

The meeting of the Lake Wales City Commission was held on September 7, 2016 in the Commission Chambers at the Municipal Administration Building. Mayor Eugene Fultz called the meeting to order at approximately 6:00 p.m. following the Invocation and the Pledge of Allegiance.

INVOCATION

Commissioner Terrye Y. Howell gave the invocation.

PLEDGE OF ALLEGIANCE

COMMISSIONERS PRESENT: Pete Perez; Terrye Y. Howell; Robin Gibson; Jonathan Thornhill, Deputy Mayor

COMMISSIONERS ABSENT: Eugene Fultz, Mayor

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

5. MAYOR

6. PRESENTATION/REPORT

7. COMMUNICATIONS AND PETITIONS

A resident [name was not clear on the meeting tape] asked for clarification on the fire assessment and the notice he received for his two single-family homes. City Manager Kenneth Fields explained that the first fire assessment was implemented in 2015, which included all properties, such as residential, commercial, industrial, non-profit owned, etc., to help support the fire service. Last year the rate for a single-family home was \$150 and this year the rate is \$146.00 per single-family home. Last year the City billed property owners directly and this year, property owners will be billed on their property tax bill and those that have not paid the 2015 fee received a delinquent notice, which included the fee for this year. The resident said he did not receive a notice last year and Mr. Fields asked that he leave a copy of the letter with the Fire Chief or someone in the Finance and they will get it reconciled and let him know.

8. PUBLIC HEARINGS

Agenda Item 8.I. Ordinance 2016-16, Adoption of FY'2016-17 Millage Rate - 1st Reading & Public Hearing
Ordinance 2016-17, Adoption of FY'2016-17 Budget - 1st Reading & Public Hearing

[Begin Agenda Memo, which is also the Agenda Memo for Agenda Item 8.II]

SYNOPSIS

The Commissioners will consider adopting a millage rate of 7.3273 mills for Fiscal Year 2016-2017. The Commissioners will also consider adopting the proposed operating budget.

RECOMMENDATION

After first reading and separate public hearings, it is recommended that the City Commission take the following actions:

1. Approve Ordinance 2016-16, adopting a millage rate of 7.3273 mills for FY2016-2017;

2. Approve Ordinance 2016-17, adopting an operating budget for FY2016-2017.

BACKGROUND

In accordance with Florida Statutes and the City Charter, Ordinances 2016-16 and 2016-17 are presented for first reading and public hearing. Ordinance 2015-08 establishes the millage rate for FY16'17, and Ordinance 2016-17 adopts the proposed FY16'17 budget. These ordinances must have separate public hearings and must be voted upon individually.

The proposed FY16'17 budget document includes the revenue and expenditure details for the General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Fund, Utility System Fund, and Airport Fund.

This budget has been prepared in accordance with Article VI, Section 6.04 of the City Charter, which requires that the budget provide a complete financial plan of municipal funds and activities. Estimated current year ending fund balances have been considered and are included in the budget.

PROPERTY TAX

On July 19, 2016, the City Commission adopted an Interim Millage Rate, equal to the roll-back rate, of 7.3273. The proposed budget was balanced on the 7.3273 millage rate per \$1,000 of taxable valuation. This should assist in the City's economic development efforts.

BUDGETARY CHANGES IN GENERAL FUND "REVENUE SOURCES & TRANSFERS IN" FOR FY16'17 COMPARED TO FY15'16:

General Fund revenues in FY16'17 (\$11,500,691 + 1,168,500 – 478,267 vehicle leases = 12,190,924) are projected to be \$352,429 greater than budgeted in FY15'16 (\$11,293,936 + 1,157,500 – 612,941 vehicle leases = 11,838,495).

An expected increase of \$352,429 is mainly due to the following items:

- Increase in ad valorem tax of \$91,793 due to new construction
- Increase in sales and use taxes of \$82,000 due to increase economy
- Increase in special assessments of \$98,361 due to code enforcement liens and fire assessments
- Decrease in intergovernmental revenues of \$63,528 due to reduction in grants
- Increase in charges for services of \$175,805 mainly due to \$83,605 management fees for water/sewer, \$88,000 garbage fees.
- Decrease in miscellaneous revenue of \$23,887 mainly due to expiration of the orange grove land lease.

BUDGETARY CHANGES IN GENERAL FUND "OPERATING EXPENDITURES" FOR FY16'17 COMPARED TO FY15'16:

General Fund "operating" expenditures in FY16'17 are projected to be \$12,016,606, which is \$944,486 greater than budgeted in FY15'16 \$11,072,120.

Significant changes in "operating" expenditures include the following items:

- Net increase in personnel costs of \$455,344 mainly due to increase of five (5) positions within the General Fund (Appendix-20) and a 1.5% COLA (\$106,620, which is included within the \$455,344 total). Two proposed additional Police Officer positions will not be filled if the City does not receive the requested C.O.P.S. grant.

- Net increases in operating cost for police department of \$53,298, fire department of \$48,367, general government services of \$171,653, CRA services of \$174,000 and library services of \$41,281.

FUND BALANCE

The City’s auditors, for several years, have strongly recommended that the General Fund have an unreserved fund balance equal to 15% to 20% of the total operating costs. The City’s General Fund has realized unreserved fund balances equal to:

<u>Fiscal Year</u>	<u>Unreserved Fund Balance</u>
07’08	17.88%
08’09	24.13%
09’10	29.51%
10’11	21.97%
11’12	14.94%
12’13	10.15%
13’14	9.44%
14’15	20.00%

In terms of the proposed FY16’17 budget, a general fund emergency sinking account balance of \$1.8 million to \$2.4 million would be required to remain within the 15% to 20% margins. Within the proposed budget for FY 2016’17, management has recommended an appropriation of \$150,000 for increasing the general fund emergency sinking account. Additional funds can be set aside if there are significant unanticipated increases in revenue collections or expenditures are significantly below budget.

