

The regular meeting of the Lake Wales City Commission was held on January 10, 2012 at 6:00 p.m. in Commission Chambers at the Municipal Administration Building. The meeting was called to order by Mayor Michael S. Carter following the Invocation and Pledge of Allegiance.

INVOCATION

The invocation was given by Dr. Moyer.

PLEDGE OF ALLEGIANCE

COMMISSIONERS PRESENT: Michael S. Carter; Jonathan Thornhill; John Paul Rogers; Betty Wojcik, Terrye Y. Howell

COMMISSIONERS ABSENT:

CITY REPRESENTATIVES PRESENT: Terry Leary, City Manager; Albert C. Galloway, Jr., City Attorney; Clara VanBlargan, City Clerk; Jacquie Hawkins, Deputy City Clerk;

[Meetings are recorded but not transcribed verbatim]

MAYOR

Agenda Item 5. PD Presentation Thanking the Lake Wales Veterinary Hospital for the recent Free Services they provided

Police Chief Chris Velasquez presented two certificates of appreciation to the Lake Wales Veterinarian Hospital: one certificate for their assistance when canine Rico died and for their compassion in dealing with Officer Hampton, the canine handler; and one certificate for providing temporary housing and care for canine Fly during the time period his handler, Officer Coppedge, was unable to keep him. Dr. Schotman was present to accept the certificates.

Mayor Carter reported an incident that occurred the previous night at the Code Enforcement Board meeting, when a board member assaulted a city official. He said the City Attorney was taking the appropriate steps to immediately have the board member removed.

Mayor Carter pulled Agenda Items 7 and 8 for separate discussions.

CONSENT AGENDA

Agenda Item 6. Approval of Minutes: November 15, 2011, Regular Meeting Corrections December 20, 2011, Regular Meeting

Commissioner Rogers said that the City Commission was out of line at the December 20th meeting when it approved taking money from the General Fund for site assessment engineering services on the Ridge Fertilizer property because the property belongs to the CRA. He said it should have been approved by the CRA and should be funded with CRA funds. Economic Development Director Harold Gallup said they did not bypass the CRA Board. He explained that the mediation process was being handled by the City Commission. He agreed that the property belonged to the CRA and said that any disposition of the property will therefore have to go before the CRA for approval. Once the mediation is finished, the property considered clean, and an appropriate public or private use for the property is determined, it will go back before the CRA Advisory Board for their recommendation. The CRA Board will then give direction as to what they feel is an appropriate action.

Mayor Carter asked if the minutes needed to be changed in any way and Mr. Gallup said he would re-read the minutes before saying for sure but he believed it reflected accurately the past action.

Agenda Item 7. Award of Contract for CDBG Grant Administration Services

The full staff memo is incorporated into the minutes.

[Begin agenda memo]

SYNOPSIS

Staff is seeking for approval of a contract with Andy Easton & Associates for CDBG Grant Administration Services for the FFY 2011 Small Cities Community Development Block Grant program, neighborhood revitalization category.

RECOMMENDATION

It is recommended that the City Commission take the following action:

- 1) Approve the contract with Andy Easton & Associates for CDBG Grant Administration services and authorize the City Manager to execute the contract.

BACKGROUND

On August 2, 2011 the Commission authorized the City to submit an application in the Neighborhood Revitalization CDBG grant categories for \$750,000 towards replacing sewer lines in the C Street area.

On August 15, 2011 the City of Lake Wales submitted an application to the Florida Department of Community Affairs for a Community Development Block Grant (CDBG) Neighborhood Revitalization grant in the amount of \$750,000 to fund community improvements in a low to moderate income neighborhood. The area to be served is in the northeast area of the City and is bounded by Florida Avenue to the north, G Street to the east, Scenic Highway (SR 17) to the west and Dorsett Avenue to the south.

