



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

Meeting Date: July 17, 2018

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Annexation

Background: The City Council held an annexation workshop on January 11, 2018 to determine what direction the City Council may want to go in annexing contiguous property in the City,. The City Attorney gave a short presentation on the ways in which Council could annex properties in the City. The Council then discussed four areas that could be annexed: Vicinity of Hoffner and Hansel, properties in the Pine Castle Urban Center from Sand lake Rd to Hoffner; and commercial properties in the Conway and Hoffner area.

Annexation of property is not an easy task, nor is it a quick task. This memo outlines what needs to be done and asks questions for discussion (**red font**) that will provide direction to the staff on what to prepare and approximate timelines. This may provide a clearer picture for the Council and after some discussion may provide clear direction.

Pre-Annexation:

1. **Priority of Annexation?**
2. Does proposed area meet criteria?
 - a. Contiguous?
 - b. Reasonably Compact?
 - c. Wholly Unincorporated?
 - d. Developed for Urban purposes?
3. If so, City shall prepare a report describing the plan to provide urban services:
 - a. Plan contains:
 - i. Map of the area to be annexed (**What does Council want annexed?**)
 1. City limits and adjacent area shown
 2. Shows water, sewer and outfalls
 3. Land Use pattern
 - b. A statement by City each major municipal service performed within the City at the time of annexation. How will the City:
 - i. Provide for extending urban services in the same ways as they are provided now to the rest of the City.

- ii. Provide for the extension of existing municipal water and sewer services into the area.
 - iii. If extension of major trunk water mains and sewer mains into the area to be annexed is necessary, set forth a proposed timetable for construction.
 - iv. How to finance extension of services.
 - c. Services to provide:
 - i. Police – City
 - ii. Fire - County
 - iii. Water – OUC
 - iv. Sewer - OUC
 - v. Public works – City
 - vi. Code Enforcement – City
 - vii. Solid Waste/Recycling – City
 - viii. Other Services?**
4. Public Relations
- a. Why should I annex?
 - b. What are the costs? Taxes up or down?
 - c. Will the services be better?
 - d. Other Questions?
 - e. Social Media Support and Other Support
 - i. Will FB community provide support for this?**
 - ii. Leg Work for those not on Social Media?**
 - 1. Volunteers?**
 - 2. Elected Officials?**
 - 3. Staff?**
 - 4. Others?**
5. 15 days after report is approved
- a. Filed with Board of County Commissioners
6. Hold Public Hearings on Proposed Ordinance
- a. 10 Days prior to 1st Public Hearing
 - i. Mail Notices to each property owner
 - ii. Notice consists of:
 - 1. Annexation proposed (**Metes and bounds of the area – Surveyor hired to do this work**)
 - 2. Time/date for Public Hearings (2 needed)
 - a. 1st PH (Weekday 7 days after 1st Ad)
 - b. 2nd PH (Weekday 5 days after 2nd Ad)

7. Prepare Ordinance
 - a. State the Area
 - b. “Reasonably Compact” **(Are the areas considered “reasonably compact”? Do Orange Avenue in phases or at once? What has best chance of success?)**
 - c. Ordinance is adopted (non-emergency ordinance guidelines)
 - d. Referendum done prior to adopted ordinance becoming effective (10 days after referendum)
8. Referendum
 - a. Adopted ordinance voted on by electors in the area **–OR–**
 - b. Separate vote of registered electors in the City. **(Which has better chance to succeed?)**
 - c. Paid by the City
 - d. Referendum by Special Election **–OR–**
 - e. Referendum on next regularly scheduled election (To County by November for March election). **Which election should we do? What is the cost of each?**
 - f. Publish Notice of Referendum
 - i. 1 week for 2 weeks prior to referendum date
 - ii. Notice contains:
 1. Ordinance Number
 2. Time/Location of Referendum
 3. Brief description of area
 4. Map of area
 5. Place where ordinance is available for viewing
 - g. Referendum Held
 - i. Only questions on ballot
 1. For Annexation
 2. Against Annexation
 - h. If Referendum passes, ordinance goes in to effect
 - i. If Referendum fails, ordinance does not go in to effect **(Must wait 2 years before area can be looked at again, so we have to do it right the first time.)**
9. No Referendum
 - a. Owners of 51% of parcels must consent to annexation
 - b. Consents must be obtained by final adoption of Ordinance
10. By Petition
 - a. Area must meet criteria
 - b. Adopt Ordinance and define new City Boundaries
 - c. Ordinance is posted or published for 4 consecutive weeks
 - d. Different criteria for Pine Castle Preservation overlay **(See County Code references attached).**