SUMMARY OF ALL FUNDS

General Fund	\$13,994,191
Special Revenue Funds	3,900,801
Debt Service Fund	2,682,847
Capital Projects Fund	545,000
Cemetery (LWMG)	209,578
Utility System Fund	25,029,436
Airport Fund	4,898,501
TOTAL	51,260,354

The expenditure total of \$45,876,864 is comprised of operating costs in the amount of \$23,847,109 and capital outlay in the amount of \$22,029,755. Transfers in the amount of \$1,949,465 bring total expenditures plus transfers to \$47,826,329.

Capital expenditures include utility system improvements are budgeted as follows:

General Fund	\$959,567
Special Revenue Funds	734.960
Capital Projects Fund	132.963
Utility System Fund	15.868.636
Airport Fund	4.333.629
TOTAL	\$22,029,755

Note: Capital expenditures proposed for FY15'16 are itemized in "Schedule C" within the budget document.

BUDGET HIGHLIGHTS

A summary of the important aspects of the proposed FY16'17 budget document is provided as follows:

1. A 1.5% Cost of Living Adjustment (COLA) is budgeted for employees this year (\$106,620 General Fund, \$8,707 Library, \$1,175 Airport, and \$21,884 Utility System = \$138,386).
2. The net effect of five (5) employee position has been added. In FY16'17 total personnel includes 182.50 positions compared to 177.50 during FY15'16

CONCLUSION

The proposed FY16'17 Budget continues responds to prolonged cut-backs over the last several years. During the recession, from 2007 through 2014, most departments had reached their lower limit in operating cuts and could not make any additional reductions without seriously compromising the quality of service to the public. As the local economy has improved during 2015 and 2016 the City's has been able to provide a higher level of service to the community.

There is no question that the City's financial resources were severely strained during the recession. The City continues to deal with the lingering impact of delayed infrastructure maintenance, rebuilding the emergency reserves, and economic growth within our City. However, recent trends in both new commercial and residential development, including the reuse of formerly vacant existing buildings indicates that the City's tax base is once again beginning to grow and that recent economic development efforts are paying off. It is expected that the 2017'18 Fiscal Year the City will see even greater growth in the ad valorem tax base and the expansion of city services will lead to additional voluntary annexations into the city.

As our community continues to realize growth and expansion an opportunity for some or all of the following will be possible 1) repayment to the general fund emergency sinking account, 2) funding of recurring operating expenditures, 3) a capital reserve replacement fund, 4) funding for capital items which require immediate replacement, 5) funding available for economic growth opportunities and 6) a possible reduction in the millage rate.

[End Agenda Memo]

City Clerk Clara VanBlargan read Ordinance 2016-16 by title only.

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, FOR FISCAL YEAR 2016-17; PROVIDING FOR AN EFFECTIVE DATE.

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Deputy Mayor Thornhill read the following information into the record:

1. The name of the Taxing Authority is the City of Lake Wales.
2. The rolled-back rate is 7.3273.
3. The millage rate to be levied is 7.3273, which is the rolled-back rate.

OPENED PUBLIC HEARING

There were no comments made by the public.

CLOSED PUBLIC HEARING

Commissioner Howell made a motion to approve Ordinance 2016-16 after first reading and public hearing. Commissioner Gibson seconded the motion.

By Roll Call Vote:

Commissioner Howell "YES"
Commissioner Gibson "YES"
Commissioner Perez "YES"
Deputy Mayor Thornhill "YES"

The motion carried 4-0.

Agenda Item 8.II. Ordinance 2016-17, Adoption of FY'2016-17 Budget – 1st Reading & Public Hearing

[The Staff memo for Agenda Item 8.I is also for Agenda Item 8.II]

City Clerk Clara VanBlargan read Ordinance 2016-17 by title only.

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, RATIFYING, APPROVING, ACCEPTING AND ADOPTING THE ESTIMATES OF EXPENDITURES FOR THE OPERATION OF THE SEVERAL DEPARTMENTS OF SAID CITY, AND ALL NECESSARY AND ORDINARY EXPENSES OF SAID CITY FOR THE 2016-17 FISCAL YEAR, APPROPRIATING ALL FUNDS TO BE RAISED AND COLLECTED FROM ALL SOURCES SET FORTH IN THE ESTIMATE OF REVENUES & BALANCES FOR SAID FISCAL YEAR, AND THE REPEALING OF ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR AN EFFECTIVE DATE.

City Manager Kenneth Fields reviewed Agenda Item 8.II and said this budget was presented to the Commission at the beginning of June, it went through a series of budget workshops, and the balanced budget presented before the Commission tonight was presented to the Commission in an August budget workshop. He said highlights of the budget included increased funding for public safety by increasing staff in that area; continued community improvements begun this year in terms of Code Enforcement and demolition, and a large investment in capital improvements to improve recreational facilities. The budget builds toward the future and he and staff is very proud of it.

OPENED PUBLIC HEARING

Kevin Kieft, Lake Wales Area Chamber of Commerce and EDC, thanked the Commission for its continued support for the work they are doing on behalf of the City. He was thankful that Main Street is a part of the budget as well, for it is essential and is a well established program needing to be continued.

