



AGENDA
CITY COMMISSION MEETING
COMMISSION CHAMBERS, CITY HALL
MONDAY, NOVEMBER 18, 2013 5:00 PM

1. CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. PROCLAMATIONS: None

3. PRESENTATIONS:

A. Glorianne Fahs to present check to the City from her book proceeds for the Mote-Morris House.

4. CONSENT AGENDA:

Routine items are placed on the Consent Agenda to expedite the meeting. If the Commission/Staff wish to discuss any item, the procedure is as follows: (1) pull the item(s) from the Consent Agenda; (2) vote on remaining items with one roll call vote, (3) discuss each pulled item and vote by roll call

A. CITY COMMISSION MEETING MINUTES:

1. Meeting held November 13, 2012
2. Meeting held November 26, 2012

B. PURCHASING ITEMS:

1. Purchase Request by the Electric Department for the Purchase of fire retardant uniforms under an existing agreement.

C. RESOLUTIONS:

1. Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute Task Order 1 with AMEC Environment & Infrastructure, Inc. for professional engineering services related to the design of the Commerce and Industrial Ditch Enclosure project for a cost not to exceed \$46,180.00; and providing an effective date.

2. Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and the City Clerk to execute an Addendum to Interlocal Agreement between Lake County Government and the City of Leesburg for traffic signal maintenance; and providing an effective date.
3. Resolution of the City Commission of the City of Leesburg, Florida authorizing execution of an agreement with S.W. I. Software Installed, Inc. to provided utility meter reading services on a per meter read unit cost basis; and providing an effective date.
4. Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute an Agreement for Management Services between Facci Bella, Inc. and the City of Leesburg for production services at Lakefront TV; and providing an effective date.
5. Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute the First Amendment to Electric Franchise Agreement between the City of Leesburg and the City of Fruitland Park; and providing an effective date.

D. OTHER ITEMS: None

5. PUBLIC HEARINGS AND NON-ROUTINE ITEMS:

COMPREHENSIVE PLAN INFORMATION SIGN-UP SHEET (YELLOW) AVAILABLE

- A. First reading of an ordinance amending the fiscal year 2012-13 Budget for the General, Debt Service, Capital Projects, Electric, Gas, Water, Wastewater, Communications, Discretionary Sales Tax and Gas Tax Funds for the Fourth Quarter.

6. INFORMATIONAL REPORTS:

The following reports are provided to the Commission in accordance with the Charter/Ordinances. No action required.

- A. Miscellaneous Accounts Receivable Customers with City Attorney
- B. Expected Write Offs as of September 30, 2013
- C. Report of Receipts and Disbursements by Fund Fiscal Year 2012-13
- D. City Manager Contingency Budget FY 2013

7. CITY ATTORNEY ITEMS:

8. CITY MANAGER ITEMS:

9. PUBLIC COMMENTS:

This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Issues brought up will not be discussed in detail at this meeting. Issues will either be referred to the proper staff or will be scheduled for consideration at a future City Commission Meeting. Comments are limited to three minutes.

10. ROLL CALL:

11. ADJOURN:

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.

F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." The City of Leesburg does not provide this verbatim record.



AGENDA MEMORANDUM

Item No: 4.B.1.

Meeting Date: November 18, 2013

From: Mike Thornton, Purchasing Manager for
Patrick Foster, Deputy Director Electric Utility

Subject: Purchase request by the Electric Department for the purchase of fire retardant uniforms under an existing contract.

Staff Recommendation:

Staff recommends approval of the expenditure to Stuart C Irby Company for an amount not to exceed \$63,000.00.

Analysis:

National Fire Protection Association (NFPA) Regulation 70E requires employees working on and around electrical equipment to wear arc flash personal protective equipment (PPE). The regulation further requires clothing/uniforms worn by these workers offer arc flash protection. An arc flash is a type of electrical explosion that can occur in electrical equipment and electric utility systems.

