

**CITY COMMISSION
REGULAR MEETING
OFFICIAL AGENDA
July 19, 2016
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. MAYOR

6. PRESENTATION/REPORT

7. 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.

8. CONSENT AGENDA

Any member of the public can ask the City Commission to pull a consent item for separate discussion and vote that they would like to make comment on.

8.I. Approval Of Minutes: July 5, 2016 Regular Meeting

Documents:

[2016-07-05REG.PDF](#)

9. OLD BUSINESS

10. NEW BUSINESS

10.I. Ordinance 2016 - 09, FY15'16 Budget Amendment #3, 1st Reading

The City Commission will consider approval of the third amendment of FY 15'16 Budget that was adopted on September 15, 2016, modified on February 16, 2016 Ordinance 2016-03, modified on April 16,2016 Ordinance 2016-05.

Documents:

[001 - MEMO - BUDGET AMENDMENT FY 15-16 - NO 3.PDF](#)
[002 - BUDGET AMENDMENT - ORDINANCE 2016-05.PDF](#)
[003 - EXHIBIT - A.PDF](#)
[004 - EXHIBIT - B.PDF](#)

10.II. Resolution 2016-17, Interim Millage Rate And Dates For Public Hearing To Adopt The Budget

The City Commission will consider approval of the Polk County property appraiser's certification of taxable value for 2016, set the interim millage rate, and set the dates

for the public hearings to adopt the final millage rate and the FY16'17 budget.

Documents:

[001 - MEMO - INTERIM MILLAGE RATE FY 2016-17.PDF](#)
[RES2016-17.PDF](#)
[002 - DR-420 CITY.PDF](#)
[003 - DR-420 CRA AREA 1.PDF](#)
[004 - DR-420 CRA AREA 2.PDF](#)
[005 - DR-420 CRA AREA 3.PDF](#)

10.III. Appointment - Airport Authority Board

Appointments fill vacancies due to resignations, expiration of terms, newly established boards, etc.

Documents:

[MEMO-BOARD APPTS.PDF](#)
[CHARLES N. CLEGG, AIRPORT AUTHORITY.PDF](#)
[TRAVIS BURNS, AIRPORT AUTHORITY.PDF](#)

11. CITY MANAGER

11.I. Tracking Report

Documents:

[TRACKING.PDF](#)

11.II. Social Media Tracking Report

Documents:

[SOCIAL MEDIA TRACKING.PDF](#)

11.III. Meeting Schedule - City Commission

Documents:

[COMMISSION MEETING CALENDAR, 07-19-16.PDF](#)

11.IV. Meeting Schedule - LW Charter Schools Board Of Trustees

Documents:

[BOARD OF TRUSTEES WORK SESSION AND MEETING DATES 2016-2017.PDF](#)

11.V. Meeting Schedule - Polk Regional Water Cooperative Board

Documents:

[PRWC BOARD MEETING SCHEDULE.PDF](#)

11.VI. Other Meetings & Events Calendar

Documents:

[MEETING AND EVENT CALENDAR.PDF](#)

11.VII. Meeting Schedule - City Boards, Commissions & Committees

Documents:

[BOARDS-OTHER MEETING SCHEDULE.PDF](#)

11.VIII. Information: Boards, Commissions & Committees

Documents:

[BOARD INFORMATION-7-19-16.PDF](#)

11.IX. Vacancies: Boards, Commissions & Committees

Documents:

[BOARD VACANCIES.PDF](#)

[BOARD APPLICATION-PDF.PDF](#)

12. CITY COMMISSION COMMENTS

13. MAYOR COMMENTS

(The staff memos are 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.

The meeting of the Lake Wales City Commission was held on July 5, 2016 in the Commission Chambers at the Municipal Administration Building. The meeting was called to order by Mayor Eugene Fultz at approximately 6:00 p.m. following the Invocation and the Pledge of Allegiance.

INVOCATION

The invocation was given by Dr. Jim Moyer.

PLEDGE OF ALLEGIANCE

COMMISSIONERS PRESENT: Pete Perez; Terrye Y. Howell; Robin Gibson; Jonathan Thornhill, Deputy Mayor; Eugene Fultz, Mayor

COMMISSIONERS ABSENT:

CITY REPRESENTATIVES PRESENT: Kenneth Fields, City Manager; Clara VanBlargan, City Clerk; Albert C. Galloway, Jr., City Attorney

5. MAYOR

6. PRESENTATION/REPORT

7. COMMUNICATIONS AND PETITIONS

8. CONSENT AGENDA

Agenda Item 8.I. Approval of Minutes: June 14, 2016, Special Meeting

Agenda Item 8.II. Approval of Minutes: June 14, 2016, Budget Workshop Meeting

Agenda Item 8.III. Approval of Minutes: June 21, 2016, Regular Meeting

Commissioner Gibson asked that Agenda Item 8.II be pulled for separate discussion and vote.

Deputy Mayor Thornhill made a motion to approve the Consent Agenda excluding Agenda Item 8.II. Commissioner Howell seconded the motion.

By Voice Vote:

Deputy Mayor Thornhill "YES"
Commissioner Howell "YES"
Commissioner Gibson "YES"
Commissioner Perez "YES"
Mayor Fultz "YES"

The motion carried 5-0.

Commissioner Gibson requested a change on page 7 of the budget workshop minutes. He said the two sentences before the last sentence in the next to the last paragraph where he talks about the 84% graduation rate gives the wrong impression that 84% graduation rate is not good. The goal is 90% so he would like those two sentences deleted: "Lake Wales is as far off the charts as the rest of the high schools in Polk County. Only 84% of the kids that enter the schools graduate." and replaced with "Lake Wales is a leader in Polk County with an 84% high school graduation rate."

Deputy Mayor Thornhill made a motion to approve Agenda Item 8.II with the change recommended by Commissioner Gibson. Commissioner Perez seconded the motion.

By Voice Vote:

Deputy Mayor Thornhill "YES"
Commissioner Perez "YES"
Commissioner Gibson "YES"
Commissioner Howell "YES"
Mayor Fultz "YES"

The motion carried 5-0.

9. OLD BUSINESS

10. NEW BUSINESS

Agenda Item 10.I. Request for Donation to LW High School Band Volunteers

[Begin Agenda Memo]

SYNOPSIS

The approval will allow a donation to the Lake Wales High School Band students for their volunteer assistance during the 2016 National Sky Diving Competition event.

BACKGROUND

The City of Lake Wales encourages partnerships that benefit our entire community.

Partnerships with civic organizations, schools and other recognized groups who provide volunteer assistance to the City of Lake Wales during special events eases the burden on City staff and shows a high level of community involvement.

Such a partnership occurred at the 2016 USPA National Parachuting Competition held Memorial Day weekend at the Lake Wales Municipal Airport.

During the event the City parked 155 vehicles collecting \$775.00. The Lake Wales High School Band stepped forward to provide entertainment for guests. The band performed for the crowds several times on Saturday and Sunday and even coordinated synchronized songs with American Flag bearing sky divers. Due to their professionalism and commitment, this event proved to be a huge success.

It is with this in mind that the Airport Manager requests the City Commissions' consideration of a donation of \$300.00 to the Lake Wales High School Band in honor of the students who provided service to their community during their holiday weekend.

OTHER OPTIONS

Not give the donation.

FISCAL IMPACT

The donation money will come out of the \$775.00 collected during the 2016 USPA National Parachuting Competition event.

[End Agenda Memo]

Airport Manager Alex Vacha said the 2016 National Sky Diving Competition event held on Memorial Day weekend, May 27 through May 29 was a success. The Lake Wales JROTC had 10 of their cadets help park about 155 vehicles during the event at \$5.00 per car and with the four food truck vendors \$975 was collected for the City. The Lake Wales High School Band volunteered and provided entertainment to all the guests. They performed for the crowds several times on Saturday and Sunday and even coordinated synchronized songs with American Flag bearing sky divers. Due to their professionalism and commitment this event proved to be a huge success. He requested that \$300 of the money raised be donated to the Lake Wales High School Band students.

City Manager Ken Fields commented that Alex organized the event in 10 days with no advance notice or advertising. He said because it is a multi-day event we will be applying for TDC funding to increase the amount of advertising next year to attract more people here, and that he can see it becoming a major kind of attraction for Lake Wales.

Commissioner Gibson commended Alex for getting the Lake Wales High School Band students involved in the event and said the work they can do for us benefits both the City and the airport.

Mayor Fultz commented that the high school band is phenomenal especially the jazz ensemble. They sound very professional and it is done in a very professional manner and he was sure it is because of their music director.

Commissioner Gibson made a motion to approve the \$300 donation to the Lake Wales High School Band students. Commissioner Howell seconded the motion.

By Roll Call Vote:

Commissioner Gibson	"YES"
Commissioner Howell	"YES"
Deputy Mayor Thornhill	"YES"
Commissioner Perez	"YES"
Mayor Fultz	"YES"

The motion carried 5-0.

Agenda Item 10.II. Resolution 2016-16, Resolution to utilize the Uniform Method of collecting non-ad valorem assessments and adopting the special assessment roll

[Begin Agenda Memo]

SYNOPSIS

Resolution 2016-16 declares the City's intent to utilize the uniform method of collecting non-ad valorem assessments and adopts the assessment roll for 2016.

RECOMMENDATION

Staff recommends adoption of Resolution 2016-16 after public hearing as required by Florida Statutes. Public notice requirements have been met.

BACKGROUND

In February 2013, City commission adopted Ordinance 2013-04 – Abatement and Violation Assessment (Chapter 17.5), providing for the uniform method of collecting non-ad valorem special assessment for service liens. The City's intent is to collect service liens that are the result from services provided by the City to clean properties, repair or demolish buildings and the like, such services being a special benefit to the property owner. This does not include fines or administrative liens.

Ordinance 2013-04 established the City of Lake Wales in its entirety, as its city boundaries exist on the date of enactment and as they may be expanded or contracted from time to time as the special assessment district for the purposes of abatement and violation correction.

The resolution has been noticed per Florida Statute at least twenty (20) days in advance of the public hearing.

Staff published a potential list of properties in the notice and provided by first class mail a letter to every property owner that may be affected by this action. As a result we have had some property owners come forward and pay their outstanding liens. This year's roll has approximately fifty properties on it as this is the first time we have utilized this and we are collecting for a period from 2002 through 2014. Moving forward we will do this on an annual basis.

FISCAL IMPACT

This will provide for reimbursement of funds expended in the course of abating and correcting violations of the municipal code.

[End Agenda Memo]

Planning & Development Director Kathy Bangley reviewed Agenda Item 9.I.

City Clerk Clara VanBlargan read Resolution 2016-16 by title only.

A RESOLUTION OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA AUTHORIZING TO UTILIZE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS; ADOPTING THE SPECIAL ASSESSMENT ROLL FOR ABATEMENT OF CODE VIOLATIONS FOR FISCAL YEARS 2002 – 2015; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

OPENED PUBLIC HEARING

There were no comments made by the public.

CLOSED PUBLIC HEARING

Planning & Development Director Kathy Bangley reviewed Agenda Item 10.II. She said the resolution is specifically for service liens on properties where the City conducted cleanup and demolition and then

placed liens on the properties for the cost of those activities. The enabling ordinance was passed in 2013 and we have not taken advantage of it until now. She said there are approximately 45 properties on this list and on the list that was advertised and on the mailing that went to each property owner by first class mail there were approximately 57 properties. Since the advertisements several liens were paid for, one was released that was gifted to a church by a commissioner who passed. They came in and talked to us about it and since there have been no code violations on the property since the church took possession of it, we felt the right thing to do was release that lien. The remaining properties on the revised list are only service liens because administrative liens do not qualify to be on the list.

Commissioner Howell said she talked to the city manager about a concern she had that might have been resolved. Ms. Bangley said it was a very old case that has been removed from the list because we could not locate the backup documentation as to why the lien was recorded at the time. They spoke to the property owners and made them aware so we are in good resolution with that and will continue working with them on it.

OPENED PUBLIC HEARING

There were comments made by the public.

CLOSED PUBLIC HEARING

Commissioner Howell asked if the lien money when collected goes into the general fund or in the demolition fund. Mr. Fields said it comes in now as miscellaneous revenue but could be designated in the future.

Deputy Mayor Thornhill made a motion to adopt Resolution 2016-16. Commissioner Howell seconded the motion.

By Roll Call Vote:

Deputy Mayor Thornhill "YES"
Commissioner Howell "YES"
Commissioner Perez "YES"
Commissioner Gibson "YES"
Mayor Fultz "YES"

The motion carried 5-0.

Agenda Item 11. CITY MANAGER

City Manager Kenneth Fields reported that the railroad crossing at Central Avenue has been a long time problem and was finally repaired last week. He said people needed to understand that the City has to ask the railroad for permission to cross their railroad tracks and pay for the repair of them partly because the railroads were there before the roads and the City. This repair was very successful and we received positive feedbacks regarding it.

Mr. Fields said just as we distribute a tracking report in the agenda packet we are also going to distribute a social media tracking report in the agenda packet to make the Commission aware of what is going on. It is a way to communicate and get feedback from the citizens on the announcements we put out.

Mr. Fields reminded the Commission of next week's budget workshop meeting and said it is in advance of the next regular Commission meeting where we have to set the not-to-exceed millage rate. The official

numbers that came out on July 1 show that our property tax revenues only changed slightly so the number is almost the same as it was on June 1. We picked up a little more revenue from the ½ cent sales tax. He said an agenda packet for the budget workshop meeting should be out by the end of this week. It will give a status to where we are next year and he is confident that we can hold the millage at the current roll back rate and have a balanced budget for next year and still accomplish great things in terms of service and new projects.

Deputy Mayor Thornhill said people told him that our Facebook only allows people to access articles on there about five times. Ms. Nanek said there is limited access to Lakeland Ledger articles during a certain period if you are not a regular subscriber even if you are on the City's page. Mayor Fultz encouraged everyone to share the City's articles with their friends on Facebook.

Mr. Fields reported on the success of the Fourth of July celebration held at Lake Wailes and said City staff did a great job putting that together.