Erica Schindler, local business owner and current president of Lake Wales Main Street, said they have done a lot without a paid director and if the City approves this budget and gives them a paid director she, as

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president of Main Street will see that everything needed is done to make it work. A paid director will allow them to become accredited and to move forward as other Main Street organizations in Lake Wales have done in the past and although their group has been functioning primarily as a promotional group they welcome the change.

CLOSED PUBLIC HEARING

Commissioner Gibson made a motion to approve Ordinance 2016-17 after first reading and public hearing. Commissioner Howell seconded the motion.

By Roll Call Vote:

Commissioner Gibson "YES"
Commissioner Howell "YES"
Commissioner Perez "YES"
Deputy Mayor Thornhill "YES"

The motion carried 4-0.

Agenda Item 8.III. Ordinance 2016-18, Five-Year Capital Improvement Plan, FY'2016/17 – FY'2020/21 – 1st Reading

[Begin Agenda Memo]

SYNOPSIS

The Commissioners will consider adopting the Five-Year Capital Improvement Plan for fiscal years 2016/17 through 2020/21.

RECOMMENDATION

It is recommended that the City Commission approve after first reading Ordinance 2016-18 adopting the Five-Year Capital Improvement Plan for fiscal years 2016/17 through 2020/21.

BACKGROUND

In accordance with section 6.05 of the City Charter, Ordinance 2016-18 adopts the proposed 5-year Capital Improvement Plan (CIP) for the period FY2016/17 through FY2020/21. Capital improvements and capital acquisitions proposed for Year 1 of the 5-Year plan are incorporated into the FY16'17 operating budget, as are appropriation of funding sources necessary to implement Year 1 of the plan.

The 5-Year CIP document includes all capital facility and infrastructure improvements which staff believes should be undertaken during the next five years and supporting information to explain the necessity for the improvements. In addition, the CIP includes all capital equipment proposed for acquisition during this period. Cost estimates, method of funding and time schedule for the proposed improvements and equipment acquisitions are identified in the document.

The proposed 5-Year CIP totals \$54,065,012 and includes \$200,000 in land acquisition, \$3,924,265 in building improvements/acquisitions, \$45,461,384 in infrastructure and recreation improvements, \$3,592,963 in equipment acquisition, and \$886,400 in other capital outlay. Schedule "C," within the 5-year CIP, provides a detail listing of each asset type.

Improvements and equipment needs for the next 5 years were submitted by department heads with a justification of necessity and a recommended time schedule for completion or acquisition. These requests were prioritized by the City Manager in view of the available funding resources and urgency of need.

FISCAL IMPACT

Funding of the CIP will be accomplished through utilization of existing cash surpluses and current year operating revenues, future grants, private contributions, leases/debt service issuances, and impact fees. Growth related improvements will be funded by impact fees.

Costs of all capital improvements and equipment acquisitions are distributed over 5 years as follows:

Year 1 - FY2016/17	22,029,755
Year 2 - FY2017/18	11,820,149
Year 3 - FY2018/19	6,267,660
Year 4 - FY2019/20	8,327,796
Year 5 - FY2020/21	5,619,652
5 Year Total	<hr/> 54,065,012

All items scheduled for Year 1 are included in the proposed FY16'17 operating budget presented to the City Commission for consideration.

[End Agenda Memo]

City Clerk Clara VanBlargan read Ordinance 2016-18 by title only.

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, RATIFYING, APPROVING, ACCEPTING AND ADOPTING A 5-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2016/17 THROUGH 2020/21; REPEALING ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE AND PROVIDING FOR AN EFFECTIVE DATE.

OPENED TO PUBLIC COMMENT

There were no comments made by the public.

CLOSED TO PUBLIC COMMENT

Commissioner Gibson said he needed a tutoring session with Finance Director Dorothy Ecklund to get a better understanding of the 5-Year CIP, particularly utilization of the redevelopment funds. He understands that the fund designated for the CRA Trust Fund is 105 and Ms. Ecklund confirmed. Commissioner Gibson said when looking through the CIP, there were no mention of Fund 105. The bulk of the CRA funds are committed to bond repayments but he does know if there are any excess funds or restricted funds, but there will be additional funds at the conclusion of Longleaf. Mr. Fields said there is some money in the CRA budget for a rewrite of the CRA Plan so before making any long-term commitments of CRA capital funds it would be more appropriate to get that plan in place and get citizen input to determine where we wanted to go with the CRA. The proceeds from the sale of the Longleaf property will not be available until the actual closing takes place in a few months. When we hire someone to do the rewrite of the CRA Plan, we can start talking about the long-range future plans of the CRA and then allocate capital money toward that.

Commissioner Gibson asked for a timeline for rewriting the CRA Plan and Mr. Fields explained that staff is currently working with the CRA Citizen Advisory Committee to come up with a RFP to hire a consultant. The

committee meets next week to start going over some of that. We hope to fast track that in getting somebody on board rather shortly after the new budget starts to do the update on the plan. Commissioner Gibson asked at what point the CRA Board would have a workshop to see what is going on. Mr. Fields said we first need to develop a RFP to hire a consultant and that will be shared with the Commission for comment before advertising, staff will evaluate the proposals and rank them, and then bring that to the CRA Board for creation of the final contract. Commissioner Gibson said he does not think we need a workshop to go through the selection process but will need one to work with the actual plan. Mr. Fields said every consultant he talked to over the past few months said they wanted to sit down with the Commission and get its input before moving forward. We need a large amount of public input, which will be one of drivers in knowing which consultant to hire to develop the plan.

Ms. Ecklund clarified that on page 16 of the current budget relating to the 105 account there is a total of \$297,960 for CRA projects, which included the \$120,000 for the walking trail and Commissioner Gibson said he saw that but that will be over a period of years.

