

REGULAR SESSION
June 5, 2006

The Lakeland City Commission met in the Regular Session in the Commission chambers. Commissioners Glenn Higgins, Dean Boring, Jim Verplanck, Howard Wiggs, Gow Fields, Edie Yates and Mayor Fletcher were present. City Manager Doug Thomas, Assistant City Attorney Palmer Davis, Assistant Finance Director Mike Brossart and City Clerk Kelly Koos were present.

CALL TO ORDER

Mayor Fletcher called the meeting to order at 9 a.m.

INVOCATION

Pastor Alonzo Watkins of Refuge Church of Our Lord offered the invocation followed by the salute to the flag.

PRESENTATIONS

Community Development - Working Together to Improve Lakeland's Quality of Life

Steve Bissonnette recognized the Code Enforcement staff for their hard work in the community. He read a thank-you letter from a citizen. He then introduced Brian Rewis who made the presentation.

Employee Service Awards

10 Years

Meadows, Manuel E. 05-28-1996 PW-Const. & Maint.

Warner, Matthew 05-20-1996 Fire Dept.

20 Years

Bowen, Dorinda A. 05-27-1986 LE-Energy Delivery

City Manager Doug Thomas and Mayor Fletcher presented these awards.

Beautification Awards

Residential: 841 West Tenth Street - Wilson Residence

Commercial: 2700 South Florida Avenue - United Methodist Temple

Michelle Githens presented these awards.

Code Enforcement Officer Appreciation Week

Arbor Day

Juneteenth Day

*Consent Agenda

City Commission Minutes 5/12/06-5/15/06

Utility Committee 5/15/06

~~VI-C-1 Memo re: Task Authorization with Gulf Coast Property Acquisition, Inc. for North Lakeland Stormwater Improvements Project~~

~~VI-C-2 Memo re: Water and Wastewater Service Agreement with the Polk County School Board - Highlands Grove Elementary School~~

~~VI-C-3 Memo re: Water and Wastewater Service Agreement with the Polk County School Board - Jim Miles Office Center~~

~~VI-C-4 Memo re: Site Agreement with Royal Street Communications, LLC for Attachment to the Hemphill Tower~~

VII-A Appropriation and Increase in Estimated Revenues - Public Improvement Fund

VII-B Appropriation and Increase in Estimated Revenues - The Lakeland Center Fund

Action: Commissioner Wiggs moved to approve the Consent Agenda, removing items VI-C-1 through VI-C-4 from consent. Commissioner Verplanck seconded and the motion carried unanimously.

APPROVAL OF MINUTES (with any amendments)

***City Commission 5/12/06-5/15/06**

Action: The Commission approved this item on the Consent Agenda.

***Utility Committee 5/15/06**

Action: The Commission approved this item on the Consent Agenda.

PUBLIC HEARINGS

Ordinance 4761; Proposed 06-035; Vacating a Portion of Plum Street East of Lakeshore Drive Between East Parker Street and East Memorial Boulevard

AN ORDINANCE RELATING TO PUBLIC RIGHT-OF-WAY; MAKING FINDINGS;
VACATING A PORTION OF PLUM STREET LOCATED EAST OF LAKESHORE

DRIVE, BETWEEN EAST PARKER STREET AND EAST MEMORIAL BOULEVARD, LOCATED WITHIN THE CITY OF LAKELAND; AUTHORIZING RECORDING OF A CERTIFIED COPY OF THIS ORDINANCE; PROVIDING AN EFFECTIVE DATE.

Tim McCausland read the short title.

Motion: Commissioner Verplanck moved to approve the ordinance. Commissioner Boring seconded.

Mayor Fletcher asked for comments. There was none.

Action: Upon roll call vote Commissioners Yates, Fields, Wiggs, Verplanck, Boring, Higgins and Mayor Fletcher voted aye. Ayes: seven. Nays: zero. The motion carried unanimously.

CITY MANAGER

Recommendation re: Emergency Power Supply Retrofitting Project

Following the 2005 hurricane season, staff reviewed and developed an enhanced plan to assess key City facilities for emergency power retrofitting. In accordance with the plan, the City subsequently purchased a utility trailer to mount an existing 250 KW generator and acquired a 350KW fully enclosed generator, which staff installed on a portable trailer. The total cost for the two trailers, equipment to convert the generators from fixed units to a portable application and the 350KW generator was \$51,000. With these recent purchases and modifications, the City had three trailer-mounted generators providing the flexibility to deploy trailer mounted generators from facility to facility as needed.

