

**CITY COMMISSION
REGULAR MEETING
OFFICIAL AGENDA
March 3, 2020
6:00 p.m.**

**Municipal Administration Building
Commission Chambers
201 W. Central Avenue
Lake Wales, FL 33853**

1. INVOCATION
2. PLEDGE OF ALLEGIANCE
3. CALL TO ORDER
4. ROLL CALL
5. COMMUNICATIONS AND PETITIONS
Public participation is encouraged. If you are addressing the Commission, step to the podium and state your name and whether your address resides inside or outside City limits. Please limit your discussions to five (5) minutes.
6. OLD BUSINESS
7. NEW BUSINESS
 - 7.I. Rescheduling First City Commission Meeting In April
It is necessary for the City Commission to reschedule its first meeting in April due to the April 7, 2020 Municipal Election.

Documents:

[MEMO - MEETING DATE CHANGES.PDF](#)
 - 7.II. Resolution 2020-05 - C Street Lift Station 16 Sewer Replacement Fiscal Sustainability Plan
Staff is recommending that the City Commission adopt Resolution 2020-05 C Street Lift Station Sewer Replacement Fiscal Sustainability Plan

Documents:

[AGENDA MEMO-RESOLUTION 2020-05.PDF](#)
[RESOLUTION 2020-05.PDF](#)
[LAKE WALES FISCAL SUSTAINABILITY PLAN \(02.10.2020\).PDF](#)
 - 7.III. Ordinance 2020-05, Amendments To Purchasing Ordinance 2019-07, Chapter 2, Administration – 1st Reading
The City Commission will consider approving the proposed amendments to the current Purchasing Ordinance.

Documents:

[MEMO PURCHASING ORDINANCE AMENDMENT 2020-05.PDF](#)

[PURCHASING ORDINANCE AMENDMENT 2020-05 FINAL.PDF](#)

- 7.IV. Ordinance 2020-09: Updating The Current Fats, Oils, And Grease (FOG) Ordinance
Staff recommends the commission approve Ordinance 2020-09 authorizing the update of the City's current FOG program ordinance. The changes gives the ability for the smaller waste generators, to pump their FOG devices themselves with some other stipulations.

Documents:

[AGENDA MEMO-FATS, OILS, AND GREASE ORDINANCE 2020-09.PDF](#)
[ORDINANCE 2020-09 - GREASE INTERCEPTORS.PDF](#)

8. Appointments - Canvassing Board Members
It is necessary for the Commission to appoint regular and alternate members to serve on the City of Canvassing Board.

Documents:

[MEMO - APPOINTMENT OF CANVASSING BOARD MEMBERS.PDF](#)

9. CITY ATTORNEY
10. CITY MANAGER
10.I. Tracking Report

Documents:

[TRACKING.PDF](#)

- 10.II. Social Media Tracking Report

Documents:

[SOCIAL MEDIA TRACKING-2-27-2020.PDF](#)

- 10.III. Commission Meeting Calendar

Documents:

[COMMISSION MEETING CALENDAR, MARCH-2020.PDF](#)

- 10.IV. Other Meetings And Events

Documents:

[MEETING AND EVENT CALENDAR.PDF](#)

11. CITY COMMISSION COMMENTS
12. MAYOR COMMENTS
13. ADJOURNMENT

(The staff memos are not incorporated into the official record)

Minutes of the City Commission meeting can be obtained from the City Clerk's Office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recording, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be the expense of the requesting party.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.

Appeals concerning decisions on issues requiring a public hearing:

Persons who wish to appeal any decision made by the City Commission with respect to any matter considered during a public hearing at this meeting will need a record of the proceedings, and for such purpose may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

MEMORANDUM

February 28, 2020

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Jennifer Nanek, City Clerk

RE: Rescheduling first City Commission Meeting in April

SYNOPSIS: It is necessary for the City Commission to reschedule its first meeting in April due to the April 7, 2020 Municipal Election

RECOMMENDATION

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

1. Reschedule the first City Commission meeting in April from 6:00 p.m., Tuesday, April 7, 2020 to 6:00 p.m., Wednesday, April 8, 2020 due to the April 7, 2020 Municipal Election.

BACKGROUND

Pursuant to authority provided by F.S. § 100.3605, the City adopted the first Tuesday in April as the date for all regular city elections to fill the office of city commissioner. The City's election this year is on Tuesday, April 7, 2020, which is the same day as the first regular scheduled Commission meeting in April. It is necessary for the Commission to reschedule its first Commission meeting in April from 6:00 p.m., Tuesday, April 7, 2020 to 6:00 p.m., Wednesday, April 8, 2020.

OTHER OPTIONS

The Commission could choose another date.

FISCAL IMPACT

There is no fiscal Impact.

MEMORANDUM

February 19, 2020

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Sarah B. Kirkland, Utilities Director

SUBJECT: Adoption of Resolution 2020-05 C Street Lift Station 16 Sewer Replacement Fiscal Sustainability Plan

SYNOPSIS: Staff is recommending that the City Commission adopt Resolution 2020-05 C Street Lift Station Sewer Replacement Fiscal Sustainability Plan

STAFF RECOMMENDATION

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

1. Adopt Resolution 2020-05 Adopting the C Street Lift Station 16 Sewer Replacement Fiscal Sustainability Plan.

BACKGROUND

The C Street Lift Station 16 Sewer Replacement Fiscal Sustainability Plan has been prepared as a result of the City of Lake Wales using State Revolving Funds provided by the Florida Department of Environmental Protection to complete the replacement of gravity sewer mains, manholes, and all associated appurtenances for the above referenced project area. Modifications to the Clean Water Act enacted in 2014 (section 603 (d)(1)(E)) now requires the recipient of a loan for a project that involves the repair, replacement, or expansion of a publicly owned treatment works to develop and implement a Fiscal Sustainability Plan. Certification that the requirement has been met is required prior to the loan closing and administrative close out of the project. All construction has been completed for this project and the final disbursement request has been made. An official resolution for adoption is required as the final step in preparation of the final close out of the project. If an official resolution is not made, there will be a delay in the final disbursement, the finalizing of the contract, and the administrative close out.

Staff recommends the Commission take the following action; adopt Resolution 2020-05.

OTHER OPTION

None. The adoption of the Fiscal Sustainability Plan by resolution is a requirement set forth in the State Revolving Loan contract documents.

FISCAL IMPACT

None.

ATTACHMENTS

Resolution 2020-05

C Street Lift Station 16 Sewer Replacement Fiscal Sustainability Plan

RESOLUTION 2020-05

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE WALES
APPROVING AND ADOPTING THE FISCAL SUSTAINABILITY PLAN FOR THE C
STREET LIFT STATION 16 SEWER REPLACEMENT PHASE 3**

WHEREAS, the City of Lake Wales has received funding through the State Revolving Loan Fund governed by the Florida Department of Environmental Protection for the installation of the C Street Lift Station 16 Sewer Replacement Phase 3

WHEREAS, it is necessary that the City Commission formally adopt this fiscal sustainability plan as a requirement of Department of Environmental Protection prior to loan closing

NOW, THEREFORE, BE IT RESOLVED by the City Commission of Lake Wales, Polk County, Florida:

That the C Street Lift Station 16 Sewer Replacement Phase 3 Sustainability Plan, to be updated yearly, is adopted to satisfy the Florida Department of Environmental Protection State Revolving Fund loan-closing requirement.