Commissioner Howell made a motion to approve Ordinance 2016-18 after first reading. Commissioner Gibson seconded the motion.

By Roll Call Vote:

Commissioner Howell "YES"
Commissioner Gibson "YES"
Commissioner Perez "YES"
Deputy Mayor Thornhill "YES"

The motion carried 4-0.

Agenda Item 8.IV. Resolution 2016-22, Final Assessment Resolution for Fire Protection Assessments - Public Hearing

[Begin Agenda Memo]

SYNOPSIS

The adoption of Resolution 2016-13 established the methodology used to calculate the fire assessment rates. Adoption of Resolution 2016-22 will set the final assessment rates.

RECOMMENDATION

It is recommended that the City Commission set the final Fire Protection Assessment rates and adopt Final Assessment Resolution 2016-22 providing for Fire Protection Assessments for fiscal year beginning October 1, 2016.

BACKGROUND

On June 7, 2016, the City Commission adopted Resolution 2016-13, which set the initial Fire Protection Assessment rates. Resolution 2016-13 established the Fire Protection Assessment rates as follows:

45.25% funding	\$1,024,904 estimated net revenue
Property Category	Assessment Rate
Single-Family	Per dwelling unit \$146
Multi-Family	Per dwelling unit \$72
Mobile Home	Per dwelling unit \$129

Property Category	Assessment Rate	
Commercial	Per Sq Ft	\$.06
Industrial/Warehouse	Per Sq Ft	\$.01
Institutional	Per Sq Ft	\$.08

The above rate scenario added two additional residential categories that were not in the currently adopted Fire Protection Assessment. All categories with the exception of Industrial/Warehouse will see a reduction in fire assessment rates. The overall reduction in total estimated gross revenue will be \$249,524.

The City used the direct billing method for the fiscal year 15'16 which resulted in a collection rate of around 80%. With the property tax bill method, the city anticipates a collection rate in the mid to high 90% range. This will result in nearly the same net revenue with a 12.25% reduction in the funding scenario.

OTHER OPTIONS

Rely solely on ad valorem taxes to fund fire protection services, equipment, and programs.

FISCAL IMPACT

The Fire Protection Assessment will create a dedicated funding source for fire protection services. While the Fire Protection Assessment will not completely fund fire protection services, it will fund 45.25% of the fire department's budget.

[End Agenda Memo]

City Clerk Clara VanBlargan read Resolution 2016-22 by title only.

A RESOLUTION OF THE CITY OF LAKE WALES, FLORIDA, RELATING TO THE PROVISION OF FIRE PROTECTION SERVICES, FACILITIES AND PROGRAMS IN THE CITY OF LAKE WALES, FLORIDA; ESTABLISHING THE RATE OF ASSESSMENT; CONFIRMING THE AMENDED AND RESTATED INITIAL ASSESSMENT RESOLUTION AND THE AMENDED AND RESTATED INITIAL ASSESSMENT RESOLUTION (CORRECTIVE); REIMPOSING FIRE PROTECTION ASSESSMENTS AGAINST ASSESSED PROPERTY LOCATED WITHIN THE CITY OF LAKE WALES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016; APPROVING THE ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.

Fire Chief Joe Jenkins reviewed Agenda Item 8.IV said this is the second step in implementing the fire assessment fee for the fiscal year beginning October 1, 2016. The Commission passed the initial rate resolution, which set the cap, the not-to-exceed rate and chose the scenario for the fire assessment fee. This final assessment resolution will actually put the fire assessment in place.

OPENED PUBLIC HEARING

Catherine Sutton, on behalf of Lake Wales MHP, said they have a 35-unit mobile home park on north Scenic Highway and charged about \$6,000 for the new tax. They were charged for 46 lots and they only have 35 homes. The additional 11 lots are empty lots with a concrete pad and some of those lots due to space requirement cannot have a mobile home on them. They can probably fill three of those empty lots. She asked if there was anything in place for mobile home parks. Fire Chief Jenkins explained that mobile home parks are not billed per mobile home but per mobile home lot. An adjustment can be made if the permitted spaces have been reduced and he would get with the Finance Department for an adjustment.

A resident [name was not clear on meeting tape] who also commented during Communications and Petitions asked the purpose of the fire assessment fee. Fire Chief Jenkins said the fire assessment fee is funding a portion of the Fire Department's budget. Last year it funded 57.5% and starting October 1 that

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funding will be reduced to 45.5% because the amount people would have to pay was reduced. The General Fund funds the other part of the Fire Department budget.

Toni Lyons, resident, said she paid the fire assessment fee last year and asked how she would pay that this year if she does not pay property taxes on her house and she does not get a bill. Fire Chief Jenkins explained that she would get a bill mailed out in October to pay the fire assessment this year.

CLOSED PUBLIC HEARING

Commissioner Howell made a motion to adopt Resolution 2016-22 after a public hearing. Commissioner Perez seconded the motion.

By Roll Call Vote:

Commissioner Howell "YES"
Commissioner Perez "YES"
Commissioner Gibson "YES"
Deputy Mayor Thornhill "YES"

The motion carried 4-0.

9. CONSENT AGENDA

Agenda Item 9.I. Approval of Minutes: August 9, 2016, Budget Workshop

Agenda Item 9.II. Approval of Minutes: August 16, 2016, Regular Meeting

Agenda Item 9.III. Special Event Application: Homecoming Parade, October 13, 2016

[Begin Agenda Memo]

SYNOPSIS

Approval of the special event permit application and the request for street closings will allow the Lake Wales High School Homecoming Parade to be held on Thursday, October 13, 2016.

