~~(iii). The building official must require verification that any person conducting inspections~~
15 ~~pursuant to this ordinance is qualified as a building code inspector licensed in the~~
16 ~~appropriate category pursuant to Part XII of Chapter 468, Florida Statutes.~~

17
18 ~~(iv). The third party inspection service, architect, or professional engineer must assume full~~
19 ~~responsibility for compliance with all provisions of the technical codes and other~~
20 ~~pertinent laws or ordinances.~~

21
22 ~~(v). The building official may consider granting administrative variations of this~~
23 ~~policy/procedure; however, any such variation from this policy or procedure will not be~~
24 ~~interpreted as setting precedent or waiving the city's rights pursuant to this ordinance.~~

~~(5) ATF Fines/Penalties:~~

~~i. ATF fine is the cost of the permit plus any inspection costs related to the permit.~~

(c) WWP Procedure.

(1) WWP Purpose and Definition. Working without a permit (WWP) requires retroactive remediation of the failure to obtain a permit, including the filing of a Notice of Commencement, before a WWP permit may be issued. Working without a permit (WWP) is defined as the commencement of an improvement made or completed to a property after March 1, 2010 and prior to the issuance of a permit; the improvement of which may include building, electrical, gas, mechanical, plumbing, or roofing work or work identified, observed, or revealed during the course of an investigation or inspection of a valid permit; the work of which was not specifically described on the original permit application for which the permit was issued. In this instance, the permit applicant will be required to stop their current improvement and obtain approval of their revisions from the building official prior to recommencing their project. This may also require the permit applicant to get another permit for any improvement not included with the original description of work.

~~(2) WWP Permit Fee. In all cases where work for which a permit is required is started, proceeded with, or completed before the permit is obtained, except where specific permission is granted to proceed by the City Manager or the City Manager's designee, the permit fee due the city shall be as follows:~~

1 ~~i. \$500 and double the cost of the permit fee plus all costs related to the issuance of the permit~~
2 ~~and inspections.~~

3
4 ~~ii. Payment of the after-the-fact permit fee shall not be a defense in a prosecution for doing the~~
5 ~~work for which a permit was required without having first obtained the necessary permit.~~

6
7 (3)(2) WWP Generally:

8
9 i. The process of obtaining a permit for work started prior to the issuance of a permit is
10 the same process used to obtain a regular permit. The applicant is required to create 2-
11 sets of construction documents, which includes at a minimum a site plan, floor plan,
12 exterior elevations, and structural connection details. All such information is required
13 in order to obtain a permit.

14
15 ii. Improvements made to buildings, structures, or properties must be in compliance with
16 the Florida Building Code. The Florida Building Code (FBC) applies to the construction,
17 erection, alteration, modification, repair, equipment, use and occupancy, location,
18 maintenance, removal, and demolition of every public and private building, structure
19 or facility, or any appurtenances connected or attached to such buildings, structures or
20 facilities. Additions, alterations, repairs and changes of use or occupancy in all buildings
21 and structures must comply with the applicable provisions provided in the FBC.

22
23 iii. Properties Located Within Designated Flood Zones: Improvements located within a
24 designated flood zone must be in compliance with the federal flood regulations,
25

technical bulletins, and ~~applicable Flood Damage Prevention ordinance found in Chapter 48, Article IV, of the City's Municipal Code~~ any other applicable state and local regulations pertaining to construction within such zones. Such improvements must be brought into compliance during this process.

~~(4)~~(3) WWP Notice of Commencement: Permits for projects classified as WWP will not be issued without filing a Notice of Commencement.

~~(5)~~(4) WWP Permits: The following procedures must be followed to obtain permits and inspections for work begun and/or completed without first obtaining any required permits as indicated herein:

i. If plans are required, they will be received and logged-in for plan review by the city. City staff will determine if plans must be formally submitted or reviewed over the counter. The plans submitted will be required to meet requirements for new construction.

ii. The City will provide permit applicants a job placard marked "WWP" to effectively communicate to any interested party what type of permit was issued.

(6) Inspections:

i. Upon issuance of the permit(s), the permit applicant must schedule the most appropriate type of inspection(s), based on the scope of work, within 30 days from the issuance of a permit.

ii. The applicant will be responsible to open and expose areas for inspection. All affected areas must be readily accessible for inspections.

1
2 iii. -WWP inspections may require the removal of materials to sufficiently conduct any
3 inspection. The inspector may require removal of sufficient materials to expose the
4 major elements.

5
6 iv. Any work found in noncompliance will be rejected and the applicant will be asked to
7 complete or rework the deficiencies.

8
9 v. The applicant will be responsible for the costs of the inspection.

10
11 (7) Authority of the Building Official. The building official may consider granting variations of this
12 policy/procedure yet, variation from this policy/procedure will not be interpreted as setting a
13 precedent or constituting a waiver of the requirements of this ordinance.

14
15 (d) ATF and WWP Permit Fees/Penalties:

16
17 (1) The fee for an ATF permit is the cost of the permit plus any inspection costs related to
18 inspections conducted by the city in accordance therewith.

19 (2) The fee for a WWP permit is \$500 plus double the cost of the applicable permit fee plus all
20 costs related to the city's issuance of the permit and inspections. Mere payment of a WWP
21 fee may not be used as a defense in a Code Enforcement or other similar case for performing
22 work for which a permit was required without having first obtained a necessary permit. Full
23 and timely compliance with this code is required.

(e) Additional Procedures and Regulations: The City Council may, by Resolution, provide for further clarification of or additional procedures for this section 6.5 – Failure to Obtain Permit as may be necessary, so long as such clarifications or procedures are not inconsistent with this section 6.5 or the City's code.

SECTION 2. Codification. This Ordinance shall be incorporated into and codified within the Municipal Code of the City of Belle Isle, Florida. Any section, paragraph number, letter and/or any heading may be changed or modified as necessary to effectuate the foregoing. Grammatical, typographical, and similar or like errors may be corrected, and additions, alterations, and omissions not affecting the construction or meaning of this ordinance or the Land Development Code may be freely made.

SECTION 3. Severability. If any section, subsection, sentence, clause, phrase, word or provision of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION 4. Conflicts. In the event of a conflict or conflicts between this Ordinance and any other ordinance or provision of law, this Ordinance will govern and control to the extent of the conflict, as allowable under the law.

SECTION 5. Effective Date. This Ordinance shall become effective immediately upon adoption by the City Council of the City of Belle Isle, Florida.

First Reading on _____, _____, 2021.

Second Reading and Adoption this _____ day of _____, 2021.