Engineering services were underway to design and develop plans to convert mission-critical facilities to accept emergency power supply from the trailer-mounted generators in a plug and go application rather than manual disconnection of the facility from the grid to the generator power source. Two-mission critical facilities (Parks Administration Building-Tigertown and the Facilities Maintenance Building) were already retrofitted. Five more facilities remain to be retrofitted including Fleet Management/Solid Waste, the Tigertown cafeteria, Kelly Recreation Center, Cleveland Heights Clubhouse and Fetzer Hall. Staff proposed to use these facilities to administer citywide recovery services for both in-house and out-of-town crews and provide staff daycare during the recovery process. The estimated cost to modify the subject facilities' electrical service and related materials to accommodate the plug and go power supply switchover was \$115,000.00 as outlined below:

- Tigertown Cafeteria \$15,000
- Kelly Recreation Center \$20,000
- Cleveland Heights Clubhouse \$22,000
- Fetzer Hall \$25,000

- Fleet Management/Solid Waste \$15,000
- Supply Cable \$6,000
- Contingency \$12,000

Staff recommended that the City Commission approve an appropriation in the amount of \$115,000 from the Fiscal Year 2006 Capital Improvement Plan Budget and authorize the appropriate City Officials to execute the associated work to retrofit the mission critical facilities as proposed.

Doug Thomas presented this item to the Commission.

Action: Commissioner Verplanck moved to approve the recommendation. Commissioner Boring seconded and the motion carried unanimously.

Recommendation re: Additional Financial Assistance to Trinity Apartments of Lakeland - Low Income Senior Housing Project

The Presbytery of Tampa was constructing 70 units of low-income senior rental housing in Lakeland on Central Avenue at Sikes Boulevard and Ariana. HUD provided funding for the development by a HUD Section 202 grant for construction and operating costs. The City previously financially supported the project in the form of impact fee waivers totaling \$109,489. The project sponsor requested additional financial assistance from the City for \$100,000 due to construction price increases, which exceed their project HUD 202 grant. The sponsor has provided documentation to the City that reveals the following:

1. General Contractor bid the project in September 2004 with a base bid of \$4.6 million
2. 18 months later, the General Contractor has documented a price increase of \$359,000 or a 7.7% increase. The developer believed this amount to be reasonable based on what had transpired in terms of material costs.
3. The development budget contingency has funds to pay for approximately \$259,000, leaving a \$100,000 balance.
4. The project will serve elderly residents whose household incomes are very low. The project was rent restricted for 40 years.
5. The developer requested any funding from the City be in the form of a grant. The project was deeply subsidized and served very low-income residents. As such, Trinity Apartments will be operating at a break-even basis and will have no operating surplus to repay any type of debt service.

The City's Housing Division reviewed the request and was supportive of increased financial support to the project for \$91,000. The City received that money as program income associated with two closed out federal/state grants for Rental Rehabilitation and Elderly Housing Rehabilitation. The proposed expenditure to assist low-income senior rental housing would fulfill the intent of both grant programs.

Accordingly, staff recommended that the Commission authorize the balance in the Rental

Rehabilitation and Elderly Housing Rehabilitation accounts, which totaled \$91,000, as additional financial support for the project in the form of a grant.

Doug Thomas presented this item to the Commission.

Action: Commissioner Verplanck moved to approve the recommendation. Commissioner Boring seconded.

Commissioner Wiggs asked if Doug Thomas had planned to spend that \$91k elsewhere before this issue was raised

Nyla Campbell explained the City would have used the money for housing rehab for low-income citizens.

Action: Mayor Fletcher called for the vote and the motion carried unanimously.

Miscellaneous Reports and Communications

1. Executive Summary – Utility Committee Meeting

Doug Thomas gave an oral report of the Utility Committee Meeting of May 15, 2006.

2. Out-of-State Travel:

- a. **May 19 - 23, 2006:** Lakeland Police employee (Jeffery Barrett) traveling to Ridgeland, MS to attend USPCA Detector Trials meeting.

Registration	\$0.00
Air Fare	0.00
Hotel	0.00
Car Rental	0.00
Meals	132.00
Miscellaneous	<u>0.00</u>
Total	\$132.00

- b. **June 13 - 16, 2006:** Lakeland Police employee (John Gillen) traveling to Wichita, KS to attend Police Suicide Conference.

