

A meeting of the Lake Wales City Commission was held on July 2, 2013 at 6:00 p.m. following the Invocation and the Pledge of Allegiance in Commission Chambers at the Municipal Administration Building. The meeting was called to order by Mayor Eugene Fultz.

#### **INVOCATION**

The invocation was given by Dr. Jim Moyer.

#### **PLEDGE OF ALLEGIANCE**

**COMMISSIONERS PRESENT:** Michael S. Carter; Betty Wojcik; Jonathan Thornhill; Mayor Eugene Fultz

**COMMISSIONERS ABSENT:** Christopher Lutton

**CITY REPRESENTATIVES PRESENT:** Dorothy Ecklund, Interim City Manager; Clara VanBlargan, City Clerk; Jacquie Hawkins, Deputy City Clerk; Albert C. Galloway, Jr., City Attorney

[Meetings are recorded but not transcribed verbatim]

#### **MAYOR**

Mayor Fultz read a commendation letter applauding first responders Lt. David Black; Sergeant Michael Smith; Detective Lvelesse Rodriguez; Dale Hampton, Aaron Barnes and Officer Jacob Lane for doing a great job. The Mayor Fultz thanked them and their Officers for being so diligent about their job.

#### **CONSENT AGENDA**

**Agenda Item 5.           APPROVAL OF MUNUTES: June 18, 2013, Regular Meeting**

**Agenda Item 6.           SRF Loan Amendments for WW759140**

The full staff memo is incorporated into the minutes.

[Begin agenda memo]

#### **SYNOPSIS**

With the completion of the Wastewater Treatment Plant, two SRF loans require final close-out amendment documentation.

#### **STAFF RECOMMENDATION**

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

1. Approve amendment two for Loan Agreement WW530300
2. Approve amendment two for Loan Agreement WW759140
3. Authorize the Mayor to execute the appropriate documentation on the City's behalf

#### **BACKGROUND**

In 2013, the City completed the Wastewater Treatment Plant (WWTP) construction project. The City has two "Clean Water State Revolving Fund Loans" relating to this project:

**Loan WW759140**

Loan WW759140 was for "pre-construction" costs relating to the WWTP. The original loan documents authorized \$350,000 plus capitalized interest and a service fee. With the completion of the project, the final close-out amendment is for \$375,589.10 (\$350,000 disbursed to the City, \$18,589.10 capitalized interest, and \$7,000 service fee charge). The Loan Service Fee (\$7,000) will be paid in the October 15, 2013 payment. The terms of the loan include 2.30% interest rate with semi-annual payments of \$11,770.95 due October 15<sup>th</sup> and April 15<sup>th</sup>.

**Loan WW530300**

Loan WW530300 was for "construction" costs relating to the WWTP. The original loan documents authorized \$4,338,438 plus capitalized interest and a service fee. With the completion of the project, the final close-out amendment is for \$4,246,488.95 (\$4,141,247 disbursed to the City, \$22,416.95 capitalized interest, and \$82,825 service fee charge). The Loan Service Fee (\$82,825) will be paid in the October 15, 2013 payment. The terms of the loan(s) include 1.88% (on \$3,942,610.42) and 2.17% (on \$201,523.97) interest rate(s) with semi-annual payment of \$127,584.88 due October 15<sup>th</sup> and April 15<sup>th</sup>.

**FISCAL IMPACT**

This is mainly a housekeeping item for the loan close-out documents needed by Florida Department of Environmental Protection.

[End agenda memo]

**Agenda Item 7.            Award Contract for Willow Lawn Cemetery Paving**

The full staff memo is incorporated into the minutes.

[Begin agenda memo]

**SYNOPSIS**

The City Commission will consider awarding Empower Construction, Inc. the agreement for service for the Willow Lawn Cemetery Paving in the amount of \$21,326.20.

**RECOMMENDATION**

Staff recommends that the City Commission approve the following action:

1. Approve the contract with Empower Construction, Inc. for the Willow Lawn Cemetery Paving in the amount of \$21,326.20
2. Authorize the City Manager to execute the agreement for service on behalf of the City

**BACKGROUND**

On March 14, 2013, the City of Lake Wales advertised an Invitation to Bid that the City was seeking proposals from qualified contractors to pave approximately 3001 square yards on the East, North, and middle roads of the Lake Wales Willow Lawn Cemetery located at 4400 Washington Avenue.