Agenda Item 11.II. City Commission Meeting Calendar

Agenda Item 11.III. Other Meetings & Events Calendar

Agenda Item 11.IV. City Boards Meeting Schedule

Agenda Item 11.V. Information: Boards, Commissions, and Committees

12. CITY COMMISSION COMMENTS

Commissioner Gibson said we are supposed to be coming up with something on the news racks and Mr. Fields said it will be done in an ordinance. Commissioner Gibson thanked the City Attorney for the information he sent him and said with a little research he found that the City does have some leeway and requested that when doing an ordinance we pay attention to the language in the Supreme Court opinions that say, "within bounds it is left to the governmental decision makers to judge what manner of regulation that may best be applied" and elsewhere that say, "the city's safety and esthetic interest could be adequately protected by regulating the size, shape, number or placement of such devices." We could make a distinction between a conventional newspaper and free giveaway advertisements. Although the Supreme Courts say we might can do that he would recommend not trying to thread that needle because they talk about the fact that there is advertising in the newspapers the same as in what used to be called handbills. He said the right thing to do is to treat them together and that he hopes to see reflected in the ordinance the critical language he just mentioned, which is some of the discretion we do have.

Mr. Fields said the giveaway there is that the news rack manufacturers themselves provide coin operated bins to those that charge for advertisements and free bins to those that do not charge for advertisements. So they recognize that you cannot limit the number of bins. Commissioner Gibson said he did not see anything in the opinions although he did not read all of them that would keep a City from saying they had to buy their bins and not the City. We can regulate what kind of bins to be used which has to be the same for the freebees and the conventional newspapers which is reasonable and we can even specify the type of box and even acquire them ourselves and sell them at cost to have some uniformity. He did not read anything that would prohibit that.

Commissioner Howell asked if the scouts that were in attendance needed to be recognized. The Mayor said we should always recognize our scouts because they are a great entity in our community. He asked the leader of the group to come forward and introduce the troop which he did. The city attorney said they are Troop 593.

Deputy Mayor Thornhill asked the status of the donation bins because he noticed some of them still around. Ms. Bangley said every bin has been tagged with a bright green sticker which included information that they needed to be picked up. The 45-day deadline to do that is August 26. She said some bins have been removed, some areas have been cleaned up, and staff had conversations with some of the bin controllers who were disappointed that the City chose to ban the bins and not regulate them etc. Currently, compliance doesn't appear to be a huge issue. She and Mr. Fields had a meeting with one of the companies and he indicated that in the first six months of the year they picked up over 60,000 pounds of stuff in their nine bins in town so the question then becomes if we've got 27 bins and we are averaging 10,000 pounds per bin per month which is 270,000 pounds of stuff although our goal is to remove the blight and everything do we also need to consider what happens when we don't have bins? She explained to the gentleman that she would hate to throw the baby out with the bathwater but in this particular case the Commission felt that the management of their bins caused more difficulty. Ms. Bangley said as we monitor this and look at it they may want to bring back to the Commission all the collected information for discussion if felt necessary. She said one of the companies provided us with an opinion out of the federal sixth circuit court that a charitable donation bin is protected by the first amendment and said we never talked about charitable donations; we only talked about unmanned donations. There are other court cases underway so they are monitoring it and that information may be brought to the Commission. Deputy Mayor Thornhill said the whole point is to keep the areas clean.

13. MAYOR COMMENTS

The Mayor encouraged everyone to attend the candidate interviews taking place on July 20 and July 27 from 9:00 a.m. to 1:00 p.m. at the Auburndale Recreation Center for the individuals running for House District 40 and 41 and Senate District 20. He said although these individuals are not over our district they make very important decisions in Tallahassee so it is important that we get out and meet them and make sure we get the right candidates in the right place.

The meeting was adjourned at 7:32 p.m.

ATTEST:

Mayor/Deputy Mayor

City Clerk Clara VanBlargan, MMC

MEMORANDUM

July 19, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Dorothy Ecklund, Finance Director

RE: Ordinance 2016 - 09, FY15'16 Budget Amendment #3, 1st Reading

SYNOPSIS: *The City Commission will consider approval of the third amendment of FY 15'16 Budget that was adopted on September 15, 2016, modified on February 16, 2016 Ordinance 2016-03, modified on April 16, 2016 Ordinance 2016-05.*

RECOMMENDATION

It is recommended that the City Commission approve Ordinance 2016-09 after first reading.

BACKGROUND

Ordinance 2015-09 estimating revenues and appropriating funds for Fiscal Year 2015-16 was adopted by the City Commission September 15, 2015, modified February 16, 2016 by ordinance 2016-03, April 16, 2016 by ordinance 2016-05.

We are presenting Ordinance 2016-09 to modify the estimates of revenues and appropriations budgeted in various funds. This is primarily a housekeeping ordinance to conform the adopted budget to realized or expected changes within the current fiscal year. Explanation of change, for significant items, has been provided on both Exhibit A and B.

OTHER OPTIONS

This is a required budgetary amendment for compliance purposes relating to the City's Charter and Florida State Statute.

Per the Lake Wales City Charter, Section 6.07, upon written request by the City Manager, the City Commission may by ordinance transfer part or all of any unencumber appropriation balance from one department, office or agency to another. Per Florida State Statute, Section 166.241, the budget must regulate expenditures of the municipality. If a budget amendment is required the amendment must be adopted in the same manner as the original budget.

FISCAL IMPACT

See Exhibit A and Exhibit B attached to Ordinance 2016-09

ATTACHMENTS

Ordinance 2016-09; Exhibit A and Exhibit B.

ORDINANCE 2016-09

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING ORDINANCE 2015-09 AS AMENDED BY ORDINANCE 2016-03 AND ORDINANCE 2016-05 TO MODIFY THE ESTIMATES OF EXPENDITURES FOR THE OPERATION OF THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE 2015-2016 FISCAL YEAR AND TO MODIFY THE APPROPRIATION OF FUNDS RAISED AND COLLECTED FROM ALL SOURCES SET FORTH IN THE ESTIMATE OF REVENUES FOR SAID FISCAL YEAR; REPEALING ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE.

SECTION 1. Ordinance 2015-09 as amended by Ordinance 2016-03 and Ordinance 2016-05 is hereby amended to modify the estimates of anticipated revenues for the Fiscal Year 2015-2016 which are hereunto attached as Exhibit "A" and made a part of this ordinance. Such anticipated revenue of said City is hereby appropriated for the several items set forth in the budget and is hereby appropriated proportionately in the amounts as shown in the schedule hereto attached, which said amounts are to be appropriated and allocated to the different funds as collected.

SECTION 2. Ordinance 2015-09 as amended by Ordinance 2016-03 and Ordinance 2016-05 is hereby amended to modify the estimates of expenditures contemplated for the operation of the several departments of the City of Lake Wales, Polk County, Florida, for the Fiscal Year 2015-2016 which are hereunto attached as Exhibit "B" and made a part of this ordinance. Such amended expenditures shall be and the same are hereby ratified, approved, confirmed, accepted and adopted as the Budget for said Fiscal Year.

SECTION 3. All other parts of Ordinance 2015-09 as amended by Ordinance 2016-03 and Ordinance 2016-05 remain unchanged and in full force and effect.

SECTION 4. This ordinance shall take effect immediately upon its passage and approval.

CERTIFIED AS TO PASSAGE this _____ day of _____, 2016.

Mayor/Commissioner

ATTEST:

City Clerk

EXHIBIT "A"
ORDINANCE 2016 - 09
SCHEDULE OF ESTIMATED REVENUES & BALANCES

	Adopted Budget	Changes	Amended Budget	Explanation of Change
GENERAL FUND				
Balance Forward	275,000	-	275,000	
Ad Valorem Taxes	3,541,400	-	3,541,400	
Sales & Use Taxes	1,507,400	-	1,507,400	
Licenses & Permits	1,258,500	-	1,258,500	
Special Assessments	1,020,000	-	1,020,000	
Intergovernmental Revenue	1,570,989	12,009	1,582,998	Various Grants
Charges for Services	1,601,018	-	1,601,018	
Fines & Forfeitures	42,250	-	42,250	
Miscellaneous Revenues	129,845	15,000	144,845	Donation 13,000 Police Dept., 2,000 Building Dept.
Other Financing Sources	612,941	-	612,941	
Transfer from Other Funds	1,157,500	-	1,157,500	
Total	12,716,843	27,009	12,743,852	
TRANSPORTATION FUND				
Balance Forward	1,500	-	1,500	
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	722,881	-	722,881	
Licenses & Permits	-	-	-	
Special Assessments	-	-	-	
Intergovernmental Revenue	130,642	-	130,642	
Charges for Services	132,672	-	132,672	
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	800	-	800	
Other Financing Sources	-	-	-	
Transfer from Other Funds	76,244	-	76,244	
Total	1,064,739	-	1,064,739	
STREET LIGHTING FUNDS				
Balance Forward	6,500	-	6,500	
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	-	-	-	
Licenses & Permits	-	-	-	
Special Assessments	14,500	-	14,500	
Intergovernmental Revenue	-	-	-	
Charges for Services	-	-	-	
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	-	-	-	
Other Financing Sources	-	-	-	
Transfer from Other Funds	-	-	-	
Total	21,000	-	21,000	

CRA FUND

Balance Forward	100,000	-	100,000
Ad Valorem Taxes	578,924	-	578,924
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	568,958	-	568,958
Charges for Services	-	-	-
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	1,000	-	1,000
Other Financing Sources	-	-	-
Transfer from Other Funds	-	-	-
Total	<u>1,248,882</u>	<u>-</u>	<u>1,248,882</u>

POLICE FOREFEITURE FUND

Balance Forward	36,000	-	36,000
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	-	-	-
Charges for Services	-	-	-
Fines & Forfeitures	20,000	-	20,000
Miscellaneous Revenues	-	-	-
Other Financing Sources	-	-	-
Transfer from Other Funds	-	-	-
Total	<u>56,000</u>	<u>-</u>	<u>56,000</u>

LIBRARY FUND

Balance Forward	120,000	-	120,000
Ad Valorem Taxes	398,844	-	398,844
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	559,400	-	559,400
Charges for Services	8,144	-	8,144
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	41,600	-	41,600
Other Financing Sources	-	-	-
Transfer from Other Funds	-	-	-
Total	<u>1,127,988</u>	<u>-</u>	<u>1,127,988</u>

LAW ENFORCEMENT FUND

Balance Forward	-	-	-
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	14,000	-	14,000
Charges for Services	-	-	-
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	-	-	-
Other Financing Sources	-	-	-
Transfer from Other Funds	-	-	-
Total	<u>14,000</u>	<u>-</u>	<u>14,000</u>

DEBT SERVICE FUND

Balance Forward	1,076,100	-	1,076,100
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	1,011,400	-	1,011,400
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	-	-	-
Charges for Services	-	-	-
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	10,000	-	10,000
Other Financing Sources	-	-	-
Transfer from Other Funds	853,028	-	853,028
Total	<u>2,950,528</u>	<u>-</u>	<u>2,950,528</u>

CAPITAL PROJECTS FUND

Balance Forward	445,000	-	445,000
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	-	-	-
Charges for Services	-	-	-
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	26,900	-	26,900
Other Financing Sources	-	-	-
Transfer from Other Funds	-	8,000	8,000
Total	<u>471,900</u>	<u>8,000</u>	<u>479,900</u>

CEMETERY (LWMG) FUND

Balance Forward	-	-	-
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	-	-	-
Charges for Services	40,250	-	40,250
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	-	-	-
Other Financing Sources	88,928	-	88,928
Transfer from Other Funds	-	-	-
Total	<u>129,178</u>	<u>-</u>	<u>129,178</u>

UTILITY SYSTEM FUND

Balance Forward	1,683,000	-	1,683,000
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	650,000	-	650,000
Charges for Services	7,673,000	-	7,673,000
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	367,480	-	367,480
Other Financing Sources	12,750,000	-	12,750,000
Transfer from Other Funds	-	-	-
Total	<u>23,123,480</u>	<u>-</u>	<u>23,123,480</u>

AIRPORT FUND

Balance Forward	-	-	-
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	1,167,634	-	1,167,634
Charges for Services	67,030	-	67,030
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	17,834	-	17,834
Other Financing Sources	-	-	-
Transfer from Other Funds	134,483	-	134,483
Total	<u>1,386,981</u>	<u>-</u>	<u>1,386,981</u>

TOTAL ESTIMATED

REVENUES & BALANCES	44,311,519	35,009	44,346,528
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EXHIBIT "B"
ORDINANCE 2016 - 09
SCHEDULE OF ESTIMATED APPROPRIATED EXPENDITURES & RESERVES

	Adopted Budget	Changes	Amended Budget	Explanation of Change
GENERAL FUND				
City Commission	96,576	-	96,576	
City Manager	205,434	-	205,434	
City Clerk	113,288	-	113,288	
Finance	294,235	-	294,235	
Human Resources	143,740	-	143,740	
City Attorney	66,375	-	66,375	
Planning	209,969	-	209,969	
Fleet Maintenance	-	-	-	
Facilities Maintenance	108,985	-	108,985	
Information Technology	203,279	-	203,279	
Insurance/Risk Mgt	-	-	-	
Support Services	86,796	-	86,796	
Municipal Admin Bldg	30,017	-	30,017	
Non-Departmental	183,200	-	183,200	
Police	4,579,010	16,393	4,595,403	\$12,500 K-9, \$500 Training, \$3,393 Safety Equip
Fire	2,705,169	-	2,705,169	
Building Permits & Inspections	217,414	2,000	219,414	Travel & Training (Grant)
Code Enforcement	55,262	2,000	57,262	Mowing Services
Waste Disposal	872,405	-	872,405	
Lake Conservation	8,000	-	8,000	
Field Operations	6,736	-	6,736	
Cemetery	145,448	-	145,448	
Public Service Admin	467	-	467	
Other Transportation	5,433	-	5,433	
Economic Environment	130,800	-	130,800	
Other Human Services	13,500	-	13,500	
Library	-	-	-	
Parks Division	651,268	-	651,268	
Recreation Facilities	736,669	-	736,669	
Special Events	45,175	4,700	49,875	Advertising - Pioneer Days
Depot Complex	136,242	13,200	149,442	\$10,000 Walking Tour, \$2,000 R&M, \$1,200 Advertising
Interfund Transfers	299,655	8,000	307,655	
Summary - General Fund Expenditures	12,350,547	46,293	12,396,840	
Reserve & Contingencies	366,296	(19,284)	347,012	
Total General Fund	12,716,843	27,009	12,743,852	
TRANSPORTATION FUND				
Street Operations	785,647	-	785,647	
Stormwater Division	34,600	-	34,600	
Transportation - Capital Outlay	187,307	-	187,307	
Interfund Transfer	57,185	-	57,185	
Summary - Transportation Fund Expenditures	1,064,739	-	1,064,739	
Reserve & Contingencies	0	-	0	
Total	1,064,739	-	1,064,739	
STREET LIGHTING FUNDS				
Expenditures	14,602	-	14,602	
Reserve & Contingencies	6,398	-	6,398	

