

**City Commission Workshop
Meeting Minutes
April 14, 2021
(Approved)**

4/14/2021 - Minutes

1. CALL TO ORDER & ROLL CALL

Commissioners Present: Terrye Howell, Al Goldstein, Curtis Gibson, Mayor Fultz

Commissioner Absent: Robin Gibson,

Staff Present: James Slaton, City Manager; Jennifer Nanek, City Clerk

Mayor Fultz called the meeting to order at 3:00 p.m.

Mayor Fultz read a statement: The Governor's Executive Order 20-246 allowing for meetings of a Municipality's governing boards without having a quorum of its members present physically or at any specific location has expired as of Nov. 1. However due to the ongoing State of Emergency, while a majority of Commission Members must be present in the Chambers, members of the staff and public may still participate in our meetings virtually.

Members of the public are welcome to come into the Commission Chambers to attend our Commission Agenda Work Session Meetings. We ask that everyone be mindful of social distancing and sit in designated seating. Any member of the public may register to attend our meetings virtually at www.lakewalesfl.gov/register Additional Information and Procedures for public participation will be explained by the City Attorney shortly.

Albert Galloway, Jr., City Attorney, read a statement on Procedures for this partial virtual Public Meeting. Mr. Galloway asked the Commissioners, "are you comfortable with all the notice provisions set forth and these uniform rules of procedures we have established for this Virtual meeting? The Commissioners answered affirmatively.

2. City Manager Comments

James Slaton, City Manager, said a Utilities item will be on the Commission agenda that is not on tonight's agenda.

Sarah Kirkland, Utilities Director, described the Northwest Water Main Project. This project will consist of extending a 12" water main from Water Treatment Plant #1(WTP#1) located on Market Street and Sessoms Ave to connect to Washington Avenue in the northwest section of town. The item will be to approve Engineering Services for \$238,874. This is budgeted and in the CIP. This is already in our SRF funding.

Ms. Kirkland also reviewed the stormwater master plan that will be brought to the Commission for \$243,000. There might be an additional component that will raise the cost to \$365,000. There will be an SRF loan that will be paid over 20 years.

3. Master Agreement For Professional Planning Services RFQ 21-482 – Lake Wales Planning Services

[Begin Agenda Memo]

SUBJECT: Master Agreement for Professional Planning Services RFQ 21-482 – Lake Wales Planning Services

SYNOPSIS: The Planning Division solicited Requests for Qualifications to obtain a contract professional planning consulting services on an as-needed basis.

RECOMMENDATION Staff recommends approval to retain the top five (5) ranked firms selected for Professional Planning Services.

BACKGROUND Request for Qualifications 21-482 was posted on January 4, 2021 with the intent to retain consulting firms with specialties such as Transportation Planning, Comprehensive Planning, Town Planning, Historic Preservation Planning, and Land Development Regulations Planning.

Seven responsive bids were received and evaluated by the RFQ 21-482 Selection Committee accordingly:

1. S&ME, Inc
2. Plusurbia
3. Pennoni Associates, Inc
4. Dover, Kohl, & Partners
5. VHB
6. Kimley Horn
7. CivilServ Design Group, Inc

OTHER OPTIONS Decline to approve the execution of agreements.

FISCAL IMPACT Funds for Professional Services are budgeted annually by the Development Services Department.

[End Agenda Memo]

Autumn Cochella, Development Services Manager, reviewed this item.

Mayor Fultz said we should continue with these as this has worked out well and these have done a good job in the past.

Commissioner Howell asked does this mean S&ME will provide all the services for the eight tasks. Ms. Cochella said they selected top five firms to provide different services as needed.

Ms. Cochella said the City will be receiving an award Friday for the Lake Wales Connected Plan.

4. Lease Agreement With Mears Motor Leasing/The Bancorp

[Begin Agenda Memo]

SYNOPSIS:

Staff is requesting Commission approval to lease-purchase five (5) vehicles for various City departments through the City's master lease agreement with Mears Motor Leasing/The Bancorp and classify various vehicles/equipment as surplus for future disposal.

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

1. Approve the sixty (60) month lease-purchase of the vehicles listed on the attached Schedule A's from Mears Motor Leasing/The Bancorp.
2. Authorize the City Manager to execute the necessary documents on behalf of the City.
3. Authorize a budget amendment in the amount of \$1,325.30.
4. Classify the obsolete equipment listed on the Disposal Schedule as surplus.
5. Authorize staff to dispose of the surplus equipment.

BACKGROUND The City Commission approved funds for the vehicle and equipment lease-purchases within the FY20/21 adopted budget. The proposed new vehicles are as follows:

1. Quantity one (1) 2021 Ford F150 pickup trucks for the Utility Administration departments.
2. Quantity two (2) 2021 Ford F150 pickup trucks for the Wastewater department.
3. Quantity one (1) 2021 Ford F350 pickup trucks for the Wastewater department.
4. Quantity one (1) 2021 Ford F150 pickup truck for the CRA/Horticulture department.

The new vehicles will be replacing:

1. Quantity one (1) 2011 Ford F250 pickup truck
2. Quantity one (2) 2011 Ford F150 pickup trucks

The new vehicles for the Utilities Administration Department is not a replacement, but an addition needed due to a shortage of vehicles that existed within the departments.