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	YES	NO	ABSENT
Ed Gold	<hr/>	<hr/>	<hr/>
Anthony Carugno	<hr/>	<hr/>	<hr/>
Karl Shuck	<hr/>	<hr/>	<hr/>
Mike Sims	<hr/>	<hr/>	<hr/>
Harvey Readey	<hr/>	<hr/>	<hr/>
Jim Partin	<hr/>	<hr/>	<hr/>
Sue Nielsen	<hr/>	<hr/>	<hr/>

ATTEST:

Yolanda Quiceno, CMC
City Clerk

Nicholas Fouraker, Mayor

Approved as to form and legality
For use and reliance by the City
Kurt Ardaman, City Attorney

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3
4 STATE OF FLORIDA

5 COUNTY OF ORANGE

6 I, Yolanda Quiceno, City Clerk of the City of Belle Isle do hereby certify that the above and foregoing
7 document ORDINANCE 20-01 was duly and legally passed by the Belle Isle City Council, in session
8 assembled on the _____ day of _____, 20____, at which session a quorum of its members
9 were present.

10
11 _____
12 Yolanda Quiceno, CMC-City Clerk
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**CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: February 2, 2021

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Request by Pioneer Days to Use Wallace Field

Background: The City was contacted by the Pioneer Days Committee requesting that Wallace Field be used as an alternate for Pioneer Days in the event the County does not allow the event at Cypress Grove Park. The County may not allow the event due to County restrictions on events due to the pandemic. The event is scheduled for February 27 & 28.

Staff Recommendation: If the City Council has no concerns with this event in light of COVID information including the new variant strain of COVID, the staff is recommending approval with the following conditions:

1. A plan is developed for staff review for the proper medical protocols (COVID and emergency medical staff).
2. A site plan is developed for staff review. At a minimum, the site plan will have:
 - a. Parking Plan including HC parking spaces and overflow parking
 - b. Restroom locations
 - c. Trash cans – Who is responsible for event clean-up and trash removal?
3. Security Plan for overnight (Booths set up overnight?) Vendors overnight?
4. A traffic plan showing traffic flow and key locations for traffic control (Will they hire off duty officers for traffic control on both days?).
5. Proof of insurance naming the City as secondary insured.
6. Notification/coordination with Fire Station 72

Suggested Motion: **I move that we approve the request of the Pioneer Days Committee with the conditions recommended by the staff.**

Alternatives: Do not approve the event.

Fiscal Impact: TBD if

Attachments: None



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

Meeting Date: February 2, 2021

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: RFP for Modernizing the Council Audio Visual System

Background: The audio/visual system in the Council Chambers is not good quality. This has resulted in many complaints by citizens and is frustrating for the Mayor and Council, as well as Advisory Committees and Planning and Zoning Board, to hold efficient and effective meetings.

When Oak Ridge High School was broadcasting our Council meetings they were of much better quality; however due to the pandemic, Oak Ridge cannot do the meetings for an unspecified period of time.

The City needs quality equipment to conduct its meetings efficiently and where those citizens who rely on our broadcast can watch without interruption and with good quality.

Staff Recommendation: Approve the RFP

Suggested Motion: I move that we direct the City Manager to advertise for proposals for modernizing the Council Chambers audio/visual and recording system.

Alternatives: Do not advertise for proposals and continue to try to make what we have work.

Fiscal Impact: TBD

Attachments: RFP



City of Belle Isle

Request for Proposals

MODERNIZE THE AUDIO VISUAL SYSTEM FOR THE COUNCIL CHAMBERS

PROJECT NO. 21-02

Proposals Due by: _____



Request for Proposals

No. 21-02

Notice is hereby given that the City of Belle Isle at 1600 Nela Avenue, Belle Isle, Florida 32809 will receive WRITTEN PROPOSAL SUBMITTALS from qualified vendors to fully modernize the Audio/Visual system for the City Council Chambers as described in the attached Request for Proposals. Submittals will be accepted up until 3:00 PM, EDT, _____, 2021. Proposals received after that time and date will not be considered. The City of Belle Isle accepts no responsibility if delivery is made to another location. An evaluation team will review submitted qualifications and select the best qualified firm for the project.

An electronic copy of the RFP can be obtained by visiting the City of Belle Isle website at www.cityofbelleislefl.org or contacting the City Clerk at yquiceno@belleislefl.gov

Publish: _____, 2021

The City of Belle Isle (CITY) is seeking proposals from qualified vendors to fully modernize the Audio/Visual system for the City Council Chambers.

Issuing Office

The City Clerk’s Office is the issuing office for this Request for Proposal (RFP) and the point of contact for the City for all process and contract questions as well as protest.

Issuing Office
City of Belle Isle
Yolanda Quiceno
City Clerk
1600 Nela Avenue
Belle Isle, FL 32809
(407) 851-7730
yquiceno@belleislefl.gov

Technical Questions
Alan Chow (City’s IT contractor)??
Other?

Anticipated RFP Schedule

The CITY anticipates the following general timeline for this RFP and the schedule may change as necessary.

<u>Event</u>	<u>Date</u>
Issuance of RFP documents –	
Mandatory walk-through –	
Deadline for RFP questions and comments –	
Deadline for RFP Submission –	
RFP Review – Completed by	
Interview Date with Finalist (if needed)–	
Notice of Intent to Award –	
City Council Approval –	
Commencement of Contract –	

Submission Date and Location

Each proposer must provide six (6) written and one electronic copy submitted to yquiceno@belleislefl.gov by Thursday, _____ 2021.

Solicitation Documents and Changes (Addenda)

All solicitation documents may be viewed or printed on line from the CITY’S website at www.cityofBelleIslefl.org or may be viewed onsite at the City Clerk’s Office at the address listed above.

Packets received from other sources will not be considered valid documents. Please contact the City Clerk’s Office listed above with any problems with the solicitation documents.

Any questions, clarifications, or revisions will be addressed and issued in addenda. CITY must receive any questions in writing prior to 2:00 PM Thursday, _____, 2021.

Proposers are responsible for checking the CITY'S website for the issuance of any addenda prior to submitting a proposal. The proposer is held responsible for all addenda/changes to the documents and may be considered non-responsive if their proposal does not reflect those addenda/changes.

Protests

Any complaints or perceived inequities related to this RFP shall be made in writing and directed to the City Manager's Office at the address listed above.

Rejection of Proposals

The CITY reserves the right to cancel any and all proposals submitted. The CITY also reserves the right to waive or not waive any informalities or irregularities in proposal responses.

Modification / Withdrawal

Unless otherwise specified, modification of the Proposal will not be permitted; however a proposer may withdraw his or her Proposal at any time prior to the scheduled closing time for receipt of Proposals; any proposer may withdraw his or her Proposal, either personally or by written request to the City Clerk's Office. Withdrawal of Proposal shall not disqualify the proposer from submitting another Proposal provided the time for receipt of Proposals has not expired.

Cancellation

The CITY reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the CITY'S best interest. In no event shall the CITY have any liability for the cancellation of award.

Duration of Proposals

Proposals must remain valid for at least 120 days. Proposals must be signed by an official authorized to bind the proposer.

Public Record

All proposals submitted are the property of the CITY and are public records. All documents received by the CITY are subject to public disclosure after the CITY selects a contractor.