Registration	\$ 0.00
Air Fare	0.00
Hotel	0.00
Car Rental	0.00
Meals	101.00
Miscellaneous	<u>0.00</u>
Total	\$ 101.00

- c. **June 14 - 16, 2006:** Lakeland Center employee (Lori Chapman-Powell) traveling to Philadelphia, PA to attend National Association of Consumer Shows.

Registration	\$	775.00
Air Fare		213.59
Hotel		378.00
Car Rental		0.00
Meals		100.00
Miscellaneous		<u>100.00</u>
Total	\$	1,566.59

- d. **May 21 - 24, 2006:** Public Works employee (Greg James) traveling to Denver, CO to attend International Right of Way Association Conference.

Registration	\$	445.00
Air Fare		417.79
Hotel		743.53
Car Rental		34.00
Meals		140.00
Miscellaneous		<u>0.00</u>
Total	\$	1,780.32

- e. **July 9 - 13, 2006:** Lakeland Electric employee (Jeff Curry) traveling to Denver, CO to attend American Solar Energy Society Annual Conference.

Registration	\$	0.00
Air Fare		357.60
Hotel		516.00
Car Rental		0.00
Meals		148.00
Miscellaneous		<u>0.00</u>
Total	\$	1,021.60

- July 20 - 21, 2006:** Lakeland Electric employee (Mike Hiestand) traveling to NERC Train the Trainer Workshop

Registration	\$	300.00
Air Fare		360.90
Hotel		556.00
Car Rental		0.00
Meals		85.00
Miscellaneous		<u>0.00</u>
Total	\$	1,301.90

- g. **July 24 - 29, 2006:** Lakeland Police employee (John Thomason) traveling to

Charleston, SC to attend SPIAA Conference.

Registration	\$ 225.00
Air Fare	0.00
Hotel	550.00
Car Rental	0.00
Meals	194.00
Miscellaneous	
(mileage)	<u>289.00</u>
Total	\$ 1,258.00

- h. August 5 - 7, 2006:** Lakeland Center employee (Mike LaPan) traveling to San Antonio, TX to attend International Association of Assembly Managers Conference.

Registration	\$ 495.00
Air Fare	289.00
Hotel	350.00
Car Rental	0.00
Meals	54.00
Miscellaneous	<u>100.00</u>
Total	\$ 1,288.00

- i. October 9 - 14, 2006:** P&R employee (Mindi Fitch) traveling to Seattle, WA to attend NRPA National Conference.

Registration	\$ 350.00
Air Fare	500.00
Hotel	900.00
Car Rental	0.00
Meals	181.00
Miscellaneous	<u>300.00</u>
Total	\$ 1,931.00

CITY ATTORNEY

Ordinances (First Reading)

Proposed 06-036; Change in Zoning on 4 Acres Located East of Lakeland Hills Boulevard Approximately 1,100 Feet North of East Robson Street (3445 Lakeland Hills Boulevard)

AN ORDINANCE RELATING TO ZONING; CHANGING THE CLASSIFICATION OR ZONING ON 4 ACRES WITHIN THE CITY OF LAKELAND LOCATED EAST OF LAKELAND HILLS BOULEVARD APPROXIMATELY 1,100 FEET NORTH OF

EAST ROBSON STREET, PURSUANT TO THE "ZONING CODE OF THE CITY OF LAKE LAND, 1993"; MAKING FINDINGS; PROVIDING CONDITIONS; FINDING CONFORMITY WITH THE COMPREHENSIVE PLAN; PROVIDING AN EFFECTIVE DATE.

The foregoing is the title of an ordinance read for the first time by short title only. The Commission will hold the second reading and public hearing on June 19, 2006.

Resolutions

Resolution 4532; Proposed Resolution 06-038; Amending Resolution 4480, Revising Cemetery Fees

A RESOLUTION RELATING TO CEMETERIES; AMENDING RESOLUTION 4480; REVISING THE SCHEDULE OF FEES; MAKING FINDINGS; PROVIDING AN EFFECTIVE DATE.

Palmer Davis read the short title.

Motion: Commissioner Verplanck moved to approve the resolution. Commissioner Boring seconded.

Mayor Fletcher asked for comments and there were none.