A professional CDBG grant administrator is required for the administration of the CDBG grant because of its numerous and intricate administration requirements. The use of a CDBG grant consultant will ensure that the program is implemented in accordance with state and federal administrative requirements. On November 17, 2011 staff advertised a Request for Proposals for CDBG Grant Administration Services. Proposals were received from four (4) firms:

Andy Easton & Associates -	\$45,000
Government Funding Specialists -	\$60,000
Fred Fox Enterprises, Inc.	\$52,000
Chastain-Skillman -	\$42,000

A selection committee comprised of Terry Leary, City Manager, Harold Gallup, Economic Development Director, Kathy Bangley, Assistant Planner, Tom Moran, Public Works Director, and Jennifer Nanek, Special Projects Manager met on December 21, 2011 and ranked the proposals on the five criteria and weighted point system. These criteria are the same criteria that have been consistently used by the City to rank CDBG Grant Administration Services over the past 7 years.

Based on the aforementioned criteria the Selection Committee has made its recommendation. The four firms were ranked as follows:

- #1. Andy Easton & Associates
- #2. Chastain-Skillman
- #3. Fred Fox Enterprises, Inc.
- #4. Government Funding Specialists, Inc.

Andy Easton has assisted the City of Lake Wales with obtaining nearly \$3 million CDBG grants since 2002. Recently he has coordinated with the City of Lake Wales staff and the project engineer (Envisors) to develop a CDBG grant application that is requesting funds to help pay for the sewer line improvements to the C Street Area.

Andy Easton has agreed to lower his proposal from \$45,000 to \$44,000. He has asked that the City take into consideration the expense that was involved in the development of the grant application which included conducting a door-to-door survey of about 300 households which was done at his expense.

OTHER OPTIONS

Do not approve the negotiated contract with Andy Easton & Associates.
Re-advertise for additional proposals.

FISCAL IMPACT

The City has applied for a grant in the amount of \$750,000 for the specific sewer improvements. The grant administration fee will be paid for entirely by the CDBG grant at no cost to the City.

[End agenda memo]

Purchasing Director Bonnie Hodge reviewed Agenda Item 7.

Mayor Carter said he looked at the rather long list of things Andy Easton and Associates would be handling for the City and, though the company has done a great job in the past, he wanted to know if them doing so much was normal for a CDBG grant. He read off some of the items listed and said it seemed that Andy Easton would be doing things he thought the city should be doing, such as reviewing bid documents. Purchasing Director Bonnie Hodge explained that the City will do the bid documents but because they have to be CDBG approved, Andy Easton will review them. Mr. Easton, working through the Finance Department, reviews everything because he knows the rules that must be followed and can make sure we are in compliance.

Commissioner Rogers asked that this item be tabled until the next meeting. He said he would like to have a workshop on improving procedures so the City can get the best contracts for the dollars spent. He said he will be prepared to explain his concerns in greater detail at the next meeting. The Mayor said the next meeting is the following Tuesday and asked if Commissioner Rogers would be ready by then. Mr. Rogers said he thought so but would let the City Manager know if he was not.

Agenda Item 8. Annual Contract for Force Main Cleaning Services

The full staff memo is incorporated into the minutes.

[Begin agenda memo]

SYNOPSIS

Staff is requesting for the commission to consider accepting the bid for an annual contract to perform the force main cleaning services from Professional Piping Services.

STAFF RECOMMENDATION

It is recommended that the City Commission take the following action:

1. Approve for staff to enter into an annual contract for force main cleaning services with Professional Piping Services.

BACKGROUND

The Eagle Ridge Mall Force main and the Southside Force main requires annual cleaning due to the distance this line has to travel to reach the wastewater treatment plant and the low flow conditions that exist due to the lack of development in this area. Sediment such as sand; plastics and paper tend to settle to the bottom of the pipe due to the low velocities of the liquid pushing the sediment. The method proposed for the cleaning of these sections of force main is called the progressive poly pig procedure.