Incurring Costs

The CITY is not liable for any cost incurred by contractors prior to execution of a contract.

Acceptance of Standard Agreement

As a condition of submitting an RFP response, all vendors are required to accept the term and conditions of the City's Standard Agreement (Exhibit B). Request for variations must be made prior to the deadline for RFP questions and comments – Thursday, _____, 2021 (2:00 PM EDT). The CITY will address those questions and provide responses to vendors prior to the RFP submission deadline.

Project Overview and Environment

The City of Belle Isle is a chartered city with a population of 8,000 and is located in southern Orange County just northwest of Orlando International Airport. The City is a council-manager form of government with the mayor elected at large for a two year term and seven City Councilmembers who are elected at large for two year terms.

Current Environment

The current environment consists of a limited audio system and projector system. Live streaming is done on Facebook via iPad. The City does have volunteer students and teacher from Oak Ridge High School who use their equipment. When the volunteers broadcast the meetings, they are done well and the viewers have good quality. The audio system is not flexible and requires significant adjustment if any setting is changed.

Project Management and Staffing

The project will be overseen by the City Manager. Yolanda Quiceno, City Clerk, shall serve as project manager and liaison between the selected firm and the City.

SUBMITTAL OF PROPOSALS

4.2.1 All proposals must be submitted sealed. If a carrier such as Federal Express is used, then proposals must be also be sealed inside the Fed Ex package, labeled as "Upgrade City Council Chamber Audio System". Further labeling details are below in section 4.2.2. Qualified firms are invited to submit one (1) original and three (3) copies and one (1) copy of CD or thumb drive of their proposal to:

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

For hand delivery of proposals, bring them to:
City of Belle Isle Administration Department (City Hall)
1600 Nela Ave
Belle Isle, FL 33957

4.2.2 Complete proposals shall be submitted to the above address on or before the deadline submission shown in Section 7 Project Timeline.

Proposals submitted shall not be valid unless sealed in an envelope marked "Upgrade City Council Chamber A/V System". If a proposal package is shipped or mailed, there must be a sealed inner package appropriately labeled so that proposals are not inadvertently opened prior to the scheduled opening date and time. E-mails and faxes of proposals will not be accepted. Proposals shall identify the name of the firm, project name, and date of the submittal.

The proper delivery of the proposal to the City of Belle Isle is solely and strictly the firm's responsibility. The City of Belle Isle shall not be responsible for delays caused by the United States Postal Service or other delivery services or any other occurrence.

The proposal delivery time will be scrupulously observed. Under no circumstances will proposals delivered after the specified delivery time be considered. Late proposals will be returned to the firm unopened with the notation, "This proposal was received after the delivery time designated for the receipt of proposals."

Complete proposals shall, at a minimum, consist of the following:

- Letter of Intent
 - Include an introductory letter expressing interest in the project. The letter should include name of firm, contract person, email address, mailing address, telephone number, and must be signed by a person authorized to bind the firm. The City will use email exclusively for information requests and RFP changes. **NOTE: the exception to email is to request an RFP. RFP's CANNOT BE SUBMITTED BY EMAIL.**
- Proposal Introduction, Background and Objectives Statement
- Qualifications and Experience
 - Principal Individuals and Firm
 - Any Sub-consultants
 - Comparable Projects. Provide project descriptions for up to five recent projects similar in nature and size to the proposed project, including type of entity, start and completion dates, and measures used to indicate quality and successful project completion.
 - Provide client reference names and phone numbers. Provide any background information on the size, capability and location of the firm that may be beneficial.
- Cost Proposal.
 - Provide a cost proposal to perform the scope of work. Include estimated person hours, labor costs and expenses for each task listed in the scope of work. The proposed costs should include any applicable travel and/or other expenses. Travel costs must be included in the cost proposal. Travel costs will only paid through reimbursements.
 - Clearly describe any deviation from the listed scope of work that would significantly affect costs. Separate the cost of any proposed optional services from the cost of services requested. The format for the cost proposal is to be selected by the consultant.
 - Include a listing of hourly rates for all employee classifications anticipated to work on the project, as well as rates for non-labor direct expenses. Include similar information for any major sub consultants. The listed rates will be used in preparation of any future change orders.

- Completely address each item in Project Objectives – Scope of Work. Provide a statement of the services to be provided including a detailed explanation of how the services are to be provided and managed. Indicate how important each service is to successful project completion. Identify the expected involvement by City staff for each major activity in the project. A project schedule should be included in this section.
- Three professional references. These references should be current customers of the prospective firm with at least 4 years ongoing professional relationships.
- A full copy of this RFP.
- Bidder's Checklist.

5. INSTRUCTIONS TO FIRMS OR TEAMS

5.1 CITY'S RESERVATION OF RIGHTS

The issuance of this RFP constitutes an invitation to present sealed proposals. The City reserves the right to determine, in its sole discretion, whether any aspect of the submittal satisfactorily meets the objectives and criteria established in the RFP, the right to seek proposal clarification from any firm or team, the right to solicit further qualifications from any firm or team submitting a proposal, and the right to reject any or all proposals with or without cause. The City also reserves the right to modify the Scope to be considered for this project. The City shall have no liability to any firm or team for any costs or expenses incurred in connection with the preparation and submittal of this RFP or otherwise.

5.2 CITY'S INTERPRETATION/ADDENDA

No interpretation or clarification of the meaning of the RFP document will be binding if made to any firm or team orally. Every such request must be in writing, addressed to Yolanda Quiceno, City Clerk. Requests can be sent by e-mail to yquiceno@belleislefl.gov. Requests for interpretations and clarifications must be received no later than the date shown in the Project Time Line, Section 7.

5.3 RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES

The firm or team shall observe and obey all laws, ordinances, rules, and regulations of the federal, state, county and City of Belle Isle, which may be applicable to the supply of this service.

The selected vendor must have, and maintain for the duration of the agreement, valid state and/or City of Belle Isle licensing as appropriate.

5.4 WITHDRAWAL OR MODIFICATION OF PROPOSALS

Proposals may be withdrawn or modified on written, faxed or telegraphic requests dispatched by the firm in time for delivery in the normal course of business prior to

the time fixed for the deadline of submittals provided.

If, within twenty-four (24) hours after proposals are received (excluding Saturdays, Sundays and Holidays), any firm providing a signed, written notice to the City of Belle Isle and demonstrating to the reasonable satisfaction of the City that there was a material and substantial mistake in the preparation of its submittal, may withdraw its submittal.

5.5 ADDITIONAL INFORMATION REQUESTS

The City reserves the right to request additional information from firms or teams during any phase of the evaluation process. During the evaluation and selection process, the City may require the presence of firm's representatives to make presentations and answer specific questions. Notification of any such requirements will be given as necessary.

5.6 CONDITIONS OF AWARD

The City may elect not to award a contract solely on the basis of this RFP, and will not pay for the information solicited or obtained. The information obtained may be used in determining the alternative that best meets the needs of the City.