Action: Upon roll call vote Commissioners Higgins, Boring, Verplanck, Wiggs, Fields, Yates and Mayor Fletcher voted aye. Ayes: seven. Nays: zero. The motion carried unanimously.

Resolution 4533; Proposed Resolution 06-039; Verifying Available Funds of No Less than \$90,000 for Restoration of Federal Building at 124 South Tennessee Avenue

A RESOLUTION RELATING TO SURPLUS FEDERAL LANDS; VERIFYING AVAILABILITY OF FUNDS FOR RESTORATION; MAKING FINDINGS; PROVIDING AN EFFECTIVE DATE.

Palmer Davis read the short title.

Motion: Commissioner Higgins moved to approve the resolution. Commissioner Yates seconded.

Mayor Fletcher asked for comments and there were none.

Action: Upon roll call vote Commissioners Yates, Fields, Wiggs, Verplanck, Boring, Higgins and Mayor Fletcher voted aye. Ayes: seven. Nays: zero. The motion carried unanimously.

Miscellaneous Reports and Communications

Memo re: Task Authorization with Gulf Coast Property Acquisition, Inc. for North Lakeland Stormwater Improvements Project

This task authorization with Gulf Coast Property Acquisition, Inc. authorized Gulf Coast to begin right-of-way acquisition services for the acquisition of property necessary to construct stormwater retention and drainage facilities in the North Lakeland Regional Stormwater Master Plan Study Area. This Study, conducted in 2003, assessed flooding conditions between I-4 and Griffin Road from U.S. 98 to Lakeland Hills Boulevard and recommended specific drainage improvements. Design of the improvements had reached 90% completion and a SWFWMD permit for the project was pending.

Under the Task Authorization, Gulf Coast would perform appraisal, title/closing, acquisition and relocation services for the acquisition of the necessary property. Gulf Coast would acquire fee simple title for four parcels lying between Hennesse Street and Hull Street immediately west of North Florida Avenue. In addition, Gulf Coast would obtain drainage and temporary construction easements between North Florida Avenue and Lakeland Hills Boulevard to further convey stormwater to Lake Parker. The not-to-exceed fee for the project was \$89,818.00 and was available in the Stormwater Utility Fund. The City applied for a FEMA grant, which, if awarded, would offset these costs.

Palmer Davis presented this item to the Commission.

Action: Commissioner Higgins moved to approve the recommendation. Commissioner Boring seconded and the motion carried unanimously.

Memo re: Water and Wastewater Service Agreement with the Polk County School Board - Highlands Grove Elementary School

This proposed Wastewater Service Agreement between the City and Polk County School Board would provide wastewater service to the new Highlands Grove Elementary School presently under construction on Lakeland Highlands Road south of the Parkway and north of the intersection of Hallam.

The Highlands Grove Elementary School has a design capacity of 825 students, which would require the construction of a 12" sanitary sewer force main, which was projected to cost \$220,000.00. The agreement provided that the City would do the required construction for the potable water and the wastewater connection in accordance with the plans and specifications the School Board would provide. The School Board would reimburse the City for all of its costs. The agreement also provided a Petition for Voluntary Annexation.

Staff recommended that the Commission authorize the appropriate City officials to

execute the agreement.

Palmer Davis presented this item to the Commission.

Action: Commissioner Higgins moved to approve the recommendation. Commissioner Verplanck seconded and the motion carried unanimously.

Memo re: Water and Wastewater Service Agreement with the Polk County School Board - Jim Miles Office Center

This proposed Wastewater Service Agreement would provide water and wastewater service to the recently renovated Jim Miles Professional Development Center located on U.S. 98 South north of Highland City.

The agreement provided for a Petition for Voluntary Annexation and connection to the City's water and wastewater systems that were presently available to the property. The Polk School Board would pay all costs of connection.

Staff recommended that the Commission authorize the appropriate City officials to execute this agreement.

Palmer Davis presented this item to the Commission.

Action: Commissioner Higgins moved to approve the recommendation. Commissioner Boring seconded and the motion carried unanimously.

