

The meeting of the Lake Wales City Commission was held on December 2, 2014 in the Commission Chambers at the Municipal Administration Building. The meeting was called to order by Mayor 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: Terrye Howell; Jonathan Thornhill; Betty Wojcik; Christopher Lutton, Deputy Mayor; Eugene Fultz, Mayor

COMMISSIONERS ABSENT: None

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

ANNUAL REPORT

PRESENTATIONS

COMMUNICATIONS AND PETITIONS

Linda Leone, 4449 Dunmore Drive, Lake Ashton, reviewed a study by the Lake Wales Police Department and expressed concerns about safety especially with a recent developer bringing in huge payloaders. The streets are narrow and there is congestion including regular traffic, golf carts, and pedestrians. This leads to increased congestion. She would like a meeting with the City Manager and the Police Department to address these concerns. Mr. Fields invited her to call his office for scheduling a meeting to explore how to best address this concern.

Sue Smith, 919 Carlton Avenue, said she received no response to her letter regarding concerns on the hotel submitted to the City Clerk at the last meeting. Ms. Smith expressed concerns that the Grand Hotel has not been completed. The Department of Business and Professional Regulation is investigating the project. She requested a response to her letter.

Jackie Williams, 2054 Bel Ombre Circle, said that the televised meetings cannot be heard very well. Mr. Fields said that there are new microphones on the dais and said this should solve the problem.

Stephen Gately, aide to Representative Mike La Rosa, announced that he is leaving to work in Congressman Ross's office, but the office of Representative La Rosa will stay in the building and he will work with his replacement to ensure a smooth transition.

Howard Kay, 1515 Country Oaks Blvd., announced there will be a Menorah lighting ceremony before the next City Commission meeting on December 16th at 5:30pm. He explained the significance of Hanukkah and how the ceremony will go. Unity in Community is trying to promote this event.

Mimi Hardman, 300 S. Lake Shore Blvd., reported on a recent visit by a representative from Tallahassee concerning preservation that toured the Grand Hotel and was impressed.

CONSENT AGENDA

Agenda Item 5. Edward Byrne Memorial State and Local Law Enforcement Assistance Grant

[Begin Agenda Memo]

SYNOPSIS

Approval of this item will allow the police department to submit for and receive grant funding to purchase items to be used in crime prevention and community outreach events.

RECOMMENDATION

Staff recommends that the Honorable Mayor and City Commission authorize the Police Department to apply for and accept funding through the Edward Byrne Memorial State and Local Law Enforcement Assistance Grant.

BACKGROUND

Since 1999, the Police Department has received funding from the Edward Byrne Memorial State and Local Law Enforcement Assistance Grant Program. Since that time, the department has utilized this funding to create numerous community programs as well as purchase needed equipment to enhance public safety. This year the Edward Byrne Memorial State and Local Law Enforcement Assistance Grant award amount is \$4,346.00 and if approved would be included in the 2014/2015 budget.

The Police Department proposes to use the JAG-D funds to purchase items for crime prevention and community outreach events. The Police Department is involved with numerous outreach initiatives and these funds will help increase our effectiveness at building partnerships for a safer community.

If approved, these funds will be used to purchase educational coloring and activity books, junior police officer badges, K9 trading cards and child identification kits. These items are very effective during outreach initiatives; however budget reductions over the years have impacted our ability to provide them.

Matching funds are not required to participate in this grant; however, the department will use Forfeiture Funds to supplement any additional expenses not covered with grant funding.

OPTIONS

The Commission may choose not to authorize application for and accept the Edward Byrne Memorial State and Local Law Enforcement Assistance Grant.

FISCAL IMPACT

The Finance Department has reviewed this application and the Fiscal Impact Statement is attached.

[End Agenda Memo]

Agenda Item 6. New Municipal Website Service Agreement with Icon Enterprises, Inc., d/b/a CivicPlus

[Begin Agenda Memo]

SYNOPSIS

Staff is requesting Commission approval to enter into a service agreement with CivicPlus for the purpose of designing, implementing and hosting a new municipal web site.

RECOMMENDATION

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

1. Approve the (48) forty eight - month service agreement with CivicPlus.
2. Authorize the City Manager to execute the necessary documents on behalf of the City.

