

City Commission Meeting Minutes
May 1, 2018
(APPROVED)

5/1/2018 - Minutes

1. INVOCATION

Dr. Jim Moyer gave the invocation.

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

The Mayor called the meeting to order at approximately 6:00 p.m. after the invocation and pledge of allegiance.

4. ROLL CALL

Commission Members Present: Eugene Fultz - Mayor, Curtis Gibson, Flora "Tonya" Stewart, Terrye Howell, Robin Gibson - Deputy Mayor

Staff Present: Kenneth Fields, City Manager; Albert C. Galloway, Jr., City Attorney; Jennifer Nanek, City Clerk

5. PROCLAMATIONS AND AWARDS

5.I. PROCLAMATION - LWHS Boys Weightlifting Team

Mayor Fultz presented a proclamation to the Lake Wales High School Weightlifting Team recognizing them for an undefeated season.

5.II. PROCLAMATION - Warner Cares Day

Mayor Fultz presented a proclamation to Dr. Jim Moyer commending him and Warner University for their annual Warner Cares Day.

5.III. PROCLAMATION - Dr. James Moyer Recognition Day

Mayor Fultz presented a proclamation recognizing Dr. Jim Moyer for his service to the Community.

6. PRESENTATION/REPORT

7. OLD BUSINESS

7.I. Minutes - April 17, 2018

Deputy Mayor Robin Gibson made a motion to approve the minutes of April 17, 2018. Commissioner Howell seconded the motion.

Voice Vote:

Deputy Mayor Robin Gibson "YES"

Commissioner Howell "YES"

Commissioner Stewart "YES"

Commissioner Curtis Gibson "YES"

Mayor Fultz "YES"

Motion passed 5 - 0.

7.II. Ordinance 2018-03, FY17'18 Budget Amendment #1, 2nd Reading & Public Hearing

[Begin Agenda Memo]

SYNOPSIS:

The City Commission will consider approval of the first amendment of FY 17'18 Budget that was adopted on September 19, 2017.

RECOMMENDATION

It is recommended that the City Commission approve Ordinance 2018-03 after second reading and public hearing.

The City Commission approved first reading of the ordinance on April 17, 2018. The advertisement requirement for second reading and public reading has been met.

BACKGROUND

Ordinance 2017-16 estimating revenues and appropriating funds for Fiscal Year 2017-18 was adopted by the City Commission September 19, 2017.

We are presenting Ordinance 2018-03 to modify the estimates of revenues and appropriations budgeted in various funds. This is primarily a housekeeping ordinance to conform the adopted budget to realized or expected changes within the current fiscal year. Explanation of change, for significant items has been provided on both Exhibit A and B.

OTHER OPTIONS

This is a required budgetary amendment for compliance purposes relating to the City's Charter and Florida State Statute.

Per the Lake Wales City Charter, Section 6.07, upon written request by the City Manager, the City Commission may by ordinance transfer part or all of any unencumber appropriation balance from one department, office or agency to another. Per Florida State Statute, Section 166.241, the budget must regulate expenditures of the municipality. If a budget amendment is required, the amendment must be adopted in the same manner as the original budget.

FISCAL IMPACT

See Exhibit A and Exhibit B attached to Ordinance 2018-03

[End Agenda Memo]

Jennifer Nanek, City Clerk, read **ORDINANCE 2018-03** by title only.

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING ORDINANCE 2017-16 TO MODIFY THE ESTIMATES OF EXPENDITURES FOR THE OPERATION OF THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE 2017-2018 FISCAL YEAR AND TO MODIFY THE APPROPRIATION OF FUNDS RAISED AND COLLECTED FROM ALL SOURCES SET

FORTH IN THE ESTIMATE OF REVENUES FOR SAID FISCAL YEAR; REPEALING ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE.

Kenneth Fields, City Manager, reviewed this item.

OPENED PUBLIC HEARING

CLOSED PUBLIC HEARING

Commissioner Howell made a motion to adopt **ORDINANCE 2018-03** after 2nd reading and public hearing. Commissioner Curtis Gibson seconded the motion.

Roll Call Vote:

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Deputy Mayor Robin Gibson "YES"

Mayor Fultz "YES"

Motion passed 5 - 0.

8. CITY CLERK

8.I. OATH OF OFFICE: Robin Gibson

Jennifer Nanek, City Clerk, administered the Oath of Office to Commissioner Robin Gibson.

8.II. APPOINTMENT - Commission Seat 3 District 122

Mayor Fultz said that an appointment is needed to fill a vacancy on the Commission in Seat 3 representing District 122 as no one qualified to run.

Commissioner Curtis Gibson made a motion to appoint Terrye Howell to the vacancy on the Commission. Commissioner Robin Gibson seconded the motion.