Staff made a request for bid for an annual contract for force main cleaning services with a bid open date of December 21, 2011. City staff received one responsive bidder. Each time staff has gone out to bid for these services, the amount of responsive bidders has been less each year to which now we only receive one responsive bidder. Professional Piping Services (PPS) has performed this cleaning for the past three years. Staff had previously piggy-backed the Pinellas County contract for these services with this same contractor. In an attempt to be cost effective, staff has also gone out to bid for these services with this contractor being the only responsive bidder. Staff has been satisfied with both the performance and the reports submitted, which are a required component of this contract.

OTHER OPTION

None. Without this required annual cleaning, the force main would become plugged and become inoperable. This in turn would cut off the sewer service for the subdivisions being serviced by these force mains.

FISCAL IMPACT

\$48,000 was budgeted in the Wastewater Division's FY '11-'12 M & R Lines and Mains Operating Budget for this purpose. Funding source for this activity is the utilities operating revenue.

[End agenda memo]

Mayor Carter said he also had concerns with this contract because it didn't seem to him that it went out to bid. He asked the following questions:

- The Mayor asked the City Manager what effect it would have on the two contracts in Agenda Items 7 and 8 if they were tabled and Ms. Leary said it would slow things up. Utility Project Manager Sarah Kirkland said they would not be able to start the force main cleaning. She directed them to the memo and explained that it went out to bid the previous two years. The first year they had two responses but one was disqualified, and last year there was only one response.
- Mayor Carter asked where it was advertised and Ms. Kirkland said it went out to bid for 30 days on the city website and in the newspaper. Ms. Leary said that pigging is very specialized work requiring a good deal of special machinery and Ms. Kirkland added that the contract included all the equipment needed as well as the labor.
- Mayor Carter said it was budgeted for \$48,000 and asked where the rest would come from. Ms. Kirkland said the \$48,000 was if they did everything. She said that in the past, they have been breaking up the projects and doing a portion in another part of the budget.
- Mayor Carter explained his understanding of why pigging services were necessary, which Ms. Kirkland confirmed. He then asked how staff would know how much sediment was in the pipes. Ms. Kirkland explained that the wastewater treatment collection supervisor periodically takes a reading of the pressure on the line. If it is too high he knows there is sediment in the pipes that must be removed in order to release the pressure at the lift stations.
- Mayor Carter said it appeared to him that there has been no consistent way to package and evaluate bids or a consistent way they are presented to the Commission.

Commissioner Wojcik pointed out that it says the contract may be extended two times, yet in parenthesis it says three times. She asked which it should be. Ms. Kirkland said that was an error that was corrected and should read three times. Commissioner Wojcik asked the following questions:

- Commissioner Wojcik asked if this was the company the City piggy-backed off of the county contract at one time. Ms. Kirkland said it was the same company but this was a service contract and had a different purpose, which she explained.
- Commissioner Wojcik asked if being able to renew the contract three times was a way of keeping the cost down and Ms. Kirkland confirmed.

Ms. Leary asked if Mr. Rogers was requesting a workshop before the next scheduled meeting and Commissioner Rogers said he was not. He said that he was in the process of going through about 12 or 13 contracts and he didn't know how long that would take. He said his concern was that the extension of these contracts is not in compliance with city ordinances because the ordinance states that a contract can only have one extension for six months. Mayor Carter asked if Commissioner Rogers would agree to go forward with the present contracts and then work on procedures for future contracts. Commissioner Rogers agreed.

Commissioner Thornhill made a motion to approve Consent Agenda. The motion was seconded by Commissioner Howell.

By Voice Vote:

Commissioner Thornhill	"YES"
Commissioner Howell	"YES"
Commissioner Rogers	"YES"
Commissioner Wojcik	"YES"
Mayor Carter	"YES"

The motion carried 5-0.

OLD BUSINESS

NEW BUSINESS

Agenda Item 9. Resolution 2012-01, Update of the Current Development Standards

The full staff memo is incorporated into the minutes.

[Begin agenda memo]

SYNOPSIS

Staff requests the commission to approve Resolution 2012-01 and authorize the update of the City's current Development Standards. The changes made are clerical and necessary to make current out dated or unavailable products and procedures. These changes will also reduce inventory and give an itemized list of approved materials that meet AWWA Standards.

