



## CITY OF LAKE WORTH

7 North Dixie Highway · Lake Worth, Florida 33460 · Phone: 561-586-1600 · Fax: 561-586-1750

**AGENDA  
CITY OF LAKE WORTH  
CITY COMMISSION MEETING  
CITY HALL COMMISSION CHAMBER  
TUESDAY, JANUARY 28, 2014 - 6:00 PM**

1. **ROLL CALL:**
2. **INVOCATION:** Offered by Pastor Sherry Colby of Victory Worship Center
3. **PLEDGE OF ALLEGIANCE:** Led by Commissioner Christopher McVoy
4. **AGENDA - Additions/Deletions/Reordering:**
5. **PRESENTATIONS:** (there is no public comment on Presentation items)
6. **COMMISSION LIAISON REPORTS AND COMMENTS:**
7. **PUBLIC PARTICIPATION OF NON-AGENDAED ITEMS AND CONSENT AGENDA:**
8. **APPROVAL OF MINUTES:**
  - A. City Commission Special Meeting - January 7, 2014
  - B. City Commission Meeting - January 7, 2014
9. **CONSENT AGENDA:** (public comment allowed during Public Participation of Non-Agendaed Items)
  - A. Resolution No. 06-2014 - declare expenditures of City funds as valid public purposes
  - B. Second Amendment to the Interlocal Agreement for the Beach Redevelopment Project to modify the project elements and extend the project end time
  - C. Reapprove an amended Thrift Store Interlocal Agreement with the County for the disposal of obsolete or unnecessary City equipment and materials
  - D. Amendment 001 to CDBG Interlocal Agreement for 5th Avenue North Improvements Project to modify a reference to the project location
  - E. Ratify members to various City advisory boards

Agenda Date: January 28, 2014, Regular Meeting

**10. PUBLIC HEARINGS:**

**11. UNFINISHED BUSINESS:**

**12. NEW BUSINESS:**

- A. Ordinance No. 2014-07 - First Reading - amend the City Tree Board to provide for the election of its officers and schedule the public hearing date for February 11, 2014
- B. Agreement with Mock Roos & Associates for design and bid phase services for the Water Treatment Plant Disinfection System and Instrumentation Improvements
- C. Agreement with Mock Roos & Associates for permitting, bid and construction phase services for the Rehabilitation of Regional Forcemain Air Release Valves

**13. LAKE WORTH ELECTRIC UTILITY:**

**A. CONSENT AGENDA:**

**B. PUBLIC HEARING:**

**C. NEW BUSINESS:**

- 1) Contract with Level One, LLC for Utility billing processing, printing and mailing services

**14. CITY ATTORNEY'S REPORT:**

**15. CITY MANAGER'S REPORT:**

- A. February 11, 2014 draft Commission agenda

**16. ADJOURNMENT:**

If a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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. (F.S. 286.0105)

NOTE: ONE OR MORE MEMBERS OF ANY BOARD, AUTHORITY OR COMMISSION MAY ATTEND AND SPEAK AT ANY MEETING OF ANOTHER CITY BOARD, AUTHORITY OR COMMISSION.



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**AGENDA DATE:** January 28, 2014, Regular Meeting

**DEPARTMENT:** Finance

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### **EXECUTIVE BRIEF**

#### **TITLE:**

Resolution No. 06-2014 - declare expenditures of City funds as valid public purposes

#### **SUMMARY:**

The Resolution amends Resolution No. 66-2013, which declared refreshment purchases made for certain events to be for public purposes, to add a City Clerk Office program to the list of acceptable functions.

#### **BACKGROUND AND JUSTIFICATION:**

The City, in the course of providing City services, sometimes finds that furnishing refreshments to be an integral part of the function. Additionally, the City actively promotes its Volunteers In Public Services (VIPS) program to assist in its functions, and staff believes that recognizing the volunteers' hours of service to be a valid public purpose.

On December 3, 2013, the Commission approved Resolution No. 66-2013, which authorized certain public purpose refreshment purchases; however, the resolution did not include the VIPS' appreciation event. Staff is requesting the list of public purpose refreshment purchases be amended to include the VIPS.

The finding of a public purpose will allow for the purchases in accordance with Florida Law, governing the expenditure of public funds.

#### **MOTION:**

I move to approve/disapprove Resolution No. 06-2014 declaring the purchase of food for certain events to be a public purpose.