RECOMMENDATION

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

- Approve the special event permit application from Lake Wales High School for the Homecoming Parade to be held Thursday, October 13, 2016 from 5:00 pm to 6:30 pm.
- Approve the request for the road closing of First Street from SR60 to Central Avenue, Central Avenue from First Street to Lake Shore Boulevard, and Lake Shore Boulevard from Central Avenue to North Wales Drive at Legion Field, and Orange Avenue and N 5th Street to Sessoms Avenue.

BACKGROUND

Ms. Donna Dunson, Principal of the Lake Wales High School submitted a special event permit application for the Homecoming Parade to be held on Thursday, October 13, 2016 between the hours of 5:00 pm and 6:30 pm. Parade line up begins at 4:00 p.m. in the parking lot of Polk Avenue Elementary School and on south First Street with the parade starting at 5:00 p.m. The requested temporary street closings will involve the following streets;

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First Street from State Road 60 north to Central Avenue, east on Central Avenue crossing SR 17 and continuing to Lake Shore Blvd., north on Lake Shore Blvd. to North Wales Drive, Orange Avenue to N 5th Street, N 5th Street to Sessoms Avenue

The crossing of Scenic Hwy (SR 17) requires a road-closing permit from the Florida Department of Transportation. This permit request has been submitted to the FDOT office in Bartow. All Departments have reviewed the application and have approved the event. Lake Wales Police Department and VOICE will be available to provide escort for the parade and for traffic control. The Streets Department will be providing assistance with the barricades for the street closings and will take care of normal street cleaning on Friday. The Charter Schools have provided the required proof of liability insurance.

OTHER OPTIONS

Do not approve the request for the Homecoming Parade and the road closings for the event.

FISCAL IMPACT

In-kind service from the City is estimated to be \$1,611.84 for FY2016/2017. Lake Wales High School is responsible for 25% of the total cost or approximately \$402.96.

[End Agenda Memo]

Agenda Item 9.IV. Special Event Application: Veterans Day Parade, November 11, 2016

[Begin Agenda Memo]

SYNOPSIS

Approval of the Special Event Permit Application will allow the American Legion Memorial Post 71 to hold a Veterans Day Parade on November 11, 2016 and will allow for the temporary closing of Central Avenue.

RECOMMENDATION

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

- Approve the Special Event Permit application from the American Legion Memorial Post 71 to hold the Veterans' Day parade on November 11, 2016 between the hours of 1:00 p.m. and 2:00 p.m.
- Approve the request for the temporary closing of several streets in the downtown area on November 11, 2016 between the hours of 2:00 p.m. and 3:00 p.m. The streets to be closed are as follows; Central Avenue at M.L. King Jr. Blvd east, crossing Scenic HWY to Lake Shore Blvd., then north on Lake Shore Blvd to Lake Wailes Park where the parade will end.

BACKGROUND

Ira Andy Anderson, of the American Legion Post #71, has submitted a special event permit application to hold a Veterans' Day parade on November 11, 2016 between the hours of 1:00 p.m. and 2:00 p.m. to honor all veterans past and present. This application also includes a request for the temporary closing of Central Avenue through the downtown area. Line up for the parade will begin at noon at the Municipal Administration Building. The parade route will involve the following streets:

Central Avenue from Dr. Martin Luther King Jr. Boulevard crossing Scenic Hwy to Lakeshore Blvd. then north on Lake Shore Blvd to Lake Wailes Park where the parade will end.

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Affected Streets include M.L. King Jr. Blvd, Central Avenue, and Lakeshore Blvd. We will close all the streets intersecting Central Avenue.

The Lake Wales Police Department will provide vehicular and pedestrian control and the Streets Department is coordinating the street closings. Sanitary facilities and trash cleanup will be the responsibility of the sponsor. Insurance is being provided as required.

At the end of the parade, the American Legion will host a cookout for parade participants in Lake Wailes Park.

OTHER OPTIONS

Do not approve the special event permit application for the Veterans' Day parade and the request for the temporary street closings.

FISCAL IMPACT

Total in kind services for this event was budgeted for FY15/16 in the amount of \$743.00. The sponsor will be responsible for 25% of the total cost or \$147.96. Any additional cost related to the parade route will be the responsibility of the sponsor.

[End Agenda Memo]

Agenda Item 9.V. Special Event Application: YMCA Turkey Trot 5K, November 24, 2016

[Begin Agenda Memo]

SYNOPSIS

The approval of the special event permit application will allow the Lake Wales YMCA to hold their Annual "Turkey Trot 5K" on Thanksgiving Day, November 24, 2016 and allow for the temporary closing of a portion of the Marketplace downtown and several city intersections.

RECOMMENDATION

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

1. Approve the special event permit application from the Lake Wales YMCA to hold the second annual "Turkey Trot 5K" on Thanksgiving Day, November 24, 2016 between the hours of 8:00 a.m. and 9:00 a.m.
2. Approve the temporary closing of a portion of the Marketplace on Park Avenue for staging of the event between 7:00 a.m. and 8:00 a.m. and for the closing ceremonies beginning at 9:00 a.m. to approximately 10:00 a.m.
3. Approve the temporary closing of several intersections along the route as the runners approach, the temporary closing of a city street and the route as follows:

Park Avenue from 1st Street to Scenic Highway, Scenic Highway to Cypress Gardens Lane, Cypress Gardens Lane to Crystal Avenue to North 3rd Street, 3rd Street at Crystal Avenue to Park Avenue and east to Lakeshore Blvd. crossing Lakeshore to Lake Wailes Park, following the bike path (Lake Wailes Trail) to 8th Street crossing over to Lakeshore Blvd. and following Lakeshore to Polk Avenue, Polk Avenue to 5th Street, 5th Street to Johnson Avenue to 4th Street, 4th Street to Central Avenue to 3rd Street and then to Stuart Avenue, Stuart Avenue to 1st Street and back to the Marketplace on Park Avenue where the 5K ends.