Wearing arc flash rated clothing or uniforms reduces the chances of additional worker injuries from the clothing melting or igniting. Temperatures as high as 36,000 degrees have been recorded in arc flashes. The intense heat and light emitted by an arc flash can cause severe burns, destroying skin and tissue. An arc flash can ignite or melt clothing, resulting in further burns. While the wearing of arc flash rated clothing cannot completely eliminate injuries sustained in an arc flash, it can certainly reduce further injuries by not igniting as a result of an arc flash.

On February 11, 2013, the City Commission approved Resolution 9155 authorizing a fixed unit price agreement with Stuart C Irby Company for the purchase of fire retardant (FR) uniforms.

The Electric Department has budgeted \$63,000.00 in the 2014 fiscal year for fire retardant uniforms.

Options:

1. Approve the purchase/expenditure with Stuart C Irby.; or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

Funds are specifically budgeted and available in the Fiscal Year 2014 budget for this purpose.

Submission Date and Time: 11/13/2013 4:26 PM

Department: <u>_Electric Department</u>	Reviewed by: Dept. Head _____	Account No. <u>_041-1062-531.52-15</u>
Prepared by: <u>_Stephanie Lay</u>	Finance Dept. <u>_BLM</u>	Project No. _____
Attachments: Yes ___ No <u>_X</u>	Deputy C.M. _____	WF No. _____
Advertised: ___ Not Required <u>_X</u>	Submitted by: _____	Budget <u>_____ \$63,000.00</u>
Dates: _____	City Manager _____	Available <u>_____ \$63,000.00</u>
Attorney Review : Yes ___ No ___		

Revised 6/10/04		



AGENDA MEMORANDUM

Item No: 4.C.1.

Meeting Date: November 18, 2013

From: Mike Thornton, Purchasing Manager, for
D.C. Maudlin Director, Public Works

Subject: Resolution authorizing execution of Task Order 1 with AMEC Environment & Infrastructure, Inc. for professional engineering services related to the design of the Commerce and Industrial Ditch Enclosure project for a cost not to exceed \$46,180.00.

Staff Recommendation:

Staff recommends adoption of the resolution authorizing the execution of Task Order 1 related to the Stormwater Project with AMEC Environment & Infrastructure, Inc. involving the design of stormwater to replace existing ditches in the vicinity of Commerce and Industrial Streets.

Analysis:

The City has a competitively awarded continuing services contract with AMEC Environment & Infrastructure, Inc. (AMEC), for the firm to provide professional stormwater engineering services pursuant to resolution 9245.

Approval of Task Order 1 allows for the storm water system to be designed to connect to the existing storm water system on Harlem Avenue which discharges to the stormwater management facility near the intersection of Johns and Georgia Avenues. Work includes Preliminary Environmental Assessment, Construction Plan Preparation, Permitting, and Construction Phase Services. The design work will provide for converting the open ditch storm water system in the Commerce and Industrial area to be converted to a closed storm water system.

Options:

1. Approve the attached resolution authorizing the execution of the contract amendment with AMEC Environment & Infrastructure, Inc., or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

Funds were budgeted and available in the prior fiscal year. These funds will be requested to be rolled into the current fiscal year.

Submission Date and Time: 11/13/2013 4:26 PM

Department: <u>Public Works</u> Prepared by: <u>Terry Pollard</u> Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Advertised: <input type="checkbox"/> Not Required <input checked="" type="checkbox"/> Dates: _____ Attorney Review : Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. <u>BLM</u> , _____ Deputy C.M. _____ Submitted by: City Manager _____	Account No. <u>014-7099-537-3130</u> Project No. <u>140002</u> WF No. <u>740912/1</u> Budget <u>\$358,450.00</u> Available <u>\$352,831.00</u>
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE TASK ORDER 1 WITH AMEC ENVIRONMENT & INFRASTRUCTURE, INC. FOR PROFESSIONAL ENGINEERING SERVICES RELATED TO THE DESIGN OF THE COMMERCE AND INDUSTRIAL DITCH ENCLOSURE PROJECT FOR A COST NOT TO EXCEED \$46,180.00; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute Task Order 1 with AMEC ENVIRONMENT & INFRASTRUCTURE, INC. whose address is 361 W. Alfred Street, Tavares, Florida 32778 for professional engineering services related to the Commerce and Industrial ditch enclosure project.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 18th day of November 2013.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.2.
Meeting Date: November 18, 2013
From: James Feagle, Deputy Director of Public Works
Subject: Resolution authorizing an Addendum to Inter-local Agreement between Lake County Government and the City of Leesburg for traffic signal maintenance.