#### **ATTACHMENT(S):**

Fiscal Impact Analysis – not applicable  
Resolution



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**AGENDA DATE:** January 28, 2014, Regular Meeting

**DEPARTMENT:** Public Services

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### **EXECUTIVE BRIEF**

#### **TITLE:**

Second Amendment to the Interlocal Agreement for the Beach Redevelopment Project to modify the project elements and extend the project end time

#### **SUMMARY:**

The Amendment would eliminate and modify certain project elements and extend the completion date through March 31, 2014.

#### **BACKGROUND AND JUSTIFICATION:**

On February 2, 2010, Palm Beach County and the City entered into an Interlocal Agreement to provide \$5,000,000 for the design and construction of public improvements for the Lake Worth Beach Redevelopment Project. The First Amendment was approved on August 13, 2013, to extend the project completion date from February 1, 2013, to August 31, 2013, in order to complete all remaining construction punch list items and provide for the close-out and reimbursement process for the project.

On October 30, 2013, a final project inspection was completed by Palm Beach County and City staff to determine the status of all project elements included in the original scope of work. During the final inspection, five deficiencies were detected.

The Second Amendment removes or modifies the following three deficiencies that are not deemed essential to the project in order to meet the full intent of the original agreement:

1. Bus stop areas east of the Casino Building were removed due to various operational issues with Palm Tran;
2. Paver block promenade walkway was modified due to value engineering to provide approximately 200 linear feet of concrete pavement; and
3. Paver block multi-lane roadway was revised due to value engineering to allow for asphaltic concrete multi-lane roadway intersected by paver block pedestrian walkways at various points.

In addition, the Second Amendment extends the project completion date to March 31, 2014, at which time all project elements must be completed and the site opened to the public for its intended use. This additional time will allow for the completion of the following two remaining deficient tasks:

1. Installation of beach lockers in the pavilion east of the upper dune surface parking lot; and
2. Signage for the interpretive trail that extends from the western surface parking lot to the top of the dune.

#### **MOTION:**

I move to approve/not approve the Second Amendment to the Interlocal Agreement between Palm Beach County and the City for the Beach Redevelopment Project.

**ATTACHMENT(S):**

Fiscal Impact Analysis – not applicable

Second Amendment to Interlocal Agreement with Exhibit AA



## CITY OF LAKE WORTH

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**AGENDA DATE:** January 28, 2014, Regular Meeting

**DEPARTMENT:** Electric Utilities

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### **EXECUTIVE BRIEF**

**TITLE:**

Interlocal Agreement with the County Thrift Store for the disposal of obsolete and/or unnecessary City equipment and materials

**SUMMARY:**

The Interlocal Agreement sets forth the relationship between the City and the County regarding the disposal of obsolete and/or unnecessary surplus equipment and materials. The revised agreement recognizes changes requested by the County.

**BACKGROUND AND JUSTIFICATION:**

On November 5, 2013, the City Commission approved a Thrift Store Interlocal Agreement with the County for the disposal of obsolete or unnecessary City equipment and materials. Afterwards, the County Attorney's Office revised the agreement to add Section 5 *County Requirements* which included their standard County contract provisions regarding Remedies, Inspector General Access and Audits, and Nondiscrimination. Because of the requested changes, the City Commission is being asked to reapprove the agreement.

**MOTION:**

I move to approve/not approve a revised Thrift Store Interlocal Agreement.

**ATTACHMENT(S):**

Fiscal Impact Analysis – not applicable  
Revised Agreement



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**AGENDA DATE:** January 28, 2014, Regular Meeting

**DEPARTMENT:** Public Services

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### **EXECUTIVE BRIEF**

#### **TITLE:**

Amendment 001 to CDBG Interlocal Agreement for 5th Avenue North Improvements Project to modify a reference to the project location

#### **SUMMARY:**

Amendment 001 to the 5<sup>th</sup> Avenue North Right-of-Way Improvements Project Interlocal Agreement between Palm Beach County and the City modifies an incorrect reference to the location of the improvements contained in the original Interlocal Agreement.

#### **BACKGROUND AND JUSTIFICATION:**

On October 22, 2013, Palm Beach County and the City entered into an Interlocal Agreement for the 5<sup>th</sup> Avenue North Right-of-Way Improvements Project (Project Agreement) that sets forth the terms and conditions for the expenditure of \$80,000 in Community Development Block Grant (CDBG) funds for this purpose. The project entails construction of greenway/bicycle trail for use by the public on the 5<sup>th</sup> Avenue North right-of-way between North A and North C Streets. These improvements will include the clearing and grubbing of the current site limits; fine grading the area to provide positive surface drainage; construction of a 6' wide concrete sidewalk; installation of canopy creating trees; sod; an irrigation system; trash/recycling receptacle; benches and signage and crosswalk striping.