A mandatory pre-proposal meeting was held on Thursday, March 28, 2013 at 10:00 a.m. in the Public Works Conference Room. Bids were opened on Tuesday, April 16, 2013 at 2:00 p.m. in the City Commission Chambers at the Municipal Administration Building.

The award of bid was based on low bid and the ability of the company to perform the work as outlined in the scope of work.

Bids were received as follows:

First: Empower Construction, Inc.	\$21,326.20
Second: Excavation Point, Inc.	22,018.00
Third: Tucker Paving	24,857.56

## **FISCAL IMPACT**

This project is funded in the current fiscal year cemetery capital budget.

## **OPTIONS**

Do not award the agreement for service at this time.

[End agenda memo]

## **Agenda Item 8. Disposal of Surplus Property**

The full staff memo is incorporated into the minutes.

[Begin agenda memo]

## **SYNOPSIS**

Staff is seeking approval to dispose of surplus vehicles and equipment identified on the Schedule of Surplus Equipment and to post them for auction on GovDeals.com.

## **RECOMMENDATION**

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

1. Authorize disposal of items identified in Schedule of Surplus Equipment 2013.
2. Authorize staff to post surplus vehicles equipment on GovDeals.com.
3. Determine that any items not purchased on GovDeals be considered as having no commercial value and authorize the disposal of these items by sale as scrap or by disposal as deemed appropriate by the City Manager.

## **BACKGROUND**

In accordance with Sec. 2-476 of the City Code, the City Commission may classify as surplus any of its property that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function or purpose.

Authority for the disposal of surplus property for which the initial purchase price equals or exceeds \$750.00 shall be recorded in the official minutes of the City Commission. Such authority shall include approval of the method of disposal and the estimated value of the property. Authority for the disposal of surplus property for which the initial purchase price does not equal or exceed \$750.00 shall be granted to the City Manager.

Property, the value of which the City estimates to be under \$5,000 may be disposed of in the most efficient and cost-effective means as determined by the City Commission. In this case, the most practical way to dispose of surplus items will be to post the equipment on GovDeals.com for auction.

The police equipment to be disposed of is listed on the schedule attached to this memo. This list will be made part of the official record.

## **OTHER OPTIONS**

Do not authorize disposal of surplus items, or authorize disposal via another avenue.

## **FISCAL IMPACT**

Proceeds from the public auction will be deposited into the forfeiture and general funds

[End agenda memo]

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

By Voice Vote:

Commissioner Thornhill	"YES"
Commissioner Wojcik	"YES"
Commissioner Carter	"YES"
Mayor Fultz	"YES"

The motion carried 4-0.

## **NEW BUSINESS**

### **Agenda Item 9. Ordinance 2013-10, FY12'13 Budget Amendment #3 – 1<sup>st</sup> Reading**

The full staff memo is incorporated into the minutes.

[Begin agenda memo]

## **SYNOPSIS**

The City Commission will consider approval of the third Amendment of FY-12'13 Budget that was adopted on September 18, 2012.

## **RECOMMENDATION**

It is recommended that the City Commission approve Ordinance 2013-10 after first reading.

## **BACKGROUND**

Ordinance 2012-15 estimating revenues and appropriating funds for Fiscal Year 2012-13 was adopted by the City Commission September 18, 2012, modified February 5, 2013 by ordinance 2013-02 and March 19, 2013 by ordinance 2013-06.

We are presenting for first reading Ordinance 2013-10 to modify the estimates of revenues and appropriations budgeted in various funds. Exhibits A and B and supporting attachments provide the detail for the proposed amendment.