5.7 AWARDED CONTRACT PROVISIONS

Upon award of the contract, the selected firm will be required to submit a contract to the City. The following contractual provisions must be followed:

- 5.7.1 The contract cannot include any language for indemnification of the firm or team
- 5.7.2 All disputes will be handled in Lee County, Florida.
- 5.7.3 Binding arbitration will not be used to settle disputes.
- 5.7.4 Invoices may take up to 45 days to be processed
- 5.7.5 Final invoicing will not be submitted to the City until at least 30 defect free days have elapsed from that date that the City formally accepts that the project is completed
- 5.7.6 Some employees and some subcontractors of the selected firm may need access to confidential information and secure areas. In these cases, the selected firm will have to either warrant that they have performed adequate background checks on involved employees and subcontractors or authorize the City to run background checks. If the City will be running any background checks, then the information, and signed authorization, will need to be submitted to the City in advance.

NOTE: the selected firm cannot give blanket approval to run background check on its employees. The selected firm must obtain approval from each employee authorizing background checks.

5.7.7 The award for the maintenance and on-going support will be for a three (3) year term, which can be extended year to year through mutual agreement of both parties.

5.7.8 All construction and installations MUST comply with Belle Isle ordinances and development guidelines.

5.7.9 All wiring must meet the minimum specifications of the current National Electrical Code (NEC). Since Belle Isle is in a lightning prone area, sensitive equipment must be protected with surge protection that meets the minimum specifications of the NEC code.

6. Proposal Evaluation Criteria and Scoring

Evaluation and ranking of proposals will be conducted in the Sunshine with appropriate public notice. The City will negotiate a contract with a firm based on the results of the evaluation and pricing. The resulting contract shall be subject to review and approval by City Council. The award shall be made to the responsible firm determined to be the most advantageous and responsive to the City taking into consideration the objectives and evaluation criteria set forth in this RFP.

City of Belle Isle Evaluator Rating			
Vendor:	Evaluator:		
FACTOR	Weight	Score	Weighted Score
1. QUALIFICATIONS OF COMPANY/CONSULTANT			
Relevant Experience of the Firm.	10%		0
Reputation of the Firm. (Based on references for similar successful projects)	10%		0
Capacity of the Firm (Depth of available resources, fiscal stability, and history of similarly sized projects)	10%		0
2. TECHNICAL APPROACH			
Responsiveness following the instructions of the RFP	10%		0
Schedule validity or applicability and penalty incentives	10%		0
Presentation of completed model in the RFP Response	10%		0
Design	10%		0
SUB-TOTAL	70%		
3. COST FOR SERVICE			
Initial Cost	20%		0
Cost of Maintenance and service calls	10%		0
SUB-TOTAL	30%		0
TOTAL	100%		0
SCORE: 0=Unacceptable 1=Poor 2=Fair 3=Good 4=Excellent			

7. PROJECT TIMELINE

Dates are subject to change.

Advertise for Proposals	
Question Period Ends	
Answers to Questions Posted	
Proposals from Vendors are Due:	
The Proposals will be opened(meeting will be noticed)	
Contract Negotiation	
Vendors that Submitted will be Notified of the Decision	

8. FINANCIAL ISSUES

8.1 PROJECT BILLING

The City may pay capital costs up front, and up to 25 percent for professional services during the implementation phase of the project. The City may decide to procure capital equipment and software itself. Final billing cannot be invoiced until at least 30 defect free days after final installation date.

A defect found during the initial 30 day acceptance period may result in a restart of the entire acceptance period and then require a 60 day acceptance period at the City's discretion. If the City enacts this provision, written notification will be made to the selected firm's official contact.

8.2 EQUIPMENT

Hardware will be from top tier manufacturers only. The City uses Dell for PC's and servers. The City has tax exempt status and access to State Purchasing. Commodity computer equipment and software may be purchased directly by the City for this project. The selected firm will provide specifications for the equipment and review equipment and software quotes prior to the City's purchases.

Microphone Locations

1	Podium – wireless
2	Councilmember
3	Councilmember
4	Councilmember
5	Councilmember
6	Mayor
7	Councilmember
8	Councilmember
9	Councilmember
10	City Attorney
11	City Manager
12	City Clerk / Recording Secretary

Diagram 1 – Microphone Locations

**ADD PHOTOS OF COUNCIL CHAMBERS AND
HALLWAYS**

DRAFT

BIDDERS CHECKLIST

	Initial
1. Letter of intent	
2. Firm's official contact information and firm's billing information	
3. Proposal Introduction, background and objectives statement.	
4. Qualifications and experience.	
5. Proposed project approach.	
6. Completely addressed each item in Section 2.	
7. At least three (3) customer references enclosed (preferably governmental).	
8. A complete copy of this RFP.	
9. Information concerning system requirements and capabilities enclosed	
10. All questions concerning implementation and support answered and enclosed.	
11. All cost information for entire system broken down by: System Cost, Projection Option, Office Speaker Option, Network Audio Option, Ongoing Support Costs.	
12. Complete and enclose "Bidder's Checklist".	

EXHIBIT A: SCOPE OF WORK

Introduction

The City of Belle Isle is a chartered city with a population of 8,000 and is located in southern Orange County just northwest of Orlando International Airport. The City is a council-manager form of government with the mayor is elected at large for a two year term and seven City Councilmembers representing seven Districts, but who are elected at large for two year terms.

The Council Chambers, located in City Hall at 1600 Nela Avenue, Belle Isle, Florida, 32809, provides a facility for not only public Council meetings, but for Planning & Zoning Board meetings as well as other public advisory board and internal meetings. Meetings are streaming video (both live and recorded) on Facebook. This project is to update the audio visual equipment with more modern, affordable, and durable equipment in the Council Chambers. Also consider any ancillary rooms or areas into which the meetings are broadcast for staff and for overflow crowds.

The Council Chamber and related control systems will be upgraded to utilize current, reliable and supportable technology to allow the City to conduct Council and Committee meetings and other presentations requiring internal AV support. The new Council Chamber AV system will include new local sound reinforcement, audio and video recording, integration of multiple cameras and presentation distribution to cable broadcast and online streaming. An integrated control system will be used to allow easy and intuitive user control of the system. The control system is to provide full system control, including selection and control of source devices, presentation switching, and audio control. The Council Lobby will support live audio.

Purpose and Objectives

The City desires to fully replace the existing system with a modern, digital presentation system that provides clear audio and enhanced presentation viewing in all areas of the Council Chambers. All of the technology shall be digital and IP-based and interoperable. The system as installed will support at least full HD capability (1920x1080 Resolution). The installed infrastructure should be able to accommodate future presentation upgrades of at least 4K resolution.