THIS RESOLUTION INTRODUCED AND PASSED by the City Commission of the City of Lake Wales, Polk County, Florida at its regular meeting on March 3, 2020.

Eugene Fultz
Mayor/Commissioner, City of Lake Wales

ATTEST:

Jennifer Nanek

City Clerk



401 Third Street SW
Winter Haven, FL 33880
T: 863-324-1112
F: 863-294-6185

www.pennoni.com

FISCAL SUSTAINABILITY PLAN

LIFT STATION NO. 16 SERVICE AREA SEWER REPLACEMENT (PHASE 3) CITY OF LAKE WALES, FLORIDA

FEBRUARY 17, 2020

Prepared for:

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
Project Number WW530380

Prepared by:

PENNONI ASSOCIATES INC.
401 Third Street SW
Winter Haven, FL 33880

I. INTRODUCTION

This Fiscal Sustainability Plan (FSP) has been prepared to meet the requirements of the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) Project Sponsor’s Certification for the Lift Station No. 16 Service Area Sewer Replacement Phase 3 Project for the City of Lake Wales, Florida. The purpose of this document is to develop an inventory of critical assets; evaluate the condition and performance; certify that water and energy conservation efforts have been evaluated and implemented; and prepare a plan for maintaining, repairing, and replacing the assets along with a funding plan for such activities. This FSP will provide the City of Lake Wales with a framework for fiscal management of the assets financed by the SRF over a 50-year planning horizon.

This document should be considered a living document and should be updated periodically to reflect the current condition of the wastewater system.

II. CRITICAL ASSETS

This project included an extension of sanitary sewer pipe in B Street, C Street, and Carver Dr. areas of the City of Lake Wales to be used by lower income families covering approximately 125 parcels. See critical assets below (Table 1).

Asset	Quantity	Condition	Year installed	Probability of Failure	Consequence of Failure
8” PVC Gravity Sewer Lines	5,253 LF	New	2019	Low	Medium
12” PVC Gravity Sewer Lines	19 LF	New	2019	Low	Medium
Sanitary Manholes	27	New	2019	Low	Medium
Conflict Structure	1	New	2019	Low	Medium

From the above, the condition of the piping and probability of failure is low due to the recent installation, materials, testing, construction, and quality control inspection. All gravity sewer pipe has been tested to ensure it passed leakage test requirements. CCTV inspection and deflection testing have been performed to ensure all pipes meet the FDEP standards and project specifications. For a detailed list of the asset inventory, please refer Table 2 provided at the end of the document.

The critical assets are all in new condition and are likely to perform adequately within the next 20 years or more. The assets should be monitored, inspected and maintained periodically as part of a routine operation and maintenance. Some common maintenance repair tasks associated with wastewater collection systems are listed in Section IV of this document.

III. EVALUATION OF WATER AND ENERGY CONSERVATION EFFORTS

Water and energy conservation measures that were incorporated into the project include the following:

- New piping remedied inflow and infiltration reducing flow going to the Wastewater Facilities
- Grit reduction through elimination of inflow and infiltration

Energy conservation efforts will be reflected by the reduction of inflow and infiltration that would impact the energy demand on Lift Station No. 16, which pumps all collected wastewater from the project area, and the wastewater plant.

IV. FISCAL PLANNING

The purpose of a fiscal plan for future replacements is to ensure the City of Lake Wales accounts for the expenses in their annual budgets by planning their Capital Improvement Plan accordingly. To pay for future improvements/replacements of these assets, it is recommended that the expenses be paid by annual revenues, increase utility rates, municipal bonds, and/or state-revolving fund loans.

Future Replacements/Improvements

It is expected that the PVC pipelines have a service life of at least 50 years per Plastic Pipe Institute (PPI) and Unibell, and they could last 100 years or more. Concrete structures including manholes have an expected life span of 100 years per Electronic Journal of Structural Engineering, but due to corrosion from wastewater, rehabilitations are expected to be necessary after 50 years. It is recommended that routine maintenance occur. Recommended routine maintenance includes the following:

- Piping: Cleaning/Pigging of the lines every 5-10 years
- General observation of manholes for dirt and sand accumulation indicating possibly cracked sewers and/or lateral connections
- CCTV inspections to identify defects and appropriate repair/replacements methods

- Grout work around manhole rings and resetting manhole rings
- Epoxy coat paint on manholes if needed

Future Replacements/Improvements Expenses

All costs are listed in present values:

- Replacement of 8" Piping in 50 years: \$656,625.00
- Replacement of 12" Piping in 50 years: \$2,375.00
- Replacement of Manholes in 50 years: \$168,480.00
- Replacement of Conflict Structure in 50 years: \$6,240.00

Table 2 – Asset Inventory

A	B	C	D	E	G	H	I	J	K	L	M
Collection Assets	Quantity	Material	Manufacturer	Original Unit Cost SRF Project	Extended Replacement Cost	Year Installed	Expected Useful life in Years	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure
8" PVC Gravity Sewer Lines	5,253 LF	PVC	Diamond Plastics	\$ 125.00	\$ 656,625.00	2019	50	49	Good	Low	Medium
12" PVC Gravity Sewer Lines	19 LF	PVC	Diamond Plastics	\$ 125.00	\$ 2,375.00	2019	50	49	Good	Low	Medium
Sanitary Manholes 48" Dia.	27	Concrete	Forterra Pipe & Precast	\$ 6,240.00	\$ 168,480.00	2019	50	49	Good	Low	Medium
Conflict Structure 72" Dia.	1	Concrete	Forterra Pipe & Precast	\$ 6,240.00	\$ 6,240.00	2019	50	49	Good	Low	Medium

MEMORANDUM

DATE: March 3, 2020

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: James Slaton, Deputy City Manager
Andrew Buckner, Support Services Manager

REGARDING: Ordinance 2020-05, Amendments to Purchasing Ordinance 2019-07,
Chapter 2, Administration – 1st Reading

SYNOPSIS: *The City Commission will consider approving the proposed amendments to the current Purchasing Ordinance.*

RECOMMENDATION

It is recommended that the City Commission approve Ordinance 2020-05 after first reading.

BACKGROUND

Ordinance 2020-05 amends our current Purchasing Ordinance, 2019-07. The proposed amendments update language in the City's existing ordinance through:

1. Exempting the procurement of goods and services from competitive bid requirements through competitively bid cooperative purchasing agreements. Cooperative purchasing agreements allow agencies to capitalize on cost savings through economies of scale; both locally and nationally. These agreements also allow government agencies to obtain goods and services through vendors previously vetted through the competitive bidding process; effectively saving time and money while expediting the procurement process.
2. Increasing the simple acquisition threshold from \$500 to \$1000. As per purchasing ordinance, simple acquisitions are exempt from informal competitive bidding and require department head approval. Staff conducted a survey of simple acquisition thresholds throughout our neighboring agencies and the results were:
 - City of Bartow: not to exceed \$499.99
 - City of Lakeland: not to exceed \$1,500
 - City of Winter Haven: not to exceed \$4999.99
 - City of Haines City: not to exceed \$5,000
 - City of Auburndale: not to exceed \$1,000

Based on the data, staff is confident that raising the simplified acquisition threshold from \$500 to \$1000 is in line with the average threshold of our neighboring agencies. The amendment would also increase efficiency in workflow, acquisition and overall productivity for our City's departments.