The following is a summary of changes included in the proposed amendment:

Transportation Fund	-
Street Lighting Fund	-
CRA Fund	-
Police Forfeitures	-
Library Fund	-
Debt Service Fund	-
Capital Projects	-
Utility System Fund	-
<b>Total Increase(Reduction) of Revenues &amp; Balances Fwd</b>	-
<b>Appropriated Expenditures &amp; Reserves</b>	
General Fund	30,505
Transportation Fund	-
Street Lighting Fund	-
CRA Fund	-
Library Fund	16,120
Library Fund	
Debt Service Fund	4,140
Utility System Fund	-
Airport Fund	-
Reserves	(50,765)
<b>Total Increase(Reductions) of Appropriated Expenditures &amp; Reserves</b>	-

The proposed budget amendment increases the City's total budgeted expenditures by \$50,765 and decreases reserves by \$50,765.

Reasons for this amendment include:

**General Fund (001):**

The Planning Department is requesting an additional \$3,000 for legal advertising. A portion of this expense is reimbursed by the applicants. However, expenses related to City projects, such as the annexation and land use change on the airport extension property, are not reimbursed.

On May 2, 2013, the City Commission approved the expenditure of funds in the amount of \$58,504.60 to purchase four (4) commercial mowers from John Deere Company via Fields Equipment Company. The commission also authorized a budgetary amendment to coincide with this purchase. Below is a recap of the previously authorized budget amendment:

Planning & Zoning - Prof. Services - Planning	(7,000)
Facility Maintenance - Fuel	(1,500)
Code Enforcement - Prof. Services - Legal	(5,000)
Code Enforcement - Mowing	(2,000)
Economic Development - Advertising	(10,500)
Special Events - 4th of July Fireworks	(5,000)
	<b>(31,000)</b>
General Fund - Emergency Sinking Account	(27,505)
	<b>(58,505)</b>

**Library Fund (110):**

On June 18, 2013, the City Commission approved the contract with Fisher and Floyd Roofing and Sheet Metal Co., Inc. for roof repairs at the Library. The cost of this contract for repairs is \$16,120. The funding source for the \$16,120 would be the additional revenue realized by the Library from Polk County Intergovernmental Revenues of \$14,120 and the remaining balance of \$2,000 would need to be allocated from the Library's ending fund balance (which has an estimated balance of \$75,263).

**Debt Service Fund (201):**

An increase of \$4,140 is required due to the calculation of interest on the Series 2007 – CRA Bon  
**Utility System Fund (403):**

A replacement air conditioner was needed for the reclaim water facility. The cost of this air conditioner was \$3,200. The funding source for the \$3,200 will be a decrease in M&R – Treatment Plans.

#### **OTHER OPTIONS**

This is primarily a housekeeping ordinance to conform the adopted budget to realized or expected changes within the current fiscal year.

#### **FISCAL IMPACT**

See Exhibit A and Exhibit B attached to Ordinance 2013-10

[End agenda memo]

Ms. VanBlargan read Ordinance 2013-10 by title only.

**AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING ORDINANCE 2012-15 AS AMENDED BY ORDINANCE 2013-02 AND ORDINANCE 2013-06 TO MODIFY THE ESTIMATES OF EXPENDITURES FOR THE OPERATION OF THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE 2012-2013 FISCAL YEAR AND TO MODIFY THE APPROPRIATION OF FUNDS RAISED AND COLLECTED FROM ALL SOURCES SET FORTH IN THE ESTIMATE OF REVENUES FOR SAID FISCAL YEAR; REPEALING ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE.**

Interim City Manager reviewed Agenda Item 9.

Commissioner Thornhill made a motion to approve Ordinance 2013-10 after first reading. The motion was seconded by Commissioner Wojcik.

By Roll Call Vote:

Commissioner Thornhill	"YES"
Commissioner Wojcik	"YES"
Commissioner Carter	"YES"
Mayor Fultz	"YES"

The motion carried 4-0.

#### **Agenda 10. Request for City Support and Contribution to the NAACP ACT-SO Project for 2013/14**

The full staff memo is incorporated into the minutes.

[Begin agenda memo]

#### **SYNOPSIS**

The City Commission is asked to consider sponsorship of the NAACP ACT-SO Project so that the ACT-SO Team may use the James P. Austin Community Center for project purposes at no charge to the organization.