Staff Recommendation:

Staff recommends approval of an Addendum to the Inter-local Agreement and between Lake County, Florida, and the City of Leesburg for traffic signal maintenance.

Analysis:

On November 7, 2003 the parties entered into an Inter-local Agreement for Traffic Signal Maintenance; and now desire to add two additional signals. One is located on Thomas Ave at Griffin Rd and the other is located on US 441 at CR44/Sleepy Hollow Rd. The agreement will be extended for seven years. In Fiscal year 13/14 the county will maintain forty signalized intersections and thirty flashing beacons, warning flasher and school flasher intersections.

Options:

1. Approve the Addendum to the Inter-local Agreement between Lake County and Leesburg; or,
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

The City shall pay to the County the annual amount of \$2,076.26 per signalized intersection and \$519.09 per flashing beacon, warning flasher or school flasher intersection to cover the cost of maintenance, including parts and labor, totaling \$98,623.10 to be billed annually. The annual amount shall automatically increase by three percent upon each anniversary date of this agreement. Funds are budgeted and available in the current fiscal year.

Submission Date and Time: 11/13/2013 4:26 PM

Department: <u>Public Works</u> Prepared by: <u>James Feagle/LF</u> Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Advertised: <input type="checkbox"/> Not Required <input checked="" type="checkbox"/> Dates: _____ Attorney Review: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. <u>BLM</u> , _____ Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. <u>001-5112-541-4612</u> Project No. _____ WF No. _____ Budget <u>\$99,125.00</u> Available <u>\$99,125.00</u>
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND THE CITY CLERK TO EXECUTE AN ADDENDUM TO INTERLOCAL AGREEMENT BETWEEN LAKE COUNTY GOVERNMENT AND THE CITY OF LEESBURG FOR TRAFFIC SIGNAL MAINTENANCE; AND PROVIDING AN EFFECTIVE DATE.; AND PROVIDING AND EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement with Lake County, whose address is 28127 CR 561, Tavares, FL 32778, for Traffic Signal Maintenance.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 18th day of November 2013.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.3

Meeting Date: November 18, 2013

From: Mike Thornton, Purchasing Manager for
Bill Spinelli, CPA, Finance Director

Subject: Resolution authorizing execution of an agreement with S.W.I. Software Install, Inc. to provide utility meter reading services

Staff Recommendation:

Staff recommends approval of the resolution authorizing execution of a fixed unit price agreement with S.W.I. Software Install, Inc. (SWI). The estimated first year annual cost based on the current meter inventory is \$196,013.25.

Analysis:

The City currently operates a utility meter reading division and collects all meter reads using City staff. On October 15, 2013 the Purchasing Division issued an Invitation to Bid (ITB) requesting interested and qualified companies to submit bid responses to provide meter reading services on a contractual basis.

The ITB requested bidders to provide unit cost pricing for reading all meters not using an automated reading system. Some water meters and gas meters currently have Electronic Radio Transmitters, or ERTs attached allowing them to be read electronically using a data collection device. All electric meters are using the Advanced Meter Infrastructure system for collecting meter reads. The water, gas and electric meters currently read electronically will be visually read once per year. This is done as a quality control measure to be sure the electronic devices attached to the meters are registering correctly.

