

The meeting of the Lake Wales City Commission was held on November 5, 2013 in the Commission Chambers at the Municipal Administration Building. The meeting was called to order by Mayor Eugene Fultz at 6:00 p.m. following the invocation and the Pledge of Allegiance.

INVOCATION

The invocation was given by Dr. Jim Moyer.

PLEDGE OF ALLEGIANCE

COMMISSIONERS PRESENT: Michael S. Carter; Betty Wojcik; Christopher Lutton; Jonathan Thornhill; Eugene Fultz, Mayor

COMMISSIONERS ABSENT:

CITY REPRESENTATIVES PRESENT: Kenneth Fields, City Manager; Clara VanBlargan, City Clerk; Jennifer Nanek, Deputy City Clerk; Albert C. Galloway, Jr., City Attorney

[Full staff memos are incorporated into the minutes. Meetings are recorded, but not transcribed verbatim.]

MAYOR

A proclamation was presented establishing November 2013 as American Music Month.

A proclamation was presented to Johnsie McAllister from Good Shepherd Hospice establishing November 2013 as National Hospice and Palliative Care Month.

A proclamation was presented to a representative of the Polk Family Week Committee establishing November 15-22 2013 as Polk County Family Week.

PRESENTATIONS

Agenda Item 6. Quarterly Presentation by the Economic Development Council (EDC)

Jim Bell, Director of the Chamber of Commerce, reviewed the terms of the agreement with the City and suggested that because he is required to provide quarterly financial reports perhaps the City Commission could eliminate the need for an annual report. Mr. Bell identified the members who serve on the Economic Development Council (EDC), which includes the Mayor and City Manager. Kevin Respress is the current Chair of the EDC and Vice-President of Economic Development which oversees this arm of the Chamber. Next year, David Fisher will take over this position. Mr. Bell presented the first quarterly financial report, which includes two payments from the City thus far that cover the period through the end of December. He explained the level of benefits to participating members.

Mr. Bell described changes that have been made such as to signs and the website; he shared a list of partnering entities, and detailed some tools established and discussed the development of a Strategic Plan. Mr. Bell said that he and City Manager Kenneth Fields have several meetings scheduled in the days ahead with the CFDC and others to build relationships and promote Lake Wales. Mr. Bell shared a slideshow of various eyesores, especially signs, around the community and emphasized the need to improve our City's appearance.

Mr. Fields explained various steps being taken to address these issues such as the grant on the agenda later. They are developing lists of available resources such as empty buildings and all forms and fees required for those interested in coming to Lake Wales.

Nicholas Smith, 1001 Tower Blvd., asked if there was any chance of a share of the bed tax. Mr. Bell agreed that there might be and that he will speak with the ones in charge of those funds to investigate this possibility.

David Smith, President of the Lake Wales branch of the NAACP, recommended including the slogan "Crown Jewel of the Ridge" in the EDC logo. Mr. Bell said they would take that into consideration.

COMMUNICATIONS AND PETITIONS

Mimi Hardman, President of the Historic Lake Wales Society, presented a special clock to Jack Neal in appreciation of his help in maintaining the historic clock downtown.

CONSENT AGENDA

Agenda Item 7. Approval of Minutes: October 15, 2013, Regular Meeting

Agenda Item 8. Lease Agreement – Christmas Decorations

[Begin agenda memo]

SYNOPSIS

The City Commission will consider entering into a one (1) year lease agreement with Clark Sales Display, Inc. for Christmas decorations for \$11,890.00 with a two (2) year option to lease at the same price.

RECOMMENDATION

Staff recommends that the City Commission approve the following action:

1. Approve a one (1) year lease agreement with Clark Sales Display, Inc. for Christmas decorations for \$11,890.00 with a renewal option to lease at the same price for two (2) years.

BACKGROUND

The City has been utilizing a continued lease option for Christmas decorations with Clark Sales Display, Inc. since 1999. The current lease ended December 2012.

Clark Sales Display, Inc. and C.D.I Enterprises are the only companies that offer lease agreements for Christmas decorations. C.D.I Enterprises declined to submit a proposal at this time due to insufficient inventory. The proposal from Clark Sales Display, Inc. includes installation, removal, maintenance and storage:

Clark Sales Display, Inc.	82 silhouettes/ 48"	\$145.00 per decoration	\$11,890.00 annually
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OPTIONS

Do not approve the agreement.