The NAACP ACT-SO Team is requesting that the City Commission consider the following:

1. Approve City support and sponsorship of the ACT-SO 2013/2014 project which begins in August 2013 and ends in May of 2014
2. Waive the deposits and rental fees for the use of the James P. Austin Community Center for the project

## **BACKGROUND**

Ms. Wanda Howard, NAACP Youth Advisor and ACT-SO Chairperson, has submitted a letter of request for the City of Lake Wales to once again provide support and contribution for the 2013/2014 NAACP ACT-SO Project which will be held beginning in August 2013 and ending in May 2014. They are requesting the use of the James P. Austin Community Center at no charge. The City of Lake Wales has provided support and co-sponsorship of this project for the last two years.

The Afro-Academic, Cultural, Technological and Scientific Olympics (ACT-SO) are an initiative of the National Association for the Advancement of Colored People (NAACP). Founded in 1978 by Vernon Jarrett, renowned author and journalist, ACT-SO provides a forum through which African American youth can demonstrate the same prowess, expertise and recognition often reserved only for entertainers and athletes. The ACT-SO objective is to prepare, promote and recognize African American youth who exemplify scholastic and cultural excellence. The ACT-SO goals:

- To mobilize the adult community for the promotion of classroom and after-school excellence
- To recognize academic achievement among youth in a manner comparable to the recognition awarded athletics
- To provide and assist African American students with the necessary skills and tools to establish goals and acquire the confidence and training to make a successful contribution to society

ACT-SO conducts annual academic competitions for students in Grades 9 through 12 in NAACP branches and youth councils throughout the country. Participating units hold local competition in 26 categories. The top winners then compete with the winners from other cities at the national ACT-SO finals during the NAACP national conventions. ACT-SO was designed to recruit, stimulate, improve and encourage high academic and cultural achievements among high school students so that academic and cultural achievers receive the same recognition as athletic heroes. ACT-SO recognizes that while gold, silver and bronze medals are effective incentives to excellence, awards are not the primary goals. The ACT-SO vision centers on the mobilization of communities for the continuous promotion of academic and artistic excellence among African American students.

The Lake Wales NAACP is preparing for the local ACT-SO 2013/2014 project. This will be the 4th annual competition for our Lake Wales students. The local competition will be conducted around the time of the high school spring break in 2014. Students will have the opportunity to attend enrichment workshops to gain information to help with their projects. Local winners will attend the Florida Showcase in Orlando and compete to attend the 5th Anniversary & National Competition in Houston Texas.

The local ACT-SO team is requesting the use of the James P. Austin Community Center as the venue for the ACT-SO project. The building will be used from 3:00 p.m. to 5:00 p.m. except for the final awards ceremony which will be held from 6:00 p.m. to 9:00 p.m. The dates are as follows:

- August 16, 2013
- September 9, 2013
- October 25, 2013
- November 25, 2013
- December 23, 2013
- January 10, 2014

- February 17, 2014
- March 24 to March 28, 2014
- March 28, 2014 (after hours)
- May 30, 2014

The City's facility use ordinance requires payment of rental fees in the amount of \$128.75 for each use of the facility plus a \$161.25 damage deposit. Although the damage deposit is refundable a deposit is still required for each use. The total damage deposit if charged would be \$1,451.25 and rental fees would total \$1,673.75 for the project. The NAACP ACT-SO team is requesting a waiver of the fees and deposit requirement. There is no authority in the ordinance to waive these fees; however, a city co-sponsored event may use the facility at no charge.

## OPTIONS

Do not approve city sponsorship of the 2013/2014 ACT-SO Project or waiver of fees.

Approve city sponsorship of the 2013/2014 ACT-SO Project but with the payment of fees.

## FISCAL IMPACT

The majority of the workshops and competition will be held during hours when city staff is regularly on the premises, so there will be no additional staff cost incurred. Programs that occur after hours will require city staff to be present and the ACT-SO team will be responsible for those costs. If the ACT-SO Team acquires the services of Ms. Linda Kimbrough for after hours sessions as they did last year, there is no city staff cost incurred. Ms. Kimbrough has city access to the building after hours.