Project Goals:

- Improved video display and recording capabilities
- Improved audio capabilities
- Improved reliability
- Install and implement designed audio, video, and sound system solution into the existing City Council Chambers

Audio equipment will need to be replaced to integrate with new cameras to capture clearer sound than what is currently possible with the existing equipment. We expect the majority of the electrical and low voltage data cabling will require replacement to support the new equipment and additional cabling may need to be installed where no cables currently exist.

The City does not have staffing to allocate to active monitoring and management of the audio system. The system needs to be as hands free as possible. Our goal is a system that can manage audio and video input levels without significant staff intervention.

Existing Equipment

All existing audio equipment is expected to be replaced with the corresponding new elements and/or systems as included in the Equipment List provided by the Contractor. It is expected that all necessary low voltage and high voltage cabling that is needed, will be installed by selected AV contractor. The AV Contractor will inventory all of the existing equipment and dispose of it through appropriate e- waste recycling processes.

Specific Scope of Work

The City is seeking a qualified vendor to design, develop and install upgraded audio, video, and sound system equipment in the City Council Chambers. This Request is for two areas: immediate, total replacement of the existing system, and as needed repair and routine maintenance of the new audio system.

The scope of work for this engagement will be to remove the existing equipment, keeping as much facilities and furniture infrastructure intact as possible, design and install or modify the desk and dais areas (if necessary) to accommodate the provided equipment and comfortably accommodate the people needed to use it, configure and test the new system within the calendar timeframe defined herein.

Contractor will verify AV system, electrical requirements, conduit, heat load data, and interior design considerations unique to the audiovisual system which have been incorporated in the functional specification and equipment design.

Specific deliverable requirements requested by the City as part of this RFP include the following:

A. Provide a single line drawing of the new audio, video, and sound systems to the City. Detailed system fabrication, interface, and cabling drawings will be prepared in AutoCAD format, PDF or other standard graphic files will also be provided of the overall design for ease of review.

B. Provide a listing of all labor and materials to install the complete audio, video, and sound systems. Supply of all required equipment to provide turnkey system. Supply of interface and mounting components - AV Contractor will supply interface and mounting components and cabling, connectors and installation materials.

C. Provide testing and adjustments after the installation of the new audio, video, and sound system. Assist the City with programming and commissioning the new systems after installation. Once the site is verified as completely prepared and acceptable for receipt of the systems, the AV components and equipment will be transported to the site and installed. Complete system installation to supporting infrastructure (conduit, electrical, cabling, etc.) will be performed by AV Contractor during the timeframe designated for Council Chambers closure. After all AV systems are installed, final testing and adjustments will be made to ensure compliance with the established performance criteria. City will be present to observe and sign off on the testing completion.

D. Provide training for the new systems after installation for staff and for elected and appointed officials. Once all systems are installed and final testing and adjustments have been completed, City staff operational training will be performed. An allowance of sixteen (16) hours of operational training shall be included. Additional operational training and manufacturer specific operational training may be provided upon request at additional charge. Following the User Training, the City will perform a complete mock meeting run through. If successful, a System Acceptance Certificate will be executed and final payment authorized. Failure of any component during the System Acceptance will result in withholding of final payment and may invoke Liquidated Damages if the system cannot be used for the next scheduled public meeting.

E. Provide the City with support for manufacturer warranties for service during the warranty period, and also provide the City with service support labor rates. As needed repair and routine maintenance of the new audio system. Repair Costs Detail costs must include, but are not be limited to: trip charges, hourly rates, equipment replacement costs for hardware, etc. Include how the selected firm will handle all costs over the term of the contract. For example, equipment costs might be cost plus some reasonable markup for handling and overhead. Or perhaps current cost plus x% annual increase.

F. Quick Response Support. The City's audio system is critical and requires a reliable company to provide as needed support in a timely manner. Please detail your company's commitment to provide quick response in the event of a significant system failure occurring during a City Public meeting. Include response time that can be guaranteed and the cost for this level of support.

G. Escalation Procedure. The City will need a formalized escalation procedure with the selected firm to include cell phone numbers for management personnel. This audio system is essential to support the City's official meetings. The City would use those numbers only in the event that our customer service level expectations were not being met. The City does not need the actual contact information as part of this submittal; only an outline of what the escalation procedure would be, and a commitment to provide the info as part of the contract negotiation process.

H. Provide all operating manuals for the new equipment installed. Formal documentation of the system must be provided. This must include, but is not limited to:

- Wiring paths and diagrams including component to component wiring
- Default system settings
- All component manuals

I. Contractor will provide one system engineer on-site for the first live City Council meeting that will utilize the new system.

J. A meeting schedule will be provided for all meetings and training activities. The room must clean and left in a usable condition for these events.

The audio, visual, and sound system upgrades will be completely installed and functional on or before _____, 2021.

Preventive Maintenance and System Warranty

- Service support – A complete and comprehensive program of preventive maintenance, service and warranty support shall be provided for a period of five years from the date of acceptance of the AV systems proposed.
- Rapid response within four hours of service request during normal business hours.
Requests received after hours will be responded to next business day.
- Provides remote diagnostic support
- Unlimited telephone support between the hours of 8:30am-5pm, EDT M-F. After hours support must also be provided at a specified hourly and per call rate.
- Covers removal, reinstallation, configuration, testing and alignment of repaired equipment
- Includes four (4) preventive maintenance visits per year per room on a quarterly basis.
- Provides emergency support of your equipment
- Covers all required parts and repair costs for equipment breakdown
- Such support will be billed on an annual basis subject to cancellation for unbudgeted funds and with a limited price escalation as specified herein.

Deliverables

Within two weeks of final system adjustments and user training are completed, the following will be presented to the Client in electronic and hard form for archival.

- a. System training materials
- b. Final Equipment Schedule (including model numbers, serial numbers, etc. in machine readable, e.g. EXCEL format). This list will also include all existing equipment included as part of the final system.
- c. As-Built System Drawings in one of the formats specified by the City.
- f. Inventory of any old equipment in use at the close of the project with an inspection status from Contractor which shall be used as an attachment to the "Preventative Maintenance and System Warranty" contract.

Project Area

The City Council Chambers are located in Belle Isle City Hall where elected officials, City staff and the public meet to conduct official City business. The primary use of this facility is to host regular and special City Council meetings, informational meetings, committee meetings and commission meetings. The chamber facility is also used as a training center and court room. The Council Chambers itself is approximately 35 feet wide and 25 feet long with a maximum height of 9 feet. The room includes a dais for the City Council located at the south end of the room with seating for ten (10) and one (1) behind the dais. Audience seating begins towards the center of room and is split by a center aisle with a small section on the west side of the chamber with a podium for residents and guests to address the council members. The audience seating area has room for eighty-eight (88) people.