FISCAL IMPACT

The current fiscal year 13'14 budget has \$12,000.00 for Christmas decorations

[End agenda memo]

Agenda Item 9. Procurement Card Services

[Begin agenda memo]

SYNOPSIS

The City Commission will consider approving an agreement with Bank of America for Procurement Card Services

RECOMMENDATION

It is recommended that the City Commission take the follow action(s):

1. Approve the selection of Bank of America for Procurement Card services.
2. Authorize the City Manager to execute an agreement and related documents.

BACKGROUND

Ordinance 2013-17 establishes authorization of Procurement Card (P-Card) purchases. Currently, the City's only methods of acquisition for procuring day-to-day commodities are purchase orders (PO's) and traditional checks. Procurement Cards will allow the City to capitalize on discounted pricing available through Internet purchases and will provide staff the ability to make travel arrangements, which typically require credit cards. The City Manager will have the sole authority to grant Procurement Cards to staff and the City Commission will establish the policies relating to the Procurement Card program.

Bank of America is the current Procurement Card service provider for the State of Florida (Contract # 973-20-13-SS). Purchases made from State of Florida Contracts are exempted from the competitive sealed bid requirement outlined in our Purchasing Ordinance, Sec. 2-418, which allows us to capitalize on the State's economy of scale and reduces the timeline of acquisition. The term of the agreement will be for a period of two years.

OTHER OPTIONS

Do not approve the State Contract agreement with Bank of America and direct staff to utilize the competitive bid process.

FISCAL IMPACT

None

[End agenda memo]

Agenda Item 10. Purchasing Card Policy and Procedures Manual

[Begin agenda memo]

SYNOPSIS

The City Commission will consider establishing administrative policies for the use of purchasing cards.

RECOMMENDATION

The recommendation is for the City Commission to approve the Purchasing Card Policy and Procedure Manual.

BACKGROUND

The Purchasing Card Program is designed to help better manage low-dollar purchases and provide enhanced efficiency relating to the procurement process for the City of Lake Wales. By creating policies for the purchasing card program, the City Commission will be setting standards for all cardholders to follow relating to acceptable use.

A Purchasing Card program brings many benefits to...

Cardholders – Staff will be able to obtain low-dollar purchases or on-line purchases without having to requesting petty cash or waiting for a check to be issued. This streamlines the purchasing process and can help improve turnaround time on receipt of city orders. It will also reduce the processing costs related to the purchase and payment for low-dollar items.

The City of Lake Wales - The purchasing card program provides a cost-efficient, alternative method for purchasing low-dollar items. The purchasing card enables all departments to focus on higher value added activities.

Vendors - The purchasing card will be welcomed by vendors who accept credit card transactions. When they accept the card for business purchases they will receive payment directly from merchant service provider, usually within 48 hours.

FISCAL IMPACT

There is no fiscal impact associated with adoption of this policy

[End agenda memo]

Agenda Item 11. Resolution 2013-09 - Updating Designation of Administrative Responsibilities

[Begin agenda memo]

SYNOPSIS

The purpose of this proposed resolution is updating the designation of administrative responsibilities to reflect the change in city administration.

RECOMMENDATION

It is recommended that the City Commission adopt Resolution 2013-09, updating the designation of administrative responsibilities during the temporary absence of the city manager and the city clerk.

The term *temporary absence* for this purpose means “not available to come to the Municipal Administration Building to perform the duties for a period longer than twenty-four hours.”

BACKGROUND

The City Commission is empowered by the City's Charter to appoint the City Manager and the City Clerk and to approve the designation of individuals to serve in these capacities during the temporary absence of the appointees.

To avoid any potential conflicts with dual office-holding provisions of Article II, Section 5 of the Florida Constitution, this designation is made by resolution of the City Commission. Resolution 2011-16 made the last designation and it reflects the organization that was current at the time.

Due to the recent hiring of a new city manager, it is necessary to update the designation of administrative responsibilities in his temporary absence. Jacquie Hawkins, former deputy city clerk, retired on October 21,

2013 and Special Projects Manager Jennifer Nanek is now deputy city clerk assisting in the administrative duties of the city clerk. It is necessary for the City Commission to designate Ms. Nanek to serve as acting city clerk in the temporary absence of the city clerk for the purpose of signing or attesting official documents or accepting service of official notice; serving as election official; and custodian of public records.

Due to these recent organizational changes, it is necessary to update the designation of acting city manager and acting city clerk. The city manager has chosen those who he would like to serve in his temporary absence and the deputy city clerk to serve as acting city clerk in the temporary absence of the city clerk.

After reviewing the city's table of organization, the city manager reorganized some administrative functions to improve and better balance the supervisory span of control. This change took effect on October 21, 2013. Attached is the "revised" Organization Chart, which is an amendment to the relevant appendix to the city's budget.