Amendment 001 modifies a reference to the location of the improvements contained in the original Project Interlocal Agreement that incorrectly identified the project site as 10<sup>th</sup> Avenue South rather than 5th Avenue North. The terms and conditions set forth in the Project Interlocal Agreement are not revised otherwise.

#### **MOTION:**

I move to approve/not approve Amendment 001 to the Interlocal Agreement between Palm Beach County and the City for the 5<sup>th</sup> Avenue North Improvements Project.

#### **ATTACHMENT(S):**

Fiscal Impact Analysis – not applicable  
Amendment 001 to Interlocal Agreement



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**AGENDA DATE:** January 28, 2014, Regular Meeting

**DEPARTMENT:** City Clerk's Office

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### **EXECUTIVE BRIEF**

**TITLE:**

Ratify members to various City advisory boards

**SUMMARY:**

This item is to ratify the following appointments:

**Finance Advisory Board:**

Mayor's appointment of William Shinedling to fill an unexpired term ending on July 31, 2015

**Recreation Board:**

Mayor's appointment of Jason Vazquez to fill an unexpired term ending on July 31, 2016

**Planning & Zoning Board:**

Mayor's appointment of Anthony Marotta to fill an unexpired term ending on July 31, 2016

**BACKGROUND AND JUSTIFICATION:**

On February 5, 2013, the Commission adopted an ordinance amending the board member appointment process to allow for the selection of board members by individual elected officials. In accordance with the ordinance, the board appointments would be effective upon ratification by the Commission as a whole.

**MOTION:**

I move to ratify the Mayor's appointment of William Shinedling to the Finance Advisory Board for an unexpired term ending on July 31, 2015; Jason Vazquez to the Recreation Board for an unexpired term ending on July 31, 2016; and Anthony Marotta to the Planning and Zoning Board for an unexpired term ending on July 31, 2016.

**ATTACHMENT(S):**

Fiscal Impact Analysis – not applicable



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**AGENDA DATE:** January 28, 2014, Regular Meeting

**DEPARTMENT:** City Clerk

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### **EXECUTIVE BRIEF**

#### **TITLE:**

Ordinance No. 2014-07 – First Reading – amend the City Tree Board to provide for the election of its officers and schedule the public hearing date for February 11, 2014

#### **SUMMARY:**

The Ordinance adds a provision to elect a Chairperson, Vice Chairperson, and Secretary from its members for a term of one calendar year.

#### **BACKGROUND AND JUSTIFICATION:**

Between 1990 and 1998, the City Tree Board had a provision in the Code to elect a Chairperson and Vice Chairperson for a term of one calendar year at the first meeting in January. On April 7, 1998, the City Commission adopted Ordinance No. 98-11 amending Section 2-83 *Members, terms and vacancies* in its entirety and changed the membership composition and term of office. This amendment also deleted the provision for electing its officers. This Ordinance will add a provision to elect its officers for a specified term.

This issue was discussed at the October 16, 2013, City Tree Board. The members support this ordinance with the recommendation that it be presented to the City Commission after January in order to allow their newly appointed Chairperson an opportunity to serve longer than three months.

#### **MOTION:**

I move to approve/not approve Ordinance No. 2014-07 on first reading and schedule the public hearing date for February 11, 2014.

#### **ATTACHMENT(S):**

Fiscal Impact Analysis – not applicable  
Ordinance



## CITY OF LAKE WORTH

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**AGENDA DATE:** January 28, 2014, Regular Meeting

**DEPARTMENT:** Water Utilities

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### **EXECUTIVE BRIEF**

#### **TITLE:**

Agreement with Mock Roos & Associates for design and bid phase services for the Water Treatment Plant Disinfection System and Instrumentation Improvements

#### **SUMMARY:**

The Agreement provides for design and bid phase services for the construction of a Water Treatment Plant Disinfection System and Instrumentation Improvements to comply with new “four-Log Virus Inactivation” requirements for a price not to exceed \$78,992.

#### **BACKGROUND AND JUSTIFICATION:**

The Lake Worth Water Treatment Plant requires additional facilities to achieve compliance with the new “Four-Log Virus Inactivation” requirements. These improvements will alter the existing water treatment process in order to remove 99.99% of viruses through filtration and disinfection. These requirements are defined in the federal Ground Water Rule and Rule 62-550.828 Florida Administrative Code. Refer to attached Four Log Virus Treatment Frequently Asked Questions.