STAFF RECOMMENDATION

It is recommended that the City Commission take the following action:

1. Approve Resolution 2012-01 granting the update of the City of Lake Wales Development Standards.

BACKGROUND

The technical updates make adjustments for new technologies, improved products and other advances in the construction industry that have occurred since the last adoption in June of 2007. New requirements by regulatory agencies were also incorporated in this update.

An added change by staff was to create a "Preferred List" for water and wastewater materials. Creating this list is how Utilities intends to cutback inventory by only allowing certain products. All products must meet AWWA Standards but by having a "preferred list" for materials, the contractor will be able to provide a more accurate bid for materials.

The standards and specifications must be formally adopted by the City Commission in order to insure that developers will adhere to the updated requirements. Updated standards may be reviewed through the City's Clerk's Office or downloaded from the City's website.

OTHER OPTION

Choose not to adopt Resolution 2012-01 and continue to meet with developers on a project-by-project basis to update development requirements.

FISCAL IMPACT

None. These changes will allow every developer to be held to the same standard and will cut down review time and revisions for both the developer and staff.

[End agenda memo]

Ms. Van Blargan read Resolution 2012-01 by Title only

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE WALES APPROVING AND ADOPTING UPDATED DEVELOPMENT STANDARDS, DETAILS AND SPECIFICATIONS.

Utilities Project Administrator Sarah Kirkland reviewed Agenda Item 9.

Commissioner Howell made a motion to adopt Resolution 2012-01. The motion was seconded by Commissioner Rogers.

By Roll Call Vote:

Commissioner Howell	"YES"
Commissioner Rogers	"YES"
Commissioner Thornhill	"YES"
Commissioner Wojcik	"YES"
Mayor Carter	"YES"

The motion carried 5-0.

Agenda Item 10. Resolution 2010-02, Amendment to Resolution 2011-05

The full staff memo is incorporated into the minutes.

[Begin agenda memo]

SYNOPSIS

Commissioners will consider modifying the resolution establishing the Citizens and Police Community Relations Committee. The suggested changes are to allow the Citizens and Police Community Relations Committee to meet at locations other than the Municipal Building, changing meeting notice requirements, and expanding the Committee by two citizen members.

RECOMMENDATION

It is recommended that the City Commission:

1. Adopt Resolution 2012-02, modifying Resolution 2011-05 to allow the Citizens and Police Community Relations Committee to meet at various locations, amending meeting notice requirements, and to expand the Committee by two citizen members to avoid quorum problems.

BACKGROUND

On May 3, 2011 the City Commission passed Resolution 2011-05, establishing the Citizen and Police Community Relations Committee. The purpose of the Committee was to provide for greater citizen input into Police Operations and to afford the Police Department an opportunity to engage the community in meaningful dialogue regarding Police procedures and policies, as well as to resolve concerns in an informal manner before it rose to the level of a citizen complaint.

During its brief existence, the Committee has made great inroads toward its stated goals. It did become evident that an opportunity to reach more diverse populations might be better served if the Committee was allowed to meet in locations nearer to the service population in order to provide a more readily available opportunity for citizens to participate in the meetings. As such, the Committee met at the B Street Community Center on two occasions. However it was discovered that the resolution passed on May 3, 2011 set the location of the meeting permanently at the Municipal building. The Committee at its October meeting requested that a change to the resolution be presented to the City Commission for review and approval, allowing the Committee to hold meetings at other locations.

Because the Committee has had difficulty on occasion meeting the quorum requirements due to illness of members or other unavoidable circumstances, the secondary request is to either reduce the quorum from three board members to two, or to expand the membership by two citizens and change the quorum from all members to three.

Staff recommends approval.

[End agenda memo]

Ms. Van Blargan read Resolution 2010-02 by title only.