BACKGROUND

Mr. Clark Heter, CEO of the Lake Wales YMCA submitted a special event permit application to hold the second annual "Turkey Trot 5K" on Thanksgiving Day, November 24, 2016 between the hours of 8:00 a.m. and 9:00 a.m. This application includes a request for the temporary closing of a portion of the Marketplace on Park Avenue to allow for the staging of the event, which will begin at 7:00 a.m. to 8:00 a.m. with the 5K beginning at 8:00 a.m. At the conclusion of the event, there will be a closing ceremony in the Marketplace at 9:00 a.m. to approximately 10:00 a.m. The YMCA has also requested the temporary closing of several intersections along the route for the protection of the runners as they approach and the temporary closing of Lakeshore Blvd. from 8th Street to Polk Avenue. The route and streets involved will include the following:

Park Avenue from 1st Street to Scenic Highway, Scenic Highway to Cypress Gardens Lane, Cypress Gardens Lane to Crystal Avenue to North 3rd Street, 3rd Street at Crystal Avenue to Park Avenue and east to Lakeshore Blvd. crossing Lakeshore to Lake Wailes Park, following the bike path (Lake Wailes Trail) to 8th Street crossing over to lakeshore Blvd. and following Lakeshore to Polk Avenue, Polk Avenue to 5th Street, 5th Street to Johnson Avenue to 4th Street, 4th Street to Central Avenue to 3rd Street and then to Stuart Avenue, Stuart Avenue to First Street and back to the Marketplace on Park Avenue where the 5K ends

City departments have reviewed the permit application and approved the event. There will be no cost to the City for in-kind services. The Lake Wales Police Department will use off-duty officers to be positioned on the route at intersections where runners will cross. Lake Wales Police Department VOICE and cadets will also be assisting with this event. The sponsor will be responsible for all costs associated with this event and providing sanitary facilities and clean up services along the route and at the Marketplace. Certificate of Liability Insurance is provided as required.

OTHER OPTION

Do not approve this special event permit application or the temporary intersection closings

FISCAL IMPACT

There will be no cost to the City for in-kind services associated with this event. The sponsor will pay 100% of the cost for off-duty officers and provide all clean up services.

[End Agenda Memo]

Agenda Item 9.VI. Special Event Application: Christmas Parade, December 10, 2016

[Begin Agenda Memo]

SYNOPSIS

Approval of the special event permit application will allow the Lake Wales Kiwanis Club to present the annual Christmas Parade on Saturday December 10, 2016 and allow for the temporary closing of several streets

RECOMMENDATION

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

1. Approve the special event permit application from the Lake Wales Kiwanis Club for the annual Christmas parade to be held Saturday evening, December 10, 2016 between the hours of 6:00 p.m. and 8:00 p.m.

2. Approve the parade route which will begin at Lake Wailes Park, travel up Central Avenue to Dr. Martin Luther King Jr. Blvd. north to Stuart Avenue where it will end
3. Approve the temporary closing of North 5th Street, Orange Avenue, the Horseshoe Drive in Lake Wailes Park, Lake Shore Blvd. from Orange Avenue to Central Avenue, and from Central Avenue at Lake Shore Blvd. to Dr. Martin Luther King Jr. Blvd. and Marin Luther King Blvd. to Stuart Avenue

BACKGROUND

Larry Tonjes, on behalf of the Lake Wales Kiwanis Club, submitted a special event permit application for the Annual Christmas Parade to be held Saturday, December 10, 2016 from 6:00 p.m. to 8:00 p.m. Line up for the parade will begin at 4:00 pm. on North 5th Street and on Orange Avenue and along the Horseshoe Drive of Lake Wailes Park.

The application also includes a request for the temporary closing of several streets as follows: 5th Street, Orange Avenue and the Horseshoe Drive in Lake Wailes Park for the parade line up, Lakeshore Boulevard south to Central Avenue, west on Central Avenue crossing SR17/Scenic Highway to Dr. Martin Luther King Jr. Boulevard where the parade will end on Stuart Avenue.

The crossing of Scenic Highway requires a permit from the Florida Department of Transportation and this request will be submitted to the Bartow office after commission has approved the event. Staff has reviewed the application and has no issues with the event or road closings. Lake Wales Police Department and VOICE will be handling pedestrian and vehicular traffic control. The Streets Department will coordinate the street closings and trash clean up. The Kiwanis Club will be responsible for the parade line up and staging and any sanitary facilities that might be necessary. Insurance is being provided by the sponsor as required.

OTHER OPTIONS

Not to approve this event and road closings.

FISCAL IMPACT

The total cost of in-kind services in the proposed budget for FY16/17 is \$2,101.04 with the Kiwanis Club being responsible for 25% of the total cost or approximately \$525.26.

[End Agenda Memo]

Agenda Item 9.VII. Contract Award: Highlands Oil Company, Inc.

[Begin Agenda Memo]

SYNOPSIS

Staff is requesting Commission approval of the vendor selection of Highlands Oil Company, Inc. for the purchase and delivery of gasoline and diesel fuel.

RECOMMENDATION

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

1. Approve the contract with Highlands Oil Company, Inc., 1130 N. Scenic Highway, Lake Wales, FL, for the purchase of gasoline and diesel fuel.
2. Authorize the City Manager to execute the contract on behalf of the City

BACKGROUND

City staff advertised a Request for Proposals (RFP #16-418) for the purchase and delivery of fuel as the City's current fuel delivery contract expires September 30, 2016.