The Lake Worth Water Treatment Plant is now comprised of two separate treatment systems: The original Lime Softening Plant and the new Reverse Osmosis Plant. These improvements will consist of bringing each of these separate systems into Four-Log compliance. The two process waters will be blended together in the North Clearwell. The requested modifications will include:

1. Reverse Osmosis Degassed Permeate Pipeline Modifications
2. Ammoniator Installation and Instrumentation
3. East Clearwell Modifications
4. North Clearwell Modifications

It is recommended that Mock Roos & Associates be retained to perform these services because they have the institutional knowledge of the City’s Water Treatment Plant and designed the Reverse Osmosis system as well as numerous other improvements to the water production facilities.

Mock Roos & Associates was the Engineering Consulting firm selected by the City as the number one ranked firm for a continuing services contract, **WS-08-09**, through the Consultant’s Competitive Negotiation Act (Florida State Statutes 287.055) procurement process. Under this agreement, they have been selected to perform design and bid phase services for the construction of the Water Treatment Plant Disinfection System and Instrumentation Improvements by the Lake Worth Utilities Department.

#### **MOTION:**

I move to approve/disapprove an agreement with Mock Roos & Associates for design and bid phase services for the Water Treatment Plant Disinfection System and Instrumentation Improvements at a cost not to exceed \$78,992 during Fiscal Year 2014.

#### **Attachments**

- 1) Fiscal Analysis
- 2) Mock Roos & Associates Proposal
- 3) 4LOG Frequently Asked Questions

## **FISCAL IMPACT ANALYSIS**

### **A. Five Year Summary of Fiscal Impact**

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures	78,992	0	0	0	0
Operating Expenditures	0	0	0	0	0
External Revenues	0	0	0	0	0
Program Income	0	0	0	0	0
In-Kind Match	0	0	0	0	0
Net Fiscal Impact	78,992	0	\$0	\$0	\$0

No. of Additional Full-Time Employees	0	0	0	0	0
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### **B. Recommended Source of Funds/Summary of Fiscal Impact**

The funds have been identified in the FY2014 Water Treatment Capital budget from account 402-7022-533.63-00 under project # WT1402 formerly WT1304.

Utilities/Water Production							
Account Number	Account Description	Project #	FY 2014 Proposed Budget	Amended Budget	Current Balance	Agenda Item Expenditures	Remaining Balance
402-7022-533.63-00	Water Capital	WT 1402	\$400,000	\$770,000	\$770,000	-\$78,992	\$691,008

### **C. Fiscal Review:**

Larry Johnson – Director  
 Monica Morandi –Engineer  
 Clyde Johnson - Finance



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**AGENDA DATE:** January 28, 2014 Regular Meeting

**DEPARTMENT:** Water/Sewer Utilities

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### EXECUTIVE BRIEF

#### **TITLE:**

Agreement with Mock Roos & Associates for permitting, bid and construction phase services for the Rehabilitation of Regional Forcemain Air Release Valves

#### **SUMMARY:**

The Agreement authorizes Mock Roos & Associates to complete permitting and provide bid and construction phase services for the Rehabilitation of the Regional Forcemain Air Release Valves for a price not to exceed \$45,700.

#### **BACKGROUND AND JUSTIFICATION:**

In August of 2008, Mock Roos & Associates and Jordan, Jones & Goulding completed a report on the conditions of the Regional Forcemain, including the 4.45 miles of 36 inch pre-stressed concrete pipe that is owned and maintained by the City. This forcemain conveys wastewater from the Lake Worth Master Pump Station to the Palm Beach County portion of the forcemain that is located on Florida Mango Road. The 2008 report indicated that although the forcemain pipe itself was in good structural condition, of the 21 Air Release Valves located on the Lake Worth section of the forcemain, 17 were submerged, corroded, or could not be located. The report recommended replacement of the non-functioning and severely corroded air release valves, since they are vital to the protection of the forcemain.

In February of 2008, Lake Worth Purchase Order #160663 was issued to Mock Roos & Associates for the Engineering Design of the Rehabilitation of Regional Forcemain Air Release Valves. The design was completed, but the project was put on hold due to funding issues.

It is recommended that Mock Roos & Associates be retained to perform these services, as they have produced the construction drawings for this project, and performed the initial 2008 evaluation.

