

The meeting of the Lake Wales City Commission was held on December 15, 2015 in the Commission Chambers at the Municipal Administration Building. The meeting was called to order by Mayor Eugene Fultz at approximately 6:00p.m. following the Invocation and the Pledge of Allegiance.

INVOCATION

The invocation was given by Dr Jim Moyer.

PLEDGE OF ALLEGIANCE

COMMISSIONERS PRESENT: Terrye Y. Howell; Pete Perez; Christopher Lutton; Jonathan Thornhill; Eugene Fultz, Mayor

COMMISSIONERS ABSENT: None

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

5. MAYOR

6. PRESENTATION/REPORT

Jennifer Nanek, assistant to the City Manager, provided a report on the Citizens Advisory Task Force meeting held on Thursday, December 10 and the first CDBG public hearing held following that meeting on the same night. Ms. Nanek said the recommendation of the Citizens Advisory Task Force was for the City Commission to approve reapplying for a CDBG grant in the category of neighborhood and revitalization. She said staff recommends that the Commission authorize that and for staff to prepare the application.

Deputy Mayor Thornhill asked if that was something the Commission would be approving on the agenda or if the Commission was being asked to do it now. Ms. Nanek said to do it now. Deputy Mayor Thornhill made the first motion, Commissioner Howell seconded the motion.

By Voice Vote:

Deputy Mayor Thornhill "YES"
Commissioner Howell "YES"
Commissioner Lutton "YES"
Commissioner Perez "YES"
Mayor Fultz "YES"

The motion carried 5-0.

7. COMMUNICATIONS AND PETITIONS

Gary Gose, VFW 2420 Commander, thanked Commissioner Howell for attending the VFW's 70th anniversary reception in the absence of the Mayor.

Mr. Gose said in a meeting held that morning with the City a Stand Down was tentatively scheduled for November 12, 2016 for all homeless veterans, veterans in need, veteran widows and widowers, and any non-veterans in need of help. He said a community egg hunt was tentative scheduled in that meeting for March 25, 2016.

8. CONSENT AGENDA

Agenda Item 8.1. APPROVAL OF MINUTES: December 1, 2015 Regular Meeting

Agenda Item 8.II. Automated Weather Observation System (AWOS)

[Begin Agenda Memo]

SYNOPSIS

The approval is for the upgrade of the Automated Weather Observation System (AWOS) at the Lake Wales Municipal Airport.

RECOMMENDATION

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

1. Remote Systems Integration (RSI) to upgrade the Automated Weather System.
2. A budget amendment in the amount of \$42,677.00 to cover the cost of the upgrade.

BACKGROUND

The Automated Weather Observation System (AWOS) provides safety for pilots by providing accurate and reliable automated and continuous real-time weather reports about weather conditions around the airport.

The current system is at its end of life status (10-years) and is no longer repairable because parts for this system is no longer available. If any component of the system fails, it will result in a partial outage or total outage if all components of the system fails.

Remote Systems Integration (RSI) has the only Florida based technician that inspects and repairs the AWOS system.

FISCAL IMPACT

This cost is not budgeted in the current fiscal year budget, therefore staff is seeking commission approval for this purchase by means of a budget amendment.

Ceilometer, complete-AWI8339 (FAA approved)	\$ 24,821.00
3000 CDP system complete (uses existing radio units)	\$ 12,356.00
Visibility sensor	\$ 4,000.00
Installation and system check-out	\$ 1,500.00

OPTIONS

The commission can choose not to approve the upgrade at this time.

[End Agenda Memo]

Agenda Item 8.III. Disposal of Surplus Property

[Begin Agenda Memo]

SYNOPSIS

Staff is seeking approval to dispose of surplus property – vehicles.

RECOMMENDATION

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

1. Classify the property as surplus.
2. Authorize staff to dispose of the property.

BACKGROUND

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

The equipment outlined in the attached Schedule no longer serves any useful purpose to City. The items to dispose of include obsolete vehicles.