3. Amending the threshold language pertaining to procurement of professional services through the "Consultants' Competitive Negotiation Act" (CCNA) so that City ordinance will match thresholds stipulated by state statute.

OTHER OPTIONS

The City Commission may choose not to adopt Ordinance 2020-05.

FISCAL IMPACT

No fiscal impact is associated with adoption of Ordinance 2020-05.

ATTACHMENTS

Ordinance 2020-05

ORDINANCE 2020-05

AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION, LAKE WALES CODE OF ORDINANCES, AMENDING RULES AND PROCEDURES FOR THE PROCUREMENT OF COMMODITIES OR CONTRACTUAL SERVICES UTILIZING COOPERATIVE PURCHASING CONTRACTS; ESTABLISHING AN INCREASED SIMPLE ACQUISITION THRESHOLD FOR PURCHASES NOT EXCEEDING THE THRESHOLD AMOUNT FOR CATEGORY TWO; REVISING THE LANGUAGE REGARDING THE PROCUREMENT OF PROFESSIONAL SERVICES TO COMPLY WITH THE APPLICABLE PROVISIONS OF FLORIDA STATUTES; PROVIDING FOR AN EFFECTIVE DATE.

BE IT ENACTED, by the City Commission of the City of Lake Wales, Polk County, Florida,

SECTION 1. Chapter 2, Article IV, Division 2, Sections 2-403, 2-404 and 2-417, Lake Wales Code of Ordinances, is hereby amended to read as follows:

§ 2-403. Procurement under the provisions of the state, and U.S. General Services Administration (GSA) and competitively bid cooperative purchasing contracts.

(a) Pursuant to F.S. ch. 287, the state division of purchasing of the department of management services plans and coordinates purchases in volume and negotiates and executes purchasing agreements and contracts for commodities and contractual services under which municipalities may make purchases.

(b) The U.S. General Services Administration plans and coordinates purchases in volume, and, negotiates and executes purchasing agreements and contracts for commodities and contractual services under which municipalities may make purchases.

(c) Cooperative purchasing programs plan and coordinate purchasing in volume, negotiate and enter into competitively bid purchasing agreements and contracts for commodities and contractual services under which municipalities may make purchases.

(d) Purchases by city agencies under the provisions of the state, of GSA or competitively bid cooperative purchasing contracts are exempt from the competitive sealed bid requirements otherwise applying to purchases.

§ 2-404. Procurement under contracts bid by other agencies.

(a) In order to procure commodities and contractual services at the most economically advantageous cost to the public, it is sometimes desirable to "piggy back" or consolidate the purchasing power of the city with that of other agencies ~~in the state~~.

(b) Purchases by city agencies under contracts competitively bid by any county, municipality, school board, school district or other agency or entity constituted for governmental purposes ~~in the state~~ are exempt from the competitive sealed bid requirements otherwise applying to purchases. Documentation of such competitive bidding by other agencies or entities shall be included in the official records of the city.

§ 2-417. Commodities or contractual services not exceeding the threshold amount for Category Two (thirty five thousand dollars (\$35,000.00)).

(a) *Informal bidding.* Informal competitive bidding will be required for the purchase of commodities and contractual services when the cost exceeds ~~one thousand five hundred~~ dollars ~~(\$1,000.00) (\$500.00)~~. A minimum of three (3) bids will be required as follows:

(1) Verbal bids may be accepted for commodities or services which do not exceed two thousand five hundred dollars (\$2,500.00).

(2) Written bids will be required for purchases in excess of two thousand five hundred dollars (\$2,500.00).

(b) *Award of bid.* Awards shall be made to the qualified bidder with the lowest responsive bid. Preference shall be given to a local vendor when the bid is not more than five (5) percent higher than the low bid.

(c) *Documentation.* All purchases will be documented and authorized on standard forms or vouchers provided by the finance department. The issuance of a purchase order will be required prior to the purchase of commodities when cost exceeds ~~one thousand five hundred~~ dollars ~~(\$1,000.00) (\$500.00)~~.

(d) *Authorization.* Authorization for a purchase will be obtained prior to making the purchase as follows:

(1) Department heads or their designees may authorize purchases which do not exceed ~~one thousand five hundred~~ dollars ~~(\$1,000.00) (\$500.00)~~.

(2) The city manager or their designee must authorize all purchases which exceed ~~one thousand five hundred~~ dollars ~~(\$1,000.00) (\$500.00)~~ before the purchase is made.

(3) The city commission must authorize all purchases which exceed the threshold amount in Category One (twenty thousand dollars (\$20,000.00)) and all purchases made from unbudgeted fund balances.

(e) *Procurement card purchases.* The city shall only be financially responsible for procurement card transactions for which the city commission has approved the procurement card vendor to provide such services for the city.

(1) The city manager and/or finance director shall be the authorized agent(s) for obtaining procurement cards from a city commission approved procurement card contract vendor.

(2) All procurement card purchases must follow the rules and procedures defined in the city commission approved purchasing card policy manual.

(3) The city may use procurement cards for the purchase of commodities or contractual services under the following conditions:

a. When the cost of commodities or contractual services does not exceed ~~one thousand five hundred~~ dollars ~~(\$1,000.00)~~ ~~(\$500.00)~~.

b. When the cost of travel expenses does not exceed one thousand five hundred dollars (\$1,500.00).

c. When the cost of commodities or contractual service exceeds ~~one thousand five hundred~~ dollars ~~(\$1,000)~~ ~~(\$500.00)~~ or when the cost of travel expenses exceed one thousand five hundred dollars (\$1,500.00), with prior written authorization of the city manager.

(f) *Exceptional purchases.* When the purchase price of commodities or contractual services does not exceed the threshold amount for Category Two (thirty five thousand dollars (\$35,000.00)), purchases may be excepted from the requirement of informal competitive bidding if the following conditions exist:

(1) *Emergency conditions.* Purchases may be excepted from informal competitive bidding if the city manager determines that an immediate danger to the public health, safety or welfare or other substantial loss to the public requires emergency action.

a. Emergency procurement shall be made with such competition as is practicable under the circumstances.

b. A statement explaining the need for emergency procurement shall be furnished to the finance director with the voucher authorizing payment.

(2) *Single source.* Commodities or contractual services available only from a single source may be excepted from the bid requirements if it is determined that such commodities and services are available only from a single source and such determination is documented in writing.

a. No sole source purchase shall be made without the prior authorization of the city manager.

b. A copy of the written determination of single source availability shall be furnished to the finance director with the voucher authorizing payment.

(3) *Consolidated purchasing.* In accordance with section 2-403 or section 2-404, procurement of commodities and contractual services may be excepted from the informal competitive bid requirements of this section if the city is "piggy-backing" or consolidating its procurement with that of another agency or entity constituted for governmental purposes; provided that the commodities or contractual services to be procured have been subjected to competitive bidding by said other agency or entity and documentation of such competitive bidding is included in the official records of the city.

(g) *Encumbrance.* No purchase shall be made until sufficient funds are encumbered by the finance department. The finance department shall not process an encumbrance when the remaining balance of budgeted funds in the applicable expenditure account is insufficient to make the purchase.

(h) *Administrative procedures.* All agencies making purchases will comply with administrative procedures developed by the finance department.