The Purchasing Division received five bid responses. The Notice of Intent to Award is attached and includes the Final Bid Tabulation and a detailed tabulation of the three lowest bidders. The Final Bid Tabulation used estimated meter quantities. Actual meter counts and combinations of multiple meters at a single location were used to prepare the detailed tabulation of the three lowest bidders.

The results of the detailed bid tabulation are summarized here. The difference between the 2014 and 2015/2016 cost is attributed to the fact the Gas Utility will have all of their meters retrofitted with ERTs for electronic reading by September 30, 2014. In 2015 and 2016, the gas meters will require only the annual visual read. The estimated annual cost includes the monthly visual read of all non-electronic read meters and the once annual visual read of all electronic read meters for all services, water, gas, and electric.

Summary of Detailed Tabulation

Vendor Name	Meter Reading Annual Totals			3 Year Total
	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	
S.W.I. Software Install	\$196,013.25	\$156,411.00	\$156,411.00	\$508,835.25
US Water Services	\$185,800.68	\$169,959.78	\$169,959.78	\$525,720.24
Ivy H. Smith	\$218,025.10	\$177,064.48	\$177,064.48	\$572,154.06

The full contract document is attached for your review. Some of the notable clauses or requirements of the contract are listed here.

- **Cost** - Meters are read for \$0.75 per meter.
- **Visual Reads** – Contractor will provide services for visual reads only. The City is responsible for electronic reading of meters.
- **Equipment** – City provides only the meter reading handheld units. Contractor provides all other necessary equipment such as vehicles.
- **Mis-Read Charge.** The Department may deduct a charge of fifteen dollars (\$15.00) per each verifiable mis-read in a reading-cycle month. Application of this deduction is left to the sole discretion of the Project Manager or his designee and will be applied when there is a steady trend of increasing mis-reads.
- **Re-Read Charge.** The Department may deduct a charge of twenty dollars (\$20.00) per re-read when a reading was not obtained by the Contractor within the scheduled reading period but obtained by City personnel. This charge is applicable only when it is determined that the meter reader did not make a reasonable effort to obtain the read and/or the Contractor's meter reading supervisor did not adequately follow-up on the no-read / re-read reports.

Only one vendor qualified for the Local Vendor Preference. Ivy H. Smith is a Tier II local vendor and receives a 2% preference. Application of the 2% preference did not change the ranking order of the three lowest bidders.

Options:

1. Approve the resolution authorizing execution of Agreement with S.W.I. Software Install, Inc.;
or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

The cost of these services paid for with the funds currently budgeted for in house meter reading staff.

Submission Date and Time: 11/13/2013 4:26 PM

Department: <u>Finance Department</u> Prepared by: <u>Mike Thornton</u> Attachments: <u>Yes</u> <u>X</u> <u>No</u> Advertised: <u>X</u> <u>Not Required</u> Dates: <u>October 14, 2013</u> Attorney Review: <u>Yes</u> <u>No</u>	Reviewed by: Dept. Head _____ Finance Dept. <u>BLM,</u> Deputy C.M. _____ Submitted by: City Manager _____	Account No. _____ Project No. _____ WF No. _____ Budget _____ Available _____
_____ Revised 6/10/04		

RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA AUTHORIZING EXECUTION OF AN AGREEMENT WITH S.W.I. SOFTWARE INSTALL, INC. TO PROVIDED UTILITY METER READING SERVICES ON A PER METER READ UNIT COST BASIS; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement with S.W.I. SOFTWARE INSTALL, INC. whose address is 5008 W. Linebaugh Ave., Suite #14, Tampa, Florida 33624 for utility meter reading services pursuant to Invitation to Bid 130611.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 18th day of November 2013.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.4.

Meeting Date: November 18, 2013

From: Robert Sargent, Public Information Officer

Subject: Resolution authorizing approval of an agreement with Facci Bella, Inc. to outsource Production Services for Lakefront TV

Staff Recommendation:

Staff recommends approval of an agreement with Facci Bella, Inc. to outsource production services for Lakefront TV.