Roll Call Vote:

Commissioner Curtis Gibson "YES"

Commissioner Robin Gibson "YES"

Commissioner Stewart "YES"

Mayor Fultz "YES"

Motion passed 4 - 0.

8.III. OATH OF OFFICE: New Commission Member

Jennifer Nanek, City Clerk, administered the Oath of Office to Commissioner Terrye Howell.

8.IV. Group Picture

Ms. Nanek said that a Commissioner has requested that we wait until the end of the meeting for the group picture. Mayor Fultz agreed.

9. ROLL CALL

Commission Members Present: Eugene Fultz - Mayor, Curtis Gibson, Flora "Tonya" Stewart, Terrye Howell, Robin Gibson

10. COMMUNICATIONS AND PETITIONS

11. CONSENT AGENDA

Commissioner Howell made a motion to approve the consent agenda. Commissioner Curtis Gibson seconded the motion.

Voice Vote:

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Deputy Mayor Robin Gibson "YES"

Mayor Fultz "YES"

Motion passed 5 - 0.

11.I. March 2018 Financials

[Begin Agenda Memo]

SYNOPSIS:

The preliminary financial statements report revenues received and expenditures made through the end of March 31, 2018.

The unaudited financial statements for the City of Lake Wales for the Period Ending March 28, 2018 are presented to the City Commission for review.

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]

11.II. Contract Award(S) – Continuing Architectural Services

[Begin Agenda Memo]

SYNOPSIS:

Staff is requesting Commission approval to enter into Consulting Agreements for Continuing Architectural Services.

RECOMMENDATION

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

1. Approve the consulting agreements with Straughn Trout, Parlier + Crews, and Furr & Wegman.
2. Authorize the City Manager to execute the agreements on behalf of the City.

BACKGROUND

Pursuant to FS 287.055 (C.C.N.A), the City of Lake Wales solicited statements of qualifications from firms qualified to provide architectural services on a continuing basis (RFQ# 17-440). Projects requiring architectural services may include, but are not limited to, the design and construction of new facilities, the remodeling of existing facilities, the design and construction of park and recreation spaces, and streetscape improvements.

The firm(s) will be required to provide sufficient information to permit contractors to respond to the City's request for proposals and permit the City to enter into construction contracts. The budget for each project and services requested shall be determined based upon each project's specific scope and requirements.

Five firms submitted statements of qualifications in response to RFQ# 17-440. Each firm was evaluated against the following criteria in accordance with FS 287.055 (the Consultants Competitive Negotiation Act):

- Architectural team
- Previous experience
- Services provided and quality control methods
- Location of firm
- Overall quality of submittal
- Certified MBE/DBE/WBE

After independent evaluations of each firm's qualifications were conducted by City staff members, the firms were ranked as follows:

Ranking	Firm	Score	Maximum
1st	Straughn Trout	264	300
2nd	Parlier + Crews	260	300
3rd	Furr & Wegman	257	300
4th	Bender & Associates	229	300
5th	The Lunz Group	223	300

Staff recommendation is to award contracts for continuing architectural services to the three highest ranked firms. The agreements will each be for a period of five (5) years.

OTHER OPTIONS

None.

[End Agenda Memo]

Commissioner Curtis Gibson said he would like more local vendors selected for this. He noted that there is one but hopes to see more.

Commissioner Robin Gibson asked what this qualifies these architects to do. Mr. Fields said there are state rules about how state architects are selected. As projects come up work will be rotated among the three firms. We have a similar setup with engineering firms. Commissioner Robin Gibson asked if we have work do we use only these firms? For straightforward design work we would use these but for larger projects we would go out to bid. These are for short term projects. Commissioner Robin Gibson asked if these will be used for downtown design process. Mr. Fields explained that bid process is being handled by Main Street.

11.III. Traffic Enforcement Vehicle Purchases

[Begin Agenda Memo]

SYNOPSIS:

Staff is requesting Commission approval to purchase one (1) unmarked Ford Police Interceptor and one (1) Harley Davidson police motorcycle utilizing existing Police Service Impact Fees.

RECOMMENDATION

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

1. Approve the purchase of one (1) fully equipped 2017 Ford Police Interceptor vehicle from Bartow Ford and one (1) fully equipped 2018 Harley Davidson FLHTP police motorcycle from Bruce Rossmeyer Harley Davidson based upon the Florida Sheriff's Association Fleet

Competitive Bid Pricing.