Memo re: Site Agreement with Royal Street Communications, LLC for Attachment to the Hemphill Tower

This proposed Site Agreement with Royal Street Communications, LLC would place an additional mobile phone antenna on the City's existing communications tower located at the Hemphill Substation. The agreement called for with a non-refundable \$10,000.00 capital charge within thirty (30) days of the execution of the agreement. Prior to construction, the rental charge would be \$120.00 per month. After construction, the rental fee increased to \$2,500.00 per month. The term was for five (5) years, with the option of four (4) renewal terms of five (5) years each. After the first term, either party could terminate the agreement with one-hundred twenty (120) days prior written notice. The total land area subject to the agreement was 120 square feet.

Staff recommended that the Commission authorize the appropriate City Officials to execute the proposed Agreement on behalf of the City.

Palmer Davis presented this item to the Commission.

Action: Commissioner Boring moved to approve the recommendation. Commissioner Higgins seconded and the motion carried unanimously.

Memo re: Contract with Chastain-Skillman, Inc. for Engineering Services - English Oaks Accommodation Phase III

English Oaks Accommodation Phase III was a project to provide approximately 40,000 linear feet of force main of various sizes to assist in alleviating the sanitary sewer bottleneck in southwest Lakeland. On March 3, 2006, the Commission authorized City Staff to begin competitive negotiations with three firms that had been short-listed to provide services consistent with the requirements of this project.

This was an agreement with Chastain-Skillman, Inc. who staff determined to be the most qualified to perform this work. The terms of the agreement were for a total cost of \$1,160,000. However, as this was a multiyear project, the agreement considered a fee adjustment of 3% per year on Construction Phase Services and Resident (Inspection) Services. The initial schedule presented by Chastain-Skillman, Inc. indicated substantial completion by September 28, 2011 with completion by October 26, 2011 based on a Notice to Proceed of June 1, 2006.

Staff recommended that the Commission authorize the appropriate City Officials to execute the proposed Agreement on behalf of the City.

Palmer Davis presented this item to the Commission.

Action: Commissioner Boring moved to approve the recommendation. Commissioner Higgins seconded and the motion carried unanimously.

FINANCE DIRECTOR

***Appropriation and Increase in Estimated Revenues – Public Improvement Fund**

Common Ground would be Polk County's first "inclusive play experience," a term used to describe non-traditional play areas. Children of varying abilities and disabilities would be able to play together side-by-side. The park itself would be in the shape of a butterfly -- a symbolic representation of the individuality and unique character of every child. It would be constructed in Edgewood Park in the southwest field adjacent to the tennis courts.

The master plan was to be completed during the fall of 2006 in anticipation of construction commencement in Fiscal Year 2008. Construction drawings would be completed in spring 2007 so that they may be used for fund-raising to coincide with the auction of the Kaleidoscope butterflies scheduled to be placed throughout the downtown area. The public had demonstrated tremendous support for the project through the sponsorship of the individual butterflies.

Completion of the Common Ground Park Master Plan would enable the City to adequately quantify funding needs and provide the necessary renderings to pursue public/private partnerships for this project.

Accordingly, staff requested that the City Commission authorize an Increase in Estimated Revenue and a corresponding appropriation for \$130,000 from the Parks District 2 Impact Fee Fund to the Public Improvement Fund for the development of the Common Ground Park Master Plan.

Action: The Commission approved this item on the Consent Agenda.

***Appropriation and Increase Estimated Revenues – The Lakeland Center Fund**

Fiscal Year 2006 budgeted revenues for The Lakeland Center total \$3.87 million. Due to a much improved event schedule, staff estimated revenues to be approximately \$4.22 million by the end of Fiscal Year 2006. This was a \$350,000 increase over budget.

In order to cover the costs associated with the increased event schedule and the associated increase of revenue, staff requested that the City Commission authorize an Increase in Estimated Revenue and a corresponding appropriation for \$235,000 in The Lakeland Center Fund.

Action: The Commission approved this item on the Consent Agenda.

Audience – None

Mayor and Members of the City Commission

Commissioner Fields announced the Fredrick Douglas Republican Club of Central Florida Annual Celebration meeting tonight.

Commissioner Fields received compliments on Martin Luther King Jr. Blvd. beautification project.

Commissioner Wiggs reminded everyone about Ridge League at Fantasy of Flight at 6:30 p.m.

Commissioner Higgins announced June 17, 2006 Lakeland would host the Florida State All Star baseball game.

EQUALIZATION HEARINGS – 10 a.m.

Recess Commissioner Wiggs moved to recess as the City Commission and convene as the Equalization Board. Commissioner Verplanck seconded.

Lot Cleaning and Clearing

A copy of the Equalization Roll is on file in the agenda packet.