Analysis:

The City of Leesburg operates Lakefront TV as a government access cable television channel to promote city programs, utilities and events. The channel also is widely recognized for local programs such as Lake County Courts with Judge Donna Miller, Salute to Veterans, the Back of the House restaurant feature and medical presentations from Leesburg Regional Medical Center and Florida Hospital Waterman.

Programming also reflects qualities of our local community, highlighted by parades, Leesburg High School sports, community plays and various public affairs discussions.

An original goal for Lakefront TV was to develop partnerships with other governments and corporate programming sponsors to help cover operating expenses. Ideally, the channel would become self-sufficient with little or no financial support from the city.

Currently, Lakefront TV operates with an annual budget of \$120,000, funded mostly from the city, with \$20,000 to \$30,000 provided each year by private businesses in the form of sponsorships.

Much of the expense - \$42,000 – pays for fiber-optic transmission via the city's communications utility. The remainder of the expense is mostly contract production services.

The ability of the channel to garner more outside programming sponsorship is limited largely by the economy, competition from other media outlets and the quality of its own video production. To help meet its sponsorship goal of self-sufficiency, Lakefront TV must improve production quality and present a more professional looking product for viewers.

If approved, this proposal will contract video production and studio management services to Dr. Anna Marie Chwastiak – a national television personality with her own syndicated television show and video production company based in Umatilla, FL.

Dr. Anna Marie – a Doctor of Podiatric Medicine – also has been the exclusive health specialist for The Weather Channel. Her weekly program now appears before millions of potential cable viewers on the RLTV network.

Dr. Anna Marie and her team at Facci Bella Productions offer years of the television production experience and a shared desire to improve Lakefront TV while maintaining its focus on government access programming for the local community. They also provide their own professional video production equipment to further improve the look of Lakefront TV programming.

This agreement would seamlessly maintain and improve operations at Lakefront TV with no additional expense to the city. Dr. Anna Marie will work within the city's previously approved budget with a one-year contract for \$70,000 – essentially the same funding Leesburg historically dedicated to contracted production services. Dr. Anna Marie and Leesburg will share proceeds from new corporate sponsorships to better cover her production expenses and also help to increase outside funding for Lakefront TV.

The proposed agreement will extend for one year, after which the city can evaluate its success and decide whether to continue Lakefront TV.

Options:

1. Approve the agreement as presented; or,
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

The city will incur no expense beyond that which is already budgeted. Improved production quality and marketing by Facci Bella Productions is expected to result in improved sponsorship income for the city, which will offset the cost of Lakefront TV, while increasing the level of service and production quality.

Submission Date and Time: 11/13/2013 4:26 PM

Department: <u>Executive</u> Prepared by: <u>R. Sargent</u> Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Advertised: <input type="checkbox"/> Not Required <input type="checkbox"/> Dates: _____ Attorney Review : Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> _____ Revised 6/10/04	Reviewed by: Dept. Head <u>rss</u> Finance Dept. <u>BLM.</u> Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. <u>001-1633-513-xxxx</u> Project No. <u>LKFTTV</u> WF No. _____ Budget _____ Available _____
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AN AGREEMENT FOR MANAGEMENT SERVICES BETWEEN FACCI BELLA, INC. AND THE CITY OF LEESBURG FOR PRODUCTION SERVICES AT LAKEFRONT TV; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement with FACCI BELLA, INC. whose address is 27650 SE Highway 42, Umatilla, FL 32784, for Management Services related to Lakefront TV.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 18th day of November 2013.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.5.

Meeting Date: November 18, 2013

From: Raymond S. Sharp, Interim City Manager

Subject: First Amendment to the Electric Franchise Agreement between the City of Leesburg and the City of Fruitland Park

Staff Recommendation:

Staff recommends approval of the amendment to the electric franchise agreement.

Analysis:

The original electric franchise agreement between the City of Leesburg and the City of Fruitland Park was executed by Resolution 2032, adopted October 10, 1983. It was subsequently amended by Resolution 2045, adopted November 14, 1983. The term was for twenty-five years, ending in 2008.