Total	<u>21,000</u>	<u>-</u>	<u>21,000</u>
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CRA FUND

CRA - Industry Development	50,320	-	50,320
CRA - Community Redevelopment	150,742	-	150,742
CRA - Capital Outlay	120,000	-	120,000
Interfund Transfers	<u>795,843</u>	<u>-</u>	<u>795,843</u>
Summary - CRA Fund Expenditures	1,116,905	-	1,116,905
Reserve & Contingencies	<u>131,977</u>	<u>-</u>	<u>131,977</u>
Total	<u>1,248,882</u>	<u>-</u>	<u>1,248,882</u>

POLICE FOREFEITURE FUND

Expenditures	25,359	-	25,359
Reserve & Contingencies	<u>30,641</u>	<u>-</u>	<u>30,641</u>
Total	<u>56,000</u>	<u>-</u>	<u>56,000</u>

LIBRARY FUND

Books by Mail	274,149	-	274,149
Library	583,296	-	583,296
Bookmobile	94,308	-	94,308
Library - Capital Outlay	<u>79,500</u>	<u>10,000</u>	<u>89,500</u>
Summary - Library Fund Expenditures	1,031,253	10,000	1,041,253
Reserve & Contingencies	<u>96,735</u>	<u>(10,000)</u>	<u>86,735</u>
Total	<u>1,127,988</u>	<u>-</u>	<u>1,127,988</u>

(2) Air Conditioners

LAW ENFORCEMENT FUND

Expenditures	14,000	-	14,000
Reserve & Contingencies	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>14,000</u>	<u>-</u>	<u>14,000</u>

Summary Total - Special Revenue	<u>3,532,609</u>	<u>-</u>	<u>3,532,609</u>
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DEBT SERVICE FUND

Expenditures	1,870,704	-	1,870,704
Reserve & Contingencies	<u>1,079,824</u>	<u>-</u>	<u>1,079,824</u>
Total	<u>2,950,528</u>	<u>-</u>	<u>2,950,528</u>

CAPITAL PROJECTS FUND

Capital Outlay	73,000	-	73,000
Transfers To Other Funds	17,500	-	17,500
Reserve & Contingencies	<u>381,400</u>	<u>8,000</u>	<u>389,400</u>
Total	<u>471,900</u>	<u>8,000</u>	<u>479,900</u>

CEMETERY (LWMG) FUND

Expenditures	45,328	-	45,328
Transfers	-	-	-
Debt Service	43,600	-	43,600
Summary - Utility Fund Expenditures	88,928	-	88,928
Reserve & Contingencies	40,250	-	40,250
Total	129,178	-	129,178

UTILITY SYSTEM FUND

Expenditures	4,502,303	300	4,502,603
Capital Outlay	8,685,077	-	8,685,077
Transfers	1,140,000	-	1,140,000
Debt Service	2,327,327	-	2,327,327
Summary - Utility Fund Expenditures	16,654,707	300	16,655,007
Reserve & Contingencies	6,468,773	(300)	6,468,473
Total	23,123,480	-	23,123,480

AIRPORT FUND

Expenditures	99,434	-	99,434
Debt Service	11,834	-	11,834
Capital Outlay	1,275,713	-	1,275,713
Summary - Airport Fund Expenditures	1,386,981	-	1,386,981
Reserve & Contingencies	-	-	-
Total	1,386,981	-	1,386,981

TOTAL ESTIMATED

REVENUES & BALANCES	44,311,519	35,009	44,346,528
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MEMORANDUM

July 19, 2016

TO: Honorable Mayor & City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Dorothy Ecklund, Finance Director

SUBJECT: Resolution 2016-17, Certification of 2016 Taxable Value, Interim Millage & FY16'17

Budget Hearing Dates

SYNOPSIS: The City Commission will consider approval of the Polk County property appraiser's certification of taxable value for 2016, set the interim millage rate, and set the dates for the public hearings to adopt the final millage rate and the FY16'17 budget.

RECOMMENDATION

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

1. Approve Resolution 2016-17.
2. Approve the Property Appraiser's Certification of Taxable Value for 2016.
3. Set the interim millage rate at 7.3273 mills.
4. Set the dates for the required public hearings for the final millage rate and adoption of the FY15'16 Budget as Wednesday, September 7 and Tuesday, September 20.

BACKGROUND

Certification of Taxable Values

Attached for your review and approval is the Polk County property appraiser's Certification of Taxable Value for 2016. As indicated, the City's gross taxable value for operating purposes is \$641,350,463. Lake Wales has experienced an increase in taxable value of \$20,959,384, since the 2015 certification. The certification for 2016 is 3.38% above 2015's final gross taxable value of \$620,391,079. It is recommended that the City Commission approve the Certification of Taxable Value for 2016.

Interim Millage Rate

In order for the property appraiser to proceed with the mailing of the required TRIM notices, it will be necessary for the Commission to set an interim millage rate and establish the required public hearing dates for adoption of the final 2016 millage rate and the FY16'17 budget.

We are recommending that the interim millage rate be set current year rolled-back rate of 7.3273. **The final adopted millage rate may not exceed the interim millage rate, but it may be lower than the interim millage rate.**

Date and Time for Public Hearings:

State law requires that the county property appraiser notify each property owner of the interim millage rate and the dates of the meetings for adoption of the millage and budget. To give time for the mailing of this notice to the property owner, the City must, by law, adopt an interim millage rate no later than August 4.

Florida Statutes stipulate that the first public hearings can be held no sooner than 65 days after the Certification of Taxable Value by the Property Appraiser or July 1, whichever is later. Certification

occurred on July 1, therefore the first public hearings can be held no sooner than Thursday, September 3 (65 days after July 1).

This year, the Board of County Commissioners has scheduled its public hearings on Monday, September 12 and Monday, September 19. The School Board's final public hearing is scheduled for Tuesday, September 6.

We are recommending the first public hearings for the millage and budget be set for Wednesday September 7, 2016. We are also recommending that the second public hearings be set for Tuesday September 20, 2016.

OTHER OPTIONS & FISCAL IMPACT

Taxes levied by the various options are as follows:

	2016 millage rate	2016 ad valorem taxes levied	2016 taxes over (under) 2015 taxes	Minimum adoption requirement
			4,568,436	
current	7.3638	4,722,777	154,341	3-2 vote
rolled-back	7.3273	4,699,367	130,931	3-2 vote

Note: The City does not receive 100% of ad valorem tax levy due to 1) discounts offered for early payment and 2) unpaid delinquent taxes. A 2% reduction is included within budget calculations for ad valorem tax revenues. The 2% reduction has not been applied to the data table listed above.

The City Commission is not required to make a decision on the final millage rate at this meeting. The final decision should be made after we thoroughly review and discuss the budget and all of its implications; however, we do have to make a decision on the interim millage rate at this meeting.

ATTACHMENTS

Proposed TRIM Calendar

Property Appraiser's Certification of Taxable Value (Form DR-420)

Proposed TRIM Calendar FY 16'17

- **August 4, 2016**

Deadline to notify Property Appraiser's Office:

- a. Interim millage rate
- b. Current year rolled-back rate
- c. Date, time & place of 1st budget hearings

- **September 7, 2016 (Commission Meeting)**

1st reading of ordinance adopting millage rate
1st Public Hearing, Millage Rate
1st reading of ordinance adopting FY 16'17 budget
1st Public Hearing, FY 16'17 Budget

- **September 17, 2016**

Advertisement of FY 16'17 Budget Summary (TRIM Ad)
Advertisement of 2nd Public Hearing
(State Statutes require the 2nd Public Hearing must be held
between 2 and 5 days after advertisement)

- **September 20, 2016 (Commission Meeting)**

2nd reading of ordinance adopting millage rate
2nd Public Hearing, Millage Rate
2nd reading of ordinance adopting FY 16'17 budget
2nd Public Hearing, FY 16'17 Budget

- **September 23, 2016**

Deadline to forward ordinance adopting millage rate to Property Appraiser and Tax Collector

- **October 14, 2016**

Within 3 days of receiving notice of final adjusted tax roll,
Deadline to certify form DR-422 to Property Appraiser

October 19, 2016

Deadline to forward Certificate of Compliance (DR-487) to Department of Revenue
Within 30 days after final hearing

RESOLUTION 2016-17

A RESOLUTION OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, ADOPTING A PROPOSED MILLAGE RATE FOR THE LEVY OF AD VALOREM TAXES FOR FISCAL YEAR 2016-2017 ON ALL TAXABLE PROPERTY LOCATED WITHIN THE CITY OF LAKE WALES; SETTING THE DATE FOR THE TENTATIVE BUDGET HEARING; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Polk County Property Appraiser has certified the quantity of taxable property within the City of Lake Wales for Fiscal Year 2016-2017; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Lake Wales has been certified by the Polk County Property Appraiser to the City of Lake Wales, Florida, as \$641,350,463; and

WHEREAS, the City of Lake Wales hereby accepts the Certification; and

WHEREAS, the prior year's millage rate was 7.3638; the proposed millage rate is 7.3273; and the current year rolled back rate is 7.3273, the City Commission of the City of Lake Wales hereby adopts a proposed millage rate of 7.3273 and sets the Tentative Budget Hearing for September 7, 2016 at 6:00 p.m. in the Commission Chambers at the Municipal Administration Building, 201 W. Central Avenue, Lake Wales, Florida.

IT IS HEREBY RESOLVED BY THE CITY OF LAKE WALES AS FOLLOWS:

SECTION 1. The City Commission hereby adopts and imposes a proposed millage rate of 7.3273 for ad valorem taxation within the City of Lake Wales, Florida, for the 2016-2017 Fiscal Year. This proposed ad valorem tax shall be levied upon the 2016 Tax Assessment Roll for taxes on all taxable property located within the City of Lake Wales and is to be used for the City's fiscal year beginning October 1, 2016 and ending September 30, 2017.

SECTION 2. The ad valorem millage rate to be levied upon all taxable property located within the City of Lake Wales is at the current rolled-back rate of 7.3273.

SECTION 3. The date for the Tentative Budget Hearing is hereby set for September 7, 2016 at 6:00 p.m. to be held in the Commission Chambers at the Municipal Administration Building, 201 W. Central Avenue, Lake Wales, Florida.

SECTION 4. This Resolution shall take effect immediately upon its adoption.

ADOPTED this 19th day of July 2016.

CITY OF LAKE WALES, FLORIDA

ATTEST:

Eugene Fultz, Mayor

Clara VanBlargan, City Clerk



CERTIFICATION OF TAXABLE VALUE

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year: 2016	County: POLK
Principal Authority: CITY OF LAKE WALES	Taxing Authority: CITY OF LAKE WALES

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	577,981,861	(1)
2.	Current year taxable value of personal property for operating purposes	\$	62,850,916	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	517,686	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	641,350,463	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	9,151,127	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	632,199,336	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	620,391,079	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Number 3 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (9)

Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.		
SIGN HERE	Signature of Property Appraiser: 	Date:	July 1, 2016	

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>		per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$		(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$		(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$		(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$		(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$		(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>		per \$1000	(16)
17.	Current year proposed operating millage rate		per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$		(18)

Continued on page 2

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)	
		<input type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District		
20.	Applicable taxing authority (check one)	<input type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)	
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin		
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(21)	
DEPENDENT SPECIAL DISTRICTS AND MSTUs			STOP HERE - SIGN AND SUBMIT		
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>		\$	(22)	
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		per \$1,000	(23)	
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>		\$	(24)	
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>		\$	(25)	
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		per \$1,000	(26)	
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		%	(27)	
First public budget hearing		Date :	Time :	Place :	
S I G N H E R E	Taxing Authority Certification	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.			
	Signature of Chief Administrative Officer :		Date :		
	Title :	Contact Name and Contact Title :			
	Mailing Address :		Physical Address :		
	City, State, Zip :		Phone Number :	Fax Number :	

Instructions on page 3



TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2016	County : POLK
Principal Authority : CITY OF LAKE WALES	Taxing Authority : CITY OF LAKE WALES
Community Redevelopment Area : Lake Wales CRA I (40)	Base Year : 1985

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	17,541,549	(1)
2.	Base year taxable value in the tax increment area	\$	8,891,265	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	8,650,284	(3)
4.	Prior year Final taxable value in the tax increment area	\$	16,803,009	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	7,911,744	(5)

SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :	<i>Mandi Fausp</i>	Date :	July 1, 2016

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.		%	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$		(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$		(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$		(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$		(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		%	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$		(7e)

S I G N H E R E	Taxing Authority Certification		I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :			Date :	
	Title :		Contact Name and Contact Title :		
	Mailing Address :		Physical Address :		
	City, State, Zip :		Phone Number :	Fax Number :	



TAX INCREMENT ADJUSTMENT WORKSHEET

6/29/2016 7:56:37PM
 DR-420TIF
 R. 6/10
 Rule 12D-16.002
 Florida Administrative Code
 Effective 11/12

Year : 2016	County : POLK
Principal Authority : CITY OF LAKE WALES	Taxing Authority : CITY OF LAKE WALES
Community Redevelopment Area : Lake Wales CRA II (41)	Base Year : 1987

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	188,935,041	(1)
2.	Base year taxable value in the tax increment area	\$	109,080,851	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	79,854,190	(3)
4.	Prior year Final taxable value in the tax increment area	\$	180,832,446	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	71,751,595	(5)

SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :	<i>Mandi Faup</i>	Date :	July 1, 2016

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.		%	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$		(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$		(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$		(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$		(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		%	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$		(7e)

S I G N H E R E	Taxing Authority Certification		I certify the calculations, millages and rates are correct to the best of my knowledge.	
	Signature of Chief Administrative Officer :		Date :	
	Title :		Contact Name and Contact Title :	
	Mailing Address :		Physical Address :	
	City, State, Zip :		Phone Number :	Fax Number :



TAX INCREMENT ADJUSTMENT WORKSHEET

6/29/2016 7:56:37PM
 DR-420TIF
 R. 6/10
 Rule 12D-16.002
 Florida Administrative Code
 Effective 11/12

Year : 2016	County : POLK
Principal Authority : CITY OF LAKE WALES	Taxing Authority : CITY OF LAKE WALES
Community Redevelopment Area : Lake Wales CRA III (42)	Base Year : 1989

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	11,930,033	(1)
2.	Base year taxable value in the tax increment area	\$	8,894,367	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	3,035,666	(3)
4.	Prior year Final taxable value in the tax increment area	\$	11,159,591	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	2,265,224	(5)

SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :	<i>Mandi Fausp</i>	Date :	July 1, 2016

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.		%	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$		(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$		(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$		(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$		(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		%	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$		(7e)

S I G N H E R E	Taxing Authority Certification		I certify the calculations, millages and rates are correct to the best of my knowledge.	
	Signature of Chief Administrative Officer :		Date :	
	Title :		Contact Name and Contact Title :	
	Mailing Address :		Physical Address :	
	City, State, Zip :		Phone Number :	Fax Number :

MEMORANDUM

July 13, 2016

TO: Honorable Mayor and City Commission
VIA: Kenneth Fields, City Manager
FROM: Clara VanBlargan, City Clerk, MMC
RE: Appointment – Airport Authority Board
SYNOPSIS: Appointments fill vacancies due to resignations, expiration of terms, newly established boards, etc.