This property may be sold at public auction or to the highest bidder after the solicitation of sealed bids. In some cases the property may be recycled, donated to other non-profit or government entities or traded for fair market exchange of goods or services.

OTHER OPTIONS

Do not authorize the disposal of the listed property.

FISCAL IMPACT

Proceeds from any sales will be deposited into the general fund.

[End Agenda Memo]

Agenda Item 8.IV. Lease Agreement with Mears Motor Leasing

[Begin Agenda Memo]

SYNOPSIS

Staff is requesting Commission approval to lease-purchase 8 replacement vehicles for various Public Services departments and Code Enforcement.

RECOMMENDATION

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

1. Approve the sixty (60) month lease of five 2016 Ford F150's, one 2016 Ford Transit Passenger Van, and one 2016 Ford Escape for Public Services from Mears Motor Leasing.
2. Approve the sixty (60) month lease of one 2016 Ford F150 for Code Enforcement from Mears Motor Leasing.
3. Authorize the City Manager to execute the necessary documents on behalf of the City.

BACKGROUND

Staff recommends the lease-purchase of these vehicles for the following reasons:

- If these new vehicles were purchased under the State of Florida Contract the total purchase price would be \$174,429. Under the Mears Motor Leasing agreement these vehicles can be leased at an annual cost of \$36,668 (total cost over the five year lease term is \$183,342). A full purchase would result in a current-year decrease in cash flow of \$174,429 compared to \$36,668.
- The sixty (60) month financing term will expire at approximately 50% of the useful life of these vehicles.
- Mears Motor Leasing's proposal has an APR of 1.54% over the sixty (60) month term with a one (1) dollar residual buyout price for each vehicle.
- If these vehicles are replaced, the annual maintenance cost assessed by Polk County Fleet Management would initially be reduced by \$6,074.
- The existing vehicles have been in daily service for over 20 years.
- As with all purchases, if the City were able to purchase items without the use of financing this would result in the lowest overall cost, but the greatest single annual cash flow decrease. If the City decided to use financing options, this lease-purchase option would result in the lowest financing cost over the life of the lease. The interest costs of the five-year lease-purchase option are \$8,913.

OTHER OPTIONS

1. A full purchase would result in a current year decrease of cash flow of \$174,429.
2. Retain the existing vehicles

FISCAL IMPACT

\$23,643 was appropriated for Public Services vehicle leases in the FY 2015-16 adopted budget (9 lease payments). The acquisition of these vehicles has been delayed three months and only 6 payments will be made in FY 2015-16, resulting in a fiscal year savings of \$7,545.

\$2,238 will be transferred from Code Enforcement's operating budget to fund the vehicle lease for the remainder of the fiscal year.

If the City Commission approves the vehicle lease agreement, the City is committed to a yearly lease payment of \$36,668 for the remaining four and a half (4.5) years of the five (5) year lease. If revenues are insufficient in future years, an option would be to return the vehicles under the non-appropriation of funds clause. If it becomes necessary to exercise this option, however, the departments would suffer the loss of the vehicles.

[End Agenda Memo]

Agenda Item 8.V. Lease Agreement with Mears Motor Leasing

[Begin Agenda Memo]

SYNOPSIS

Staff is requesting Commission approval to lease-purchase eight (8) Police vehicles and approval to lease-purchase two (2) Fire vehicles from Mears Motor Leasing under the Master Lease Agreement.

RECOMMENDATION

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

1. Approve the sixty (60) month lease of four (4) 2016 Chevrolet Impala marked police vehicles, three (3) 2016 Ford Interceptor Utility unmarked police vehicles and one (1) 2016 Ford Interceptor Utility marked police K9 vehicle from Mears Motor Leasing based upon the Florida Sheriff Association Fleet competitive bid pricing.
2. Approve the eighty-four (84) month lease of one (1) fire quick attack pumper and one (1) Ford Interceptor Utility unmarked fire vehicle from Mears Leasing based upon the Florida Sheriff Association Fleet competitive bid pricing.
3. Authorize the City Manager to execute the necessary documents on behalf of the City.