OTHER OPTIONS

None

FISCAL IMPACT

None

[End agenda memo]

Clara VanBlargan, City Clerk, read Resolution 2013-09 by title only.

A RESOLUTION OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, UPDATING THE DESIGNATION OF INDIVIDUALS TO SERVE IN THE CAPACITY OF ACTING CITY MANAGER AND ACTING CITY CLERK DURING THE TEMPORARY ABSENCE OF THESE APPOINTED OFFICIALS.

Agenda Item 12. Resolution 2013-10, Master Joint Participation Agreement –AR709

[Begin agenda memo]

SYNOPSIS

The City Commission will consider approving Resolution 2013-10 entering into an agreement with the Florida Department of Transportation (FDOT) for the Airfield Improvements at the Lake Wales Municipal Airport.

RECOMMENDATION

Staff recommends that the City Commission approve the following action:

1. Approve Resolution 2013-10 and enter into a Master Joint Participation Agreement with the Florida Department of Transportation (FDOT) for \$8,100.00.
2. Authorize the city manager to sign the resolution and the agreement.

BACKGROUND

In May 2005, the City of Lake Wales entered into a Joint Participation Agreement, Resolution 2005-14 with the Florida Department of Transportation (FDOT) for funding of the following Lake Wales Airport projects: Signage & Tetrahedron (air traffic pattern indicator), Automated Weather Observing System (AWOS), Precision Approach Path Indicator (PAPI), Master Joint Participation agreement with Hoyle, Tanner &

Associates, Inc. Task Order #1 (planning and design of an Airport Master Plan and Airport Plan Update) and Automobile Parking.

In 2006, Resolution 2006-11 replaced the existing Joint Participation Agreement, incorporated the above projects that had not been completed to date (AWOS and Automobile Parking) and includes additional funding for Automobile Parking and funding for FAA airport improvements (FDOT's match for upcoming FAA projects).

In 2007, Resolution 2007-04 replaced the existing Joint Participation Agreement and incorporates the projects from Resolution 2007-04, and includes funding for the design phase of the Medium Intensity Runway Lights project (MIRL,s) and for FAA improvements (FDOT's match for upcoming FAA projects).

In 2008, Resolution 2008-01 replaced the existing Joint Participation Agreement, incorporated the project that had not been completed to date (Automobile Parking), and included funding for the Medium Intensity Runway Lights project (MIRL, s) construction phase and for FAA improvements.

In 2009, Resolution 2009-05 replaced the existing Joint Participation Agreement and includes funding for the Medium Intensity Taxiway Lighting System (MITL,s) construction phase.

Resolution 2010-08 replaced the existing Joint Participation Agreement and included an amendment to the funding for the Medium Intensity Taxiway Lighting System (MIT,s) from \$218,255.00 to \$318,897.00; FAA: \$302,953.00, FDOT: \$7972.00, City: \$7972.00. Funding was also provided for improvements to bring runway 17-35 safety areas up to standards and remark the pavement in the amount of \$100,000.00; FDOT: \$80,000.00 and the City: \$20,000.00.

Resolution 2013-10 replaces Resolution 2010-08 and provides funding for the engineering design phase for airfield improvements at the Lake Wales Municipal Airport in the amount of \$8,100.00.

FISCAL IMPACT

The City's match for the airfield improvements project is \$8,100.00
Federal (FAA) share is \$145,800.00
State (FDOT) share is \$8,100.00

Project total: \$162,000.00 (includes \$1000.00 for an independent cost estimate that is required by the Federal Aviation Administration (FAA) for projects over \$100,000.00.
FY 12/13 \$1,000.00 / FY 13/14 \$161,000.00.

OTHER OPTIONS

The City Commission has already accepted the grant offer from the Federal Aviation Administration (FAA) for this project.

[End agenda memo]

Clara VanBlargan, City Clerk, read Resolution 2013-10 by title only.

A RESOLUTION OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA AUTHORIZING THE EXECUTION OF A MASTER JOINT PARTICIPATION AGREEMENT (JPA), ITEM-SEGMENT-PHASE-SEQUENCE NUMBER (FINANCIAL PROJECT NUMBER): 434822 1 94 01 (REHABILITATE AN AIRPORT ROAD, PERFORM RUNWAY 24 SAFETY IMPROVEMENTS AND REALIGN TAXIWAY A WEST) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION TO ALLOW THEIR PARTICIPATION IN AN AVIATION PROJECT AT THE LAKE WALES MUNICIPAL AIRPORT.