RECOMMENDATION

The Mayor makes appointments to various citizen advisory and regulatory boards, commissions, committees, and authorities with the advice and consent of the City Commission (City Charter, Sec. 3.06).

The Mayor is asked to make the appointments as deemed appropriate.

BACKGROUND

Vacancies exist on various Boards, Commissions, and Committees due to resignations, expirations of terms, newly established boards, etc.

Airport Authority (City Code Sec. 2-41) – The board consists of seven (7) voting members and one (1) non-voting member who is a City Commissioner. At least four (4) voting members must be qualified electors of the City (3-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **2 vacancies, resident**

Current Members: Charles Keniston, resident	03/06/12 - 07/01/18, 2
Katherine Rogers, resident, chairman	09/18/12 - 07/01/18, 2
Ryan Michalkiewicz, resident	06/21/16 - 07/01/19, 1
Dale Marks, resident	06/17/08 - 07/01/17, 3
Erick Farewell, resident	08/18/15 - 07/01/18, 1
Vacant, resident	- 07/01/17, partial
Vacant, resident	- 07/01/19,
Commissioner Perez, non-voting member	05/19/15 - 05/02/17, 1

Applying for Appointment: Charles N. Clegg, resident, term expiring 07/01/19
Travis Burns, resident, partial term expiring 07/01/17

Airport Manager (City Code Sec. 2-41(f)(5)) – Alexander Vacha, employee, City Manager appointed

Meetings (City Code Sec. 2-41(r)) - The Lake Wales Airport Authority shall hold regular meetings at least once every month and at such other times as the authority shall determine to be reasonably necessary from time to time.

Current Meeting Schedule: - 1st Monday @ 5:30 PM; Commission Chamber

Duties/Powers (City Code Sec. 2-41(f)) - The Lake Wales Airport Authority exercises its powers and jurisdiction over the property known as the Lake Wales Airport and properties in addition to the Lake Wales Airport so long as they are exercised pursuant to contract with other governmental entities for the operation and supervision of other airports, airfields, and related facilities. The Lake Wales Airport Authority, subject to approval by the Lake Wales City Commission, is hereby authorized and empowered:

1. To adopt bylaws for the regulation of its affairs and the conduct of its business.
2. To adopt an official seal and alter the same at pleasure
3. To maintain an office at such place or places as may be designated by the City of Lake Wales.
4. To sue and be sued in its own name, plead, and be impleaded.
5. To provide oversight of airport operations for the purpose of input and advice to the city manager in his capacity as Airport Manager.
6. To acquire, lease as lessee or lessor, construct, reconstruct, improve, extend, enlarge, equip, repair, maintain, and operate any airport which may be located on the property of the authority. Nothing in Ordinance 2007-07 shall exempt the Lake Wales Airport Authority from the provisions of chapter 333, Florida Statutes.
7. To issue bonds of the authority, as hereinafter provided, to pay the cost of such acquisition, construction, reconstruction, improvement, extension, enlargement, or equipment.
8. To issue refunding bonds of the authority as hereinafter provided.
9. To fix and revise from time to time and to collect rates, fees, and other charges for the use of or for the services and facilities furnished by any airport facilities or tenant.
10. To acquire in the name of the authority by gift, purchase, or the exercise of the right of eminent domain, in accordance with the laws of the state which may be applicable to the exercise of such powers by municipalities, any lands or rights in land, and to acquire such personal property as it may deem necessary in connection with the acquisition, construction, reconstruction, improvement, extension, enlargement, or operation of any airport facilities, and to hold and dispose of all real and personal property under its control.
11. To make and enter into all contracts and agreements necessary or incidental to the performance of its duties and the execution of its powers under this Ordinance, including a trust agreement or trust agreements securing any bonds issued hereunder, and to employ such consulting and other engineers, superintendents, managers, construction and financial experts, accountants, and attorneys, and such employees and agents as may, in the judgment of the authority, be deemed necessary, and to fix their compensation; provided, however, that all such expenses shall be payable solely from funds made available under the provisions of this Ordinance.
12. To accept grants or money or materials or property of any kind for any airport or other facilities from any federal or state agency, political subdivision, or other public body or from any private agency or individual, upon such terms and conditions as may be imposed.
13. To issue revenue certificates of the authority as hereinafter provided.
14. To do all acts and things necessary or convenient to carry out the powers granted by this Ordinance.
15. To contract with other governmental entities to operate airports, airfields, and other related facilities and services, including providing all personnel, tools, equipment, supervision, and other materials and services required therefore.

OPTIONS

None

FISCAL IMPACT

These are volunteer boards

ATTACHMENTS

Application

APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

City of Lake Wales, City Clerk's Office, P.O. Box 1320, Lake Wales, FL 33859-1320

Board/Commission/Committee LAKE WALES AIRPORT AUTHORITY

Applying for:		Yes Full-time	Yes Part-time	No		Yes	No
<input type="checkbox"/> reappointment	City Resident?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		City Business Tax?	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> new appointment	Registered Voter?	Yes, Florida	Yes, Other	No		Own Property in City?	<input checked="" type="checkbox"/> <input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Name Charles N. Clegg

Home Address 3 N. Lakeshore Blvd. Lake Wales 33853 Home Phone 863-676-3414

Business Address MAILING ADDRESS: Business Phone Cell 828-293-9700
P.O. Box 907 Lake Wales 33859

Employer self employed - semi-retired - Real Estate Development & mgmt Occupation/Type of Business

If applicant is not a city resident or does not pay business tax to city, please provide physical address of property owned within the city limits.

Special knowledge or experience applicable to function of board/commission/committee
I have been a certificated pilot for 50+ years - former flight school owner - commercial pilot, flight instructor - have owned many aircraft presently own an aircraft based at Lake Wales Airport

Other community involvement	Fla. Statute 760.80 requires the City of Lake Wales to maintain and report the following information:												
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Race/Ethnicity</td> <td style="width: 50%;">Gender</td> </tr> <tr> <td>African-American <input type="checkbox"/></td> <td>Male <input checked="" type="checkbox"/> Female <input type="checkbox"/></td> </tr> <tr> <td>Asian-American <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Hispanic-American <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Native-American <input type="checkbox"/></td> <td>Physically Disabled?</td> </tr> <tr> <td>Caucasian <input checked="" type="checkbox"/></td> <td>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></td> </tr> </table>	Race/Ethnicity	Gender	African-American <input type="checkbox"/>	Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>	Asian-American <input type="checkbox"/>		Hispanic-American <input type="checkbox"/>		Native-American <input type="checkbox"/>	Physically Disabled?	Caucasian <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Race/Ethnicity	Gender												
African-American <input type="checkbox"/>	Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>												
Asian-American <input type="checkbox"/>													
Hispanic-American <input type="checkbox"/>													
Native-American <input type="checkbox"/>	Physically Disabled?												
Caucasian <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>												

I understand that I may be required to complete a Financial Disclosure Form in accordance with the requirements of Florida Law for every year during which I serve as an appointee. I further understand that refusal to file a required Financial Disclosure will result in my removal from the board/commission/committee to which I have been appointed. Charles N. Clegg
 applicant initials

Have you ever been convicted of a felony? Yes
 If yes, please explain on separate paper and attach to application. No

Charles N. Clegg
 applicant signature
7-1-16
 date

List 3 references who reside in the city:

<u>Cliff Tonjes 676-7278</u>	phone <u>258-</u>
<u>RYAN MICHAEL KIEWICZ 2599</u>	phone <u>2599</u>
<u>MIKE BERKAU 326-0000</u>	phone <u>326-0000</u>
name	phone

Contact City Clerk's Office to schedule appointment with board chairman and board support staff.

If the applicant is not appointed at the next City Commission meeting scheduled for the purpose of making appointments, this application will be retained on file for 6 months.

e-mail CNClegg@aol.com

APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

City of Lake Wales, City Clerk's Office, P.O. Box 1320, Lake Wales, FL 33859-1320

Board/Commission/Committee Airport Advisory Board

Applying for:

<input type="radio"/> reappointment		Yes Full-time	Yes Part-time	No		Yes	No
<input type="radio"/> new appointment	City Resident?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	City Business Tax?	<input checked="" type="radio"/>	<input type="radio"/>
	Registered Voter?	Yes, Florida <input checked="" type="radio"/>	Yes, Other <input type="radio"/>	No <input type="radio"/>	Own Property in City?	<input checked="" type="radio"/>	<input type="radio"/>

Name Travis Burns

Home Address 1119 Sunset Dr Home Phone 251-716-6304

Business Address 451 Airport Road Business Phone 251-716-6304

Employer Self Employed - Business Owner Occupation/Type of Business Ultralight Aircraft Training & Sales

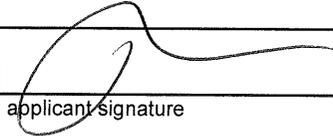
If applicant is not a city resident or does not pay business tax to city, please provide physical address of property owned within the city limits.

Special knowledge or experience applicable to function of board/commission/committee
30+ years flying experience. Retired military officer/pilot. Hold FAA Multi-Engine Airline Transport Pilot, Single Engine Commercial, Commercial Flight Instructor, and DA20 and CN35 type ratings. 6+ years ultralight flying experience, 1.5 years ultralight instruction. Aviation Business owner, business located at Lake Wales Airport. 6000+ hours flight experience including operations at hundreds of domestic and international airports.

Other community involvement	Fla. Statute 760.80 requires the City of Lake Wales to maintain and report the following information: <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; padding: 5px;"> Race/Ethnicity African-American <input type="radio"/> Asian-American <input type="radio"/> Hispanic-American <input type="radio"/> Native-American <input type="radio"/> Caucasian <input type="radio"/> </td> <td style="width: 50%; padding: 5px;"> Gender Male <input checked="" type="radio"/> Female <input type="radio"/> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> Physically Disabled? Yes <input type="radio"/> No <input checked="" type="radio"/> </td> </tr> </table>	Race/Ethnicity African-American <input type="radio"/> Asian-American <input type="radio"/> Hispanic-American <input type="radio"/> Native-American <input type="radio"/> Caucasian <input type="radio"/>	Gender Male <input checked="" type="radio"/> Female <input type="radio"/>	Physically Disabled? Yes <input type="radio"/> No <input checked="" type="radio"/>	
Race/Ethnicity African-American <input type="radio"/> Asian-American <input type="radio"/> Hispanic-American <input type="radio"/> Native-American <input type="radio"/> Caucasian <input type="radio"/>	Gender Male <input checked="" type="radio"/> Female <input type="radio"/>				
Physically Disabled? Yes <input type="radio"/> No <input checked="" type="radio"/>					

I understand that I may be required to complete a Financial Disclosure Form in accordance with the requirements of Florida Law for every year during which I serve as an appointee. I further understand that refusal to file a required Financial Disclosure will result in my removal from the board/commission/committee to which I have been appointed. _____ applicant initials

Have you ever been convicted of a felony? Yes
 If yes, please explain on separate paper and attach to application. No


 applicant signature
June 16
 date

List 3 references who reside in the city:
Eric Farewell

name <u>Katherine Rodgers</u>	phone
name <u>Ryan Michalkiewicz</u>	phone
name	phone

Contact City Clerk's Office to schedule appointment with board chairman and board support staff.