2. Authorize a budget amendment in the amount of \$83,265.30

BACKGROUND

As the result of increased business and residential growth within the city, vehicular congestion, traffic complaints and crashes have steadily increased throughout our jurisdiction. During calendar year 2017, the City experienced a marked increase in the number of vehicle crashes totaling five hundred and ninety-five (595), which resulted in two (2) fatalities. During the first three (3) months of 2018, one hundred and fifty-six (156) crashes occurred, with four (4) of them resulting in fatalities. This growth placed such a demand on staffing that the department increased personnel last year to expand services and address these issues at a greater level and intensity than the Patrol Division can on a daily basis.

In an effort to reduce traffic crashes, increase the safety of the motoring public, continue building positive relationships throughout the community and increase public awareness, the police department proposes to expand its services to traffic enforcement and purchase an unmarked police vehicle and motorcycle. Both vehicles will be specially equipped to perform enforcement and educational initiatives throughout the city. The unmarked vehicle will allow the traffic enforcement officer to blend in with other vehicles and identify violations that are more difficult to observe and enforce using a standard marked patrol car. This vehicle will also be capable of supporting the Investigations Division when an unmarked vehicle is required to avoid detection.

The department will use the police motorcycle primarily to enforce traffic violations; however, it will serve many additional purposes that enhance the department's mission. Police motorcycles are capable of accessing areas with heavy vehicular and pedestrian congestion, providing a deterrent effect on both traffic violations and general crime, providing escorts during parades or funerals and complimenting traffic education and public relations initiatives.

OTHER OPTIONS

The City Commission may choose not to purchase these vehicles or only purchase one or the other.

FISCAL IMPACT

The Police Department proposes to use Police Services Impact Fees to purchase these vehicles. The fully equipped unmarked traffic enforcement vehicle cost is \$44,496.00 and the cost for the fully equipped police motorcycle is \$38,769.30. This includes specialized protective gear, uniforms and equipment necessary to perform traffic enforcement.

Maintenance costs

[End Agenda Memo]

12. NEW BUSINESS

12.I. Appointment Of Deputy Mayor

Commissioner Howell made a motion to reappoint Robin Gibson as Deputy Mayor. Commissioner Stewart seconded the motion.

Voice Vote:

Commissioner Howell "YES"

Commissioner Stewart "YES"

Commissioner Curtis Gibson "YES"

Deputy Mayor Robin Gibson "YES"

Mayor Fultz "YES"

Motion passed 5 - 0.

13. CITY MANAGER

13.I. Tracking Report

Kenneth Fields, City Manager, said we are adding new police vehicles to the road to help with traffic safety concerns as there has been an uptick in accidents lately.

There is a reconfiguration of traffic at Thompson-Nursery Road and US HWY 27. They are working with FDOT on improving safety at that intersection.

Last Saturday with the Food Trucks in Lake Wailes went well. There will be more things happening downtown.

13.II. Social Media Tracking Report

13.III. Commission Meeting Schedule

Mr. Fields reminded the Commission that there will be a series of budget workshops over the summer. The first one is Tuesday May 8th which is a priority setting workshop.

13.IV. Other Meetings & Events Calendar

14. CITY COMMISSION COMMENTS

Deputy Mayor Robin Gibson said that he was concerned about filling in the gaps from the recent demolitions. We need to have an organized effort. Mr. Fields said they are working with the Housing Authority but funding is not forthcoming from the Federal government. They are working with a firm that does this kind on infill housing. The firm does nice pre-made houses. They are looking into this possibility. Deputy Mayor Robin Gibson said that infill housing needs to be a priority.

Commissioner Howell shared about a program and contest to encourage parents to be involved in their student's education called "Wheels to Engagement". The Spook Hill winner was Eva Burgess. She will be entered in a drawing to win a car and \$1000. She encouraged more parents to be involved in their child's education.

Commissioner Howell said that she is glad the county is putting a sidewalk on Washington Avenue.

Commissioner Curtis Gibson thanked the Rotary Clubs for planting trees at Lake Wailes Park. He is glad to see all the positive things going on and that we are going in the right direction. He attended the food truck rally and everyone had a great time.

Commissioner Stewart said she was glad that Lake Wales will get a pool by partnering with the Y. Deputy Mayor Robin Gibson said that the Recreation Workshop was a good meeting. Everyone worked together real well.

15. MAYOR COMMENTS

Mayor Fultz said that he is glad that progress is being made on several long promised projects including Aldi's and Wawa.

Mayor Fultz said that he is hosting a "Chat and Chew" with the Mayor out at Kingdom City Outreach at Eagle Ridge Mall so that citizens can talk to him and he can tell citizens about legislative issues. This will be May 16th at 10:00 a.m..

Mayor Fultz announced a town hall meeting hosted by Darren Soto in Haines City regarding restoration of voting rights for felons.

16. ADJOURNMENT

The meeting was adjourned at 6:48 p.m.

Mayor/Deputy Mayor

ATTEST

City Clerk/Deputy City Clerk