OPENED PUBLIC COMMENT ON CONSENT AGENDA

Jack Neal, 435 East Central Avenue, said he serves on the Airport Authority and is in support of the Airport project and that he's glad it is getting done.

CLOSED PUBLIC COMMENT ON CONSENT AGENDA

Commissioner Wojcik commented on the recent change in Public Works Departments and asked City Manager Kenneth Fields to explain. Mr. Fields explained that Mr. Moran overseeing too many supervisors and Mr. Slaton was ready to take on additional responsibility, so Facilities and Public Services is under the direction of Mr. Slaton instead of Mr. Moran. This provides more balance among the departments and allows for more oversight of all the departments.

Commissioner Lutton made a motion to approve the Consent Agenda. Commissioner Thornhill seconded the motion.

By Roll Call Vote:

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

The motion carried 5-0.

OLD BUSINESS

Agenda Item 13. Ordinance 2013-17, Amendments to Procurement Ordinance 2011-32, Chapter 2, Administration – 2nd Reading & Public Hearing

[Begin agenda memo]

SYNOPSIS

The City Commission will consider adopting the proposed amendments to the current procurement ordinance.

RECOMMENDATION

The recommendation is for the City Commission to adopt Ordinance 2013-17 after second reading and public hearing.

The City Commission approved first reading of Ordinance 2013-17 on October 15, 2013. Public Notice for second reading and public hearing was advertised on Saturday, October 26th in the Lake Wales News.

BACKGROUND

Ordinance 2013-17 amends the City's current procurement Ordinance, 2011-32. The proposed amendments update language in the City's existing procurement code sections to conform to Chapter 287 of the Florida Statutes and to modify certain other areas of the code that may be in the best interests of the City.

1. **Changes in Threshold Amounts** - It is recommended that the Commission revise the fixed threshold amounts of the existing city code of ordinances (**Sec. 2-402(a)**), to the allowable category threshold amounts provided within the **Florida Statute (F.S.) Sec. 287.017**:

Currently – The City’s thresholds amounts compared to F.S. Section 287.017 are as follows:

		<u>City</u>		<u>287.017 F.S.</u>
Category One –	From	\$ 15,000	to	\$ 20,000
Category Two –	From	25,000	to	35,000
Category Three –	From	50,000	to	65,000
Category Four –	From	150,000	to	195,000
Category Five –	From	250,000	to	325,000

Various sections of the City’s code of ordinances relating to procurement provided authorization to a fixed dollar value rather than the proposed threshold category within F.S. 287-017. Numerous changes were required for the conversion to the threshold categories.

The following changes were noted:

- The statutory requirements for written agreements embodying all provisions and conditions of the procurement will be triggered at Category Two instead of \$20,000. Our current Ordinance binds this requirement to Category One procurements rather than Category Two. **(Sec. 2-406(b))**.
 - The cost of commodities or contractual services that require commission approval is increased from \$10,000 to Category One. **(Sec. 2-417(3))**.
 - The cost of commodities or contractual services that require competitive sealed bidding is increased from \$25,000 to Category Two **(Sec. 2-418(a))**.
 - The cost where a selection committee is *required* to review bid submittals for a Request for Proposal (RFP) is increased from \$150,000 to Category Four. **(Sec. 2-418(h))**.
 - The statutory requirements of the Consultants Competitive Negotiation Act (CCNA) are triggered at Category Five instead of \$250,000 for professional services on a construction project and at Category Two instead of \$25,000 for planning services. **(Sec. 2-423)**.
 - The statutory requirements for procurement of Design-Build services are triggered at Category Four instead of \$150,000. **(Sec. 2-441)**.
 - The requirement for notice in the legal section of a newspaper for a municipal public works project is increased from \$25,000 to Category Two **(Sec. 2-257)**.
2. **Inclusion of the U.S. General Service Administration contract Schedules Under Which the City May Make Purchases** – The City’s current code does not have a provision for utilizing U.S. General Service Administration contract schedules, though there is a provision for utilizing State-level contracts. Staff recommendation is to include this amendment which would allow the City to capitalize on these pre-negotiated federal contract schedules. **(Sec. 2-403-(b))**.
3. **Removal of City Code Sec. 2-408 titled “Piggybacking”** - In a memo to the City Commission dated October 15, 2009, City staff requested Commission “endorsement” of a contract piggyback policy. The policy requires City staff to obtain three informal quotes before piggybacking another agency’s contract is allowed. In practice, staff is unable to obtain quotes on every piggyback contract as bid specifications are not always available, particularly when the specifications require front-end engineering to obtain the specifications required to obtain the informal quotes. Sec. 2-408 was not included as an amendment to the purchase ordinance in the 2009 memo, but was adopted by the Commission as policy. Staff is requesting the Commission to retract the endorsement of this policy and authorize the removal of **Sec 2-408** from the City Code.