BACKGROUND

The current City of Lake Wales municipal web site design has been in production since 2007. The web site was created with a programming code that is labor intensive to use and has been rendered obsolete over the last eight years.

CivicPlus specializes in creating municipal web site solutions that utilize the latest technologies in content management and design. Some of the key features of their software solution include: social media integration, e-commerce solutions, commission agenda automation, integrated web forms, centralized content management, online facility rentals and a responsive design for mobile devices. A complete list of the features included in CivicPlus' software solution can be found in Exhibit A of the agreement.

The CivicPlus content management system differs from other content management software solutions in that it has been created and optimized solely for use by government entities. Eighty municipalities within the state of Florida alone have utilized CivicPlus for their web site designs and over 1700 municipalities have used them nationally.

The initial build-out cost of the new web site is \$24,640 with a \$3,696 annual maintenance fee that begins in year-two of the agreement. An additional re-design of the web site is included at the end of the initial agreement.

The design, implementation, and training associated with the new web site will take approximately five months to complete.

The CivicPlus proposal is based on the General Service Administration's (GSA) pricing schedule. Sec 2-403 (b) of the City's Code authorizes the City to utilize GSA pricing schedules in an effort to capitalize on the federal government's economy of scale.

OTHER OPTIONS

Direct staff to advertise a Request for Proposals for an alternative web site developer

FISCAL IMPACT

\$25,000 was included in the FY 2014-15 budget request for a new web site. \$24,640 is \$360 under budget appropriations for this item.

[End Agenda Memo]

**Agenda Item 7. Revision to Noon Rotary Club of Lake Wales "Orange Blossom BBQ"
December 2014 Special Event Permit**

[Begin Agenda Memo]

SYNOPSIS

Approval of this request will revise the previously approved Special Event Permit allowing the Noon Rotary Club to hold the "Orange Blossom BBQ" in Lake Wailes Park on December 5th and 6th, 2014. The revisions allow for a larger designated area for beer consumption and installation of additional utilities.

RECOMMENDATION

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

1. Approve the Special Event Permit Application revision request to allow for a larger designated area for alcohol consumption and to allow installation of additional utilities.

BACKGROUND

At the August 19th, 2014 City Commission meeting, a special event permit application was approved for the Lake Wales Noon Rotary to hold the "Orange Blossom BBQ" in Lake Wailes Park on Friday, December 5 and Saturday, December 6, 2014.

At the November 18, 2014 Commission meeting Reid Hardman with the Rotary Club presented a revised plan for the set-up of the event and requested a revision to the permit to allow for a larger area to sell consume alcohol in which includes most of the "Orange Blossom BBQ" event boundaries designated on the revised site map. Mr. Hardman also requested allowing Rotary to have additional water spigots and electric outlets for the cook teams.

OTHER OPTIONS

Do not approve the revisions.

FISCAL IMPACT

The cost for the required off-duty officers to be present and for the additional utilities will be the responsibility of the event sponsors.

[End Agenda Memo]

Agenda Item 8. Heritage Fest Event

Agenda Item #8 was pulled before the meeting.

[Begin Agenda Memo]

SYNOPSIS

This is a Special Event Permit Application from the Green and Gold Foundation and Black Entrepreneurs and Leaders Coalition for a Heritage Fest event to be held on Saturday February 21st from 10am-8pm in downtown Lake Wales.

RECOMMENDATION

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

- Approve the Special Event Permit application for the Heritage Fest event to take place on Saturday, February 21, 2015 from 10am-8pm.
- Approve the request for the temporary closing of the following:

- Stuart Avenue from 1st Street to Scenic HWY (SR 17)
- S. Market Street from Stuart Avenue to Central Avenue
- The Marketplace and Marketplace Parking lot.
- The alley between Stuart Avenue and Park Avenue
- Central Avenue between 1st and 2nd Streets
- 2 City lots at the east end of Stuart Avenue at Scenic HWY (SR 17)

- Authorize set-up of stage, tent and tables at 4pm on Friday February 20, 2015

BACKGROUND

Heritage Fest is being sponsored by the Green and Gold Foundation and the Black Entrepreneurs and Leaders Coalition as a Black History Month Celebration. The event will include entertainment, vendors, and other activities.

Set up will begin at 10am and the event will start at noon and continue to 6pm.