Highlands Oil Company, Inc., The City's current fuel provider, was the only qualified bidder to respond with a proposal. Highlands Oil Company, Inc. submitted a proposal with a firm markup of \$0.149 per gallon for Unleaded Gasoline and On Road Diesel and \$.169 per gallon for Off Road Diesel.

In addition to delivering fuel to the City's fuel sites and generators, Highlands Oil Company, Inc. offers the following benefits to the City:

- A terminal located within Lake Wales. This reduces delivery fees and provides the City with an additional fuel site if needed during a disaster event.
- Five retail fuel outlets located within the city limits. Each of these retail outlets can be made available for City use during a disaster event if needed.
- A full service, in-house, maintenance department. Highlands Oil maintenance staff can repair City-owned fuel tanks, pumps, hoses, meters, etc.
- The ability to provide 90 Rec non-ethanol gasoline. The use of non-ethanol gasoline in small-engine equipment has reduced the maintenance requirements of the equipment.

OTHER OPTIONS

The City Commission may choose not award this contract to Highlands Oil Company, Inc. and direct staff to re-advertise the Request for Proposals.

FISCAL IMPACT

The City will expend an estimated \$190,000 for fleet fuel during FY2017.

[End Agenda Memo]

Agenda Item 9.VIII. Contract Award: Shell Aviation/Eastern Aviation Fuels

[Begin Agenda Memo]

SYNOPSIS

Staff is requesting Commission approval of the vendor selection of Shell Aviation/Eastern Aviation Fuels for the purchase and delivery of aviation fuel.

RECOMMENDATION

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

1. Approve the contract with Shell Aviation/Eastern Aviation Fuels.
2. Authorize the City Manager to execute the contract on behalf of the City.

BACKGROUND

City staff advertised a Request for Proposals (RFP# 16-416) for the purchase and delivery of aviation fuel and received three proposals: Shell Aviation/Eastern Aviation Fuels, EPIC Fuels/Ascent Aviation, and World Fuel Services.

Shell Aviation/Eastern Aviation Fuels was the highest ranked firm after independent evaluations was conducted by members of City staff. Shell Aviation/Eastern Aviation Fuels received a score of 365 out of 400 possible points, followed by EPIC Fuels/Ascent Aviation with 339 points, and finally World Fuel Services had the lowest score with 322 points.

In the past, the City only marginally benefitted from the sale of aviation fuel as the Airport received a \$0.10 per gall Fuel Flowage Fee from the previously contracted Fixed Base Operator, Lake Wales Aviation, Inc. Once the City assumes responsibility of the fuel sales, the City will receive 100 percent of the proceeds from all sales. The average amount of fuel delivered to the airport over the last five-year period is 60,849 gallons per year, with 62,000 gallons already delivered in 2016 (as of July). The actual amount of fuel delivered to the airport over the last five-year period is as follows:

Year	Gallons Delivered
2016	74,400 (Estimated)
2015	61,837
2014	86,164
2013	49,597
2012	32,246

OTHER

The City may choose the contract

OPTIONS

Commission not to award to Shell

Aviation/Eastern Aviation Fuels and may award the contract to one of the other Proposers.

FISCAL IMPACT

Based on the most recent five-year average, the Lake Wales Municipal Airport can conservatively expect to generate an estimated \$45,000 in revenue from the sale of aviation fuel during FY2017.

[End Agenda Memo]

Agenda Item 9.IX. Contract Award: Granicus, Inc.

[Begin Agenda Memo]

SYNOPSIS

Staff is requesting Commission approval of the vendor selection of Granicus, Inc. for video streaming and archiving services.

RECOMMENDATION

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

1. Approve the contract with Granicus, Inc.
2. Authorize the City Manager to execute the contract on behalf of the City.

BACKGROUND

The City Commission meetings and the other public meetings held in the Commission Chambers are only aired live on Comcast cable. Residents that use Cable TV service providers other than Comcast are unable to watch municipal public meetings live. Polk Government Television (PGTV) does re-broadcast the City of Lake Wales Commission meetings on the PGTV channels, but not until three days after the original meetings have aired. Recorded Commission meetings are also accessible via the City and PGTV's web sites three days after the original meetings have aired. While this has been helpful to some degree, there is still a desire to make live public meetings accessible to everyone in the community.

Granicus, Inc. provides video streaming and archiving solutions specifically designed for government entities. The Granicus solution will allow the City to stream public meetings live over the Internet and will provide access to unlimited archived video footage. The software also integrates the recorded video footage with the meeting agendas and makes it possible for residents to watch only the portions of the meetings they are interested in.

While there are similar providers of this particular service, Granicus Inc. is one of the most experienced with over 1,100 government clients in the U.S. utilizing their services. Much of the functionality of Granicus' solution is unique to their company and is outlined in the attached Sole Source Letter. The contract amount for the proposed service is well below the City's requirement for soliciting sealed proposals. City staff did evaluate several other vendors, but found Granicus, Inc. to have the superior product for the value.

\$7,000 was approved in the FY2016 budget for the acquisition of video streaming components. Granicus, Inc.'s proposal of \$2,500 for initial setup and \$400 per month is well below the approved budget amount. Monthly services charges for a video streaming service are included in the FY2017 proposed budget.

OTHER OPTIONS

The City Commission may choose not to enter into this contract with Granicus, Inc. may direct staff to seek another provider.