A RESOLUTION OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, REVISING RESOLUTION 2011-05, ESTABLISHING THE CITIZENS AND POLICE COMMUNITY RELATIONS ADVISORY COMMITTEE, TO EXPAND THE COMMITTEE BY TWO CITIZEN MEMBERS; ALLOWING MEETINGS TO BE HELD IN OTHER LOCATIONS OTHER THAN THE MUNICIPAL ADMINISTRATION BUILDING; AND AMENDING MEETING NOTICE REQUIREMENTS

Police Captain Quinn reviewed Agenda Item 10.

Mayor Carter said that having a quorum of two would mean there could be a tie vote and he thought it would be better to have an odd number of members. He asked if Captain Quinn thought it would be better to expand the board or lower the quorum and asked if anyone showed an interest in being a member if

the Commission voted to expand the committee. Captain Quinn said that Leon Weech seemed to be interested, though he didn't know if he wanted to be on the Board. He explained that the board actually does not vote on anything except passing the minutes and voting for a chairman. The Board's main purpose is to share information, break down barriers between the police department and community, resolve issues, and is used as a crime prevention tool to teach residents how they can avoid being victims of crime.

Commissioner Wojcik said that if the Board does not vote on anything, and the purpose is to gather and relay information, she thought a quorum of two would be acceptable. She liked the idea of them meeting in other locations so they can reach out to various parts of the community.

Commissioner Thornhill agreed and commented that some people don't feel comfortable in the Administration Building.

Commissioner Howell said she didn't know why they needed a quorum if they were not voting. Captain Quinn said all boards have to have a quorum and they have to meet that requirement. Commissioner Howell asked how many members were presently on the Board and he said three members but on average, two are able to attend each meeting. Commissioner Howell was in favor of lowering the quorum and having various locations for the meetings.

Commissioner Wojcik commented that if only one board member shows up, it defeats the purpose of having community and citizen involvement. Captain Quinn said they wanted citizens to feel comfortable in coming to the meeting and want them to feel that their issues are being heard. When it is just the citizen and the police, citizens have a tendency, for whatever reason, not to share their concerns.

Commissioner Rogers concurred with the other Commissioners.

City Clerk Clara Van Blargan asked if this item needed to come back at the next meeting with correct language as the resolution states that the Board would be expanded and not that the quorum was reduced to two members. Mayor Carter said the Resolution needs to be changed to having a quorum of two and to have the meeting wherever appropriate. City Attorney Chuck Galloway agreed that the language needed to be changed and it should come back for a vote once rewritten.

Agenda Item 11 Appointment – Citizen's Transit Advisory Committee

The full staff memo is incorporated into the minutes.

[Begin agenda memo]

SYNOPSIS

It is necessary for the City Commission to appoint a citizen to the Citizen's Transit Advisory Committee to represent the City.

RECOMMENDATION

The Commission is asked to be prepared with nominations for the Citizen's Transit Advisory Committee so the City Commission can appoint a citizen to serve as its representative with a term expiring December 31, 2014.

Lake Wales' resident Charlene Bennett expressed interest in serving on the Committee.

BACKGROUND

This item was presented at the December 20, 2011 meeting. The City Commission asked that it be brought back at the January 10, 2012 meeting to allow more time to seek an applicant.

The Polk Transit Authority formed a Citizens' Transit advisory Committee to advise Staff and Board Members during the development of a county-wide transit system to meet citizen needs. The Committee is expected to provide the Polk Transit Authority (PTA) with the needed input and feedback to effectively structure and coordinate its planning, public communications, and public workshops.

The Committee is comprised of 23 members: one citizen from each of the 17 Polk County Municipalities; a citizen from Winter Haven who rides the fixed route system using a wheelchair; a citizen from Lakeland who is visually impaired and uses the system; and four citizens appointed "at-large" by the Board of County Commissioners.

OTHER OPTIONS

Do not appoint a citizen to represent the City on the Citizen's Transit Advisory Committee.

FISCAL IMPACT

None

[End agenda memo]

Mayor Carter reviewed the qualifications of the candidate.

Commissioner Howell made a motion to appoint Charlene Bennett to the Citizen's Transit Advisory Committee with a term expiring December 31, 2014. The motion was seconded by Commissioner Rogers.