Dais

The Council Chamber has a ten position dais at the front of the room. Each seated location will have a mounted gooseneck microphone, mute switch, speaker, and confidence monitor(s)/ display. The microphones will be used for local sound reinforcement, audio conferencing, recording, and distribution to broadcast and will have a LED color ring indicator of current status (mute or unmute). The speakers at the dais will support mix-minus local reinforcement for greater intelligibility of speech and presentation audio. The display will support confidence monitoring of content that is being displayed on the large format displays in the room. The mute switch will be used to mute and unmute the microphone and shall have a LED status indicator that mirrors the ring LED status indicator on the microphone. The mayor's position will have two additional mute buttons, one for muting all microphones and the other for controlling the mute/unmute of the podium microphone.

Staff Positions

The Council Chamber has the Clerk's positions located behind the dais. The City Clerk position will have a microphone, speaker (optional), computer, PC Display, and mute switch. The City Clerk will have a single confidence monitor display if needed for a total of two displays. The City Clerk will have an Owner Furnished PC or laptop that is not integrated into the AV system but must be installed in the dais.

Additionally, there will be a touch panel located at the City Clerk workstation. The touch panel will be the primary in-chamber presentation control point for use during meetings to control the AV presentation systems and will be used to select and control the presentation media to be displayed in the Chamber, audio volume, audio conferencing, microphone control, and video preview of all available sources

Podium

A new gooseneck microphone will replace the existing microphone. Control of the podium mute will be provided on any of the touch panels as well as from the Mayor's position via a button. The existing speaker timing system will remain in-place as is as a standalone system. The display of the speaker timer can be creatively considered as part of the design of the podium display.

Video Display

The presentation system video display should provide clear viewing from all areas of the Council Chambers. This will include the audience seating, dais positions, and City Clerk workstation. We are looking for creative solutions to meet this need.

Audio Reinforcement, Audio Conferencing, and Assisted Listening

Twelve (12) gooseneck microphones, two (2) wireless lavalier microphones, and two (2) wireless handheld microphones will be used for voice reinforcement and presentation support. All wireless microphones will have rechargeable batteries. The video and computer sources are to provide media audio. A multi-zone distributed loudspeaker system will be employed for mixed media, audio conferencing, and voice audio reinforcement in the Council Chamber and Council Chambers Lobby. Volume level for the Council Chamber and Council Chambers Lobby speaker systems will be available via the control system and is to be controlled remotely from any touch panel. Any touch panel shall be used as the audio conferencing dialing interface.

An assisted listening system is to be supplied to support additional audio reinforcement in the Chamber. The system will utilize an induction hearing loop placed in the ceiling for use with compatible hearing aids and seven (7) rechargeable belt-pack style receivers that can be used with attached head phones.

Control System General Description

An integrated AV control system will be included in the Council Chamber system. Functionality of the control system will include, but is not limited to, system power control, selection and control of source devices to be displayed on the video wall, presentation router control, microphone muting, Chamber ceiling speaker volume level control, and video source preview. The primary control point of the presentation system will be located at the staff positions in the Council Chamber. In the event of power outage, the UPS will provide sufficient power to shut down the system in the proper fashion without damaging any equipment. When power is restored to the system, it will power up and return to its programmed state. A system to allow remote monitoring, troubleshooting, and connection to all controlled devices shall be provided. Access shall be controlled by the City's network security protocols.

EXHIBIT B: SAMPLE AGREEMENT

DRAFT



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

Meeting Date: February 2, 2021

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Policy for the Installation of Speed Humps

Background: In the past two months, the City has had requests to install speed humps from residents in Daetwyler Shores, Lake Conway Shores, and on Seminole Drive. The City has not policy on how speed humps are installed and what the criteria is for installing them. There should to be a policy that governs the process and provides clear guidance and criteria.

Staff Recommendation: Review the policy and if acceptable, adopt the policy

Suggested Motion: **I move that we adopt the policy for the installation of speed humps.**

Alternatives: Do not adopt the policy.

Fiscal Impact: TBD

Attachments: Policy on Speed Hump Installation

CITY OF BELLE ISLE

Speed Hump Policy

1. GENERAL

The purpose of this policy is to provide guidelines for the application of speed humps. A "speed hump" is a gradual rise and fall of pavement surface across the width of the roadway. Two common designs of speed humps include 1) circular humps - 12 feet long with a maximum height of three or four inches and 2) flat-topped humps - 22 feet long having a 10-foot long and three to four-inch plateau with six-foot long circular arc approaches. A speed hump differs from a "speed bump", which is more abrupt, having a height of three to four inches over a length of one to three feet. Due to gentle vehicle rocking, speed humps may cause some drivers discomfort and result in most vehicles slowing down at humps and between properly spaced successive humps.

Research has shown that speed humps can be effective in safely reducing speeds along a roadway. There is, however, a potential for traffic diversion onto neighboring streets as a result of motorists avoiding the speed hump street.

In order for speed hump installation to be effective, their provisions should be in accordance with established transportation engineering criteria and documented facts. As is the case with all traffic control devices, proper installation will encourage compliance and safe driving practices. This policy provides criteria and procedures for installation of safe and effective speed humps.

The city reserves the right to change any or all of the criteria and procedures in these guidelines if deemed necessary.

Speed humps already in place at the time this policy is adopted will remain.

2. ELIGIBILITY REQUIREMENTS

All of the following criteria shall be satisfied for a street to be considered eligible for speed hump installation.

A. INITIAL REQUEST

Individual residents or neighborhood associations can initiate requests for speed hump installation by completing the request form and either mailing it to City Manager, 1600 Nela Ave., Belle Isle, FL 32809, or email to: bfrancis@belleislefl.gov. (Exhibit A)

B. PETITION

1. A petition from the residents documenting that at least 75% of all households adjacent to the project street support the installation of speed humps. (Exhibit B)
2. A verification statement from the contact person confirming that the signatures on the speed hump petition are valid and represent at least 75% of the households adjacent to the project street (refer to attached verification statements – Exhibit C).

3. A statement from the neighborhood association endorsing speed hump installation on the project street. In the absence of a neighborhood association, the petition area may be extended to include nearby streets that may see an increase in traffic as a result of this project. Staff will determine the petition area. (Exhibit C)
4. The determination of satisfying the City's policy will be the completion of the Speed Hump Criteria Checklist. (Exhibit D)

B. OPERATIONAL AND GEOMETRIC CHARACTERISTICS OF THE STREET (CRITERIA)

1. The street shall provide access (via driveway or on-street parking) to abutting residential and/or commercial properties (residential local or collector streets). Residential properties include multiple dwellings such as apartment complexes.
2. The street shall consist of one lane of travel in each direction, but not have more than one traffic lane in each direction.
3. The street shall have a regulatory speed limit of 25 mph or less as determined in accordance with State Law.
4. The 85th percentile speed on the street section must be at least 30 mph or 60% of the measured speeds are in excess of 25 mph.
5. The speed humps should not be located on a horizontal curve, on vertical curves where visibility of the hump is restricted, or on the approaches to these curves; at least ¼ mile in length; uninterrupted by stop signs; shall be visible for at least 200 feet; and not on short (less than 800 feet) cul-de-sac.
6. The street should have curb and gutter; however considerations may be given to streets without curb and gutter. In such cases, special care should be used to accommodate drainage and prevent vehicle run-arounds.
7. The street must be approved by the Belle Isle Police Department and Orange County Fire Department for installation of speed humps (i.e., not an important access route for emergency vehicles).
8. The street must have a 24-hour traffic volume of at least 1000 vehicles but not greater than 3500 vehicles.
9. Speed humps will not be used on streets functionally classified by the City or Orange County as collector streets or arterial streets.
10. Street width is 40 feet or less.
11. Speed humps will not be installed on streets where it is anticipated that traffic will be diverted to another local residential street unless those streets are included on the petition.