SECTION 2. Chapter 2, Article IV, Division 3, Sections 2-423 and 2-424, Lake Wales Code of Ordinances, is hereby amended to read as follows:

§ 2-423. Applicability.

In accordance with the requirements of the "Consultants' Competitive Negotiation Act," F.S. § 287.055, all procurement of professional services as defined in section 2-424, will comply with the provisions of this division when professional services are required for a project and the basic construction cost is estimated to exceed the threshold amount provided in F.S. § 287.055 (3)(a)1. for Category Five (three hundred twenty-five thousand dollars (\$325,000.00)) or for a planning or study activity and the fee for professional services is estimated to exceed the threshold amount provided in F.S. § 287.055 (3)(a)1. for Category Two (thirty-five thousand dollars (\$35,000.00)), except in cases of valid public emergencies so certified by the city manager.

§ 2-424. Definitions.

The following words, terms and phrases, when used in this division, shall have the meaning ascribed to them in this section:

Compensation. The total amount paid for professional services.

Continuing contract. A contract for professional services entered into in accordance with all the provisions of this division between the city and a firm whereby the firm provides professional services to the city for projects in which construction costs do not exceed **the amount provided in F.S. § 287.055 (2)(g) one million dollars (\$1,000,000.00)** for study activity when the fee for such service does not exceed **the amount provided in F.S. § 287.055 (2)(g) sixty-five thousand dollars (\$65,000.00)** or for work of a specified nature as outlined in the contract required by the city, with no time limitation except that the contract shall provide a termination clause.

Firm. Any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice architecture, engineering, or land surveying in the state.

Professional services. Those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered land surveying, as defined by the laws of the state or those performed by any architect, professional engineer, landscape architect, or registered land surveyor in connection with his professional employment or practice.

Project. That fixed capital outlay study or planning activity described in the public notice pursuant to section 2-425. A project may include a grouping of minor construction, rehabilitation or renovation activities or a grouping of substantially similar construction, rehabilitation or renovation activities.

CERTIFIED AS TO ADOPTION this _____ day of _____, 2020.

Mayor/Commissioner

ATTEST

City Clerk

MEMORANDUM

February 26, 2020

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Sarah B. Kirkland, Utilities Director

SUBJECT: Ordinance 2020-09: Updating the current Fats, Oils, and Grease (FOG) Ordinance

SYNOPSIS: Staff recommends the commission approve Ordinance 2020-09 authorizing the update of the City's current FOG program ordinance. The changes gives the ability for the smaller waste generators, to pump their FOG devices themselves with some other stipulations.

STAFF RECOMMENDATION

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

1. Approve Ordinance 2020-09, Updating the City's Fats, Oils, and Grease Ordinance section 21-52 in the City's Code of Ordinances.

BACKGROUND

In 2013, the City Commission approved the first FOG ordinance to be established by the Utilities Department. It becomes necessary from time to time to review and update these ordinances which sets the guidelines and procedures for ensuring the city is adhering to the current state and federal regulations. These changes allow for new technical updates and allows staff to make adjustments as necessary. New requirements by regulatory agencies have a strong influence as to how often changes are required.

The changes being to Section 21-52 at this time are represented by highlighting and strike through. The highlighted areas represent content that is being added on the Section 21-52 and the strike through is representative of what is being deleted. The summation of changes being made at this time is to allow for the smaller waste generators, to have the ability to pump there grease traps themselves, with the provision that the grease trap be completely pumped at least once a year by a licensed special waste hauler. The smaller waste generators will still have their schedule pumping determined by the FOG Administrator. Nothing would change in determining the frequency, they now would have the option to pump it themselves if they meet the standard to fall under that scheduling. Staff recommends the Commission take the following action; approve Ordinance 2020-09, updating section 21-52: Fats, Oils and Grease, an ordinance of the City of Lake Wales, Polk County, Florida amending Lake Wales Code of Ordinances Chapter 21n Utilities, amending the Fats, Oils, and Grease Ordinance ; providing for an effective date.

OTHER OPTION

Choose not to approve theses updates to the FOG program, thus not allowing for the FOG Administrator to allow for smaller waste generators to have the option of pumping their own grease traps if they are under a certain size.

FISCAL IMPACT

None. These changes set out what is required of the FOG hauler and procedures for turning in documentation.

ATTACHMENTS

Ordinance 2020-09

ORDINANCE 2020-09

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING LAKE WALES CODE OF ORDINANCES CHAPTER 21 UTILITIES, AMENDING THE FAT'S, OIL'S AND GREASE ORDINANCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

BE IT ENACTED by the City Commission of the City of Lake Wales, Polk County, Florida:

SECTION 1. Chapter 21, UTILITIES, Lake Wales Code of Ordinances is amended as shown in the highlighted areas below (strike throughs are deletions; underlines are additions):

§ 21-52. Interceptors required.

Grease interceptors are not required for every residence. However, one (1) or more grease interceptors are required where grease waste is produced in quantities that could otherwise cause line stoppage or hinder sewage disposal.

(1) *Fat, oil and grease (F.O.G.) interceptors required.* Users who operate restaurants, cafes, lunch counters, take-outs, cafeterias, bars, clubs, or hotel, hospital, factory or school kitchens or other establishments that serve or prepare food where F.O.G. may be introduced to the sewer system shall have a F.O.G. interceptor.

Take-out food establishments or other establishments that prepare food but do not cook in oil or grease and who serve food only in disposable containers may utilize alternative interceptors as approved by the public works director or his/her designee, provided their discharges will not violate any discharge prohibitions of this section. F.O.G. interceptors may also be required in non-cooking or cold dairy and frozen foodstuff establishments when they are deemed necessary by the public works director or his/her designee.

Establishments that do not generate sufficient flow to warrant a grease interceptor shall be authorized, at the discretion of the public works director or his/her designee, to install an alternative grease prevention measure.

(2) *Oil and sand interceptors required.* Users who operate automatic and coin operated laundries, car washes, filling stations, commercial garages or similar businesses having any type of washing facilities or grease racks and any other users producing grit, sand, oils or other materials in levels prohibited by 62-302 Florida Administrative Code Rule, (grease and oils one hundred (100) mg/L) which may have the potential of causing partial or complete obstruction of the building sewer or other areas in the sewer system shall install interceptors approved by the public works director or his/her designee.

(3) *Location of interceptors.* Where a grease interceptor is required, kitchen wastewater shall first pass through the interceptor and then be discharged into the sewer system. All interceptors shall be located outside the building in such a manner that personnel from city utilities division can inspect the interceptors at any time.

(4) *Size of interceptors.* All interceptors shall be sized to ensure that the city's sewer system is protected from excessive F.O.G., sand and oil which may cause clogging or damage and that the user is capable of meeting all discharge requirements. F.O.G. interceptors shall be based on chapter 10 of the Florida Building Code, as amended. Sizing of grease interceptors shall be based on the equations as set forth below. The minimum volume of any grease interceptor shall be seven hundred and fifty (750) gallons and the maximum volume of a single grease interceptor is greater than one thousand two hundred and fifty (1,250) gallons, installation of grease receptors in series is required.

Restaurants: $(S) \times (GS) \times (HR/12) \times (LP) =$ effective capacity of grease interceptor in gallons, where:

S = number of seats in the dining area.

GS = gallons of wastewater per seat (use twenty-five (25) gallons for ordinary restaurant, use ten (10) gallons for single service ordinance restaurants).