FISCAL IMPACT

\$7,000 was approved in the FY2016 budget for the acquisition of video streaming components. Granicus, Inc.'s proposal of \$2,500 for initial setup and \$400 per month is well below the appropriated funds.

[End Agenda Memo]

Agenda Item 9.X. Cleaning of Reuse Main

[Begin Agenda Memo]

SYNOPSIS

The reuse line requires cleaning on a continual basis to ensure the line continues to function as intended.

STAFF RECOMMENDATION

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

1. Authorize Professional Piping Services, utilizing the annual contract, to perform the reuse main cleaning services in the amount of \$87,967.00.

BACKGROUND

The reuse water main requires periodic cleaning to keep it free of debris that may get through during the waste water treatment process. Sediment such as sand, plastics, and paper tend to make its way through

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the main and ends up clogging up the end users filter screens in the customer irrigation systems. This creates problems for both property owners and city staff alike. The standard method used for the cleaning of these sections of reuse main is called the progressive poly pig procedure. The last time the reuse line was cleaned using this method was in July of 2013.

The City Commission approved piggy-backing The Pinellas County Board of County Commissioners contract to perform these services on October 6, 2015. Staff contacted Professional Piping Services and requested a price quote for the cleaning of the reuse main and the installation of additional main for the installation of a launching port. A quote was received in the amount of \$72,694.00 for the cleaning of the reuse line and a quote of \$15,273.00 for the installation of additional line to install the launching ports.

Staff recommends that the commission approve the utilization of the annual contract for Professional Piping Services for the reuse main cleaning and port installation in the amount of \$87,967.00

OTHER OPTION

None. Without this necessary cleaning of the reuse line, various customers in the downstream will continue to experience clogged filters in their sprinkler system. The Multi-Purpose Soccer Field is one such customer.

FISCAL IMPACT

\$73,000 was budgeted in the Reuse Division's FY '15-'16 M & R Pigging Operating Budget for this purpose. There are additional unexpended funds in various M&R line items available for transfer to cover the total cost for the addition work required.

[End Agenda Memo]

Commissioner Gibson said he did not recall which agenda item but in one of them, a change in gender needed to be made. In the item, it referred to the Chair of the Main Street organization as a male and that person is a female so that needed correcting. He made a motion to approve the Consent Agenda to include this change. Commissioner Howell seconded the motion.

By Voice Vote:

Commissioner Gibson "YES"
Commissioner Howell "YES"
Commissioner Perez "YES"
Deputy Mayor Thornhill "YES"

The motion carried 4-0.

10. OLD BUSINESS

11. NEW BUSINESS

12. CITY MANAGER

Agenda Item 11. CITY MANAGER

City Manager Kenneth Fields commented on the Agenda Item approved in the Consent Agenda regarding video streaming. He said those that cannot watch board meetings through cable TV will now be able to watch them on the internet, and that the program should be implemented sometime in the fall.

Agenda Item 11.I. City Commission Tracking Report

Agenda Item 11.II. Social Media Report

Agenda Item 11.III. City Commission Meeting Calendar

Agenda Item 11.IV. Other Meetings & Events Calendar

Agenda Item 11.V. City Boards Meeting Schedule

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

13. CITY COMMISSION COMMENTS

Commissioner Perez said he noticed that in The Polk County News and Democrat received today it did not contain anything about Lake Wales so he contacted the managing editor about that and that person apologized and said a couple things have fallen through but they are working on it.

Commissioner Gibson said the City did a wonderful job on the budget.

Commissioner Gibson said he read where the Republic Services contract they have with the County would soon be ending and that the County will be using a different provider. He asked if Republic Services would be continuing their services with the City after that. When negotiating a new contract he would like to make commercial recycling part of it. Mr. Fields said Republic Services is still serving a number of cities within Polk County even though they will no longer be providing services to the unincorporated areas of the County. Finance Director Dorothy Ecklund said in Fiscal Year 2016-2017 the City would begin negotiations with Republic Services and they still have that entire year under the contract. Under the existing contract, we can continue for another seven years and if we are not satisfied with the terms, etc. the City can go out for bid. Mr. Fields said the existing contract does not provide for a very strong non-residential recycling program and we should put more emphasis on that when negotiating a new contract. The prices Republic Services receive for recycling has dramatically dropped from what it was a few years ago so that is complicated for them but that does not mean we should not have something more on the commercial side included. They are weak in multifamily recycling as well. If we cannot reach negotiations, we can go out to bid.

Commissioner Gibson said First Street is our main street that divides east and west and from there the Streets are numbered. Because First Street is a nothing street and it goes through most all the neighborhoods in the historic City he proposed that it be named America Street, which is a street name nobody else has, it is diverse, and it reflects the population of Lake Wales, which reflects the population of America.

Commissioner Perez asked if there were any improvements in receiving applications for membership on City boards and the City Clerk responded it has been better this year. Mr. Fields said we are going through a comprehensive review of all the board ordinances and will be coming to the Commission with some revisions, consolidations etc.

Commissioner Gibson said staff was supposed to bring an ordinance to the Commission about news racks and he has not seen that and Mr. Fields said he wanted to get the budget behind us first.


Commissioner Perez asked about the donation boxes. A donation box had been removed from behind McDonalds and a huge amount of trash was left there including about five mattresses. Mr. Fields said that happened at a number of locations where a donation box had been removed and property owners will be contacted about that.

Deputy Mayor Thornhill said the budget process is difficult every year and commended staff for doing a good job.

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14. MAYOR COMMENTS

The meeting was adjourned at 6:44 p.m.



Mayor/Deputy Mayor

ATTEST:



City Clerk Clara VanBlargan, MMC