12. The street is not scheduled for resurfacing during the next 18 months.

3. PROJECT PRIORITIZATION

Speed hump projects are prioritized on a city-wide basis. This ensures proper allocation of the City's resources. The projects will be ranked according to the criteria developed by the staff.

4. COST RESPONSIBILITY

The city has a designated fund for traffic calming including speed humps; however, the cost for speed hump installation (including humps, signs, pavement markings and if necessary, special features) may be shared between the City and the residents if the City Council determines that this is a special benefit for those in the area and a special assessment district is established according to F.S. 170.

5. SPEED HUMP LOCATION

A speed hump shall not be located in front of a property if the occupant objects to its placement or, in the case of multiple dwellings, if a majority of the households on the property object to its placement. Fulfillment of this requirement is the responsibility of the applicant(s).

6. DESIGN, CONSTRUCTION AND MAINTENANCE

The City Engineer shall prepare design standards and installation procedures for speed humps and related features such as signs and pavement markings. The Public Works Department will administer construction of speed humps. The Public Works Department will maintain the speed humps and all related features. Depending on the location and characteristics of the area, the City Engineer or City Manager may determine that it is more cost effective and suitable to install premanufactured speed humps

7. SPEED HUMP REMOVAL AND ALTERATION

The process for speed hump alteration or removal requested by the residents is the same as the process for installation. A petition approved by the neighborhood association, documenting that at least 75% of all households adjacent to the speed hump street are in favor of speed hump removal, will be required. This includes speed humps that were "grandfathered" to remain in place when this policy was adopted.

Speed Hump Installation Procedure

The following items describe the procedure to be followed for speed hump installation.

1. PROJECT REQUEST

- A. Individual residents or neighborhood associations can initiate requests for speed hump installation. A written request must be made to City Manager, 1600 Nela Ave., Belle Isle, FL 32809, or email to: bfrancis@belleislefl.gov. (Exhibit A)
- B. After a request for speed humps has been received, a petition packet consisting of the speed hump petition, a verification statement for the contact person, and an endorsement statement for the neighborhood association, if applicable, will be provided to the requestor(s). The project requestor(s) will be responsible for circulating the petition in the petition area.
- C. Signatures representing 75% of all the households within the petition area must be in favor of speed hump installation for the study to proceed further. Multi-family dwellings with more than four units will be counted as one household, with the property owner or manager representing the household.

2. PRELIMINARY REVIEW

- A. The sponsor of the petition is required to contact every resident of the abutting properties of the subject street. If a resident is against the speed humps, the word "OPPOSED" will be noted on the petition signature space. If the sponsor is unable to contact a resident, "NO CONTACT" will be noted on the petition signature space with dates and times that the contact was attempted. It is required that the sponsor make at least two attempts on separate days to contact a resident. Any petitions submitted prior to the eligibility determination by City staff will not be processed ahead of schedule and shall be subject to return, if all required information on the installation of speed humps is not included thereon. "NO CONTACT" will be considered as "OPPOSED".
- B. After a petition with the required signatures has been received, City staff will conduct an initial investigation and collect data to determine the street's eligibility in regards to the operational and geometric characteristics (criteria). This eligibility process includes approval from the emergency services departments.
- C. The cut-off date for receiving requests for speed hump projects to be undertaken during a particular fiscal year will be February 1 of the preceding fiscal year, the cut-off date for receiving the approved petition, verification statement, and endorsement statement will be May 1 of the preceding fiscal year for inclusion in the next year budget.

- D. If the approved petition, completed verification statement, and endorsement statement from the neighborhood association (if applicable) is received by the specified date, City staff will prepare an agenda item for consideration by the City Council. City staff will notify the surrounding area of the proposal for speed humps on a particular street. Such notification may include letters, postcards, City E-Alerts, newsletters when available, and/or posting special signs on the subject street. The City Council will then hold a hearing on the request and either approve or disapprove the request.
- E. If the operational and geometric requirements for eligibility are not met, the street will not be considered for speed humps. Upon determination that a street is not eligible for speed humps, the resident of the street will be notified in writing giving the reason why the street is not eligible.
- F. If the request or appeal is approved, the street will be placed on the list of streets eligible for speed hump installation. A priority ranking will be assigned to the street according to the project prioritization criteria, which may include location, traffic counts, and other criteria determined by the City staff .

3. FUNDING

Funding is approved by City Council allowing for a specific amount of money to be allocated to speed hump installation in the next fiscal year budget. Cost sharing criteria may be used to determine the residents' share of the installation cost if the Council determines that the area receives a special benefit according to F.S. 170.

4. SPEED HUMP INSTALLATION

Upon receipt of residents' share (if any) and allotment of City's share (if any), speed humps will be installed as scheduling permits. The construction of humps and the placement of signs and marking will conform to the current design standards as established by the City Engineer and City Public Works Department.

Design Standards

1. DIMENSION AND CROSS-SECTION

Two types of speed hump designs, circular (rounded) or flat-topped (commonly known as a speed table), may be considered. The circular speed hump will be 12 feet long and have the cross section of a segment of a circle with a maximum height of 3.5 inches at the center. The flat-topped speed hump will be approximately 22 feet long consisting of a 10-foot long plateau with 6-foot long circular arc approaches on either side. This flat-topped speed hump will be 3.5 inches in height.

On streets with barrier curbs, humps should extend fully across the road from curb joint to curb joint. A 12-inch minimum taper may be considered for drainage. For humps installed on non-curbed roadways special treatment such as delineator posts should be considered to prevent vehicle run-arounds depending on the right-of-way.

2. SPACING AND LOCATION

Speed humps will usually be placed between 200 feet and 600 feet apart. Other spacing may be used based upon engineering judgment. The following guidelines will be considered when determining speed hump spacing.

1. On single short blocks (300 ft. to 500 ft.) a signal hump positioned near midpoint is usually sufficient.
2. On single blocks of moderate length (500 ft. to 1000 ft.) a two-hump configuration is usually adequate.
3. On very long blocks (1000 ft. to 1600 ft.) three or more humps may be necessary.
4. 25 feet to fire hydrants and manholes
5. 200 feet to intersections.

The following points should be considered when locating speed humps.