Palmer Davis read the short title for proposed resolution 06-037.

Motion: Commissioner Wiggs moved to approve the assessments. Commissioner Verplanck seconded.

Brian Rewis, Code Enforcement Division Manager explained that the Equalization Board usually approved the assessment roll and the Commission usually approved the resolution.

Mayor Fletcher asked for comments on the assessment roll. There was none.

Action: Mayor Fletcher called for the vote on the assessment roll and upon roll call vote Commissioners Higgins, Boring, Verplanck, Wiggs, Fields, Yates and Mayor Fletcher voted aye. Ayes: seven. Nays: zero. The motion carried unanimously.

Reconvene: Commissioner Wiggs moved to adjourn as the Equalization Board and reconvene as the City Commission. Commissioner Verplanck seconded and the motion carried unanimously.

Resolution 4534: Proposed Resolution 06-037; Lots Cleaning and Clearing

A RESOLUTION RELATING TO ASSESSMENTS; DETERMINING THE NECESSITY FOR HAVING CLEANED AND CLEARED CERTAIN PROPERTY WITHIN THE CITY OF LAKELAND; PROVIDING FOR THE ASSESSMENT OF LIENS AGAINST SUCH PROPERTY FOR EXPENSES INCURRED IN THE CLEANING AND CLEARING THEREOF; PROVIDING AN EFFECTIVE DATE.

Palmer Davis read the short title during the equalization hearing.

Motion: Commissioner Higgins moved to approve the resolution. Commissioner Boring seconded.

Mayor Fletcher asked for comments and there were none.

Action: Upon roll call vote Commissioners Higgins, Boring, Verplanck, Wiggs, Fields, Yates and Mayor Fletcher voted aye. Ayes: seven. Nays: zero. The motion carried unanimously.

CALL FOR ADJOURNMENT – 10:01 a.m.

Ralph L. Fletcher, Mayor

Kelly S. Koos, CMC, City Clerk

AGENDA STUDY SESSION
June 2, 2006

The Lakeland City Commission met in the Agenda Study Session in the Commission conference room. Commissioners Edie Yates, Howard Wiggs, Gow Fields, and Mayor Fletcher were present. Deputy City Manager Tony Delgado, Parks & Recreation Director Bill Tinsley, Community Development Director Jim Studiale, Assistant Finance Director Mike Brossart, City Attorney Tim McCausland and City Clerk Kelly Koos were present along with administrative staff, the media and the public.

Mayor Fletcher called the meeting to order at 8:32 a.m.

Tony Delgado announced Doug Thomas and Stanley Hawthorne were at a conference out of town. He then covered the Presentations and Proclamations.

Tim McCausland covered the Public Hearings and Equalization Hearing.

Tony Delgado covered the City Manager agenda. Deje Kondor and Joh Hazelroth were present for item V-B, Trinity Apartments. Tony offered the following verbals:

- Verbal 1 - Lakeland will host the 2007 National K-9 Trials.
- Verbal 2 - Fire Department will begin notifying communities for hurricane preparedness. The City will remodel Station #4 starting June 11, 2006. It will be a 90-day construction project.
- Verbal 3 - Financial Disclosures are due by July 1, 2006.
- Verbal 4 - Lawton Chiles Expansion update at end of Agenda Study.

Tim McCausland covered the City Attorney agenda starting with Ordinances.

Tim McCausland covered the resolutions. He distributed a color picture re Gulf Coast Property Acquisition, Inc. for North Lakeland Stormwater Improvement Project. A copy of that handout is available in the agenda packet.

Mike Brossart covered the Finance Director agenda.

Bill Tinsley distributed handouts for the Lawton Chiles Academy expansion update. A copy of that handout and presentation is available in the agenda packet. Tony and Bill reviewed the expansion process.

The meeting adjourned at 9:21 a.m.

**CIVIL SERVICE, HR & RETIREMENT PROGRAMS RE-ORGANIZATION WORKSHOP
June 5, 2006**

Civil Service/HR Department

The Lakeland City Commission met for the re-organization workshop in the Commission conference room. Commissioners Edie Yates, Howard Wiggs, Gow Fields, Dean Boring, Jim Verplanck, Glenn Higgins and Mayor Fletcher were present. City Manager Doug Thomas, Deputy City Manager Tony Delgado, Assistant City Attorney Palmer Davis, Assistant to the City Manager Stanley Hawthorne, and City Clerk Kelly Koos were present along with administrative staff and the media.