City Code Sec. 2-404 already authorizes City staff to capitalize on contracts competitively bid by other agencies when documentation of the competitive bid process is provided to the Commission.

4. **Change in Local Vendor Preference from 2% to 5%** - With the adoption of Ordinance 2009-27, the City Commission granted a preference to local vendors when the bid of the local vendor is not more than 2% higher than the lowest bid. The proposed Ordinance amendment would increase the preference granted to local vendors from 2% to 5% (**Sec. 2-417(b)**).

The potential cost of a local preference policy when awarding a bid is illustrated in the following chart:

Amount of Bid	Value of 5%
\$25,000	\$1,250
\$50,000	\$2,500
\$100,000	\$5,000
\$200,000	\$10,000
\$400,000	\$20,000

5. **Establishment of a Procurement Card Program** - This Ordinance amendment establishes authorization and policies for procurement card (P-Card) purchases. Currently, the City's only methods of acquisition for procuring day-to-day commodities are purchase orders (PO's) and traditional checks. Procurement Cards will allow the City to capitalize on discounted pricing available through Internet purchases and will provide staff the ability to make travel arrangements, which typically require credit cards. The City Manager will have the sole authority to grant procurement cards to staff. The City Commission will establish the policies relating to the purchasing card program. (**Sec. 2-417(e)**).
6. **Establishment of a Bid Protest Method** - The current Purchasing Ordinance does not have a defined process for the remediation of protests that arise from the competitive sealed bid process. This amendment establishes a process whereby vendors may file a written protest with the City Manager no later than 72 hours after a bid award and shall receive a response from the City Manager within 21 days of the receipt of the protest stating any decisions made. During the City Manager's review the City shall not proceed further with the contract award until all administrative remedies have been exhausted. (**Sec. 2-418 (o)**).

OTHER OPTIONS

The Commission may elect to not amend the City's Purchase Ordinance with the proposed amendments

FISCAL IMPACT

The potential cost of the amended local preference is illustrated in the following chart:

Amount of Bid	Value of 5%

\$25,000	\$1,250
\$50,000	\$2,500
\$100,000	\$5,000
\$200,000	\$10,000
\$400,000	\$20,000

[End agenda memo]

Clara VanBlargan, City Clerk, read Ordinance 2013-17 by title only.

AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION, LAKE WALES CODE OF ORDINANCES, AMENDING RULES AND PROCEDURES FOR THE PROCUREMENT OF COMMODITIES OR CONTRACTUAL SERVICES TO CONFORM TO THRESHOLD AMOUNTS ESTABLISHED BY FLORIDA STATUTES FOR PURCHASING CATEGORIES; CONFORMING LANGUAGE IN VARIOUS SECTIONS TO PROVISIONS OF FLORIDA STATUTES; AMENDING THE PREFERENCE GRANTED TO LOCAL VENDORS WHEN PROCURING COMMODITIES OR CONTRACTUAL SERVICES; ESTABLISHING AUTHORIZATION FOR PROCUREMENT CARD PURCHASES; ESTABLISHING PROCEDURES FOR BID PROTESTS THAT ARISE FROM THE CONTRACT PROCUREMENT PROCESS; ESTABLISHING AUTHORIZATION FOR THE PROCUREMENT OF COMMODITIES OR CONTRACTUAL SERVICES ON GENERAL SERVICE ADMINISTRATION CONTRACT SCHEDULES; PROVIDING FOR AN EFFECTIVE DATE.

OPENED PUBLIC HEARING

There were no comments from the public

CLOSED PUBLIC HEARING

Commissioner Thornhill made a motion to adopt Ordinance 2013-17 after second reading and public hearing. Commissioner Lutton seconded the motion.

By Roll Call:

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

The motion carried 5-0.

NEW BUSINESS

Agenda Item 14. Ordinance 2013-18, Budget Amendment #4, 1st Reading

[Begin agenda memo]

SYNOPSIS

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

RECOMMENDATION

The recommendation is for the City Commission to approve Ordinance 2013-18 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 and amended by Ordinance 2013-02 (02/05/13), 2013-06 (03/19/2013) and 2013-10 (07/16/2013).

We are presenting for first reading an amendment of Ordinance 2013-18 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.