By Voice Vote:

Commissioner Howell	"YES"
Commissioner Rogers	"YES"
Commissioner Thornhill	"YES"
Commissioner Wojcik	"YES"
Mayor Carter	"YES"

The motion carried 5-0.

Agenda Item 12. Appointment – Police Officer's Retirement Board

The full staff memo is incorporated into the minutes.

[Begin agenda memo]

SYNOPSIS

The appointment will fill a vacancy due to resignations, expirations of terms, newly established boards, etc.

RECOMMENDATION

It is recommended that the City Commission make the appointment as deemed appropriate.

BACKGROUND

Vacancies exist on various Boards, Commissions, and Committees due to resignations, expirations of terms, newly established boards, etc. The City Commission is asked to make the appointment as deemed appropriate.

Police Officers' Retirement Board – Resident Members & 5th Seat Member are appointed by the City Commission. The board consists of five (5) members. Two (2) members must be legal residents of the City and two (2) members must be full time police officers employed by the Lake Wales Police Department. Resident members are appointed by the City Commission; police officer members are selected by a majority of the police officers who are members of the plan. The fifth member is chosen by a majority of the other four members and appointed by the City Commission. Members may serve a two (2) year term, which expires on October 1 of the second year following the appointment. There shall be no limit to consecutive terms served by an elected or appointed trustee on a board established for the purpose of administering an employee retirement plan (Ordinance 2008-09; 03/18/08); 4-yr terms.

This appointment is for a 5th Seat member, term to expire 9/30/2015.

1 resident vacancy	Term expires 9/30/14
1 5 th seat vacancy	Term expires 9/30/15

Applying for 5th Seat vacancy: Patrick Quinn, Lake Wales police officer

Vacancies are due to the expiring term of 5th Seat member Tom Scali and the resignation of resident member Ron McDonnell.

Mr. Quinn was chosen by a majority of the Board at its meeting on December 13, 2011 to serve as the 5th Seat member.

OTHER VACANCIES

Staff received no applications to fill the vacancies on the following boards, committees & commissions:

Airport Authority	Historic District Regulatory Board
Bicycle/Pedestrian Advisory Commission	Historic Preservation Board
Board of Zoning Adjustments & Appeals	Lakes Advisory Commission
Depot Advisory Commission	Recreation Commission
Drug & Prostitution-Related Nuisance Abatement Board	

Board Applications are considered for appointment by the City Commission at various times of the year. Regulatory Boards require an interview process for all new applicants before being considered for appointment by the City Commission.

Applications are available from the City Clerk, Municipal Administration Bldg., 201 W. Central Avenue or can be obtained on the City's website at www.cityoflakewales.com.

FISCAL IMPACT

None. These are volunteer citizen boards.

OTHER OPTIONS

Do not appoint the applicants named above and seek other applicants; however, it may be difficult for the board to obtain a quorum until vacancies are filled.

[End agenda memo]

City Clerk Clara Van Blargan reviewed Agenda Item 12.

Mayor Carter pointed out that there were two vacancies on the Board and asked if the other vacancy had to be filled by a resident. Ms. Van Blargan said they did. Mayor Carter said if anyone listening was interested in being on the Police Retirement Board they should contact the City Clerk.

Commissioner Howell made a motion to appoint Patrick Quinn to the Police Officer's Retirement Board with a term to expire 9/30/15. The motion was seconded by Commissioner Rogers.

By Voice Vote:

Commissioner Howell	"YES"
Commissioner Rogers	"YES"
Commissioner Thornhill	"YES"
Commissioner Wojcik	"YES"
Mayor Carter	"YES"

The motion failed 5-0.

Agenda Item 13. Discussion of Preliminary Financial Statements for November 30, 2011

The full staff memo is incorporated into the minutes.

[Begin agenda memo]

SYNOPSIS

The preliminary financial statements report revenues received and expenditures made through the end of November 2011.

The unaudited financial statements for the City of Lake Wales for the Period Ending November 30, 2011 are presented to the City Commission for review. At the end of November 30, 2011 the City was 16.7% into the fiscal year. Four of twenty-six payrolls (15.4%) have been expensed through November 30th.