The Community Redevelopment Agency (CRA) Board of Directors approved a budget amendment at its regular October 13, 2020 meeting to add a Horticulturist. The purpose of the Horticulturist position is to aid in the development of key CRA projects, in accordance with the Lake Wales Connected Plan, and is a key role in ensuring that the CRA's goal of becoming a "City in a Garden" is realized and successful. To better facilitate horticultural operations, a new vehicle will need to be purchased. This vehicle purchase will be divided between the General Fund and the CRA utilizing funds from the non-appropriated fund balance.

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

- If these new vehicles were purchased outright under the Charlotte County, Florida contracts, the total purchase price would be \$190,952.86. Under the Mears Motor Leasing/Bancorp agreement, these vehicles can be financed at an annual cost of \$40,086.72. An outright purchase would result in a current-year decrease in cash flow of \$190,952.86 compared to \$40,086.72.
- The addition of new vehicles versus the removal of old vehicles under the Polk County Fixed Rate Maintenance program would result in net savings of monthly maintenance costs.
- 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.

All of the vehicles and equipment will be purchased under the Charlotte County, Florida contract. Purchases made from Charlotte County, Florida contract are exempted from the competitive sealed bid requirement outlined in our Purchasing Ordinance, Sec. 2-418, which allows the City to capitalize on economy of scale and reduces the timeline of acquisition.

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 surplus vehicles will be sold at public auction or to the highest bidder after the solicitation of sealed bids.

OTHER OPTIONS 1) An outright purchase would result in a current year decrease of cash flow of \$190,952.86. 2) Retain the existing vehicles and equipment.

FISCAL IMPACT If the City Commission approves the vehicle lease agreements, the City is committed to yearly lease payments totaling \$40,086.72. 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 individual departments would suffer the loss of the vehicles and equipment.

[End Agenda Memo]

James Slaton, City Manager, reviewed this item.

Commissioner Goldstein asked if this was done through a piggy-back agreement. Mr. Slaton confirmed this. Commissioner Goldstein asked how the County gets vehicles. Mr. Slaton said they use the same contract.

5. Appointment Of Representative To Lake Wales Charter School Board - Marcus Kirby

[Begin Agenda Memo]

SYNOPSIS Mayor Fultz wants to appoint Marcus Kirby to the Lake Wales Charter School Board

RECOMMENDATION Staff does not have a recommendation. This is a Commission Matter.

BACKGROUND The City of Lake Wales has a seat on the Lake Wales Charter School board. The current representative is Becky Gaston. Ms. Gaston is resigning her position. Mayor Fultz wants to appoint Marcus Kirby to the seat.

OTHER OPTIONS Appoint someone else.

FISCAL IMPACT None

[End Agenda Memo]

Mayor Fultz gave some background on Mr. Kirby and why he would be a good choice. He wanted someone with no prior relationship with the Charter Schools so they have an open mind. He requested commission approval of this appointment.

Commissioner Goldstein asked about the timing of this appointment. Mayor Fultz said there is an ethics class coming up for the board members that he wants Mr. Kirby to attend.

Mr. Slaton asked the City Clerk about a recent Charter Change concerning board appointments. Ms. Nanek confirmed that there was a charter change giving the Commission more input into board appointments. Mayor Fultz said this is not a City Board appointment this is a seat that he had previously that he is appointing someone else to.

Commissioner Howell asked for clarification on the appointment process. She served on the Charter School Board previously. She wanted to know if the Mayor has sole decision on this appointment. Ms. Nanek said the Charter School board appointment is not addressed in the charter change. Commissioner Howell said she has no problem with Mr. Kirby but wanted to confirm the process. Albert Galloway, Jr., City Attorney,

said the City Commission still has to approve the appointment.

Commissioner Curtis Gibson said he is acquainted with Mr. Kirby. he asked if there were additional applicants. Mayor Fultz said there were none this is his appointment. if the Commission does not approve he will find someone else. Commissioner Curtis Gibson said he wanted to be sure no one else wanted it as he has heard other individuals were interested.

Commissioner Howell asked Mr. Slaton and Mr. Galloway to review and confirm the process for the future when this comes up again. This used to be a Commissioner. Maybe a Commissioner wants to serve.

Commissioner Goldstein asked if Deputy Mayor Robin Gibson as attorney for the Charter Schools should recuse himself from this vote. Mr. Galloway said it was not necessary.

Commissioner Curtis Gibson said its possible one of the incoming Commissioners would want to serve. Mayor Fultz said he was open to that.

Commissioner Curtis Gibson said he would like Mr. Kirby to keep the Commission updated. Mayor Fultz agreed with this and would invite Mr. Kirby to update the Commission regularly.

6. CITY COMMISSION AND MAYOR COMMENTS

Commissioner Curtis Gibson requested that additional lighting on Burns Avenue be a priority.

Commissioner Curtis Gibson commended City staff for being responsive to water being shut-off in a mobile home park. He thanked Utilities for taking care of it.

Mayor Fultz commended Development Services Department for working with a property owner near the Austin Center to bring the property into compliance.

Mayor Fultz recommended against taking away any additional appointment powers from the Mayor in the future.

7. ADJOURN

The meeting was adjourned at 3:34 p.m.

Mayor

ATTEST:

City Clerk