If the applicant is not appointed at the next City Commission meeting scheduled for the purpose of making appointments, this application will be retained on file for 6 months.

e-mail travis@aviatorppg.com

CITY OF LAKE WALES PROJECT TRACKING LIST 2015-2016

PROJECT NAME	BUDGET	COMMISSION APPROVAL	SCHEDULED COMPLETION	CURRENT STATUS	STATUS UPDATED
AIRPORT					
Runway Extension	\$5,300,000 - \$4,300,000	Yes		Plans at 90%. FAA Grant application has been submitted. FDOT funding has been approved. Begin Construction October 1st.	7/12/2016
RECREATION					
New park signage in all City parks	\$13,000		7/31/2016	All signs installed except for Kiwanis which will be installed on 7/15/2016	7/12/2016
SEWER SYSTEM					
C Street Project	\$6,695,751	yes -11/3/2015 phase 2 Grant Application on Feb 16, 2016		Grant application approved by commission on 2/16 and submitted April 25. DEO Site visit was on June 23rd. Will be notified if awarded grant.	7/12/2016
Relocation of Water/Sewer Lines on HWY 27 near Vanguard	\$300,000	10/20/2015	9/30/2016	Under Construction. They are well-pointing trying to dry the site out. Contractor meeting with DOT	7/12/2016
Other items approved or discussed at Commission Meetings					

Spook Hill Sign		12/18/12 - Sign		Delivered the bas relief to the Walesbilt. The draftsman is meeting with builder any day now, then engineer approves drawings for stamps-permits.	7/12/2016
Street Resurfacing	\$100,000	4/6/2016		A section of Russell Ave., including the intersection at Delmar St. was resurfaced in February, 2016. Central Avenue railroad crossing repair has been completed. Capital Streets funds are depleted for this year.	7/12/2016
Network Server Virtualization	\$40,000	4/6/2016	8/1/2016	VMware license and software have been obtained. Commission approved purchase on 4/6. The hardware components have been ordered and staff is already in possession of the software components.	7/12/2016
Live Streaming of Commission meetings	\$7,000		7/1/2016	We could not reach an agreement with the original provider we selected and are in the process of having the city attorney review the contract documents from another provider.	7/12/2016
Preservation of Spook Hill				Sunrise Apartments have planted oaks along the retention pond and roadway. In Phase 2, they will build the emergency entrance and fence, and put in additional landscaping with the rest of the buffer.	7/12/2016

Library Statistics (May)				Total Circulation Books-by-Mail: 45,784 Total Circulation BookMobile: 5,957 Total In-house circulation: 179,686 Total new borrowers: 1087 Total attendance at programs: 11,854 Computer users: 34,354 People Counter: 108,183	7/12/2016
COMPLETED PROJECTS					
Skate Park Improvements	\$50,000	7/15/2014	9/30/2015	This project is complete.	7/12/2016
ADA access and handicap parking installation at the soccer complex.	\$30,000		2/29/2016	Completed	7/12/2016
Airfield Improvements (Task Order #15)	\$161,000	yes - 7/2/13	9/30/2015	Final reimbursement received March 8. This Project is complete.	7/12/2016
Road Improvements (N Market ST & W. Central Ave.)	\$91,253	7/7/2015	8/17/2015	Project is completed.	7/12/2016
Cemetery			4/30/2015	Project complete	7/12/2016
Resurfacing of the Scenic Highway from Mt. Lake Cutoff to Ray Martin Rd.			10/31/2015	This Project is complete.	7/12/2016

Gym Floor Replacement	\$68,212	6/2/2015	9/30/2015	Project is Complete. Gym is reopened.	7/12/2016
ADA sidewalk access on 3rd street	\$15,000	5/3/2016	6/30/2016	Project is complete.	7/12/2016
Electrical system upgrades to event area of Lake Wailes park	\$20,000			Project Complete	7/12/2016
Additional exercise stations in Lake Wailes park.	\$10,000			Project Complete	7/12/2016

CITY COMMISSION ITEMS - STATUS REPORT

TASK	MEETING DATE	RESPONSIBLE PERSON	REQUEST MADE BY	COMMENTS	DATE OF STATUS
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Building Official assessing city's recreation/community buildings	10/30/2012	Cliff Smith, Don Porter & James Slaton	Commission	Due to recent organizational restructuring, the scope of the remaining facility assessments will be re-evaluated. A new schedule of assessments will be presented later in the year.	7/12/2016
Renaming of Washington Avenue to Obama Avenue	12/2/2014	James Slaton	Howell	Commission voted to approve a street to be named after Obama but voted down the resolution to change Washington Avenue. Suggestions for alternative streets for renaming are being solicited.	7/12/2016
Lake Wales Museum and Cultural Central	3/2/2015	Kenneth Fields	Thornhill	Museum opened on May 31st. The museum is now open Tuesdays - Saturdays 9am - 5pm. 365 visitors since the opening on May 31st.	7/12/2016
COMPLETED ITEMS					

STRATEGIC PLAN ITEMS - STATUS REPORT

TASK	MEETING DATE	RESPONSIBLE PERSON	REQUEST MADE BY	COMMENTS	DATE OF STATUS
Green Initiatives	1/12/2013	Slaton		1. Police department arrest packets are now digitally transmitted. 2. Traffic crash reports are now digitally transmitted. 3. Traffic citations are in the testing phase of being digitally transmitted. (These will save paper & eliminate the need to drive to Bartow to deliver them) 4. Human Resources/Finance is has transitioned to electronic time sheets.	7/12/2016
Capital Replacement Policy	1/12/2013	Ecklund		Deferred by City Manager so as to include capital financing approaches. Will be revisited during the budget process.	7/12/2016

SOCIAL MEDIA TRACKING REPORT			SINCE JULY 5, 2016 (Social media is now being archived)	
Name	Likes/Followers	Change	Top Posts	Comments
 Facebook	3,546	+10	July 8, Shared Ledger Editorial on opening of the Depot Museum. 19 likes, 2 comments w/ 1 tag, 1 share w/ reach of 1,133	"They have good Pokémon to catch."
			July 4 & 5 - 4th of July photos - a total of 19 reactions, 1 share, 1 comment w/ tag w/ total reach of 2,444	"you guys should go there in a little while"
			July 6 - Shared Polk County Democrat's article from Kevin Keift on exposure from trade show - 8 likes w/ reach of 693	
			July 12 - 5 star review	My family and I came to Lake Wales from a big city. The difference is huge. We feel very Blessed to be here. Looking forward to meeting all of my neighbors and getting involved with our community and it's activities.
 Twitter	807	+8	Top Media Tweet - Fireworks, July 4th photo - 1 retweet, 147 impressions	
(Commission meetings are Live tweeted)				

SOCIAL MEDIA TRACKING REPORT			SINCE JULY 5, 2016 (Social media is now being archived)	
Name	Likes/Followers	Change	Top Posts	Comments
			Top Tweet - "City Manager, Ken Fields, reported that Central Ave RR crossing repair was complete. City paid FL Midland to repair it.. positive feedback" 1 retweet, 297 impressions	
 Instagram	205	+8	Photo of crowd at lake on 4th of July - 9 likes	
			Video of dancing at 4th of July - 4 likes	
 LinkedIn	7	+2	Ledger article on collecting old liens - 9 impressions	

Approximate Seating Capacity:

- Commission Chamber **110**
- Employee Break Room **30**
- CM Conference Room **10**



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 – July 2016

Tues, July 5, 2016	Regular	6:00 p.m.	Commission Chambers
Wed, July 13, 2016	Budget Workshop	6:00 p.m.	Commission Chambers
Tues, July 19, 2016	Regular	6:00 p.m.	Commission Chambers

City Commission Meetings – August 2016

Tues, August 2, 2016	Regular	6:00 p.m.	Commission Chambers
Tues, August 9, 2016	Budget Workshop	6:00 p.m.	Commission Chambers
Tues, August 16, 2016	Regular	6:00 p.m.	Commission Chambers
Mon, August 15, 2016	Budget Workshop	6:00 p.m.	Commission Chambers

(August 15 is a tentative scheduled budget workshop meeting)

City Commission Meetings – September 2016

Wed, September 7, 2016	Regular	6:00 p.m.	Commission Chambers
Tues, September 20, 2016	Regular	6:00 p.m.	Commission Chambers

(The Commission will change its Tues. September 6th regular City Commission meeting to Wed. September 7th due to TRIM Requirements.)

City Commission Meetings – October 2016

Tues, October 4, 2016	Regular	6:00 p.m.	Commission Chambers
Tues, October 18, 2016	Regular	6:00 p.m.	Commission Chambers

City Commission Meetings – November 2016

Tues, November 1, 2016	Regular	6:00 p.m.	Commission Chambers
Tues, November 15, 2016	Regular	6:00 p.m.	Commission Chambers

City Commission Meetings – November 2016

Tues, December 6, 2016	Regular	6:00 p.m.	Commission Chambers
Tues, December 20, 2016	Regular	6:00 p.m.	Commission Chambers

For City Commission meeting information please contact the City Clerk, 863-678-4182, ext. 228 or cvanblargan@cityoflakewales.com

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

**Lake Wales Charter Schools
Board of Trustees Work Session & Board Meeting Dates
2016-2017**

This meeting schedule is posted to let the public know that two (2) City of Lake Wales Commission members are present at each Charter School Board Meeting. The meetings are noticed and open to the public. [This notice posted 06/15/2016]

All meetings begin at 3:30 PM with the Board Work Session followed at 5:00 PM by the Board Meeting. Location of meeting – school indicated. The Board reserves the right to change the date, time and location should it become necessary.

July 2016 (No Meeting)

Monday – August 22, 2016	Polk Avenue Elementary
Monday – September 26, 2016	Edward W. Bok Academy
Monday – October 24, 2016	Dale R. Fair Babson Park Elementary
Monday - November 28, 2016	Janie Howard Wilson Elementary

December 2016 (No Meeting)

Monday – January 23, 2017	Lake Wales High School
Monday – February 27, 2017	Hillcrest Elementary
Monday – March 27, 2017	Polk Avenue Elementary
Monday – April 24, 2017	Edward W. Bok Academy
Monday – May 22, 2017	Dale R. Fair Babson Park Elementary

TBA June 2017 (Board Retreat / Board Work Session / Board Meeting)

Board approved: _____

**POLK REGIONAL WATER COOPERATIVE BOARD
MEETING SCHEDULE**

Meeting Location:

Lake Myrtle Complex
905 Lake Myrtle Park Road, Auburndale, Florida 33823
2:00 P.M.

Upcoming Meetings: August 17, 2016; 2:00 p.m.
October 19, 2016; 2:00 p.m.
December 21, 2016; 2:00 p.m.

The Polk Regional Water Cooperative Board is comprised of elected representatives from Polk County and the municipalities of Lakeland, Winter Haven, Lake Wales, and Dundee, together with their respective chief administrative officers or designees. The Board will meet every two months on the third Wednesday of the month at 2 PM at the Lake Myrtle Complex in Auburndale at 905 Lake Myrtle Park Road, Auburndale, Florida 33823. The meeting schedule is subject to change or a Special Meeting is called.

City of Lake Wales Board of Directors: Mayor Eugene Fultz, regular member
Commissioner Pete Perez, alternate member

This meeting schedule is posted to let the public know that two (2) City of Lake Wales Commission members are present at each Polk Regional Water Cooperative Board Meeting. The meetings are noticed and open to the public. [This notice posted 06/29/2016]

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
Wed, August 17 th	2pm	Polk Regional Water Coop Board Meeting		Lake Myrtle Complex, 905 Lake Myrtle Park Rd, Auburndale 33823	
Monday, August 22 nd	3:30pm	LW Charter Schools Board of Trustees Meeting		Polk Avenue Elementary, Lake Wales	
Monday, September 26 th	3:30pm	LW Charter Schools Board of Trustees Meeting		Edward W. Bok Academy	
Wed, October 19 th	2pm	Polk Regional Water Coop Board Meeting		Lake Myrtle Complex, 905 Lake Myrtle Park Rd, Auburndale 33823	
Monday, October 24 th	3:30pm	LW Charter Schools Board of Trustees Meeting		Dale R. Fair Babson Park Elementary	
October 28-30, 2016	Sat. 9-5, Sun 11-4	Pioneer Days	Vendors, Car Parade, Carriage Tour	Lake Wailes Park	
November 4-5, 2016	Friday 6pm Saturday 7am & 5:30pm	Quivering Quads Races Sponsored by the Rotary Club of Lake Wales	4 races over 24 hours	Kiwanis Park & Lake Wailes Park. Includes Rails to Trails & Lake Wailes Trail	
December 2 nd - 3 rd , 2016	6pm -10pm Friday; 10am - 10pm Saturday	Orange Blossom Revue	BBQ Competition Sponsored by the Rotary Club of Lake Wales	Lake Wailes Park	
December 6, 2016	5:30pm	Tree Lighting Ceremony		City Administration Building	
December 9 th , 2016	4-8:30pm	Make it Magical	Downtown Holiday Event	Downtown Lake Wales Stuart, Park, Marketplace	

Wed, December 21 st	2pm	Polk Regional Water Coop Board Meeting		Lake Myrtle Complex, 905 Lake Myrtle Park Rd, Auburndale 33823
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BOARDS, COMMISSIONS, & COMMITTEES
Meeting Schedule

Airport Authority

1st Monday @ 5:30 p.m.; Commission Chamber

Board of Zoning Adjustment and Appeals (BOA)

3rd Thursday @ 9:00 a.m.; Commission Chamber

Citizens & Police Community Relations Advisory Committee

3rd Thursday @ 6:00 p.m.; City Hall Lunch Room

Code Enforcement Board

2nd Monday @ 5:00 p.m.; Commission Chamber

Community Redevelopment Agency (CRA) Board

Meetings are held as needed

CRA Citizen Advisory Committee

3rd Thursday @ 5:00 p.m.; Commission Chamber

Historic District Regulatory Board

3rd Thursday @ 5:00 p.m.; Commission Chamber

Housing Authority

3rd Wednesday @ 6:00 p.m.; Housing Authority

Library Board

2nd Wednesday @ 11:00 a.m.; Lake Wales Library

Planning & Zoning Board

4th Tuesday @ 5:30 p.m.; Commission Chamber

Recreation Commission

3rd Monday; 12:00 p.m., City Manager's Conference Room

Firefighters' Retirement Board

Quarterly @ 4:00 p.m.; Fire Department meeting room

General Employees' Retirement Board

Quarterly @ 8:30 a.m.; City Manager's conference room

Police Officers' Retirement Board

Quarterly @ 4:00 p.m.; Fire Department meeting room

**RESIDENT REQUIREMENTS, CURRENT MEMBERS & VACANCIES
CITY BOARDS, COMMISSIONS, COMMITTEES**

The Mayor makes appointments to various citizen advisory and regulatory boards, commissions, committees, and authorities with the advice and consent of the City Commission (City Charter, Sec. 3.06).

Airport Authority (City Code Sec. 2-41) – The board consists of seven (7) voting members and one (1) non-voting member who is a City Commissioner. At least four (4) voting members must be qualified electors of the City (3-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **2 vacancies, residents**

Current Members: Charles Keniston, resident	03/06/12 - 07/01/18, 2
Katherine Rogers, resident, chairman	09/18/12 - 07/01/18, 2
Ryan Michalkiewicz, resident	06/21/16 - 07/01/19, 1
Vacant, resident	- 07/01/19,
Dale Marks, resident	06/17/08 - 07/01/17, 3
Vacant, resident	- 07/01/17,
Eric Farewell, resident	08/18/15 - 07/01/18, 1
Commissioner Perez, non-voting member	05/19/15 - 05/02/17, 1

Airport Manager (City Code Sec. 2-41(f)(5)) - City Manager

Meetings (City Code Sec. 2-41(r)) - The Lake Wales Airport Authority shall hold regular meetings at least once every month and at such other times as the authority shall determine to be reasonably necessary from time to time.