Sponsors will be responsible for the cost of 3 off-duty police officers for the duration of the event, for sanitary facilities, and for site set-up and clean-up.

OPTIONS

Do not approve the Special Event Permit.

FISCAL IMPACT

As this is a new event, it has not been budgeted for this fiscal year. All costs will be the responsibility of the sponsor.

[End Agenda Memo]

Agenda Item 9. Spook Hill Thunder Event Application

[Begin Agenda Memo]

SYNOPSIS

This is a Special Event Permit Application from the Lake Wales Area Foundation for "Spook Hill Thunder." This is a fundraising event where approximately 25,000 balls will be rolled down Spook Hill. The event will take place Saturday, October 24, 2015 from 10am-6pm.

RECOMMENDATION

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

- Approve the Special Event Permit application for the Spook Hill Thunder fundraising event to take place on Saturday, October 24, 2015 from 10am-6pm.
- Approve the request for the temporary closing on Saturday, October 24, 2015 of North Wales Drive (Spook Hill) from Burns Avenue to Dr. JA Wilshire Avenue from 10am-6pm.
- Authorize parking on grass around North Lake Wailes which is next to Spook Hill.
- Authorize a plastic safety fence along Spook Hill to keep balls on course.

BACKGROUND

The Lake Wales Area Foundation is organizing the "Spook Hill Thunder" as a fundraising event for the Foundation. This event will take place the same weekend as Pioneer Days. Balls will be numbered and

sold. They will be rolled down Spook Hill and the first to reach the target is winner. Spook Hill will be closed from 10am – 6pm with the main event taking place at 2pm.

This event is similar to rubber duck races held in communities with fast moving water.

The sponsor will provide restroom facilities on site and work with City Staff to improve appearance of Spook Hill. The sponsor will also have volunteers coordinate the parking as the terrain in that area has issues.

OTHER OPTIONS

Do not approve the Special Event Permit.

FISCAL IMPACT

As this is a new event, it has not been budgeted. All costs will be the responsibility of the sponsor.

[End Agenda Memo]

Commissioner Howell asked about the program the grant will fund. Chief described the SAFE program in the schools and that these funds will be for materials for outreach events for all age groups. The program will focus on Crime Prevention.

Mayor Fultz noted that Agenda Item #8 was pulled to allow for additional time to put that event together.

Commissioner Thornhill made a motion to approve the Consent Agenda excluding Agenda Item #8. Commissioner Howell seconded the motion.

By Voice Vote:

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

The motion carried 5-0.

OLD BUSINESS

NEW BUSINESS

Agenda Item 10. Appointment – Lake Wales Library Board

[Begin Agenda Memo]

RECOMMENDATION

The Mayor makes appointments to various citizen advisory and regulatory boards, commissions, committees, and authorities with the advice and consent of the City Commission (City Charter, Sec. 3.06).

The Mayor is asked to make the appointment as deemed appropriate.

BACKGROUND

Vacancies exist on various Boards, Commissions, and Committees due to resignations, expirations of terms, newly established boards, etc.

Library Board (City Code Sec. 2-26,(b)) – The board consists of five (5) members. Four members must reside in the City, own property in the City or hold a valid business tax receipt issued from by the City. One member shall be a resident of the unincorporated Greater Lake Wales area having a Lake Wales address or a resident of the City of Lake Wales if the Lake Wales Public Library is a member of the Polk County Cooperative and receives operating funds from Polk County Board of County Commissioners (Ordinance 2008-07; 02/19/08). (5-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are **not** required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: One resident

Current Meeting Schedule: 2nd Wednesday @ 11:00 a.m.; Lake Wales Library

Primary Duties: Operate the public library; control expenditures of all monies collected or donated to the Library Fund; appoint the library staff and establish rules and regulations for operation and use of the Library subject to the supervision and control of the City Commission.

Current Members: Glenda Morgan, outside 08/06/96 – 07/01/16, 4-Final
Vacant, resident – 07/01/17, 1
Jack Brandon, resident 02/01/11 – 07/01/16, 1
Cheryl Garnett, resident 03/05/13 – 07/01/18, 1
Beverly Lamar, resident 07/01/04 – 07/01/19, 3-Final

Applying for re-appointment: None

Applying for appointment: Donna Geils, resident

Recommendation: The recommendation is for the Mayor to appoint Donna Geils to serve on the Lake Wales Library Board for a term expiring on 7/1/2017, remainder of 5-yr term.