This budget amendment is based on unaudited financial reports for the accounting period ending on 09/30/13. The following is a summary of changes included in the proposed amendment:

Revenues & Balances Fwd	Increase(Reduction)
General Fund	64,184
Transportation Fund	26,146
Police Forfeiture	19,000
Debt Service Fund	10,270
Capital Projects	1,000,000
Airport Fund	1,000
Total Increase(Reduction) of Revenues & Balances Fwd	1,120,600
Appropriated Expenditures & Reserves	
General Fund	79,586
Library Fund	60,000
Debt Service Fund	10,270
Utility System Fund	50,752
Airport Fund	6,600
Reserves	913,392
Total Increase(Reductions) of Appropriated Expenditures & Reserves	1,120,600

The proposed budget amendment increases the City's total budgeted expenditures by \$207,208 and increases reserves by \$913,392 for a net increase in appropriated expenditures and reserves of \$1,120,000 (from \$35,503,385 to \$36,623,985).

Reasons for this amendment include:

Revenues and Reserve Balance Proposed Changes:

General fund revenues were increased by \$64,184 for the following items:

- Miscellaneous revenues were reduced by \$55,000 for the Heartland funding which was not received during FY12-13.
- Other Funding Sources was increase by \$119,184 for the capital lease of six police cars from Mears leasing. Upon review of the terms within the lease agreement, these leases agreements will be recognized as capital lease instead of operating leases.

The transportation fund beginning fund balance was increased by \$26,146 for a more accurate reflection of this fund.

Police forfeiture fund revenues were increased by \$19,000 for the proceeds received from the sale of seized vehicles on GovDeals.

Debt service fund revenues and expenditures were both increased by \$10,270 for the lease service payments due on the six new police cars. The terms of the lease agreement caused the classified of these lease to be "capital leases" which in turn created the need to list these payments within the debt service fund.

Net capital project fund revenues increase by \$1,000,000 due to the inclusion of the \$1,700,000 loan (for the fire substation and cemetery addition) and the reduction of \$700,000 for a fire substation grant.

Airport revenues were increased by \$1,000 relating to campground rentals for a more accurate reflection of this fund.

Appropriated Expenditures and Reserve Balance Proposed Changes:

Fund expenditures were increased by \$207,208 for the following items:

- \$2,400 for an ID Badge Machine within the HR Department
- \$119,184 for the capital lease of six new police cars.
- \$10,270 transfer to debt service for the lease payment due on the new police cars.
- \$10,270 was paid by the debt service for the lease service due on the new cars.
- \$5,084 for security system and a lap top computer to be used at the soccer complex.
- \$60,000 for carpet at the library.

Revenue balance was increased by \$913,392

OTHER OPTIONS

With the exception of the detailed items listed about this is primarily a housekeeping ordinance to conform the budget to items approved by the City Commission. This is a required housekeeping amendment that must be adopted no later than November 30, 2013.

FISCAL IMPACT

See Exhibit A and Exhibit B attached to Ordinance 2013-18

[End agenda memo]

Clara VanBlargan, City Clerk, read Ordinance 2013-18 by title only

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING ORDINANCE 2012-15 AS AMENDED BY ORDINANCE 2013-01, 2013-06, AND 2013-10 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.

Dorothy Ecklund, Director of Finance, reviewed the Budget Amendment and highlighted the changes many of which came before the Commission previously.

Commissioner Lutton asked for clarification on Exhibit A, why there was a -\$700,000 under Intergovernmental Revenue and the transfer of 1.7 million. Ms. Ecklund explained that a grant was originally budgeted for the construction of the fire station instead of the current loan. So it would not appear that we got a grant and a loan she took off the grant and put on the loan.

Commissioner Thornhill made a motion to approve Ordinance 2013-18 after first reading. Commissioner Wojcik seconded the motion.

By Roll Call Vote:

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

The motion carried 5-0.

**Agenda Item 15. Funding and Program Agreement – FL Department of Economic Opportunity
"Premier Streets" Community Appearance Grant**

[Begin agenda memo]

SYNOPSIS

Florida Dept. of Economic Opportunity offered funds of \$25,000 to undertake the "premier streets" project proposed by the Planning & Development Department and Parks and Community Appearance Advisory Board. The project is to devise an action plan for improving the appearance of major streets leading to and surrounding the downtown historic district. Central Ave., First St., and the downtown streets will be included. Requested, is approval of an agreement between the City and the granting agency.

RECOMMENDATION

Recommended is approval of the grant agreement.

The agreement has been reviewed by the City Attorney and Finance Director.