Current Meeting Schedule: - 1st Monday @ 5:30 PM; Commission Chamber

Duties/Powers (City Code Sec. 2-41(f)) - The Lake Wales Airport Authority exercises its powers and jurisdiction over the property known as the Lake Wales Airport and properties in addition to the Lake Wales Airport so long as they are exercised pursuant to contract with other governmental entities for the operation and supervision of other airports, airfields, and related facilities. The Lake Wales Airport Authority, subject to approval by the Lake Wales City Commission, is hereby authorized and empowered:

1. To adopt bylaws for the regulation of its affairs and the conduct of its business.
2. To adopt an official seal and alter the same at pleasure
3. To maintain an office at such place or places as may be designated by the City of Lake Wales.
4. To sue and be sued in its own name, plead, and be impleaded.
5. To provide oversight of airport operations for the purpose of input and advice to the city manager in his capacity as Airport Manager.
6. To acquire, lease as lessee or lessor, construct, reconstruct, improve, extend, enlarge, equip, repair, maintain, and operate any airport which may be located on the property of the authority. Nothing in Ordinance 2007-07 shall exempt the Lake Wales Airport Authority from the provisions of chapter 333, Florida Statutes.
7. To issue bonds of the authority, as hereinafter provided, to pay the cost of such acquisition, construction, reconstruction, improvement, extension, enlargement, or equipment.
8. To issue refunding bonds of the authority as hereinafter provided.
9. To fix and revise from time to time and to collect rates, fees, and other charges for the use of or for the services and facilities furnished by any airport facilities or tenant.

10. To acquire in the name of the authority by gift, purchase, or the exercise of the right of eminent domain, in accordance with the laws of the state which may be applicable to the exercise of such powers by municipalities, any lands or rights in land, and to acquire such personal property as it may deem necessary in connection with the acquisition, construction, reconstruction, improvement, extension, enlargement, or operation of any airport facilities, and to hold and dispose of all real and personal property under its control.
11. To make and enter into all contracts and agreements necessary or incidental to the performance of its duties and the execution of its powers under this Ordinance, including a trust agreement or trust agreements securing any bonds issued hereunder, and to employ such consulting and other engineers, superintendents, managers, construction and financial experts, accountants, and attorneys, and such employees and agents as may, in the judgment of the authority, be deemed necessary, and to fix their compensation; provided, however, that all such expenses shall be payable solely from funds made available under the provisions of this Ordinance.
12. To accept grants or money or materials or property of any kind for any airport or other facilities from any federal or state agency, political subdivision, or other public body or from any private agency or individual, upon such terms and conditions as may be imposed.
13. To issue revenue certificates of the authority as hereinafter provided.
14. To do all acts and things necessary or convenient to carry out the powers granted by this Ordinance.
15. To contract with other governmental entities to operate airports, airfields, and other related facilities and services, including providing all personnel, tools, equipment, supervision, and other materials and services required therefore.

Bicycle/Pedestrian Advisory Commission (City Code Sec. 2-199) – The commission consists of seven (7) regular members and three (3) alternate members. The city manager, planning and development director, and police chief or their respective designees serves as ex officio members. At least five (5) regular members and two (2) alternate members must reside within the City limits. Members who are not City residents must reside within the City’s utilities service area in a residence served by the City’s utilities system, receiving either water or sewer service. (3-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **5 regular vacancies, 3 alternate vacancies**

Current Members: Lorraine McIntosh, resident	06/15/10 – 07/01/19, 3
Roberto Maldonado, resident	07/17/12 – 07/01/17, 2
Vacant,	– 07/01/19
Vacant,	– 07/01/19
Vacant,	– 07/01/17
Vacant,	– 07/01/18
Vacant,	– 07/01/18
Vacant, Alternate	– 07/01/17
Vacant, Alternate	– 07/01/18
Vacant, Alternate	– 07/01/18

Meetings (City Code Sec. 2-199.2) - The commission shall meet at regular intervals, but in any event at least once each quarter. Meetings shall be called by the chairperson. The mayor and the city manager shall have the authority to call special meetings of the commission.

Current Meeting Schedule: 1st Thursday @ 5:30 PM; Commission Chamber **[Inactive Board]**

Duties (City Code Sec. 2-199.3) – The Commission shall:

1. Make recommendations regarding implementation of roadway and transportation improvements as it pertains to bicycle and pedestrian needs;
2. Promote safe and convenient enjoyment of the city’s bicycle/pedestrian facilities through safety/educational programs and activities, community events and clinics, and other activities as necessary;

3. Promote communication and exchange of ideas and concerns among users of the city's bicycle/pedestrian facilities, city staff and the city commission;
4. Make reports and recommendations to the city commission and city staff with respect to the development and management of bicycle/pedestrian facilities;
5. Receive public input pertaining to bicycle and pedestrian transportation and infrastructure issues;
6. Make recommendations regarding the allocation of funds for capital expenditures relating to bicycle and pedestrian transportation;
7. Assist the planning & development department and the planning board in the preparation and adoption of an up-to-date bicycle/pedestrian facilities master plan;
8. Assist in the design of the Lake Wales Trailway and provide a public forum for citizens to participate in the planning effort for the trail;
9. Help ensure that the Lake Wales Trail (around Lake Wailes) continues to serve the needs of the many citizens who use it;
10. Suggest changes in the land development regulations that ensure that we become a city that welcomes walking and bicycling;
11. Have such other duties and responsibilities granted by the mayor and city commission consistent with the bicycle and pedestrian needs of the city.

Board of Zoning Adjustment and Appeals (BOA) (City Code Sec. 23-206.1) – The board consists of five (5) members. Members must be residents. (3 year term)

- An interview process is necessary for new applicants only.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **2 vacancies**

Current Members: James Boterf, resident	10/04/11 – 07/01/17, 2
Harold Weigand, resident	06/20/06 – 07/01/17, 4-Final
Sue Marino, resident	02/02/16 – 07/01/19, P+1
Vacant, resident	- 07/01/19
Vacant, resident	- 07/01/19

Meetings (City Code Sec. 23-206.2(c)) - The board of appeals shall hold regular meetings at the call of the chairman and at such other times as the board may determine. Special meetings may be called by the chairman or vice-chairman with twelve (12) hours of notice.

Current Meeting Schedule: 3rd Thursday @ 9:00 AM; Commission Chamber
 [The meeting time can be changed to accommodate members who work during the day.]

Duties (City Code Sec. 23-206.3) – The Board of Appeals shall:

1. Hear and decide appeals where it is alleged that there is an error in any order, decision or determination of the administrative official in the enforcement of these zoning regulations;
2. Authorize such variance from the terms of these zoning regulations as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of these zoning regulations would result in unnecessary and undue hardship. A variance from the terms of these zoning regulations shall not be granted until a public hearing is held before the board of appeals;
3. Hear and decide appeals where the planning board has denied an application for a special exception use permit or site plan approval;
4. Perform any other duties which are lawfully assigned to it by the city commission.

Citizens & Police Community Relations Advisory Committee (Resolution 2012-03) – The committee consists of three (3) members with a quorum requirement of two (2) members. One (1) member shall be an active Lake Wales police officer appointed by the Police Chief and two (2) members must be residents serving no more than two consecutive terms. (2-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests

- Current Vacancies: 1 vacancy

Current Members: ***Vacant***, resident – 07/01/19
 Curtis Gibson, resident 05/03/16 – 07/01/18, 1
 Joseph VanBlarcom, police officer 05/03/11 – 07/01/17, 3

Meetings – Regular meetings shall be held monthly in the Municipal Administration Building or other locations as deemed appropriate by the committee.

Current Meeting Schedule: 3rd Thursday @ 6:00 PM; City Hall Lunch Room

Duties - The Committee shall:

1. Provide a forum for citizens to express their opinions about police procedures, and to receive informal information from the police department regarding police procedures;
2. Provide a forum for citizens and the police department to openly and respectfully discuss issues of concern with the hope that concerns can be positively resolved;
3. Provide a forum for citizens and the police department to engage in a dialogue that will be positive and productive and that will continue to foster a climate of trust and mutual respect.

Code Enforcement Board (City Code Sec. 2-56) – The board consists of seven (7) members. Whenever possible, membership shall include an architect, a businessperson, an engineer, a general contractor, a subcontractor and a realtor. Members must be residents. (3-year term)

- An interview process is necessary for new applicants only.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 2 vacancies, resident

Current Members: Melissa Konkol, resident 01/19/10 – 07/01/18, 3
 Wilena Vreeland, resident 10/04/11 – 07/01/18, P+2
 Murray Zacharia, resident 06/18/13 – 07/01/19, 2
 Vacant, resident – 07/01/19
 Jean Kincaid Scott, resident 06/17/08 – 07/01/17, 3
 Curtis Gibson, resident 05/03/16 - 07/01/18, 1
 Vacant, resident – 07/01/18

Current Meeting Schedule: 2nd Monday @ 5:00 PM; Commission Chamber

Powers (City Code Sec. 2-57) - The Code Enforcement Board imposes administrative fines and other noncriminal penalties to enforce city health and sanitation, local business tax receipt, fire, building, zoning and sign ordinances when it finds that a pending or repeated violation continues to exist.

In accordance with F.S. 162.08, The Code Enforcement Board has the power to:

1. Adopt rules for the conduct of its hearings.
2. Subpoena alleged violators and witnesses to its hearings. Subpoenas may be served by the sheriff of the county or police department of the municipality.
3. Subpoena evidence to its hearings.
4. Take testimony under oath.
5. Issue orders having the force of law to command whatever steps are necessary to bring a violation into compliance.

Community Redevelopment Agency (CRA) Board – The city commission serves as the CRA board. However, the CRA and City Commission are entirely two separate entities. The CRA Board is created in accordance with F.S. ch. 163, part III for the purpose of implementing the community redevelopment plan for the expanded community redevelopment area approved by Resolution 99-6 of the city commission.

Governing body as CRA Board of Commissioners (City Code Sec. 2-72):

1. The city commission serves as the CRA Board and exercises all rights, powers, duties, privileges, and immunities vested in a community redevelopment agency by Chapter 163, Part III, Florida Statutes, as it may be amended from time to time;
2. In its capacity as CRA board, the commission constitutes the head of a legal entity that is separate, distinct and independent from the city commission as governing body of the City of Lake Wales.
3. The CRA board meets annually to designate a chairperson and vice-chairperson from among its members.
4. The CRA board meets as necessary to conduct the business and exercise the powers of the agency.
5. A majority of the members of the CRA Board shall constitute a quorum for the purpose of conducting business and exercising the powers of the agency and for all other purposes. Action may be taken by the CRA Board upon the vote of a majority of the members present.

Current Members: City Commission

CRA Citizen Advisory Committee (City Code Sec. 2-73) – The committee consists of five (5) members. Sec. 2-73 (c), Nomination and Appointment: Each commissioner shall nominate a person who resides, owns property or operates a business within the voting district represented by the commissioner provided that the property, residence or business of the nominee is within the boundaries of the CRA, **except that the two citizen members appointed in accordance with Ordinance 2009-17 shall be afforded the opportunity to serve as appointees from their respective districts.** The nomination shall be confirmed by majority vote of the city commission. (2 year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **1 vacancies (Seat 4, District 27)**

Current Members:

Mark Bennett, chair (Seat 2 – District 19)	04/21/15 – 07/01/19, 2
Narvell Peterson, vice-chair (Seat 3–District 122)	12/07/10 – 07/01/17, P+3-Final
Christopher Lutton (Seat 5 – District 28)	05/03/16 - 07/01/18, 1
Jean Kincaid Scott (Seat 1 – At Large)	05/03/16 - 07/01/19
Vacant (Seat 4 – District 27)	– 07/01/18

Meetings (City Code Sec. 2-73) - The CRA citizen advisory committee shall meet at the call of the chairman of the CRA board or upon the request of city staff but shall meet no less than once each year.

Current Meeting Schedule: 2nd Thursday @ 3:30 PM; Commission Chamber

Duties (City Code Sec. 2-73) – The CRA Citizen Advisory Committee shall provide advice and recommendations as needed to implement the CRA plan adopted by the City Commission. The Committee assist the CRA board in implementing redevelopment activities within the redevelopment area and to provide advice and recommendations to the CRA board on redevelopment matters as necessary.

Drug & Prostitution-Related Nuisance Abatement Board (City Code Sec. 15-10) – The board consists of seven (7) members. Members must be residents. (3-year term)

- An interview process is necessary for new applicants only.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **7 residents**

Current Members: **None / Inactive Board**

Vacant, resident	– 12/01/15

Vacant, resident	- 12/01/15
Vacant, resident	- 12/01/16
Vacant, resident	- 12/01/16

Meetings (City Code Sec. 15-10(g)) – The members of the drug and prostitution-related nuisance abatement board shall meet annually and elect a chair, who shall be a voting member, from among the members of the board. The presence of four (4) shall constitute a quorum.

Current Meeting Schedule: Inactive Board

Powers (City Code Sec. 15-10) - Adopt rules for the conduct of its hearings and establish procedures; issue orders having the force of law consistent with authority contained herein; and take testimony under oath.

Enterprise Zone Development Agency (City Code Sec. 2-194; Sec. 2-191, F.S 290.001 – 290.016 (2001))

The Agency consists of eight (8) commissioners with a quorum requirement of five (5) members, and at minimum; six (6) commissioners must be residents of the City of Lake Wales. The commissioner seats shall be designated as seat #1 through #8 respectively. Each agency commissioner shall be appointed to a specific designated seat by majority vote of the city commission. A certificate of appointment or reappointment of any commissioner shall be filed immediately with the city clerk (3 year term)

The city commission shall appoint one (1) representative from each of the following groups: (One (1) individual may represent more than one (1) of the groups.) (3-year term)

- a. The local Chamber of Commerce;
- b. A local financial or insurance entity;
- c. The businesses operating within the area;
- d. The residents residing within the area;
- e. A non-profit community-based organization operating within the area;
- f. The local private industry council;
- g. The local police department;
- h. The local code enforcement agency.

- An interview process is necessary for new applicants only.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 8 vacancies (Seats 1–8)

Current Members: None / Inactive Board

Vacant, (Seat 1)	- 12/01/15
Vacant, (Seat 2)	- 12/01/15
Vacant, (Seat 3)	- 12/01/18
Vacant, (Seat 4)	- 12/01/18
Vacant, (Seat 5)	- 12/01/17
Vacant, (Seat 6)	- 12/01/16
Vacant, (Seat 7)	- 12/01/16
Vacant, (Seat 8)	- 12/01/16

(City Code Sec. 2-194(3,4),

(3). The city commission may, by majority vote, remove a commissioner for inefficiency, neglect of duty, or misconduct in office, providing the commissioner has been given a copy of written charges at least ten (10) days prior to a hearing in which the commissioner is given an opportunity to be heard on said charges in person or by counsel.

(4) A seat on the agency shall be deemed vacant when a member has more than three (3) consecutive absences or five (5) absences within a calendar year, or because of death, resignation, removal, or completion of the term by any commissioner. A seat vacated prior to the expiration of its term shall be filled for its unexpired term by majority vote of the city commission.