1. A speed hump should not be located in front of a driveway or within an intersection.
2. Speed humps should not be located over, or contain manholes, or be located adjacent to fire hydrants.
3. For humps located near drainage inlets the hump should be placed just downstream of the inlet. If this is not feasible, special treatment should be considered for drainage.
4. If possible, humps should be located on property lines rather than directly in front of a residence.
5. The advantage of existing or planned street lighting should be taken into consideration when determining hump location.

3. TRAFFIC CONTROL

Traffic control consisting of signs and markings should be provided to advise roadway users of the presence of a speed hump and to guide their subsequent action. Traffic signs and pavement markings should conform to Manual of Uniform Traffic Control and Devices Standards (MUTCD).

1. Warning Signs. "SPEED HUMPS AHEAD" signs shall be placed ahead of the hump.
2. Markings. "SPEED HUMP" pavement marking may be placed in advance of the hump.
3. Notifications. Each resident on the street shall be notified in writing of the planned hump installation at least three weeks prior to construction.
4. The City Engineer will develop standards for speed hump installation and markings.

**EXHIBIT A
CITY OF BELLE ISLE
REQUEST FOR SPEED HUMP INVESTIGATION**

The following is a request form for speed humps. Each request must contain the completed information as indicated in sections A and B. The request will be processed in accordance with the provisions of the City of Belle Isle Speed Hump Policy.

A. STREET STUDY INFORMATION

Each request must provide a name of the street on which a study is requested, and the boundaries of the street segment. Traffic studies will be conducted only within the boundaries indicated. Please use street names for boundary limits, not block ranges.

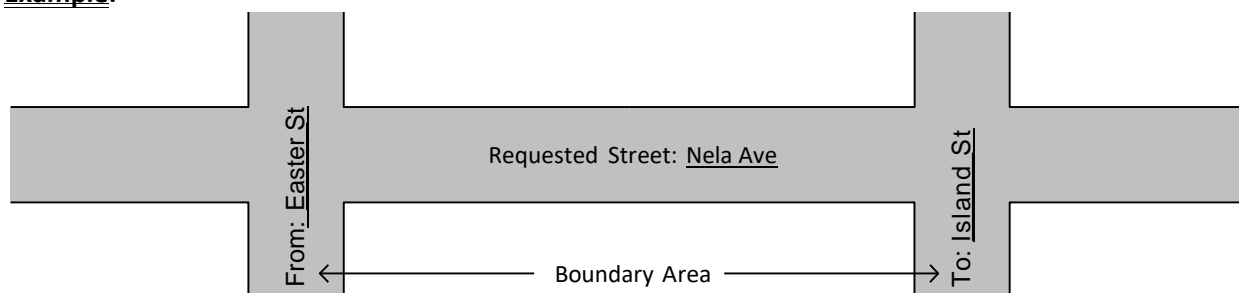
Requested Street: _____

Boundary Area

From: _____

To: _____

Example:



B. CONTACT PERSON INFORMATION

Each request must provide a contact person who represents the neighborhood association or property owners on the requested street within the study boundary area. The contact person will receive all correspondence and will be responsible for gathering evidence of support and verifying signatures on the speed hump petition.

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email Address: _____

Neighborhood Association: _____

EXHIBIT B
CITY OF BELLE ISLE
PETITION REQUESTING INSTALLATION OF SPEED HUMP

Please provide evidence of neighborhood support for the speed humps by securing at least 75% of the owners of households adjacent to the requested street within the boundary area.

We hereby offer our support for speed humps located on the requested street within the boundary area identified in Exhibit A. We understand that the speed hump installation, if warranted, shall meet the guidelines established in the City of Belle Isle Speed Hump Policy and must be approved by City Council.

_____ Printed Name	_____ Address	_____ Signature
_____ Printed Name	_____ Address	_____ Signature
_____ Printed Name	_____ Address	_____ Signature
_____ Printed Name	_____ Address	_____ Signature
_____ Printed Name	_____ Address	_____ Signature
_____ Printed Name	_____ Address	_____ Signature
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_____ Printed Name	_____ Address	_____ Signature
_____ Printed Name	_____ Address	_____ Signature
_____ Printed Name	_____ Address	_____ Signature
_____ Printed Name	_____ Address	_____ Signature

(Use additional sheets if necessary)

**EXHIBIT C
CITY OF BELLE ISLE
VERIFICATION STATEMENT**

I, _____ (Contact Person identified in Exhibit A, Section B),
verify that the signatures on this form are valid and represent at least 75% of the property
owners of households adjacent to the requested street within the boundary area identified in
Exhibit A, Section A.

Signature:

Date:

We, _____ (Neighborhood Association identified in Exhibit A,
Section B), endorse the request for speed hump installation on the requested street within the
boundary area identified in Exhibit A, Section A. **In absence of a neighborhood association, the
petition area may be extended to include nearby streets that may see an increase in traffic as a
result of this project. Staff will determine the petition area.*

Neighborhood Association

Representative:

Address:

City, State, Zip:

Phone:

Signature:

Date:

SUBMITTAL

Submit the completed form to:

City Manager
1600 Nela Ave.
Belle Isle, FL 23809

Or email to: bfrancis@belleislefl.gov

If you have any questions, please contact the City Manager at (407) 851-7730 or at the email
listed above.

EXHIBIT D
CITY OF BELLE ISLE
SPEED HUMP CRITERIA CHECKLIST

Date: _____

STREET: _____ LIMITS (To/From): _____

Guidelines	Data	Conformance			
		YES	NO	Comments	Points
Petition contains signatures of adjacent residents 75% indicating support (each household represents one vote)					
Conditions – Minimum of 130 Points Required					
1. The street is a local residential street and is <i>not</i> a collector or arterial street as defined by the City of Belle Isle or Orange County. (25 points)					
2. The speed limit is 25 mph or less. (10 points)					
3. Radar survey shows that the measured 85m percentile speed is 30 mph or more; or 60% of motorists exceed 25 mph. (10 points)					
4. Paved width is 40 feet or less with curb and gutter or edge control. (10 points)					
5. Street shall be no more than one lane in each direction. (10 points)					
6. Average traffic volume not less than 1,000 but greater than 3,500 vehicles per day for both directions in 24 hours on an average weekday. (10 points)					
7. Street has a longitudinal grade of 8% or less. (10 points)					
8. Street segment shall be at least 1/4 mile (1,320 feet) in length and uninterrupted by stop signs. (10 points)					
9. Must not be proposed on isolated blocks, along a continuous street or on a short cul-de-sac (less than 800 feet). (10 points)					
10. Adequate horizontal or vertical alignments and sight distance. (10 points)					
11. Street not scheduled for resurfacing within 16 months. (10 points)					
12. Street is not an important access route for emergency vehicles as determined by the emergency services departments and NCTD. (25 points)					
SUMMARY	Qualified			Total Points	
Accident History:					
Special Circumstances:					