If the City does not serve as an ACT-SO co-sponsor, the ACT-SO team will be required to pay a total of \$3,125.00 (deposits total \$1,451.25 and rental fees total \$1,673.75) for use of the facility. Although the damage deposit is refundable it is still required at time of rental.

Administrative Assistant Katie Kinloch reviewed Agenda Item 10.

Commissioner Thornhill asked if there had been any damages done during the events in the past and Ms. Kinloch said no.

Commissioner Wojcik made a motion to approve the following:

1. Approve City support and sponsorship of the ACT-SO 2013/2014 project which begins in August 2013 and ends in May of 2014
2. Waive the deposits and rental fees for the use of the James P. Austin Community Center for the project

The motion was seconded by Commissioner Carter.

By Voice Vote:

Commissioner Wojcik	"YES"
Commissioner Carter	"YES"
Commissioner Thornhill	"YES"
Mayor Fultz	"YES"

The motion carried 4-0.

[End agenda memo]



**Agenda Item 11.          Collection Drive Partnership**

The full staff memo is incorporated into the minutes.

[Begin agenda memo]

**SYNOPSIS**

A request by Ms. Tess Fitterling, a local fourth grader, to partner with the City of Lake Wales and the Care Center for a summer program to collect new clothing for school age children, school supplies, and non-perishable food items for local families in need.

**RECOMMENDATION**

Staff recommends approval of the request to partner with Ms. Fitterling in a collection drive with the Care Center for local families. This partnership will involve two collection barrels placed in the lobby of the City Administration Building and the distribution of a flyer in the utility bills. This collection effort will continue until Friday August 16<sup>th</sup>.

**BACKGROUND**

Ms. Tess Fitterling, a local 4<sup>th</sup> grade student at Spook Hill Elementary, is spearheading a collection drive to assist local families in preparation for the next school year. Ms. Fitterling has requested a partnership with the City of Lake Wales which would involve two collection barrels placed in the lobby of the City Administration Building and the distribution of a flyer in the utility bills. The Lake Wales Care Center will accept and distribute 100% of contributions for local use.

**OTHER OPTIONS**

Do not partner with Ms. Theresa Fitterling and the Care Center in this collection drive.

**FISCAL IMPACT**

The cost for printing (black and white flyers) and insertion into the utility water bills is estimated to cost \$300. The funding source for the program would need to come from the general reserve fund.

Special Projects Manager Jennifer Nanek reviewed Agenda Item 11.

Interim City Manager Dorothy Ecklund said this would give the local, school age child the opportunity to learn organizational skills by meeting with leaders in the community. The collection will end August 16<sup>th</sup>, 100% going back into the community. She said they would try this out as a pilot summer program and if it works well she will make a recommendation to consider it as an annual summer program between the City, the Care Center, and a local school age child if one volunteers. It would have to be a partnership with a non-profit organization so the City and the Community would not have to be concerned about the distribution.

Mayor Fultz said this was one example of partnering together to do something good for the community and he applauded Tess's efforts.

Commissioner Carter asked if the child was doing this by herself and her mother said yes and that it was the child's idea.

**PUBLIC COMMENT**

There was none.

Commissioner Thornhill made a motion to approve the request to partner with Ms. Fitterling in a collection drive with the Care Center for local families. The motion was seconded by Commissioner Wojcik.

By Voice Vote:

Commissioner Thornhill	"YES"
Commissioner Wojcik	"YES"
Commissioner Carter	"YES"
Mayor Fultz	"YES"

The motion carried 4-0.

[End agenda memo]

**Agenda Item 12. Task Order #15 with Hoyle, Tanner & Associates for Airfield Improvements at the Lake Wales Municipal Airport**

The full staff memo is incorporated into the minutes.

[Begin agenda memo]

**SYNOPSIS**

The City Commission will consider approving task order #15 with Hoyle, Tanner & Associates for professional services pertaining to the engineering design of airfield improvements at the Lake Wales Municipal Airport in the amount of \$161,000.00 contingent upon the approval of the City's 13/14 budget year.