BACKGROUND

Within the FY 2015/16 annual budget, the City Commission approved \$259,280.00 for additional Police Department vehicles and \$246,000.00 for additional Fire Department vehicles. The FY 2015/16 annual budget indicated the vehicles would be leased versus purchased with commission approval.

Staff recommends the lease-purchase of these vehicles for the following reasons:

Police Department

- Four (4) 2016 Chevrolet Impala marked police vehicles including up-fitting. These vehicles can be lease-purchased using the Florida Sheriff Association competitive bid pricing. The capital cost of these vehicles, if purchased outright, would be \$111,769.32. Under the lease-purchase agreement, the monthly lease payment is \$1,955.73 for sixty (60) months, for a total cost of \$117,343.80 (\$1,114.90 per year leasing cost). These vehicles will be used to replace marked patrol vehicles being removed from patrol duty through reassignment, sale, or other means of disposal.
- Three (3) 2016 Ford Interceptor Utility unmarked police vehicles including up-fitting. These vehicles can be lease-purchased below the Florida Sheriff Association competitive bid pricing. The capital cost of these vehicles, if purchased outright would be \$95,202.00 through a local vendor Bartow Ford, which is \$3,768.00 lower than the cash price using the Florida Sheriff Association competitive bid pricing of \$98,970.00. Under the lease-purchase agreement, the monthly lease payment is \$1,665.84 for sixty (60) months, for a total cost of \$99,950.40 (\$949.00 per year leasing cost). These vehicles will be used to replace unmarked police vehicles being removed from duty through reassignment, sale, or other means of disposal.
- One (1) 2016 Ford Interceptor Utility marked K9 police vehicle including up-fitting. This vehicle can be lease-purchased using the Florida Sheriff Association competitive bid pricing. The capital cost of this vehicle, if purchased outright, would be \$41,312.51. Under the lease-purchase agreement, the monthly lease payment is \$722.90 for sixty (60) months, for a total cost of \$43,374 (\$412.30 per year leasing cost). This vehicle will be used to replace a marked K9 vehicle being removed from patrol duty through reassignment, sale, or other means of disposal.
- The total lease-purchase for the Police Department vehicles is \$248,283.83, which is \$10,996.17 under the approved budget amount of \$259,280.00.
- If these new Police Department vehicles were purchased rather than lease-purchased, the total purchase price would be \$248,283.83. Under the Mears Motor Leasing agreement these vehicles can be leased at an annual cost of \$52,133.64 (monthly cost of \$4,344.47). The total cost over the five year lease term is \$260,668.20 or a leasing cost of \$12,384.37 over sixty (60) months (\$206.41 per month leasing cost) A full purchase would result in a current-year decrease in cash flow of

\$248,283.83 as compared to \$52,133.64 per year (anticipated \$39,100.23 due to delivery time and nine (9) months remaining in FY 2015/16).

- Mears Motor Leasing's proposal has an APR of 1.54% over the sixty (60) month term with a one (1) dollar residual buyout price for each vehicle.
- As with all purchases, if the City were to purchase items without the use of financing this would result in the lowest overall cost, but the greatest single annual cash flow decrease. If the City decided to use financing options, this lease-purchase option would result in the lowest financing cost over the life of the lease. The interest cost of the five-year lease-purchase option for all Police Department vehicles is \$12,384.37 (or \$2,476.87 per year).
- Eight vehicles to be replaced will be sold via an online auction or traded for equivalent value in future vehicle equipment. We have sold Ford Crown Victorias in the past via online auction for an average sale price of \$1,127.00. Based upon the average sale price, the expected recouped dollars would be \$5,635.00 for the five (5) Ford Crown Victorias being removed from service; for the three (3) utility vehicles being removed from service, there is no historical data available for an average sale price, however, we anticipate recouping at least double a Ford Crown Victoria's dollars or \$2,254 each or \$6,762.00. This could recoup a total of \$12,397.00.