HR = number of hours' establishment is open.

LP = loading factor: use one and a quarter (1.25) for interstate highways, one (1.00) for freeways, one (1.00) for recreational areas, 0.80 for main highways, and 0.50 for other highways.

Other type establishments with commercial kitchens: $(M) \times (GM) \times (LF) =$ effective capacity of grease interceptor in gallons, where:

M = meals prepared per day.

GM = gallons of water used per meal (use five (5) gallons).

LF = loading factor (use 1.00 with dishwashing and 0.50 without dishwashing).

(5) *Sampling port.* A sampling port shall be installed in an approved location to allow sampling by the utility and the user. The sample port shall be located between the interceptor and the discharge point to the sewer system.

(6) *Access manholes.* An access manhole must have a minimum diameter of twenty-four (24) inches and shall be provided over each chamber and sanitary tee. The access manholes shall extend at least to the finished grade and be designed and maintained to prevent water inflow or infiltration. The manholes shall have readily removable covers to facilitate inspection and cleaning.

(7) *Plans required.* The following must be submitted to the city utilities division for review and approval prior to installation of an interceptor:

- a. Site plans showing the location of the interceptor, lines, clean out or manhole and sample port;
- b. Details of the interceptor, lines, clean out or manhole and sample port; and
- c. Formula and calculation used to determine the interceptor capacity.

Note: No non-grease-laden sources are allowed to be connected to sewer lines intended for grease, oil and sand separators.

(8) *Existing interceptors.* All interceptors currently in use or in existence at the time of this division will be considered sized sufficiently provided they meet all discharge requirements as stated in this division. All new interceptors or interceptors to replace or upgrade existing interceptors will be required to meet all criteria stated in this division. Existing interceptors that are currently undersized (less than seven hundred and fifty (750) gallons) may be required to pump out more frequently than ninety (90) days. These establishments will be required to comply within five (5) years of the effective date of this division.

(9) *Inspections.* The director of the city utilities department or his or her designee shall have the authority to inspect at a reasonable time (nominally within six (6) months unless circumstances dictate more frequent inspections are required), those food service, food processing, or other commercial establishments which may produce grease and which are connected to a city sewer system to ensure that said establishments have installed and are properly maintaining an adequate grease interceptor on all waste lines. When upon inspection the

interceptor, the total depth of the floating grease layer plus the settle-able solids layer cannot exceed 25% of the total liquid depth of the interceptor or the establishment exceeds discharge compliance levels, the utilities director or his/her designee can require a grease pump out. Upon completion of an on-site inspection or analytical results of sampling indicate a violation of this subsection, the public works director or his/her designee may issue a "notice of violation" to the user or representative to document any discrepancies, noncompliance, special instructions or other guidance identified during the on-site inspection. Fines may be levied for failing to respond in a timely manner to a notice of violation or order for corrective action. Fines may be issued and not exceed five hundred dollars (\$500.00)/day/violation.

When upon inspection, the total depth of the floating grease layer plus the settle-able solids layer cannot exceed 25% of the total liquid depth of the interceptor or the establishment exceeds discharge compliance levels, the director can require a grease pump out. Upon completion of an on-site inspection or analytical results of sampling indicate a violation of this subsection, the director may issue a "notice of violation" to the user or representative to document any discrepancies, noncompliance, special instructions or other guidance identified during the on-site inspection.

(10) Maintenance.

- a. All records pertaining to the maintenance of an interceptor shall be retained by the user for a period of not less than three (3) years and available to city utilities department upon request.
- b. Every F.O.G. interceptor shall be cleaned every ninety (90) days or sooner, if needed. An exemption may be granted to the ninety (90) day minimum requirement if the user can establish that such maintenance schedule is not necessary.

Additional Maintenance Requirements

- a. All users shall maintain any Fats, Oils, and Grease (FOG) recovery system so that the discharges there from are in compliance with all applicable laws, rules, and regulations.
- b. All non-automobile services facility FOG traps, and all other non-automobile service facility FOG recovery systems, shall have all floating material removed per a schedule determined by the Director or his/her representative. All non-automobile service facility FOG traps, and all other non-automobile service facility FOG recovery systems, shall be completely pumped out annually or when the contents thereof exceed the 25% Rule. All automobile service facility FOG traps, and all other automobile service facility FOG recovery systems shall be completely pumped out annual or when the contents thereof exceed the 25% Rule. Routine maintenance, annual maintenance and maintenance due to exceeding the 25% Rule shall include the complete recovery of all contents, including floating materials, wastewater and bottom sludge and solids. The frequency of maintenance may be increased to comply with the applicable daily maximum discharge limit(s), the manufacturer's recommendation of the 25% rule. The frequency shall be as often as necessary to prevent overflows of FOG from entering the Utility's wastewater collection system.
- c. The Pump-and-Return Method of decanting or discharging of removed waste or wastewater back into the FOG recovery system is prohibited.
- d. Removal of floating material from a FOG trap less than or equal to 50 gallons may be performed by the owner of the FOG production facility, provided said floating material is properly disposed of in accordance with all applicable laws and the following procedure. Any removal and hauling of FOG-

~~as a result of the complete pumping of a FOG trap and all other FOG recovery systems, shall be performed by a professional liquid hauler.~~

1. FOG device maintenance must be performed on a schedule determined by a number of factors. Contact the administrator of the FOG program for the required frequency.
2. Small generators with traps with "less than" <50 gallons may have floatables removed by the owner. However, 100% professional cleaning is required by a licensed special waste hauler annually at a minimum in those instances.
3. Manifest must be entered by "self-cleaners" and contractors on FOGBMP website within 5 days of service being performed.
4. Self-cleaning customers and licensed special waste haulers can register online through FOGBMP.com at no cost.

Any removal and hauling of FOG as a result of the complete pumping of a FOG trap and all other FOG recovery systems, shall be performed by a professional liquid hauler.

- e. If any FOG recovery system discharge wastes fail to meet the applicable daily maximum limit(s) the Director or his/her representative is authorized to require that the user to repair, replace or upgrade its FOG recovery system, at the sole expense of the user.
- f. No user may place an additive of any type in the FOG trap or FOG recovery system without the prior written approval of the Director.

(11) Maintenance Records. Each user, at each FOG producing facility, shall maintain an accurate and complete record of all cleaning(s) or maintenance of its FOG producing facility's FOG recovery system, and shall file electronic copies of same with the Utilities Department per current procedures. Submissions will be made either weekly, monthly, quarterly, semi-annually, or annually, based on the service schedule. The following records shall be kept on-site at the FOG producing facility for a minimum two (2) year period.