**RECOMMENDATION**

Staff recommends that the City Commission approve the following action:

1. Approve task order #15 with Hoyle, Tanner & Associates for professional services pertaining to the engineering design of airfield improvements at the Lake Wales Municipal Airport in the amount of \$161,000.00 contingent upon the approval of the City's 13/14 budget year.

**BACKGROUND**

In September 2011 the city approved task order #14 with Hoyle, Tanner and Associates for professional services to conduct the airport Master Plan Update for the Lake Wales Municipal Airport. Included in the updated master plan are safety improvements that are required prior to the extension of runway 06/24.

In March 2013 city staff and Hoyle, Tanner & Associates held a meeting with the Federal Aviation Administration (FAA) to determine a short term and long term project schedule for the Lake Wales Municipal Airport. Currently the runway extension/taxiway realignment is complete with design but ranks very low on the FAA's priority scale of funding projects. Also, with the estimated project cost expected to exceed five million dollars, the FAA asked us to look at alternative to proceeding with higher priority projects for the near future. We discussed the realignment of the taxiway as a must as it currently does not meet minimum FAA criteria for separation between a taxiway and runway. We also discussed the need to bring the safety areas into compliance with FAA criteria in order to not lose existing runway length. The third topic of discussion was to rehabilitate the entrance road. Based on the discussion, we agreed to proceed with a design project that would accomplish the repackaging of the runway realignment (minus the runway extension at this time), the design necessary to bring the safety areas for runway 06/24 into compliance and the design of the airport entrance road. Each project would be bid as a

standalone construction project. The taxiway realignment and the safety area will rank very high on FAA's priority system. We would seek funding from FDOT for the road rehabilitation.

After the taxiway realignment is complete, the City would be prepared to ask for funding of the runway extension. The phased construction of the existing runway/taxiway project will better position the City to receive FAA funding over multiple years to accomplish the full construction of the runway extension.

The Airport Authority recommended the approval of task order #15 with Hoyle, Tanner and Associates at its regular scheduled meeting on Monday, June 3, 2013. The Federal Aviation Administration (FAA) will not require the City to go out to bid for this design project as it is a part of the overall runway 06/24 extension project which the City has already contracted the services of Hoyle, Tanner & Associates.

## **FISCAL IMPACT**

Funding is as follows:

FAA	\$144,900.00
City	\$ 8,050.00 (Contingent on funding be available in the 13/14 City budget)
State	\$ 8,050.00

Project total: \$161,000.00

## **OPTIONS**

Do not approve the task order at this time.

[End agenda memo]

Public Services Administrator Teresa Allen reviewed Agenda Item 12.

Commissioner Carter said so much time has been spent already on the runway extension and asked if it would ever get finished. Ms Allen explained that after the hurricanes in 2004 they got behind on updating the Master Plan. The FAA said they cannot go further on the project until the Master Plan is complete and she expects to get final approval of the Master Plan by the end of July. Then they can move forward.

Commissioner Carter asked if there was any indication that the FAA would think more favorably on that money. Ms. Allen said that from the conversation they had with the FAA in March it appears they are more favorable to the project because they are the ones that gave the direction for the city to do the airfield safety area projects in Task Order #15.

Commissioner Wojcik made a motion to approve Task Order #15 with Hoyle, Tanner & Associates for professional services pertaining to the engineering design of airfield improvements at the Lake Wales Municipal Airport. The motion was seconded by Commissioner Thornhill.

By Voice Vote:

Commissioner Wojcik	"YES"
Commissioner Thornhill	"YES"
Commissioner Carter	"YES"
Mayor Fultz	"YES"

The motion carried 4-0.

## **Agenda Item 13. Preliminary Financial Statements for May 31, 2013**

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 May 31, 2013.

The unaudited financial statements for the City of Lake Wales for the period ending May 31, 2013 are presented to the City Commission for review. At the end of May 31, 2013 the City was 67% into the fiscal year.