BACKGROUND

The agreement with the Florida Department of Economic Opportunity is for a \$25,000 technical assistance grant to develop an action plan to improve the appearance of key streets leading to and surrounding the downtown historic district.

The Scope of Work is detailed in Exhibit A (page 13) of the agreement. Work must be completed by May 2014. Use of the funds is restricted to planning and design.

A prototype sign and landscaping concept for city entrances will be developed as part of the project. Improving the appearances of gateways to the city is a priority of the Economic Development Council, and additional funding may be provided by the Council.

Community appearance is an important factor in attracting business and residents to the community. As stated in the application for funds:

“Premier Streets” are the most important local streets in a community. These streets are responsible for the first impression of our community for visitors when they leave the highway and wend their way to the downtown or a residential neighborhood. And these streets are experienced time and time again by residents and regular visitors.

Streets to be included are Central Ave. from SR 60 (Clark’s Corner) to Lake Wailes, First St. from SR 60 to Wiltshire, and the streets within and surrounding the downtown historic district.

Application for the funds was made by the Planning and Development to thoroughly analyze what needs to be done to improve the appearance of the focal area rather than continue with a scattershot approach. As actions are taken based on the plan, progress and success can be evaluated. If successful, the approach might be used in other areas of the City.

As stated in the Scope of Work:

The proposed project will provide the city with a feasible action plan to transform the tired, uncared-for spots on the streets around the gem of the historic downtown. It will build upon concepts in the City of Lake Wales Assessment Report (2005) and The Downtown Lake Wales Master Plan (2008), both by Martin & Vargas. While previous reports provided large concepts for the future, the proposed project will identify immediate and practical actions that can be taken towards the goals of those plans.

The product of the work will be a photo presentation with an accompanying action plan. The photo presentation will document problem areas, and “mock up” photos of selected areas will illustrate what could be done to improve the appearance of the problem area. The action plan will identify responsibility for taking the recommended actions.

Planning staff and the members of the Parks and Community Appearance Advisory Board will work closely with the consultant to identify issues and develop the action plan. A photo presentation will be made to the City Commission upon completion of the project.

OTHER OPTIONS

The City Commission does not wish to move forward with the project, the offer can be declined.

FISCAL IMPACT

No matching funds are required for the grant. Considerable time will be required of Planning staff to undertake the project.

[End agenda memo]

Kathy Bangley, Assistant Director of Planning and Development, reviewed the grant and the project. This grant is a technical planning assistance grant and will be used to hire a consultant to assess current

conditions and recommend short-term and long-term improvements to the entrances and premier streets to Lake Wales. The EDC has expressed interest in helping with finding funding for some of the projects.

Commissioner Lutton asked if this was a master plan but does not specifically design projects. Ms. Bangley confirmed that this was a plan on how and what needs to get done.

City Manager Kenneth Fields commented that they would like to stretch this grant to do more than the plan if possible.

Commissioner Wojcik said the graphic design help will be nice. Ms. Bangley confirmed that is what the City is asking for.

Commissioner Carter wanted confirmation that we are approving the grant from the Department of Economic Opportunity and this will go through the bid process. Ms. Bangley confirmed this.

Commissioner Wojcik confirmed that we already have approval of this grant. Ms. Bangley confirmed that the Department of Economic Opportunity is supportive of this effort and is ready to give us the grant.

Mimi Hardman, Historic Lake Wales Society, expressed concerns regarding the Historic Districts that any design work would be mindful of the historic areas. Ms. Bangley said this just addresses the entryways but will keep in mind those concerns.

Commissioner Thornhill made a motion to approve the Funding and Program Agreement with the Florida Department of Economic Opportunity. Commissioner Wojcik seconded the motion.

By Voice Vote:

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

The motion carried 5-0.

Agenda Item 16. Memorandum of Understanding between AAS Foundation and the City of Lake Wales

[Begin agenda memo]

SYNOPSIS

The City has the opportunity to partner with the AAS Foundation to make repairs and improvements to the basketball court located at Lincoln Avenue Park.

RECOMMENDATION

It is recommended that the Commission approve the MOU and authorize the City Manger to execute all necessary documents.

BACKGROUND

The City has been approached by AAS Foundation to repair and improve the basketball court located at Lincoln Avenue Park through a public/private partnership. The Foundation will provide funding for the following elements of the project:

- Removal of the existing concrete basketball court to be replaced by a basketball court to include six (6) goals on a single full-length court and two (2) crosswise reduced length courts. The court(s) will have appropriate lines after construction.
- Purchase and installation of two (2) sets of 4 row 15 foot bleachers Purchase and installation of two 10' by 20' shade/shelter structures for the bleachers.
- Purchase and installation of a vandal-resistant drinking fountain.