- a. Haulers. The hauler shall provide the FOG producing facility manager, at the time of service, a manifest conforming to all Federal and State statutes and regulations, and provisions of this Code.
- b. Manifest(s). The removal of FOG recovery system contents shall be recorded on a manifest that identifies the pumping, hauling and disposing of the wastes, and whether collected from an interior or an exterior FOG recovery system.
- c. Manifest Information. Each manifest shall contain the following information as may be required by State Statute:
 - i. User information, including name, address, the volume pumped from each FOG recovery system, and date and time of the pumping;
 - ii. Hauler information, including company name, address, state license/permit number and disposal/receiving facility location information; and
 - iii. Receiving facility information, including the facility name and address, date and time of receiving, and EPD number.
 - iv. A certification that the FOG trap or FOG recovery system was in working order.
 - v. A certification that the maintenance requirements, as set forth in subsection (D)(3) above, are

being complied with by the user relative to the FOG trap or FOG recovery system.

d. Manifest/Maintenance Log. The owner(s) of each FOG producing facility shall maintain, and keep available on the premises, a continuous log of manifests, FOG maintenance reports (and other similar record(s) regarding each cleaning or maintenance of the FOG recovery system for the previous twenty-four (24) months. The log shall be kept on the FOG producing facility premises in a location where the log is available for inspection or review by the Director, or his/her designated agent(s) or representative(s).

e. Manifest/Maintenance Log Filing. The liquid waste hauler shall file manifests to the Utility or designee after each service. FOG devices equal to or less than 50 gallon manifests may be submitted by the FOG producing facility's owner or representative. All submissions must be electronic and fees may be associated with each submission.

(12) Repairs. Any repair that is required in regard to a FOG trap or FOG recovery system shall be made by the user within thirty (30) days of the user receiving notice of the need for a repair from either the hauler, the Director, or the Utility's representative.

(a) *Alternative treatments.* The use of any free-enzyme, chemical, or other products designed to emulsify, liquefy or further render grease soluble for the purpose of clearing drains or circumventing the design of the interceptor is prohibited. All products claiming biological activity must be approved by the public works director or his/her designee. Approval for this or any other treatment does not relieve the user of properly maintaining the interceptor as to prevent discharge violations to city sewer system.

Failure to comply with this section, shall be subject to the user being faced with the appropriate enforcement, fines, and procedures as set forth in this section. Additionally, if any person fails to comply with this section and said failure results in damage to the city's system, the city shall be entitled to recover the cost of repair of the system from said person and any fines or penalties assessed against the city as a result of such failure.

Sample collection.

a. Except as indicated in paragraph b., below, the user must collect wastewater samples using flow proportional composite collection techniques. In the event flow proportional sampling is infeasible, the Director may authorize the use of time proportional sampling or a minimum of four (4) grab samples where the user demonstrates that this will provide a representative sample of the effluent being discharged. In addition, grab samples may be required to show compliance with instantaneous discharge limits.

b. Samples for oil and grease, temperature, pH, cyanide, phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.

(Ord. No. 96-06, § 1, 5-21-96; Ord. No. 2013-07, § 1, 5-7-13; Ord. No. 2017-22, § 1, 12-19-17 ;)

a timely manner to a notice of violation or order for corrective action. Fines may be issued and not exceed five hundred dollars (\$500.00)/day/violation.

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(13) *Maintenance.*

c. All records pertaining to the maintenance of an interceptor shall be retained by the user for a period of not less than three (3) years and available to city utilities department upon request.

d. Every F.O.G. interceptor shall be cleaned every ninety (90) days or sooner, if needed. An exemption may be granted to the ninety (90) day minimum requirement if the user can establish that such maintenance schedule is not necessary.

Additional Maintenance Requirements

a. All users shall maintain any Fats, Oils, and Grease (FOG) recovery system so that the discharges there from are in compliance with all applicable laws, rules, and regulations.

b. All non-automobile services facility FOG traps, and all other non-automobile service facility FOG recovery systems, shall have all floating material removed per a schedule determined by the Director or his/her representative. All non-automobile service facility FOG traps, and all other non-automobile service facility FOG recovery systems, shall be completely pumped out annually or when the contents thereof exceed the 25% Rule. All automobile service facility FOG traps, and all other automobile service facility FOG recovery systems shall be completely pumped out annual or when the contents thereof exceed the 25% Rule. Routine maintenance, annual maintenance and maintenance due to exceeding the 25% Rule shall include the complete recovery of all contents, including floating materials, wastewater and bottom sludge and solids. The frequency of maintenance may be increased to comply with the applicable daily maximum discharge limit(s), the manufacturer's recommendation of the 25% rule. The frequency shall be as often as necessary to prevent overflows of FOG from entering the Utility's wastewater collection system.

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d. Removal of floating material from a FOG trap less than or equal to 50 gallons may be performed by the owner of the FOG production facility, provided said floating material is properly disposed of in accordance with all applicable laws **and the following procedure**. ~~Any removal and hauling of FOG as a result of the complete pumping of a FOG trap and all other FOG recovery systems, shall be performed by a professional liquid hauler.~~

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6. Small generators with traps with "less than" <50 gallons may have floatables removed by the owner. However, 100% professional cleaning is required by a licensed special waste hauler annually at a minimum in those instances.
7. Manifest must be entered by "self-cleaners" and contractors on FOGBMP website within 5 days of service being performed.
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- e. If any FOG recovery system discharge wastes fail to meet the applicable daily maximum limit(s) the Director or his/her representative is authorized to require that the user to repair, replace or upgrade its FOG recovery system, at the sole expense of the user.
- f. No user may place an additive of any type in the FOG trap or FOG recovery system without the prior written approval of the Director.

(14) Maintenance Records. Each user, at each FOG producing facility, shall maintain an accurate and complete record of all cleaning(s) or maintenance of its FOG producing facility's FOG recovery system, and shall file electronic copies of same with the Utilities Department per current procedures. Submissions will be made either weekly, monthly, quarterly, semi-annually, or annually, based on the service schedule. The following records shall be kept on-site at the FOG producing facility for a minimum two (2) year period.

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- b. Manifest(s). The removal of FOG recovery system contents shall be recorded on a manifest that identifies the pumping, hauling and disposing of the wastes, and whether collected from an interior or an exterior FOG recovery system.
- c. Manifest Information. Each manifest shall contain the following information as may be required by State Statute:
 - i. User information, including name, address, the volume pumper from each FOG recovery system, and date and time of the pumping;
 - ii. Hauler information, including company name, address, state license/permit number and disposal/receiving facility location information; and
 - iii. Receiving facility information, including the facility name and address, date and time of receiving, and EPD number.
 - iv. A certification that the FOG trap or FOG recovery system was in working order.
 - v. A certification that the maintenance requirements, as set forth in subsection (D)(3) above, are being complied with by the user relative to the FOG trap or FOG recovery system.

d. Manifest/Maintenance Log. The owner(s) of each FOG producing facility shall maintain, and keep available on the premises, a continuous log of manifests, FOG maintenance reports (and other similar record(s) regarding each cleaning or maintenance of the FOG recovery system for the previous twenty-four (24) months. The log shall be kept on the FOG producing facility premises in a location where the

log is available for inspection or review by the Director, or his/her designated agent(s) or representative(s).

e. Manifest/Maintenance Log Filing. The liquid waste hauler shall file manifests to the Utility or designee after each service. FOG devices equal to or less than 50 gallon manifests may be submitted by the FOG producing facility's owner or representative. All submissions must be electronic and fees may be associated with each submission.

(15) Repairs. Any repair that is required in regard to a FOG trap or FOG recovery system shall be made by the user within thirty (30) days of the user receiving notice of the need for a repair from either the hauler, the Director, or the Utility's representative.

(b) *Alternative treatments.* The use of any free-enzyme, chemical, or other products designed to emulsify, liquefy or further render grease soluble for the purpose of clearing drains or circumventing the design of the interceptor is prohibited. All products claiming biological activity must be approved by the public works director or his/her designee. Approval for this or any other treatment does not relieve the user of properly maintaining the interceptor as to prevent discharge violations to city sewer system.