### **General Fund (001), page 1**

The General Fund appears to be materially on target with expenditure expectations. Several revenue categories appear less than expected by a projected \$61,000. These categories include the Electric Franchise Fee (possible \$21,000 shortage), Court Fines (possible \$25,000), Interest Income (\$10,000) and Other Misc Income (\$5,000). Staff will continue to monitor revenues and a possible budget amendment could be needed if these items do not improve within the next four months.

### **Transportation Fund (102), page 6**

The Transportation Fund expenditures appears to be materially on target with budgetary expectations, however gas tax revenues are lower than expected by an estimated \$17,000.

Staff in July will be bring forward a motion to terminate the Polk Avenue Retention Pond Project and requesting City Commission approve for a budget amendment to release the \$52,500 currently appropriated for this project. For the last two years the City has carried forward this project within the City's budget. State funding for this project is on hold at the district level.

### **CRA Fund (105), page 11**

The CRA fund appears to be materially on target with revenue and expenditure expectations. The Finance Department has concerns over the CRA's funding ability during FY 2014'15 and 2015'16.

### **Library Fund (110), page 16**

The Library Fund appears to be materially on target with revenue and expenditure expectations. A mid-year analysis has been completed on both revenues and expenditures with no unusual items noted.

### **Debt Service Fund (201), page 21**

The Debt Service Fund appears to be materially on target with revenue and expenditure expectations except for the Electric Franchise Fee. Revenue from the electric franchise fee appears to be \$12,000 less than expected. Staff will continue to monitor this revenue source and a possible budget amendment could be needed if this item does not improve within the next four months.

### **Utility System Fund (403), page 27**

The Utility System Fund appears to be materially on target with revenue and expenditure expectations. A mid-year analysis has been completed on both revenues and expenditures with no unusual items noted.

### **Airport Authority (404), page 29**

The Airport Authority appears to be materially on target with revenue and expenditure expectations. A mid-year analysis has been completed on both revenues and expenditures with no unusual items noted.

[End agenda memo]

Interim City Manager Dorothy Ecklund reviewed Agenda Item 13.

Ms. Ecklund explained that the reason she was not recommending a spending freeze is because there may be money to cover that \$61,000 short-fall from the following projects:

- **SWFWMD Retention Project:** The project is on hold so we most likely will not be spending the \$52,000 for our portion in the next four months, with \$35,000 of it available to use in the General Fund. This item will be on the July 16<sup>th</sup> City Commission Agenda.
- **The General Pension Plan:** The recommended changes will save \$41,000 annually. If approved by the Commission around the middle of July it will go retro to last October. It was already approved by the General Pension Board but negotiations are still ongoing with the Fire and Police Pensions Boards. She said she hopes to bring all three plans to the commission at one time but she should know if that is possible within the next two weeks.

### **CITY MANAGER – City Commission Tracking Report**

#### **C Street Project**

Ms. Ecklund provided an update on the City Commission Tracking Report regarding the C Street Project. Public Works Director Tom Moran said they had the bid opening and after review Killebrew will be doing the construction. There will be a pre-construction meeting on July 16<sup>th</sup> and then they can begin the project.

#### **Polk Avenue Retention Pond Project**

Mr. Moran said that SWFWMD had approached the City about two and a half years ago asking if they would be willing to share the cost for this project with them paying 75% and the City paying 25%. It was a good deal and we said yes. There were two options, the first being the one they chose:

- Retention area on Polk Avenue
- An underground retention area on the south side of the lake.

Mr. Moran said everything had been on track for a ground breaking in March of 2011 but it was put on hold because of the Lake Belle litigation. He said he contacted a representative of the District who told him they were holding up the project based on the outcome of the city's responsibility for that litigation. After consulting with the City Manager and City Attorney Mr. Moran explained in a letter that the money was encumbered and the litigation shouldn't pose a problem. The letter was basically ignored.

Mr. Moran said it has caused a problem for the City in that the Lake Wailes Trail project will soon be underway to resurface the trail, and a portion of that trail would have to be ripped up to put a bridge over it as part of the retention pond project if it takes place, which makes no sense. He said if he was sure the retention project would go forward, even if a year from now, he could have them not resurface that part of the trail.

Commissioner Wojcik asked if this was the project money they have been holding back in reserve for two or three years and was told it was.