Analysis of Cash & Investment Changes:

	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>UTILITY SYSTEM</u>	<u>TOTAL</u>
Cash & investments YTD 2010-2011	2,596,930	1,478,525	119,313	4,194,768
Cash & investments YTD 2011-2012	1,672,731	1,023,083	500,850	3,196,664
CHANGE	-924,199	-455,442	+381,537	-998,104

General Fund cash and investments in comparison to prior year showed a reduction of \$924,199. Essentially, 532,625 (57.63%) of this reduction is due to the following items:

- For fiscal year 2010'11, the City Commission approved a reduction in fund balance of \$532,625.

Note: For fiscal year 2011'12, the City Commission has approved a reduction in fund balance of \$480,658.

Special Revenue Fund cash and investment in comparison to prior year showed a reduction of \$455,442. Essentially, \$332,984 (73.11%) of this reduction is due to the following item:

- During fiscal year 2010'11, the City Commission approved the transfer of \$332,984 CRA fund balance to be transferred to the Utility System for the C Street Project.

Utility Fund cash and investments in comparison to prior year showed an increase of \$381,537. Essentially, 332,984 (87.3%) of this increase is due to the following item:

- Transfer from the CRA Fund to the Utility System to provide funding for the C Street Project.

Revenue & Expenditures Summary:

General Fund (page F-4):

Revenue sources appear reasonable compared to budgetary expectations. Expenditures appear reasonable compared to budgetary expectations.

Noted within misc. revenue was \$7,000 received from Huckaby Production. Noted within non-departmental expenditures was the write off of electric costs totaling \$4,477.51 approved by the City Commission on November 15, 2011, agenda item #14.

Special Revenue Funds (page F-6):

Revenue sources appear reasonable compared to budgetary expectations. Expenditures appear reasonable compared to budgetary expectations.

Debt Service Fund (page F - 7):

Revenue sources appear reasonable compared to budgetary expectations. Expenditures appear reasonable compared to budgetary expectations.

Capital Project Fund (page F - 8):

Revenue sources appear reasonable compared to budgetary expectations. Expenditures appear reasonable compared to budgetary expectations.

Airport Fund (page F - 9):

Revenue sources appear reasonable compared to budgetary expectations. Expenditures appear reasonable compared to budgetary expectations.

Utility System Funds (page F - 11):

Revenue sources appear reasonable compared to budgetary expectations. Expenditures appear reasonable compared to budgetary expectations.

[End agenda memo]

Finance Director Dorothy Pendergrass reviewed Agenda Item 13.

Mayor Carter asked if Ms. Pendergrass received any indication from the tax collector's office about what to expect in ad valorem taxes this tax season and Ms. Pendergrass said they have not received a response, negative or positive, which she said was not unusual. She explained that typically we go through the TRIM notices. She said she is assuming they are on target until further into the year. She added that the information, coming from the State and from newspaper articles, is that a slight decrease in ad valorem taxes for the 2012/2013 Fiscal Year is being forecasted. There are no solid numbers at the present time as that is too far into the future.

CITY MANAGER'S REPORT

- City Commission Tracking Report: There was no report.

CITY COMMISSION COMMENTS

Linda Kimbrough, Florida Avenue, invited the Commission, those present, and those listening by TV to attend the many events that will be taking place for the Martin Luther King, Jr. Celebration and listed all the scheduled activities.

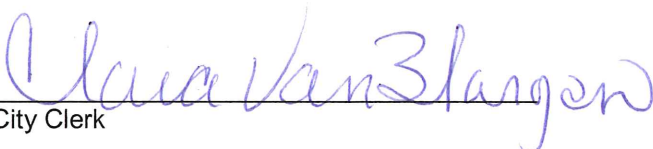
COMMUNICATIONS AND PETITIONS

There being no further business, the meeting was adjourned at 6:37 p.m.



Mayor/Commissioner

ATTEST:



City Clerk