Fire Department

- One (1) 2016 HME Aherns Fox Mini Evo Quick Attack Pumper. This vehicle can be lease-purchased using the Florida Sheriff Association competitive bid pricing. The capital cost of this vehicle, if purchased outright, would be \$219,988.00. Under the lease-purchase agreement, the monthly lease payment is \$2,804.15 for eighty-four (84) months, for a total cost of \$235,548.60 (\$2,222.94 per year leasing cost). This vehicle will be an addition to the Fire Department vehicle fleet.
- One (1) 2016 Ford Interceptor Utility unmarked fire vehicle including up-fitting. This vehicle can be lease-purchased below the Florida Sheriff Association competitive bid pricing. The capital cost of this vehicle, if purchased outright would be \$30,807.00 through a local vendor Bartow Ford, which is \$1,256.00 lower than the cash price using the Florida Sheriff Association competitive bid pricing of \$32,063.00. Under the lease-purchase agreement, the monthly lease payment is \$539.06 for sixty (60) months, for a total cost of \$32,343.60 (\$307.32 per year leasing cost). This vehicle will be used to replace an unmarked fire vehicle being removed from duty through reassignment, sale, or other means of disposal.
- The total lease-purchase for the Fire Department vehicles is \$250,795.00, which is \$4,795.00 over the approved budget amount of \$246,000.00. During budget formation a car was anticipated, however, this proposal is for a utility vehicle, which will be more practical for fire department duty.
- If these new Fire Department vehicles were purchased rather than lease-purchased, the total purchase price would be \$250,795.00 (\$219,988.00 for the Quick Attack Pumper and \$30,807.00 for the Ford Utility). Under the Mears Motor Leasing agreement these vehicles can be leased at an annual cost of \$33,649.80 for the Quick Attack Pumper (monthly cost of \$2,804.15). The total cost over the seven year lease term for the Quick Attack Pumper is \$235,548.60 or a leasing cost of \$15,560.60 over eighty-four (84) months (\$194.51 per month leasing cost) and the total cost over the five year term for the Ford Utility is \$32,343.60 or a leasing cost of \$1,536.60 over sixty (60) months (\$25.61 per month leasing cost). A full purchase would result in a current-year decrease in cash flow of \$250,795.00 as compared to \$40,118.52 per year for five years and \$33,649.80 annually for the final two years of seven. It is anticipated this year will cost \$7,655.69 due to delivery time and remaining months in FY 2015/16 (this anticipates nine (9) Ford Utility payments and one (1) Quick Attack Pumper payment in FY 2015/16).

- Mears Motor Leasing's proposal has an APR of 1.54% over the sixty (60) month term with a one (1) dollar residual buyout price for each vehicle.
- As with all purchases, if the City were to purchase items without the use of financing this would result in the lowest overall cost, but the greatest single annual cash flow decrease. If the City decided to use financing options, this lease-purchase option would result in the lowest financing cost over the life of the lease. The interest cost of the seven-year lease-purchase option for the Quick Attack Pumper is \$15,560.60 (or \$2,222.94 per year) and the five year lease-purchase option for the Ford Utility is \$1,536.60 (or \$307.23 per year).

OTHER OPTIONS

1. A full purchase would result in a current year decrease of cash flow of \$499,078.83.
2. Retain the existing vehicles.

FISCAL IMPACT

The proposed lease obligation of \$46,755.92 (9 months) provided by Mears Motor Leasing is based upon a lease purchase option of public safety vehicles, which overall came under budget by \$6,201.17 (Police budget under by \$10,996.17 and Fire budget over by \$4,795.00). An additional \$12,397.00 or more income and savings should be realized during the first year based upon sale of replaced vehicles and reduced maintenance costs.