Mr. Moran explained that the contract was to expire this past March or until the completion of the project, whichever came sooner. He said in his mind the contract is therefore terminated.

Ms. Ecklund said an agenda item will be coming before the commission on July 16<sup>th</sup> seeking direction for staff to write a letter to SWFWMD that the City's obligation for that project expired and we need to know whether or not we can release those appropriations for other uses.

Commission consensus was given for staff to write the letter to SWFWMD and not wait until the July 16<sup>th</sup> meeting.

#### **Fire Substation**

Ms. Ecklund said she hoped to bring an item for the next agenda for the finance portion of the project but it will have to be pushed back two weeks, to the second meeting in August, because the bid documents are just going out.

Public Works Director Tom Moran said the review team met and reviewed the bids and one company came out lower all around and looked good. A conference call was scheduled for the following day with the company to make sure all was in order. He is expecting to get a recommendation letter on Monday from the engineer and an agenda memo will be prepared to award the contract to Miller and Company. The pre-construction meeting will be in July with plans on starting construction in August.

### **Cemetery**

Public Works Director Tom Moran said he and Ms. Allen reviewed the contract, had a few concerns so went back to the engineer who will get back with them about those concerns. They will look at the contract again and if they come to an agreement, which presently was for \$90,000 for engineering services, they can begin. Ms. Ecklund said they are in the process of negotiating a lease agreement with Billy Allen.

### **CITY MANAGER - Calendar of Budget Workshop Meetings**

Ms. Ecklund reviewed the Budget Workshop Meeting Calendar.

The budget workshop meetings were scheduled for 5:00 p.m. on July 9<sup>th</sup>, July 23<sup>th</sup>, August 13<sup>th</sup>, and August 27<sup>th</sup>.

## **COMMUNICATIONS AND PETITIONS**

### **Depot Museum Contract**

Mimi Hardman, Depot Museum, asked that an agenda item be placed in the next city commission meeting to review the Depot Museum contract.

### **Chicken Ordinance**

Eileen Katz, Sunset Point, asked that the restriction on owning chickens within the city limit be reconsidered. Assistant City Planner Kathy Bangle explained the ordinance against livestock. She asked for commission direction if they wanted staff to spend time to research, go before the Planning and Zoning Board to have them bring back a recommendation. The consensus was to do so.

### **Market Street Clock**

Jack Neal, 435 E. Central Avenue, said the Market Street clock was in need of low pressure cleaning and then sealed. He had discussed it with the Maintenance Supervisor Don Porter who said their pressure washer had too high a pressure and would damage the clock. Ms. Ecklund said she would look into it.

## **CITY COMMISSION COMMENTS**

### **Vandalism**

Commissioner Carter asked the Police Chief if something could be done to reduce vandalism to playground equipment at the city parks by perhaps starting some kind of program like a citizen's watch or having reward money.

- Chief Velasquez said he had done an analysis of all the parks for the past City Manager Terry Leary and he would email a copy to Ms. Ecklund. He made the following suggestions
- Programs such as Crime Stoppers and Neighborhood Watch
- Parking a city vehicle there to give the appearance that someone is watching or present on the property
- Use of video cameras though that would be associated with a cost
- Routine daily maintenance and inspections with a written report when something is detected.

- Repairing damage as soon as observed
- Reporting vandalism to management and the police department as soon as it occurs so police know to start patrolling that area more heavily
- Setting up an internal system of communication between the maintenance staff, management and police department so everyone is working together to accomplish the goal

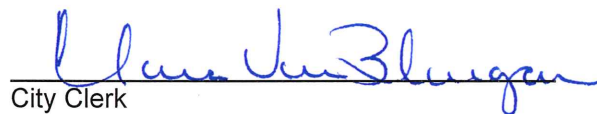
Chief Velasquez said the support and cooperation with the community is increasing which they appreciate because taking ownership is what it is about.

Mimi Hardman, Depot Museum reported vandalism that has been occurring to the train caboose at the museum.

There being no further business the meeting was adjourned at 8:46 PM.

  
Mayor/Commissioner

ATTEST:

  
City Clerk