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Sample collection.

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d. Samples for oil and grease, temperature, pH, cyanide, phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.

(Ord. No. 96-06, § 1, 5-21-96; Ord. No. 2013-07, § 1, 5-7-13; Ord. No. 2017-22, § 1, 12-19-17)

MEMORANDUM

February 26, 2020

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Jennifer Nanek, City Clerk

RE: Appointment of Regular and Alternate Canvassing Board members

SYNOPSIS: It is necessary for the Commission to appoint alternate members to serve on the City of Lake Wales Canvassing Board.

RECOMMENDATION

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

1. Appoint resident Pete Perez to serve as an additional member of the Canvassing Board.
2. Appoint residents Jacque Hawkins and Christopher Lutton to serve as alternate members to the Lake Wales Canvassing Board.
3. Designate the City Clerk and/or Deputy City Clerk to represent the Canvassing Board at the Pre-election Logic and Accuracy Testing of Tabulating Equipment (L&A) on Tuesday, March 31, 2020 at 4:00 p.m. The City Clerk is required to attend the L&A Testing but if unavailable it is necessary to authorize a person to attend on behalf of the City Clerk if a Canvassing board member is unavailable to attend the L&A Testing.

BACKGROUND

The City Commission serves as the Canvassing Board and has legal responsibilities related to the conduct of the Municipal Election. However, there are legal rules that apply. No member can serve if he or she is a candidate with opposition in the election being canvassed or is actively participating in the campaign or the candidacy of any candidate who has opposition in the election being canvassed. Actively participating means undertaking an intentional effort to demonstrate or generate public support for a candidate beyond merely making a campaign contribution. Refer to DE 8-10; 09-07.

There are two seats up for election and two of the Commission members are incumbents in the election so those members do not qualify to serve on the Canvassing Board. One Commissioner has excused himself for scheduling reasons. Three members are necessary for a quorum. Even with three members it is still necessary for the Commission to appoint alternate members to serve on the Canvassing Board if a lack of a quorum is created on the Canvassing Board due to the legal rules that applies or any other unavoidable cause. In accordance with Sec. 8-26, Lake Wales Code of Ordinances, the City Commission may appoint the city manager, city attorney, or a resident/s to serve as a member to the Canvassing Board in the absence of the Commission member creating the lack of quorum.

Jacquie Hawkins, Christopher Lutton and Pete Perez have served on the Canvassing Board in the past and have volunteered to serve again this year. The City Clerk recommends their appointment.

Per Florida Statute, Canvassing Board members are required to attend the following meetings.

Pre-election Logic and Accuracy Testing of Tabulating Equipment (L&A)

Tuesday, March 31, 2020; 4:00 p.m.

Elections Operations Center, 70 Florida Citrus Blvd. Winter Haven, FL 33880 (behind the Auburndale Speedway).

-At least 1 member of the Canvassing Board or representative must attend the L&A Testing.

Election Night Canvassing of Ballots

Tuesday, April 7, 2020, time to be scheduled by SOE (5:00 p.m. or later)
Elections Operations Center, 70 Florida Citrus Blvd. Winter Haven, FL 33880
-A quorum must be present and must remain until all ballots are tabulated.

Certification of Election

City of Lake Wales Municipal Administration Building
Thursday, April 9, 2020; 5:30 p.m.
-A Quorum must be present.

Post-Election Manual Audit

Date & Time to be determined – April 13, 2020 through April 15, 2020
(Maybe Monday the 13th at 5pm?)
Elections Operations Center, 70 Florida Citrus Blvd. Winter Haven, FL 33880
-A quorum must be present.

ATTACHMENTS



None



CITY OF LAKE WALES PROJECT TRACKING LIST 2019-2020

PROJECT NAME	BUDGET	COMMISSION APPROVAL	SCHEDULED COMPLETION	CURRENT STATUS	STATUS UPDATED
AIRPORT					
Corporate Hangars at the Airport				Staff brought forward a proposal to construct four corporate aircraft hangars during the 12/4/18 City Commission meeting. The project was tabled during the meeting following a discussion regarding whether the City should build city-owned hangars vs only entering into ground leases with prospective tenants. Staff has subsequently met with interested parties and will bring back information to the City Commission at a later date.	02/27/20
Taxiway Alpha & Bravo Construction/Rehab	\$4.9 million	9/19/2018	11/30/19	Taxiway Bravo North and South are completed. Taxiway Alpha East is completed. A ribbon cutting was held January 14 2020.	2/27/2020
RECREATION					
Recreation Master Plan				Staff plans to issue a formal Request for Qualifications in January for a firm to assess the recreational facility needs of the community.	2/27/2020
Purchase of YMCA		2/4/2020	12/17/2019	Purchase of YMCA –Contract for sale was approved January 2020. Lease and operating agreement approved in February 2020	2/27/2020
UTILITIES SYSTEM					
C Street Project Phase 3	\$2,240,443	tentative 6/5/2018	9/30/2019	Project Completed... waiting on Grant closeout	2/27/2020
Master Plan-Entire Collections and treatment system	\$ 107,000.00	12/2/2018	7/31/019	Master study of the entire waste water system. 75% complete. Currently in staff review	2/27/2020
Master Plan-Water System	\$ 96,140.00	2/5/2019	9/30/2019	Master study of the entire water system. 75% complete. In staff review.	2/27/2020

Reuse Upgrades	\$ 965,000.00	5/7/2019	3/14/2020	Reuse tank rehab, VFD's, building, pumps and tank rehab. 25% complete	2/27/2020
SR 60 Western Expansion	\$ 5,380,349.00	12/6/2016	Phase 2 TBD	Phase 1 complete. Phase two will be completed when FDOT plans are approved for construction for the grade separation.	2/27/2020
SCADA Interconnect	\$ 275,000.00	TBD	TBD	Entertaining the lease option for the equipment need to interconnect all the city's water plants using the Data Flow SCADA system.	2/27/2020
Water High School Plant	\$ 1,300,000.00	5/7/2019	TBD	The construction of additional ground storage tank at WTP #3	2/27/2020
Water Main Replacement	\$ 3,160,000.00	5/7/2019	3/10/2020	Replacement of old galvanized and a/c water mains in the distribution system. 50% completed.	2/27/2020
Other items approved or discussed at Commission Meetings					
Lake Wales Connected Plan				Chastain Skillman was approved to design Park Avenue streetscape at the Feb 18th CRA meeting	2/27/2020
Library Statistics (Jan)				Total Circulation Books-by-Mail: 28,137 Total Circulation BookMobile: 7,514 Total In-house circulation 86,816 new borrowers: 389 attendance at programs: 7,017 users: 11,615 Counter: 50,892 Total Total Computer People	2/27/2020
COMPLETED PROJECTS					
Wastewater Plant Building Rehab	\$ 40,000.00	2/5/2019	6/30/2019	Project Completed	2/27/2020

Wastewater Plant Filter Replacement	\$ 68,200.00	2/5/2019	5/31/2019	Project completed	2/27/2020
Flexnet Upgrade	\$ 175,000.00	4/3/2018	5/31/2019	Project Completed	2/27/2020