OPTIONS

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

FISCAL IMPACT

None. These are volunteer citizen boards.

[End Agenda Memo]

Mayor Fultz appointed Donna Geils to the Library Board for a term expiring 7/1/2017.

Commissioner Howell made a motion to approve the appointment of Donna Geils to the Library Board for a term expiring 7/1/2017. Commissioner Wojcik seconded the motion.

By Roll Call Vote:

Commissioner Howell	“YES”
Commissioner Wojcik	“YES”
Commissioner Thornhill	“YES”
Deputy Mayor Lutton	“YES”
Mayor Fultz	“YES”

The motion carried 5-0.

CITY MANAGER

Agenda Item 13. City Commission Tracking Report:

Kenneth Fields, City Manager, reported that all projects are in progress. Regarding the Scenic Highway Resurfacing project, the railroad crossing is complete and now they are working on the installation of storm water run-off infrastructure which is on First Street which is why it had to be closed. The actual resurfacing part is forthcoming.

The trail resurfacing project was delayed again due to weather but that will be complete soon.

Commissioner Thornhill asked about the Verizon box by the Kiwanis Park side, they can't open door. Mr. Fields said that they will look at that.

Deputy Mayor Lutton asked about the old concrete at the south side of the path. He asked if that area could be straightened up to look nicer or if that could be removed. Mr. Fields said that they will look into it.

Agenda Item 14. City Commission Calendar

Mr. Fields reported that the legislative delegation meeting is January 13th and on the events this weekend: Make it Magical downtown and the Orange Blossom BBQ.

Deputy Mayor Lutton announced the Sunset and Symphony at Bok Tower this weekend also.

Agenda Item 15. Annual Reporting – Boards, Commissions, and Committees

CITY COMMISSION COMMENTS

Commissioner Howell asked the status of a past request to change a street name, Washington Avenue to Barack Obama Avenue. She reviewed the procedures for street renaming.

Mr. Fields reviewed the process, that the Commission must approve it, a public hearing, and a review of the costs. Commissioner Wojcik asked about the number of residents affected. James Slaton, Director of Public/Support Services, reported that there are 61 total residents including 37 in the City and 24 in the county. He said half the road is in the City and half is in the county and crosses Hwy 27. Mayor Fultz reported that he spoke with David Smith who went to the County who deferred this to the City. Mr. Fields confirmed that they will follow our lead on this. Mr. Slaton reported that a public hearing is required and the cost to replace street signs is about \$700. Polk County requirements are that streets should be 20 characters or less and President Barack Obama Avenue is too long so the name needs to be shortened. Deputy Mayor Lutton said he wondered why they should replace Washington, a former president with another president. Mayor Fultz suggested a discussion with the NAACP to get their reasoning.

Mayor Fultz asked for a consensus vote to move forward with the process.

Commissioner Howell	“YES”
Commissioner Wojcik	“YES”
Commissioner Thornhill	“YES”
Commissioner Lutton	“NO”
Mayor Fultz	“YES”

The motion carried 4-1.

Mr. Fields said that they will move forward with the process.

Commissioner Howell commended City staff for getting the meeting agenda done early before the Thanksgiving Holidays. She said as the City Commission voted, she would like to receive the meeting agenda by the deadline of Wednesday before each meeting.

Commissioner Howell reported on a conversation with the City Clerk in Daytona Beach. They have ipads and the Commission meetings are streamed online and on TV. Kenneth Fields, City Manager, said that in the budget for next year they can get audio/video upgrades to allow for meetings to be streamed online. They do hope to replace the laptops with tablets in the future.

Commissioner Howell suggested that each department could contribute towards the cost of streaming the video. Mr. Fields said it will be in the budget next year.

CITY MANAGER COMMENTS

MAYOR COMMENTS

Mayor Fultz thanked City staff for the tree lighting ceremony out front and for lighting the fountain in the lake at Hwy 27.

The meeting was adjourned at 6:41 p.m.

Mayor/Deputy Mayor

ATTEST:

City Clerk Clara VanBlargan, MMC