Mayor Fletcher called the meeting to order at 10:27 a.m.

Doug Thomas explained that he had been meeting with the different stakeholders. He had a second meeting with Civil Service on Thursday, June 8, 2006. He would be making a presentation to the Commission in the near future. He then gave his status report.

There were three departments currently performing various Human Resource functions. The overlap of responsibilities resulted in confusion by both employees and management and overall inefficiencies. Doug planned to develop a comprehensive Human Resource operation vis-a-vis Civil Service Charter responsibilities. Doug displayed a proposed HR Department table of organization and reviewed each position on that T.O.

Doug recommended the Civil Service Director continue to provide the Civil Service board support and employment recruiting and assessment centers as well as certification and employee appeals. Civil Service Board would appoint the Civil Service Director with City Management recommendation/coordination. The Civil Service Director would also have a multi-part evaluation with the Civil Service Board, Director of Human Resources, and the President of Employee Association or Designee. The Civil Service Board would set the compensation. The Director of Human Resources would supervise the Civil Service Director on a day-to-day basis.

Civil Service Board would continue as a standing board that met quarterly or when called by the director or chairperson. That board would hear employee appeals and monitor Charter compliance.

The Commission would need to decide if they wanted to create a Human Resource Department. The stakeholders in this decision were the Employees Association, Civil Service/Pension Board and City Management. The Commission would also need to consider Charter provisions.

Before moving on to the Retirement portion of the update, Doug asked for questions or comments concerning bifurcating the Civil Service/Pension Board and creating a HR Department.

The Commission discussed placing all members of the proposed HR department in the same building and the current HR position at Lakeland Electric.

Retirement

Doug Thomas explained who the stakeholders were in the City of Lakeland Pension System.

- Employees
- Retirees
- Pension Board
- Fire Supplemental Board
- Police Supplemental Board
- City Management
- City Commission

Doug gave the Commission some background on the City's retirement system. Lakeland's plan was purported to be the most complicated in Florida. The system assets were approaching \$600 million. The administration of the pension system was currently consolidated with a one-stop service for investment and service.

The key questions the Commission would need to consider were:

- Board Oversight
 - Combined Civil Service/Pension v. Separate Boards
 - Composition
- Administration
 - Segmented v. Consolidated
 - Consulting v. Municipal
 - Hybrid
- Employee Classification
 - City Employed
 - Board(s) Employed

The Commission discussed how outsourcing was working for other municipalities. There would be a need for someone on site even if the pension administration were outsourced.

Doug Thomas reviewed the Pros and Cons of separating the boards.

Pros:

- Different skill sets/qualifications
- Eligibility (Active & Retirees)
- Residency Factor
- "Ownership" & Communication
- Employee Ambassador
- Specific Focus
- Commissioner Higgins 175, 185 Mitigation

Cons:

- Additional volunteers/board members
- Requires change

Doug Thomas reviewed the many possible scenarios of the pension administration:

- Segmented
- Consolidated
- Consultant
- Municipal
- Hybrid

Doug Thomas had been meeting with all the stakeholders concerning all the different scenarios. He was receiving input from all the groups involved. He reviewed each group's comments for the Commission. His next steps, along with staff were:

- Development of proposed T.O.'s for consolidated HR Department and separate Pension Department
- Development of associated proposed budgets
- Development of proposed composition of Pension Board of Directors
- Finalize organizational structures/models
- Legal review and drafting of amended ordinances, as required
- Commission consideration and implementation

Questions & Feedback

The Commission discussed the following:

Gow Fields was leaning toward consolidating HR and putting them all in one location, and bifurcating the boards and using one administrator. He preferred the consultant/employee hybrid.

The group discussed the administration of Retirement Customer Service.

Dean Boring supported the Civil Service/HR consolidation. He agreed with separating the Boards but was unsure as to which model would be best.

Doug was comfortable that any model would work. It was a matter of deciding what would work best for the City of Lakeland. He wanted to hear from the Civil Service/Pension Board one more time before he made a recommendation.

Doug will meet with the Civil Service/Pension Board this Thursday and come back to the Commission with a final presentation.

The consensus was to bifurcate the Civil Service and Pension Boards.

The meeting adjourned at 12:06 p.m.