If the City Commission approves the vehicle lease agreement, the City is committed to a yearly lease payment of \$58,602.36 for the sixty (60) month leases and a yearly lease payment of \$33,649.80 for the eighty-four (84) month lease. If revenues are insufficient in future years, an option would be to return the vehicles under the non-appropriation of funds clause. If it becomes necessary to exercise this option, however, the Police Department and Fire Department would suffer the loss of the vehicles.

[End Agenda Memo]

Agenda Item 8.VI. Dr. Martin Luther King, Jr. Day Celebration and Parade

[Begin Agenda Memo]

SYNOPSIS

Approval of the special event permit application will allow the Annual Dr. Martin Luther King Jr. Celebration to take place between Thursday, January 14, 2016 and Monday, January 18, 2016 and allow the temporary street closings for the parade on January 18, 2016.

RECOMMENDATION

It is recommended that the City Commission consider taking the following action:

- Approve the special event permit application for the Dr. Martin Luther King Jr. Celebration to be held between Thursday January 14, 2016 and Monday, January 18, 2016.
- Approve the temporary street closings for the Dr. Martin Luther King Jr. Celebration and Parade to be held Monday, January 18, 2016. The parade will begin at 3:30 p.m. The time frame requested for the street closings for the parade is from 2:30 p.m. to 5:00 p.m. and for after parade activities on Lincoln Avenue from approximately 4:30 p.m. to 8:00 p.m. The streets involved will be Dr. Martin Luther King Jr. Boulevard, Dr. J.A. Wiltshire Avenue, E Street, Lincoln Avenue, A Street, First Street and Park Avenue.

- Approve the temporary closing of the city parking lots on Lincoln Avenue for vendors and/or parking.
- Approve the request for the use of the James P. Austin Community Center at no cost on the following dates:
 - Thursday, January 14, 2016 for the International Pot Luck Dinner
 - Friday, January 16, 2016 for the Oratorical Contest and Talent Show
 - Saturday, January 16, 2016 for the MLK Health Fair
 - Monday, January 18, 2016 for the Legacy Breakfast and MLK Program prior to the parade

BACKGROUND

Mr. Narvell Peterson, President of the Dr. Martin Luther King Jr. Scholarship Fund of Lake Wales Inc. submitted a Special Event Permit application for the Annual Dr. Martin Luther King Jr. Celebration and Parade to take place beginning on Thursday January 14, 2016 and ending on January 18, 2016.

The celebration will include the following activities:

- Thursday, January 14, 2016 6pm – International Pot Luck Dinner at the Austin Center
- Friday, January 15, 2016 6pm – Oratorical Contest at the Austin Center
- Saturday, January 16, 2016 8am – Unity Walk from Kiwanis Park to Stuart Park
- Saturday, January 16, 2016 9 am – Health Fair, Austin Center
- Monday, January 16, 2016 - Legacy Breakfast, MLK Program – Austin Center
- Monday, January 18, 2016 – MLK Parade, Pre-parade & after parade activities on Lincoln Avenue

The special event permit application includes a request for the temporary closing of the following streets on Monday, January 18, 2016 for the Parade:

Parade will line up at the Austin Center by 2:30 p.m. and will begin at 3:30 p.m. on Dr. Martin Luther King Jr. Boulevard, travel north to Dr. J.A. Wilshire Avenue, turning left and continuing to E Street, turning right on E Street and continuing to Lincoln Avenue, traveling on Lincoln Avenue to A Street, turning right on A Street and continuing to Dr. J.A. Wilshire Avenue. The parade will then turn left and continue to First Street and continuing on First Street until Park Avenue, turning west on Park Avenue continuing until Dr. Martin Luther King Jr. Boulevard. At this point the parade will turn right on Dr. Martin Luther King Jr. Boulevard and continue to the Austin Center where the parade ends.