Meetings (City Code Sec. 2-195(c):

- a. A majority of the appointed commissioners shall constitute a quorum for the purpose of conducting business and exercising the powers of the agency and for all other purposes. Action taken by the agency shall be upon a vote of a majority of the commissioners present.
- b. The city commission, by majority vote, shall designate a chairperson and vice chairperson of the agency, and the chair and vice chair shall serve in such capacity for one (1) year. The chair and vice chair may succeed themselves.
- c. In addition to the foregoing, the agency shall adopt rules necessary to the conduct of its affairs, and in keeping with the provisions of the article. Meetings shall be held at the call of the chairperson and at such other times as a majority of the commissioners may determine. All meetings shall be open to the public. The agency shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be public record and be immediately filed with the city clerk for the agency.

Current Meeting Schedule: Inactive Board

Powers & Responsibilities (City Code Sec. 2-196):

The agency may only exercise those powers and responsibilities expressly granted to it by the city commission and/or state law. Absent from such an express grant, the city commission hereby reserves all other powers and duties including, but not limited to those powers delegated to the city commission under the Act. The agency shall have the following powers and responsibilities:

1. To assist in the development and implementation of the strategic plan for the area (*A Strategic plan shall mean the enterprise zone development plan adopted by the city commission in accordance with the Act*);
2. To oversee and monitor the implementation of the strategic plan. The agency shall make quarterly reports to the city commission evaluating the progress in implementing the strategic plan;
3. To identify and recommend to the city commission ways to remove regulatory barriers; and
4. To identify to the city commission the financial needs of, and local resources or assistance available to, eligible businesses in the area.

Expenditure of Funds (City Code Sec. 2-197):

The expenditure of funds by the agency shall comply with the following requirements:

1. The agency shall have no authority to obligate or expend any funds, including grant funds, without the authorization of the city commission.
2. The agency shall perform its functions and responsibilities within the resources made available by the city, and shall not exceed its budget approved by the city.
3. The agency shall not incur any expense, debt, or obligation to be paid by the city, unless such expense, debt, or obligation is previously authorized by the city commission.
4. The agency commissioners shall not receive any compensation for service, but are entitled to payment of necessary and reasonable expenses incurred in the discharge of their duties if said expenses comply with the agency's approved budget.

Historic District Regulatory Board (City Code Sec. 23-208.2) – The board consists of five (5) regular members (appointed in accordance with section 2-26). At least 50% of the members shall reside or own property within the City. Members shall be chosen to provide expertise in the following disciplines to the extent such professionals are available in the community: historic preservation, architecture, architectural history, curation, conservation, anthropology, building construction, landscape architecture, planning, urban design, and regulatory procedures. (3-year term)

- An interview process is necessary for new applicants only.

- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **None**

Current Members: Lawrence (Larry) Bossarte, business owner 11/01/11 – 07/01/17, 2
 Diane Armington, owns property in the City 03/15/11 – 07/01/19, 3
 Leah Bartholomay, resident 05/06/14 – 07/01/18, P+1
 Erika B. Schindler, business owner 10/06/15 - 07/01/18, 1
 Christopher Lutton 06/21/16 - 07/01/18

Meetings (City Code Sec. 23-208.3(c)) – The historic board shall hold regular meetings at the call of the chairman and at such other times as the board may determine. Special meetings may be called by the chairman or vice-chairman with twelve (12) hours of notice. No less than four (4) meetings shall be held each year.

Current Meeting Schedule: 3rd Thursday @ 5:30 PM; Commission Chamber

Functions, powers, and duties (City Code Sec. 23-208.4)

1. To hear and decide upon applications for certificates of appropriateness as required under this chapter;
2. To adopt guidelines for the review and issuance of certificates of appropriateness consistent with the purposes of this chapter, the historic preservation element of the comprehensive plan, and the Secretary of the Interior's standards for historic properties;
3. To make recommendations to the city commission on matters relating to the establishment of historic districts and regulation of such districts;
4. To make recommendations to the planning board and the city commission for amendments to the code of ordinances and the comprehensive plan on matters relating to historic preservation;
5. To make recommendations to the planning board and city commission regarding special permits for properties within an historic district in cases in which the special permit involves work requiring a certificate of appropriateness;
6. To perform any other duties which are lawfully assigned to it by the city commission

Historic Preservation Board (City Code Sec. 2-182) – (inactive) The board consists of nine regular members. At least four (4) members must be residents of the City. Up to four (4) members may be non-residents but must own property within the City limits or hold an occupational license issued by the City as required by sec 2-26). One member shall be a member of the City Commission. Up to four ex-officio members who are not residents and do not meet the other requirements of section 2-26 may also serve on the Board provided they meet the professional qualifications requirement of paragraph (c) of sec. 2-182. Appointments shall be for three years or until their successors are qualified and appointed. The Commissioner member shall be appointed for the duration of his or her term on the City Commission. Ex-officio members shall be appointed for three years. (3 year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **9 vacancies**

Current Members: None

Meetings (City Code Sec. 2-185(a)) – The board shall hold regular meetings, but no less than four (4) times per year.

Current Meeting Schedule: **Inactive Board**

Powers & duties (City Code Sec. 2-185) - Make recommendations on applications for nomination to National Register of Historic Places; conduct ongoing survey and inventory of historic buildings, areas and sites in the city; make recommendations to city commission on potential landmark sites in the city.

Reporting (City Code Sec. 2-185(b)) – The board shall, on a bi-annual basis, make a written report to the city commission on its activities.

Housing Authority (F.S. 421.04) – The board consists of five (5) members. Members must reside in the City, own property in the City, or hold a valid occupational license issued by the City. One (1) member must be a resident of the housing project who is current in rent payment or a person of low income who is receiving a rent subsidy through a program administered by the Authority. No member may be an officer or employee of the City. (4-year term)

- An interview process is necessary for new applicants only.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **None**

Primary Duties: Manage and control the city's low-rent housing units.

Current Meeting Schedule: 3rd Wednesday @ 6:00 PM; Housing Authority

Current Members: Janice Snell, resident	04/17/12 – 07/01/18, 2
Eddy Rivers, resident	07/01/08 – 07/01/20, 3-F
Wanda Lawson, resident	06/18/13 – 07/01/17, 1
Mellissa Montgomery, resident of housing project	06/21/11 – 07/01/17, 2
Helen Walters, resident	11/04/14 – 07/01/18, 1
Albert Kirkland, Jr., Ex-officio	n/a
Commissioner Jonathan Thornhill, City Liaison	06/04/13 – 05/02/17

Lakes Advisory Commission (City Code Sec. 2-171; 2-172) - The commission consists of seven (7) members. City Manager or his designee serves as an ex officio member. At least six (6) members must reside in the City. (3-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **6 residents; 1 non-resident with city utilities**

Meetings (City Code Sec. 2-173) - The Board shall meet at regular intervals, but in any event at least once each quarter. Meetings are called by the chairman. Special meetings are called by the Mayor.

Current Meeting Schedule: **Inactive Board**

Duties (Sec. 2-174) - Advise the City Commission on matters involving the restoration, preservation or maintenance of lakes and waterways found within the city; To seek and solicit and make applications for any grants or funds offered by any entity, public or private, if such funds could be used by the city in the preservation, restoration and maintenance of the lakes and waterways found in the city. Any decision to accept offered funds or grants shall remain within the city commission.

Library Board (City Code Sec. 2-26,(b)) – The board consists of five (5) members. Four members must reside in the City, own property in the City or hold a valid business tax receipt issued from by the City. One member shall be a resident of the unincorporated Greater Lake Wales area having a Lake Wales address or a resident of the City of Lake Wales if the Lake Wales Public Library is a member of the Polk County Cooperative and receives operating funds from Polk County Board of County Commissioners (Ordinance 2008-07; 02/19/08). (5-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are **not** required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 1 vacancy (**resident of the unincorporated Greater Lake Wales area**)

Current Meeting Schedule: 2nd Wednesday @ 11:00 a.m.; Lake Wales Library

Primary Duties: Operate the public library; control expenditures of all monies collected or donated to the Library Fund; appoint the library staff and establish rules and regulations for operation and use of the Library subject to the supervision and control of the City Commission.

Current Members: Glenda Morgan, outside 08/06/96 – 07/01/16, 4-Final
Donna Geils, resident 12/02/14 – 07/01/17, 1
Michalkiewicz, Brystal, resident 08/04/15 - 07/01/21, P+1
Jacquie Hawkins, resident 06/21/16 - 07/01/18, 1
Margaret Swanson, resident 06/21/16 – 07/01/19, 1

Parks and Community Appearance Advisory Board (City Code Sec. 2-131) - The board consists of seven (7) members. A majority of the members shall reside or own property within the City limits. The Director of Planning or designee and Public Services Director or designee shall serve as ex-officio members. The board shall elect a chairman at its first meeting after the first day of July in each year. (3-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 6 vacancies

Meetings (2-133) – The Board shall meet at regular meetings at least six (6) times per year.

Current Meeting Schedule: - 4th Monday @ 5:00 PM; Commission Chamber
[INACTIVE BOARD – The Parks Board is not currently meeting]

Current Members: Jean Kincaid Scott, resident 09/16/08 – 07/01/17, 3-Final
Vacant – 07/01/16
Vacant – 07/01/16
Vacant – 07/01/17
Vacant – 07/01/18
Vacant – 07/01/18
Vacant – 07/01/19

Duties (Sec. 2-134) - The parks and community appearance advisory board shall, in coordination with the planning board and other boards, committees and civic groups of the city, prepare plans and make recommendations to the city manager and city commission regarding the following matters:

1. *Lake Wailes Park System.* Maintaining and upgrading the park around Lake Wailes and nearby parks including adjacent athletic facilities, Crystal Lake Park, North Lake Wailes Park, and Lake Alta.
2. *Neighborhood park system.* Maintaining and expanding the neighborhood park system to provide neighborhood and mini parks to all existing neighborhoods within the city in compliance with the policies of the comprehensive plan; establishing guidelines for developers regarding neighborhood and mini parks required in new developments.
3. *Community parks.* Maintaining and upgrading existing community parks and facilities; developing new community parks and facilities to serve the expanding population of the city in compliance with the policies of the comprehensive plan; budgeting recreation impact fees in compliance with city ordinances and policies; securing grants and other funding to provide such facilities.
4. *Streets and city entrances.* Upgrading the appearance of city streets through landscaping, signage control and other measures; creating attractive entrances to the city through landscaping and signage; providing consistent and attractive signage to guide visitors to landmarks, parks, civic buildings, and other features throughout the city.

5. *Maintenance programs.* Systems for regular maintenance of parks, streetscapes, and entrances, including facilities, landscaping, and signage to ensure high quality appearance; regulations for use of parks.

Planning & Zoning Board (City Code Sec. 23-205.2) – The board consists of seven (7) members. At least four (4) members must reside in the City and three (3) members must either reside in or own real property in the city. (3 year term)

- An interview process is required for new applicants only.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **none**

Current Members: Joanne Fuller, resident	09/19/06 – 07/01/18, 4-Final
Mark Bennett, resident	05/07/13 – 07/01/18, 2
Charlene Bennett, resident	02/16/10 – 07/01/19, 3
Sharon Allen, resident	07/01/04 – 07/01/17, P+4-Final
Warren Turner, resident	07/21/15 – 07/01/17, 1
John Gravel, property owner	05/06/14 – 07/01/19, 2
Mathew Cain, own real property in city	03/15/16 – 07/01/19, P+1

Meetings (2-133) – The planning board shall hold regular meetings at the call of the chairman on the fourth Tuesday of each month and at such other times as the planning board may determine. Special meetings may be called by the chairman or vice-chairman with twelve (12) hours of notice.

Current Meeting Schedule: - 4th Tuesday @ 5:00 p.m.; Commission Chamber

Rules of procedure (City Code Sec. 23-205.3):

The planning board shall elect from its **membership** one (1) member to serve as chairman and one (1) to serve as vice-chairman.

- a. The term of the chairman and vice-chairman named by the planning board shall be for a period of one (1) year with eligibility for re-election.
- b. The planning board shall hold regular meetings at the call of the chairman on the fourth Tuesday of each month and at such other times as the planning board may determine. Special meetings may be called by the chairman or vice-chairman with twelve (12) hours of notice.
- c. The planning board shall adopt rules for transaction of its business and shall keep a public record of its resolutions, transactions, findings and determinations which record shall be filed with the official records of the city. The planning board may set a limit on the number of applications which may be scheduled for review on an agenda.

Functions, powers and duties (City Code Sec. 23-205.4) - To act as Local Planning Agency pursuant to the Local Government Comprehensive Planning and Land Development Regulation Act, F.S., ch 163, part II, and perform all functions and duties prescribed therein:

1. To advise and make recommendations to the city commission regarding applications for amendments to the official zoning map and comprehensive plan, rezoning of property, preliminary planned development projects and subdivisions;
2. To consider the need for revision or addition of regulations in these land development regulations and recommend changes to the city commission;
3. To hear and decide applications for special exception use permits and site plans in compliance with these regulations;
4. To perform any other duties which are lawfully assigned to it by the city commission

Recreation Commission (City Code Sec. 2-161) – The recreation commission consist of thirteen (13) members from community organizations providing a recreation program for the community and three (3) citizen members representing the citizens at large. A quorum shall consist of six (6) members. (3-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **2 citizen vacancies**

Current Meeting Schedule: - 3rd Monday; 12:00 p.m., City Manager’s Conference Room
A quorum shall consist of six (7) members.

Current Members: Keri Hunt, citizen	11/01/11 - 07/01/17, 2
Vacant	– 07/01/18
Vacant	– 07/01/18
Eileen Farchmin, Webber Intern’l University	09/19/11 - 07/01/17, 2
Robbie Shields, Lake Wales Soccer Club	09/19/11 - 07/01/17, 2
Patty McKeeman, Lake Wales Pram Fleet	09/19/11 - 07/01/17, 2
Deborah Rheiner/Linda Kimbrough, PAL	09/19/11 - 07/01/17, 2
Helen Petersen, Green & Gold Foundation	09/19/11 - 07/01/17, 2
Norm Rainey, Tennis Program	09/19/11 - 07/01/17, 2
John Abel, YMCA/Softball	09/19/11 - 07/01/17, 2
Clark Heter, YMCA	10/17/11 - 07/01/17, 2
Mimi Hardman, Historic Lake Wales Society	09/19/11 - 07/01/17, 2
Curt, Boys & Girls Club	09/19/11 - 07/01/17, 2

Membership (City Code Sec. 2-161):

Each community organization named in this paragraph shall be entitled to a seat on the recreation commission and shall appoint one (1) delegate who shall serve for a term of three (3) years. A citizen member shall serve no more than three (3) consecutive terms.