Mock Roos & Associates was the Engineering Consulting firm selected by the City as the number one ranked firm for a continuing services contract, **WS-08-09**, through the Consultant's Competitive Negotiation Act (Florida State Statutes 287.055) procurement process. Under this agreement, they have been selected to perform permitting, bid and construction phase services for the Rehabilitation of the Regional Forcemain Air Release Valves by the Lake Worth Utilities Department.

#### **MOTION:**

I move to approve/disapprove the agreement with Mock Roos & Associates for permitting, bid and construction phase services for the Rehabilitation of Regional Forcemain Air Release Valves at a cost not to exceed \$45,700 during Fiscal Year 2014.

#### Attachments

- 1) Fiscal Analysis
- 2) Executive Summary of 2008 Regional Forcemain Existing Conditions Report
- 3) Mock Roos & Associates Proposal

## FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures	45,7000	0	0	0	0
Operating Expenditures	0	0	0	0	0
External Revenues	0	0	0	0	0
Program Income	0	0	0	0	0
In-Kind Match	0	0	0	0	0
Net Fiscal Impact	45,700	0	\$0	\$0	\$0

No. of Additional Full-Time Employees	0	0	0	0	0
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### B. Recommended Source of Funds/Summary of Fiscal Impact

Utilities/Water Production							
Account Number	Account Description	Project #	FY 2014 Proposed Budget	Amended Budget	Current Balance	Agenda Item Expenditures	Remaining Balance
406-7490-535.62-20	Regional Sewer Capital	UT-RS1401	\$710,000	\$710,000	\$710,000	-\$45,700	\$664,300

### C. Fiscal Review:

Larry Johnson – Director  
 Monica Morandi –Engineer  
 Finance Department



## CITY OF LAKE WORTH

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**AGENDA DATE:** January 28, 2014, Regular Meeting

**DEPARTMENT:** Electric Utility

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### **EXECUTIVE BRIEF**

#### **TITLE:**

Contract with Level One, LLC for Utility billing processing, printing and mailing services

#### **SUMMARY:**

The Contract will authorize the printing and mailing of the Utility Bills and associated documents with Level One, LLC. The amount of the contract is for \$224,000 annually.

#### **BACKGROUND AND JUSTIFICATION:**

Lake Worth Utilities currently processes and prints utility bills and other mailing documents in house. The equipment used for these functions is antiquated and inefficient; the process is labor intensive and not cost effective. The contract with Level One, LLC retains the services of a single provider for bill printing and mailing services including statements, letters to all utility customers and additional 'bill stuffers' such as the monthly newsletter.

Requests for Proposals for Utility Billing Processing, Printing, and Mailing Services were solicited under RFP#12-13-206 in May 2013. Proposals were received from 9 vendors. Level One, LLC from Malvern, PA was ultimately selected as the most responsive, responsible bidder who represented the best overall value to the City. Contracting with a professional document processing firm allows the City to redesign its bill format, create a 'kiosk type' pay station, integrate on-line payments, and limit paper wherever possible. The contract with Level One, LLC will reduce costs and provide better communications to the citizens of Lake Worth. The contract is for five years with two additional one year renewal options in the amount of \$224,000.

This item was reviewed and recommended for approval by the Electric Utility Advisory Board on November 13, 2013.

#### **MOTION:**

I move to approve/disapprove the contract with Level One, LLC for Utility Billing, Processing, Printing and Mailing Services.

#### **ATTACHMENT(S):**

Fiscal Impact Analysis  
Evaluation Matrix  
Evaluation Score Notes  
Notice of Intent to Award  
Notice of Recommendation to Award  
Level One Proposal  
Request for Proposals  
Bill Print Format

## Level One Agreement

**FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

<u>Fiscal Years</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Capital Expenditures	0	0	0	0	0
Operating Expenditures	168,300	55,700	0	0	0
External Revenues	0	0	0	0	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
<b>Net Fiscal Impact</b>	<b>168,300</b>	<b>55,700</b>	<b>0</b>	<b>0</b>	<b>0</b>

No. of Addn'l Full-Time Employee Positions	0	0	0	0	0
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**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

The funds have been budgeted in 2014 operational account.

401-1240-513.34-50 – Other Contractual Services

<b>Utility/Customer Service</b>	<b>Level One, LLC</b>				
<b>Account Number (s)</b>	<b>Account Description (s)</b>	<b>FY 2014 Budget</b>	<b>Current Balance</b>	<b>Agenda Expenses</b>	<b>Remaining Balance</b>
<b>401-1240-513-34-50</b>	Contractual Services	257,500	206,636	(168,300)	38,336

**C. Department Fiscal Review:**

Clay Lindstrom – Electric Utility Director