This franchise agreement provided that Fruitland Park could exercise a right to purchase the electric utility assets within Fruitland Park. Fruitland Park gave notice of its intent to exercise its purchase option on February 5, 2008. Since that time, the electric franchise agreement has been automatically renewed annually for one year at a time, in accordance with the provisions of the franchise agreement.

Recently, the City of Fruitland Park and The Villages have been working together to approve development of a portion of the former Pine Ridge Dairy property, which will provide an estimated 2,038 additional residential electric connections. In order to assure The Villages of reliable long-term electric utility service, the City of Fruitland Park and the City of Leesburg have entered into negotiation for an extension of the existing electric franchise agreement. These negotiations have been successfully concluded.

The attached First Amendment to the Electric Franchise Agreement provides for an initial five-year extension, an option for the City of Fruitland Park to purchase at that time, and for an automatic twenty-five year extension of the franchise agreement if the City of Fruitland Park elects not to purchase within one year.

The other provisions of the existing electric franchise agreement are essentially unchanged.

Options:

1. Approve the First Amendment to the Electric Franchise Agreement as presented; or,
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

A financial analysis of the incremental revenues available from the 2,038 additional connections is estimated at approximately \$1.2 million annually. The estimated revenue to the General Fund from these connections is about \$300,000 annually.

Consistent with our past practices, The Villages will provide a lump-sum payment for total estimated construction costs prior to the start of construction. The portion of that payment which represents our utility cost of expansion will be rebated to them on a pro-rata basis as meters are set and revenues are being generated.

Submission Date and Time: 11/13/2013 4:26 PM

Department: <u>Executive</u> Prepared by: <u>R.Sharp</u> Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Advertised: <input type="checkbox"/> Not Required <input type="checkbox"/> Dates: _____ Attorney Review : Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. <u>BLM</u> , _____ Deputy C.M. _____ Submitted by: City Manager _____	Account No. _____ Project No. _____ WF No. _____ Budget _____ Available _____
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE THE FIRST AMENDMENT TO ELECTRIC FRANCHISE AGREEMENT BETWEEN THE CITY OF LEESBURG AND THE CITY OF FRUITLAND PARK; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute the First Amendment to the Electric Franchise Agreement Between the City of Leesburg and the City of Fruitland Park.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the _____ day of _____ 2013.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 5A.

Meeting Date: November 18, 2013

From: Brandy MCDaniel, Budget Manager

Subject: Ordinance amending the fiscal year 2012-13 budget for the General, Debt Service, Capital Projects, Electric, Gas, Water, Wastewater, Communications, Discretionary Sales Tax and Gas Tax Funds for the Fourth Quarter.

Staff Recommendation:

Staff recommends adopting the attached ordinance amending the Fiscal Year 2012-13 budget for the General, Debt Service, Capital Projects, Electric, Gas, Water, Wastewater, Communications, Discretionary Sales Tax and Gas Tax Funds for the Fourth Quarter.

Analysis:

As established in the Budget Policy, adopted September 28, 1998, total appropriations within a fund cannot increase or decrease without formal action by the City Commission.

These budget adjustments are required due to the following changes:

Fund	Amount	Source
General:		
US Dept of Justice Grant- 6 in car video systems & 1 replacement microphone (Police)	\$ 25,565	Federal Grant
Fuel Purchases (Marina)	23,000	Charges for Services
Ad Valorem Tax Revenue associated with CRA's	(212,919)	Taxes
Debt Service	74,250	Fund Balance
Lake Sumter MPO	2,375	Transfer from Gas Tax
IT Software for Smartgrid	<u>1,068</u>	Transfer from Electric
Total General Fund	\$ (86,661)	
Debt Service:		
Debt Service	\$ 45,432	Transfer from General Fund, Reserve for Future Use
2004 Bond Refinance Fees	<u>324,728</u>	Debt Proceeds
Total Debt Service Fund	\$ 370,160	