- (1) Green and Gold Foundation
- (2) Historic Lake Wales Society
- (3) Lake Wales Boys and Girls Club
- (4) Lake Wales Charter Schools
- (5) Lake Wales Little League
- (6) Lake Wales PAL
- (7) Lake Wales Pram Fleet
- (8) Lake Wales Public Library
- (9) Lake Wales Soccer Club
- (10) Lake Wales YMCA
- (11) Polk County School Board
- (12) Steelers Football and Cheerleading
- (13) Webber International University

A Community organization that is formed for the purpose of providing a recreation program for the youth of the community shall be entitled to one (1) delegate on the recreation commission provided that a majority of the existing members vote to expand the commission to include a delegate from said organization. (3-year term)

Powers (City Code Sec. 2-161) - The recreation commission shall have the power to adopt by-laws, set meeting times and dates, and decide other matters of procedure.

Duties (City Code Sec. 2-162):

- (a) During budget cycles **when the city funds a municipal recreation program** that includes a recreation director, the recreation commission shall:

- (1) In coordination with public school officials, all local church organizations, all local service organizations and all local civic clubs, assist in any manner possible the recreation director in matters of public relations between all organizations and the general public.
 - (2) Aid and assist the recreational director in the carrying out of all of the director's powers and duties.
- (b) During budget cycles when the city is unable to fund a municipal recreation program that includes a recreation director, the recreation commission shall:
- (1) Serve as a steering committee to:
 - a. Coordinate publication of and participation in recreation programs currently run by various parent, church, or other community organizations;
 - b. Identify recreation needs that are not currently being met; and
 - c. Facilitate development of programs by various parent, church, or other community organizations to meet those unmet needs.
 - (2) Serve as liaison between the various parent, church, and other community organizations that provide recreation programs and city staff for the maintenance and improvement of the city's recreation facilities.
 - (3) Make recommendations to city staff for recreation improvements to be included in the city's capital improvement plan.
 - (4) Make recommendations to city staff for program funding assistance to be included in the city's operating budget.
- (c) The recreation commission shall also have the duty to review rules and regulations for use of recreation facilities and make recommendations to the city commission for approval or disapproval of said rules.

PENSION BOARDS

Firefighters' Retirement Board (City Code Sec. 16-163) – The board consists of five (5) trustees. Two (2) members must be legal residents of the City and two (2) members must be full-time firefighters employed by the Lake Wales Fire Department. Resident members are appointed by the Mayor with the advice and consent of the City Commission; firefighter members are selected by a majority of the firefighters who are members of the plan. The fifth member is chosen by a majority of the other four members and appointed by the Mayor. (4-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **1 vacancy, 5th Seat Trustee**

Current Members: *****Vacant***, 5th Seat** **- 09/30/19,**

Glen Gest, resident	01/04/07 - 09/30/18, 3
James (Jerry) Brown, resident	03/18/14 - 09/30/18, 1
Joe Jenkins, Fire Chief	10/01/98 - 09/30/18, 4
Christopher Whidden, Firefighter	09/15/14 - 09/30/18, 1

Meetings (City Code Sec. 16-163,(O)) – The board shall hold meetings, at least quarterly, determining the notice, place and time of each. A majority of its members shall constitute a quorum.

Current Meetings – Quarterly @ 4p.m.; Fire Department meeting room

Powers and duties (City Code Sec. 16-163 (I)) – The powers, duties and responsibilities of the board shall include the power and duty to:

- (1) Construe the provisions of the system and determine all questions arising thereunder;
- (2) Determine all questions relating to eligibility and participation;
- (3) Determine and certify the amount of all retirement allowances or other benefits hereunder;
- (4) Establish uniform rules and procedures to be followed for administrative purposes, benefit applications and all matters required to administer the system;
- (5) Distribute to members at regular intervals information concerning the system;
- (6) Receive and process all applications for participation and benefits;

- (7) Authorize all payments whatsoever from the fund, and to notify the disbursing agent, in writing, of approved benefit payments and other expenditures arising through operation of the system and fund;
- (8) Have performed actuarial studies and annual actuarial valuations and make recommendations regarding any and all changes in the provisions of the system;
- (9) Select a secretary, who shall keep a complete minute book of the actions, proceedings, or hearings of the board and who shall keep a record of all persons receiving pension payments, noting the time of commencement and cessation thereof. Minutes prepared by the secretary shall be filed with the city clerk and made part of the official records of the city;
- (10) Enforce the terms of the plan and the rules and regulations it adopts;
- (11) Direct the crediting and distribution of the trust;
- (12) Review and render decisions respecting a claim for (or denial of a claim for) a benefit under the plan;
- (13) Furnish the city with information which the city may require for tax or other purposes;
- (14) Engage the services of an investment manager or managers (as defined in § 3(38)) of the act, each of whom shall have such power and authority to manage, acquire or dispose of any plan asset under its control as authorized by the board;
- (15) Establish and maintain a funding standard account and to make credits and charges to the account to the extent required by and in accordance with the provisions of the Code;
- (16) Perform such other duties as are specified in this document; and
- (17) Appoint an administrator of the system if deemed appropriate by the board.

General Employees' Retirement Board (City Code Sec. 16-43) – The board consists of five (5) trustees. Two (2) members must be employees of the plan elected by a majority of the actively employed members of the retirement system, two (2) members must be a resident of the City, own property in the City or have a business tax issued from the City of Lake Wales, and one member is a voting Mayor and/or City Commissioner. (4-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **none**

Current Members: Linda Kimbrough, resident	06/17/08 - 04/01/19, 3
Violeta Salud, resident	04/01/04 - 04/01/20, 5
Sarah Kirkland, general employee	01//05/10 - 04/01/19, 3
James Slaton, general employee	04/26/12 - 04/01/20, 1
Commissioner Jonathan Thornhill, voting member	03/18/14 - 05/07/17, 1

Meetings (City Code Sec. 16-43(O)) – The board of trustees may hold meetings, determining the notice, place and time of each. A majority of its members shall constitute a quorum.

Current Meetings – Quarterly @ 8:30 a.m.; City Manager's conference room

Powers & Duties (City Code Sec. 16-43 (I)): The powers, duties and responsibilities of the board of trustees shall include the power and duty to:

- (1) Construe the provisions of the system and determine all questions arising thereunder;
- (2) Determine all questions relating to eligibility and participation;
- (3) Determine and certify the amount of all retirement allowances or other benefits hereunder;
- (4) Establish uniform rules and procedures to be followed for administrative purposes, benefit applications and all matters required to administer the system;
- (5) Distribute to members at regular intervals information concerning the system;
- (6) Receive and process all applications for participation and benefits;
- (7) Authorize all payments whatsoever from the fund, and to notify the disbursing agent, in writing, of approved benefit payments and other expenditures arising through operation of the system and fund;
- (8) Have performed actuarial studies and annual actuarial valuations and make recommendations regarding any and all changes in the provisions of the system;

- (9) Select a secretary, who shall keep a complete minute book of the actions, proceedings, or hearings of the board and who shall keep a record of all persons receiving pension payments, noting the time of commencement and cessation thereof. Minutes prepared by the secretary shall be filed with the city clerk and made part of the official records of the city.
- (10) Enforce the terms of the plan and the rules and regulations it adopts;
- (11) Direct the crediting and distribution of the trust;
- (12) Review and render decisions respecting a claim for (or denial of a claim for) a benefit under the plan;
- (13) Furnish the city with information which the city may require for tax or other purposes;
- (14) Engage the services of an investment manager or managers (as defined in act section 3(38)), each of whom shall have such power and authority to manage, acquire or dispose of any plan asset under its control as authorized by the board;
- (15) Establish and maintain a funding standard account and make credits and charges to the account to the extent required by and in accordance with the provisions of the Code;
- (16) Perform such other duties as are specified in this document.

Police Officers' Retirement Board (City Code Sec. 16-233) – The board consists of five (5) trustees. Two (2) members must be legal residents of the City and two (2) members must be full-time police officers' employed by the Lake Wales Police Department. Resident members are appointed by the Mayor with the advice and consent of the City Commission; police officer members are elected by a majority of the police officers who are members of the plan. The fifth trustee member is chosen by a majority of the previous four members and as a ministerial duty, such person is appointed by the City Commission. (4-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **None**

Current Members: Joe Elrod, 5 th Trustee	02/03/15 - 09/30/19
Robert Plummer, resident	11/17/15 - 09/30/18
Anthony Elrod, resident	04/01/14 - 09/30/18
Joseph VanBlarcom, police officer	09/16/14 - 09/30/18
William Raebig, police officer	05/05/14 - 09/30/18

Meetings (City Code Sec. 16-233 (O)) – The board shall hold meetings, at least quarterly, determining the notice, place and time of each. A majority of its members shall constitute a quorum.

Current Meetings – Quarterly @ 4p.m.; Fire Department meeting room

Powers & Duties (City Code Sec. 16-233 (I)) - The powers, duties and responsibilities of the board shall include the power and duty to:

- (1) Construe the provisions of the system and determine all questions arising thereunder;
- (2) Determine all questions relating to eligibility and participation;
- (3) Determine and certify the amount of all retirement allowances or other benefits hereunder;
- (4) Establish uniform rules and procedures to be followed for administrative purposes, benefit applications and all matters required to administer the system;
- (5) Distribute to members at regular intervals information concerning the system;
- (6) Receive and process all applications for participation and benefits;
- (7) Authorize all payments whatsoever from the fund, and to notify the disbursing agent, in writing, of approved benefit payments and other expenditures arising through operation of the system and fund;
- (8) Have performed actuarial studies and annual actuarial valuations and make recommendations regarding any and all changes in the provisions of the system;
- (9) Select a secretary, who shall keep a complete minute book of the actions, proceedings, or hearings of the board and who shall keep a record of all persons receiving pension payments, noting the time of commencement and cessation thereof. Minutes prepared by the secretary shall be filed with the city clerk and made part of the official records of the city;
- (10) Enforce the terms of the plan and the rules and regulations it adopts;

- (11) Direct the crediting and distribution of the trust;
- (12) Review and render decisions respecting a claim for (or denial of a claim for) a benefit under the plan;
- (13) Furnish the city with information which the city may require for tax or other purposes;
- (14) Engage the services of an investment manager or managers (as defined in § 3(38)) of the act, each of whom shall have such power and authority to manage, acquire or dispose of any plan asset under its control as authorized by the board;
- (15) Establish and maintain a funding standard account and to make credits and charges to the account to the extent required by and in accordance with the provisions of the Code;
- (16) Perform such other duties as are specified in this document; and
- (17) Appoint an administrator of the system if deemed appropriate by the board.

TITLE	MEMBERS	VACANCIES	QUORUM
Airport Authority Board	7	2	4
Board of Zoning Adjustment & Appeals	5	2	3
Citizens & Police Community Relations Advisory Committee	3	1	2
Code Enforcement Board	7	2	4
CRA Citizen Advisory Committee	5	1	3
Historic District Regulatory Board	5	0	3
Housing Authority Board	5	0	3
Library Board	5	1	3
Planning & Zoning Board	7	0	4
Recreation Commission	13	2	6
Firefighters' Retirement Board	5	1	3
General Employees' Retirement Board	5	0	3
Police Officers' Retirement Board	5	0	3
TOTAL	77	12	

INACTIVE BOARDS:

- Bicycle/Pedestrian Advisory Commission
- Investment Committee
- Drug & Prostitution-Related Nuisance Abatement Board
- Enterprise Zone Development Agency
- Fire & Building Code Administration Board
- Historic Preservation Board
- Lakes Advisory Commission
- Parks & Community Appearance Advisory Board

APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

City of Lake Wales, City Clerk's Office, P.O. Box 1320, Lake Wales, FL 33859-1320

Board/Commission/Committee _____

Applying for:		Yes Full-time	Yes Part-time	No		Yes	No
<input type="checkbox"/> reappointment	City Resident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Business Tax?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> new appointment	Registered Voter?	Yes, Florida	Yes, Other	No	Own Property in City?	<input type="checkbox"/>	<input type="checkbox"/>

Name

Home Address	Home Phone
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Business Address	Business Phone
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Employer	Occupation/Type of Business
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If applicant is not a city resident or does not pay business tax to city, please provide physical address of property owned within the city limits.

Special knowledge or experience applicable to function of board/commission/committee
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Other community involvement	<p>Fla. Statute 760.80 requires the City of Lake Wales to maintain and report the following information:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> Race/Ethnicity African-American <input type="checkbox"/> Asian-American <input type="checkbox"/> Hispanic-American <input type="checkbox"/> Native-American <input type="checkbox"/> Caucasian <input type="checkbox"/> </td> <td style="width: 40%; padding: 5px;"> Gender Male <input type="checkbox"/> Female <input type="checkbox"/> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> Physically Disabled? Yes <input type="checkbox"/> No <input type="checkbox"/> </td> </tr> </table>	Race/Ethnicity African-American <input type="checkbox"/> Asian-American <input type="checkbox"/> Hispanic-American <input type="checkbox"/> Native-American <input type="checkbox"/> Caucasian <input type="checkbox"/>	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	Physically Disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Race/Ethnicity African-American <input type="checkbox"/> Asian-American <input type="checkbox"/> Hispanic-American <input type="checkbox"/> Native-American <input type="checkbox"/> Caucasian <input type="checkbox"/>	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>				
Physically Disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>					

I understand that I may be required to complete a Financial Disclosure Form in accordance with the requirements of Florida Law for every year during which I serve as an appointee. I further understand that refusal to file a required Financial Disclosure will result in my removal from the board/commission/committee to which I have been appointed.

_____ applicant initials

Have you ever been convicted of a felony? <input type="checkbox"/> Yes If yes, please explain on separate paper and attach to application. <input type="checkbox"/> No	applicant signature _____ date _____
List 3 references who reside in the city:	If the applicant is not appointed at the next City Commission meeting scheduled for the purpose of making appointments, this application will be retained on file for 6 months. e-mail _____
name _____ phone _____	
name _____ phone _____	
name _____ phone _____	
Contact City Clerk's Office to schedule appointment with board chairman and board support staff.	