- Purchase and installation of signage for the basketball courts and park.

The Foundation will also have naming rights to the court/park with Commission approval.

The City will participate by providing for the project to take place on public property, hiring a design professional to create a conceptual site plan, construction plans and specifications for the project. The City will also provide for bidding and award of construction contract(s); project management services including permitting and construction oversight; and installation of necessary utility infrastructure for the drinking fountain.

The MOU has been reviewed by the city attorney.

FISCAL IMPACT

The MOU states that the AAS Foundation's financial commitment be in a not to exceed amount of \$42,000. By signing the MOU the City will be committing to funding through in-kind service or actual dollars any cost in excess of that amount to achieve completion of the project.

OTHER OPTIONS

Commission could to opt not to approve the memorandum of Understanding

[End agenda memo]

Ms. Bangley said she would stand for questions at the City Manager's request. City Manager Kenneth Fields reviewed the project and the draft agreement and said a few additional things need to be worked out. Ms. Bangley said the City agrees to hire a design professional, which will cost the City about \$5000. These funds may come out of impact fees.

Commissioner Carter expressed surprise at vandal resistant water fountains. Ms. Bangley described the fountains, and emphasized that they are not vandal proof but vandal resistant.

Commissioner Wojcik expressed approval of this project and hope that this is the beginning of a good relationship with the AAS Foundation and those associated with it.

Commissioner Thornhill made a motion to approve the Memorandum of Understanding between AAS Foundation and the City of Lake Wales. Commissioner Wojcik seconded the motion.

By Voice Vote:

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

The motion carried 5-0.

CITY MANAGER

City Commission Tracking Report:

City Manager Kenneth Fields reviewed the tracking report. Today was the bid opening for playground equipment and those bids came in lower than expected.

Mr. Fields reported that the gazebo at Lake Wailes has been removed for safety concerns. The gazebo will be replaced soon as quotes are currently being sought. Possible additional features at Lake Wailes Park are being explored.

Mr. Fields said the Fire Substation is moving forward and additional recreational facilities at that site are being investigated.

Regarding the Sign Ordinance, Mr. Fields explained that an additional public hearing was held by the Planning and Zoning Board and some minor recommended changes to the sign ordinance are being developed by staff and will come before the Commission in the next month. Once the changes are approved, the City will begin enforcement of it.

The Building Official assessments are being reviewed for safety concerns and a new schedule is being developed. Pricing will then be done and that information will be brought to the commission.

City Commission Calendar

The next workshop date is set for December 3rd at 5:30 p.m. to discuss items to present to the legislative delegation scheduled for December 16th in Bartow.

CITY COMMISSION COMMENTS

Commissioner Lutton commented on the gazebo project and suggested that this item be on fast track for replacement. City Manager Kenneth Fields said this will be done quickly, within a matter of weeks.

A question was asked by Commissioner Carter on what additional features are suggested for Lake Wailes Park. Mr. Fields said he is exploring ideas such as maybe a larger gazebo, he is getting prices and will get back to commission. Commissioner Carter suggested possible upgrades to the basketball court and maybe restrooms.

Commissioner Wojcik asked Mr. Fields to present ideas or recommendations after being here for three months. Mr. Fields suggested maybe at the initial six month review in January or February he will present his review and recommendations. Commissioner Wojcik suggested December before the review so that the Commission can consider his review.

Commissioner Lutton suggested establishing a master plan and not just putting stuff down there randomly. He recommended including planning and professional help. Mr. Fields concurred and said he will include input from the Parks Board as well as professional input.

Commissioner Wojcik asked about the status of the fountain on the lake at the entrance to the city. Mr. Fields said the fountain is in progress.

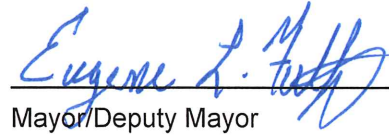
CITY MANAGER COMMENTS

Mr. Fields reported that the County has reduced landfill fees which may impact the City's costs and rates may be adjusted next year.

City Commission Meeting
November 5, 2013

Mr. Fields said he attended and enjoyed his first Pioneer Days that it was a great event. He commended the staff and volunteers for their efforts. He will explore possible additional Tourist Development funds for that event.

The meeting was adjourned at 7:28 p.m.



Mayor/Deputy Mayor

ATTEST:



City Clerk Clara VanBlargen, MMC