After the parade the celebration will continue with food and craft vendors, music and entertainment along Lincoln Avenue and in the city parking lots along Lincoln Avenue. The activities are to conclude at approximately 8:00 p.m. The Dr. Martin Luther King Jr. Committee will be responsible for requiring the vendors to close promptly at 8:00 p.m. The committee will also be responsible for site set up, sanitary facilities and assisting with clean up after the event concludes.

The Lake Wales Police Department and VOICE will be assisting with pedestrian traffic and vehicular traffic control for the parade, prior to the parade and for after parade activities. The Streets Division will be assisting with the street closings, setting out trash containers, trash clean up during the parade and the normal trash clean up on Tuesday.

OTHER OPTIONS

Do not approve this event and road closings.

FISCAL IMPACT

In-kind services for the City were budgeted for FY15/16 in the amount of \$7,721.12. The MLK Scholarship Fund of Lake Wales Inc. is responsible for 25% or \$1,930.28. The fees for the James P. Austin Community Center would be waived providing that the City Commission approves this request.

[End Agenda Memo]

Agenda Item 8.VII. Preliminary Financial Statements for November 30, 2015

[Begin Agenda Memo]

SYNOPSIS

The preliminary financial statements report revenues received and expenditures made through the end of November 30, 2015.

The unaudited financial statements for the City of Lake Wales for the Period Ending November 30, 2015 are presented to the City Commission for review. At the end of November 30, 2015 the City was 16.67% into the fiscal year.

General Fund (001), page 2

The General Fund appears to be materially on target with revenue and expenditure expectations.

Transportation Fund (102), page 7

The Transportation Fund appears to be materially on target with revenue and expenditure expectations.

CRA Fund (105), page 12

The CRA fund appears to be materially on target with revenue and expenditure expectations.

Library Fund (110), page 17

The Library Fund appears to be materially on target with revenue and expenditure expectations.

Utility System Fund (403), page 27

The Utility System Fund appears to be materially on target with revenue and expenditure expectations.

Airport Authority (404), page 29

The Airport Authority appears to be materially on target with revenue and expenditure expectations.

[End Agenda Memo]

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

By Voice Vote:

Commissioner Lutton "YES"
Commissioner Howell "YES"
Commissioner Thornhill "YES"
Commissioner Perez "YES"
Mayor Fultz "YES"

The motion carried 5-0.

9. OLD BUSINESS

10. NEW BUSINESS

11. CITY MANAGER

Agenda Item 11.I City Commission Tracking Report

Mr. Fields reported that the new Code Enforcement Officer has started working and is working in the CRA areas of the City. He said we are making unsafe structures and potential property demolition a high priority target and hopefully early next year a list of properties to be demolished will be presented to the Commission.

Mr. Fields reported on the success of the number of events that recently took place around town. He said it was a busy time for public works and parks' staff, the weather was nice, there was a great turnout, and a lot of people that came to the events gave a good report. He welcomed everyone to come to Friday night's monthly movie night at the James P. Austin Community Center and reminded everyone that the event is free to the public.

Mr. Fields reported to the Commission that he will be out of the office next week on vacation but will be back in the office between Christmas and New Years and will be out of the office again the Monday after News Years and will be back in the office on the day of the next Commission meeting.

Agenda Item 11.III. Other Meetings & Events Calendar

Agenda Item 11.IV. Information: Boards, Commissions, and Committees

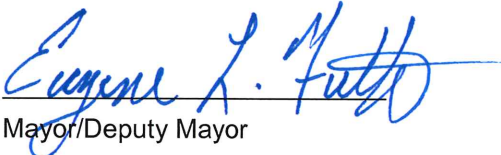
12. CITY COMMISSION COMMENTS

The City Commission wished everyone a Merry Christmas and a Happy New Year.

13. MAYOR COMMENTS

The Mayor said he also attended the recent special events that took place throughout the City and that he enjoyed the ones he was able to attend.

The meeting was adjourned at 6:08 p.m.


Mayor/Deputy Mayor

ATTEST:


City Clerk Clara VanBlargan, MMC