SOCIAL MEDIA TRACKING REPORT			SINCE February 14, 2020 (Social media is now being archived)	
Name	Likes/Followers	Change	Top Posts	Comments
 Facebook	6,574	+25	<p>Feb 20 :- Shared post by the Lake Wales Police Department about the appreciation shown to them by the First Baptist Church:- 17 likes, 1 comment, 64 engagements, 657 people reached</p>	"I Love those tshirts,,where they specially ordered?"
			<p>Feb 21:- Posted pictures of the 70 upgraded light fixtures and globes around Lake Wailes Lake:- 227 likes, 17 comments, 18 shares, 771 engagements, 4,010 people reached.</p>	"How do I go about putting a street light in out by our road it's so dark in this area lake pierce ranchers. And what does it cost to put a pole and light my back yard. And it's been years since my electric pole has been updated."
			<p>Feb 21: Posted a picture of the updated CitiNet Wifi coverage map and information that Wifi was added to the Kirkland Gym : - 16 likes , 4 comments , 145 engagements , 1,166 people reached .</p>	<p>"Talking about gyms when will the planet fitness open?" "Was the park and pier names always spelt "Wailes"?" "Yes we changed the spelling of the name of the town so it didn't sound so sad"</p>
			<p>Feb 22 :- Shared post by the Winter Haven Sun/ Polk News Sun with pictures from the 2020 Lake Wales Mardi Gras Parade & Festival :- 65 likes, 4 comments,5 shares, 774 engagements, 1,799 people reached</p>	<p>"It was a fun parade! Lots of beads for the grandkids!" "Sorry I missed it !" "Us too!" "Paul Zoda Jr."</p>
 Twitter	1,676	-1	<p>Top Tweet: February 6:- " Our staff... Ken Fields, City Manager, Kathy Bangley, Assistant City Manager, and Michael Manning Management Analyst at the @FCCManagers 2020 Winter Institute this week" :- 1 like, 1 retweet, 363 impressions</p>	
(Commission meetings are Live tweeted)			<p>Top Media Tweet: Feb 12- : "Wi-fi has now been added to the Kirkland Gym. See the updated Wi-Fi coverage map :- 2 likes, 1 retweet, 1 reply</p> <p>□</p>	

SOCIAL MEDIA TRACKING REPORT			SINCE February 14, 2020 (Social media is now being archived)	
Name	Likes/Followers	Change	Top Posts	Comments
			<p>Top Mention: Feb 11:- by @drugstoredivas A2: I love finding a town's downtown area, walking around, window shopping, and playing #PokemonGo. @CityofLakeWales in @VisitCentralFL has a really cute downtown area with a ton of beautiful murals. @lifeofsnobirds wrote about them here: lifeof2snobirds.com/2018/04/city-o... #FLTravelChat ic.twitter.com/DfYmDtnmn2:- 3 likes, 1 retweet, 8 engagements</p>	
 Instagram	965	- 20	<p>Feb 22 - Posted a picture of the 2020 Census representatives are out at the Lake Wales Mardi Gras recruiting additional workers:-</p>	
			<p>Feb 22 - Posted pictures and information of the 2020 Mardi Gras Festival "Lake Wales Mardi Gras tonight until 11pm and tomorrow 11:30am -11pm. Parade 3pm tomorrow through downtown." :- 16 likes</p>	
 LinkedIn	97	+2	<p>Feb 7 - Posted a picture of staff... Ken Fields, City Manager, Kathy Bangley, Assistant City Manager, and Michael Manning, Management Analyst at the Florida City and County Management Association 2020 Winter Institute. - 10 likes, 181 impressions</p>	

"I jogged the lake last night and immediately noticed how much brighter it was. Well done!" "Kissimmee Ave needs street lights so pitch dark. Very uncomfortable 😞 How can we request? Thank you" "Awesome and they look cool. Like Edison bulbs."	

CITY COMMISSION MEETING CALENDAR

[Regular City Commission meetings are held at 6:00 p.m. on the first and third Tuesday of each month in the Commission Chambers. Workshops & Special meetings to be scheduled accordingly. Meeting dates & times are subject to Change.]

City Commission Meetings – March 2020

Tues, March 3, 2020	Regular	6:00 p.m.	Commission Chambers
Tues, March 10, 2020	CRA	6:00 p.m.	Commission Chambers
Tues, March 17, 2020	Regular	6:00 p.m.	Commission Chambers

City Commission Meetings - April 2020

Wed, April 8, 2020 (moved due to the election)	Regular	6:00 p.m.	Commission Chambers
Tues April 14, 2020	CRA	6:00 p.m.	Commission Chambers
Tues, April 21, 2020	Regular	6:00 p.m.	Commission Chambers

City Commission Meetings – May 2020

Tues, May 5, 2020	Regular	6:00 p.m.	Commission Chambers
Tues, May 19, 2020	Regular	6:00 p.m.	Commission Chambers

City Commission Meetings – June 2020

Tues, June 2, 2020	Regular	6:00 p.m.	Commission Chambers
Tues, June 9, 2020	CRA	6:00 p.m.	Commission Chambers
Tues, June 16, 2020	Regular	6:00 p.m.	Commission Chambers

City Commission Meetings – July 2020

Tues, July 7, 2020	Regular	6:00 p.m.	Commission Chambers
Tues, July 14, 2020	Budget Workshop	6:00 p.m.	Commission Chambers
Tues, July 21, 2020	Regular	6:00 p.m.	Commission Chambers

For City Commission meeting information please contact Jennifer Nanek, City Clerk, 863-678-4182, ext. 270 or jnanek@lakewalesfl.gov.

City Commission Agenda Packets for workshop and regular meetings are generally posted on the City's website by 12:00 p.m., the Friday before the scheduled meeting.

Minutes of City Commission meetings can be obtained from the City Clerk's Office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may arrange with the City Clerk to duplicate the recording, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be the expense of the requesting party.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.

Appeals concerning decisions on issues requiring a public hearing:

Persons who wish to appeal any decision made by the City Commission with respect to any matter considered during a public hearing at this meeting will need a record of the proceedings, and for such purpose may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Approximate Seating Capacity:

- Commission Chamber **110**
- Employee Break Room **30**
- CM Conference Room **12**

OTHER MEETINGS & EVENTS

DATE	TIME	TITLE	DESCRIPTION	LOCATION	Event/Location Map; Agendas
Regular BOCC Meetings & Hearings	9am reg. meetings & 1:30pm public hearings	Polk County Board of County Commissioners Meetings	Regular BOCC meetings & public hearings are usually held Monthly; 1 st & 3 rd Tuesdays	Neil Combee Administration Bldg., 330 West Church Street, Bartow	Public Hearing / Work Session List (Note: Check Website Daily for Updates) Information: 863-534-6090) http://www.polk-county.net
Feb 28-Mar 1	10am -5pm Sat –Sun Fri ArtBQ 6pm-8pm	Art Show		Lake Wailes Park	
March 7	5am -4pm	MS Bike Ride	Bike ride rest stop	Crystal Lake Park	
March 9	1130 am-130pm	State of the City Address	Mayor will give State of the City at Chamber luncheon	Vanguard School	
March 12	5pm-9pm	Lake Wales Food truck Rally	Various food trucks with other activities	Lake Wailes Park	
March 20	9am -4pm	Bok Academy North Field Day	Student activities	Lake Wailes Park	
March 27	5pm -11pm	Hops Shop & Stroll	Downtown event with food and alcohol	Downtown Lake Wailes	