Capital Projects:

Susan Street Lighting Project	\$ 72,950	Transfer from LOOP
Airport Bond Funds from 2013 Refinance	<u>9,184</u>	Debt Proceeds
Total Capital Projects Fund	\$ 82,134	

Electric:

Communications Smartgrid Project	\$ 5,372	Department of Energy (DOE), Debt Proceeds
IT Software for Smartgrid	1,068	Department of Energy (DOE), Debt Proceeds
2007 Additional Bond Proceeds due to interest	<u>9,872</u>	Debt Proceeds
Total Electric Fund	\$ 16,312	

Gas Fund:

Cutrale Settlement	\$1,180,008	Fund Balance
2007 Additional Bond Proceeds due to interest	<u>7,071</u>	Debt Proceeds
Total Gas Fund	\$1,187,079	

Water Fund:

2007 Additional Bond Proceeds due to interest	\$ <u>14,710</u>	Debt Proceeds
Total Water Fund	\$ 14,710	

Wastewater Fund:

2007 Additional Bond Proceeds due to interest	\$ <u>20,381</u>	Debt Proceeds
Total Wastewater Fund	\$ 20,381	

Communications Fund:

Communications Smartgrid Project	\$ <u>5,372</u>	Transfer from Electric
Total Communications Fund	\$ 5,372	

Discretionary Sales Tax Fund:

Susan Street Lighting Project	\$ <u>72,950</u>	Fund Balance
Total Discretionary Sales Tax	\$ 72,950	

Gas Tax Fund:

Lake Sumter MPO	\$ <u>2,375</u>	Fund Balance
Total Gas Tax Fund	\$ 2,375	

Options:

1. Adopt the attached ordinance amending the fiscal year 2012-13 budget for the General and Capital Projects Funds, or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

The following funds will increase/decrease as seen below:

<u>FUND</u>	FY 2013 <u>ADOPTED</u>	<u>CHANGE</u>	FY 2013 <u>AMENDED</u>
General	24,636,287	(86,661)	24,549,626
Stormwater	3,437,199	-0-	3,437,199
Greater Leesburg CRA	607,380	-0-	607,380
Carver Heights CRA	2,226,300	-0-	2,226,300
Hwy 441/27 CRA	1,127,040	-0-	1,127,040
Debt Service	2,600,818	370,160	2,970,978
Capital Projects	5,199,813	82,134	5,281,947
Electric	77,244,400	16,312	77,260,712
Gas	10,567,087	1,187,079	11,754,166
Water	12,025,405	14,710	12,040,115
Wastewater	12,130,994	20,381	12,151,375
Communications	2,526,822	5,372	2,532,194
Solid Waste	3,666,759	-0-	3,666,759
Police Pension	1,335,821	-0-	1,335,821
Fire Pension	1,429,917	-0-	1,429,917
General Employees Pension	2,737,439	-0-	2,737,439
Health Insurance	6,211,998	-0-	6,211,998
Workers' Compensation	1,198,921	-0-	1,198,921
Discretionary Sales Tax	1,721,624	72,950	1,794,574
Gas Tax	940,093	2,375	942,468
Police Impact Fees	22,486	-0-	22,486
Recreation Impact Fees	50,000	-0-	50,000
Building Permits	438,870	-0-	438,870
Police Education Receipts	15,000	-0-	15,000
Fleet Services	3,721,592	-0-	3,721,592
Magnolia Townhomes	-0-	-0-	-0-
Total	\$177,820,065	\$1,684,812	\$179,504,877

Submission Date and Time: 11/13/2013 4:26 PM

Department: _____ Prepared by: <u>Brandy McDaniel</u> Attachments: Yes___ No ___ Advertised: ___ Not Required ___ Dates: _____ Attorney Review : Yes___ No ___ _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. <u>BLM</u> Deputy C.M. _____ Submitted by: City Manager _____	Account No. <u>various</u> Project No. _____ WF No. _____ Budget _____ Available _____
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