CITY COMMISSION
REGULAR MEETING
OFFICIAL AGENDA
February 2, 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

5.I. PROCLAMATION: Restaurant Appreciation Day
A day designated to show appreciation for our Lake Wales area restaurants

Documents: RESTAURANT RECOGNITION DAY PROC.PDF

6. PRESENTATION/REPORT

6.I. Status Report On The Lake Wales Depot Museum
The Lake Wales Museum Association will give a status report on the Lake Wales Depot Museum.

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: January 19, 2016, Regular Meeting

Documents: 2016-01-19REGFINAL.PDF

9. OLD BUSINESS

10. NEW BUSINESS

10.I. Ordinance 2016-03, FY15'16 Budget Amendment #1, 1st Reading
The City Commission will consider approval of the first Amendment of FY 2015'16 Budget.

Documents: 001 - MEMO - BUDGET AMENDMENT FY 15-16 - NO 1.PDF, 002 - BUDGET AMENDMENT - ORDINANCE 2016-03.PDF, 003 - EXHIBIT A.PDF, 004 - EXHBIT B.PDF, 005 - EXHBIT C.PDF

10.II. Appointment - Board Of Zoning Adjustment And Appeals
Appointments fill vacancies due to resignations, expiration of terms, newly

established boards, etc. These are volunteer citizen boards.

Documents: MEMO-BOARD APPT.PDF, RECOMMENDATION TO BOA - SUE MARINO.PDF, APPLICATION-SUE MARINO.PDF

11. CITY CLERK

11.I. 2016 Municipal Election & Canvassing Board Information

Documents: 2016 MUNICIPAL ELECTION AND CANVASSING BOARD INFORMATION.PDF, DISTRICTBOUNDARIES.PDF, DISTRICT MAP (FULL VIEW).PDF, MUNICIPAL ELECTION NOTICE - ENGLISH AND SPANISH.PDF

12. CITY MANAGER

12.I. Tracking Report

Documents: TRACKING.PDF

12.II. City Commission Meeting Calendar

Documents: CITY COMMISSION MEETING CALENDAR, 2-2-2016.PDF

12.III. Other Meetings & Events Calendar

Documents: OTHER MEETINGS AND EVENTS CALENDAR.PDF

12.IV. Information: Boards, Commissions, Committees

Documents: BOARD INFORMATION.PDF

13. CITY COMMISSION COMMENTS

14. 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.

PROCLAMATION

WHEREAS, we have an excellent variety of restaurants in the Lake Wales area to cater to all tastes; and

WHEREAS, the restaurants in the Lake Wales area play a vital part of the economic engine in Lake Wales, and are valued by our citizens, winter residents, and tourists alike; and

WHEREAS, the restaurants in the Lake Wales area play an important role in our quality of life, whether as a place to celebrate a special occasion, refresh and recharge while on travel, or a place to meet with colleagues over a business lunch or dinner; and

WHEREAS, the restaurants in the Lake Wales area are an importance source of jobs for our community as over 10% of our population either is currently working in a restaurant or has previously worked in a restaurant learning vital job skills; and

WHEREAS, the restaurants in the Lake Wales area help encourage new residents and other businesses to relocate to our City; and

WHEREAS, the restaurants in the Lake Wales area are important community partners in helping our area organizations with worthy charitable causes; and,

WHEREAS, the restaurants in the Lake Wales area contribute to charitable causes, fight hunger, and support our veterans; and

WHEREAS, the City of Lake Wales wishes to honor those restaurants that have been part of our community for several years and encourage our newer restaurants and welcome them as an important part of our community.

THEREFORE, BE IT RESOLVED that I, Eugene Fultz, Mayor of the City of Lake Wales, Polk County, Florida do hereby proclaim February 2, 2016, as

RESTAURANT APPRECIATION DAY

and encourage residents to patronize our restaurants in the Lake Wales area and thank them for all the ways they give back to our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Lake Wales, Florida to be affixed this 2nd day of February 2016.

_____

Mayor Eugene Fultz

The meeting of the Lake Wales City Commission was held on January 19, 2016 in the Commission Chambers at the Municipal Administration Building. The meeting was called to order by Deputy Mayor Jonathan Thornhill at approximately 6:00p.m. following the Invocation and the Pledge of Allegiance.

INVOCATION

The invocation was given by Dr Jim Moyer.

PLEDGE OF ALLEGIANCE

COMMISSIONERS PRESENT: Terrye Y. Howell; Pete Perez; Christopher Lutton; Jonathan Thornhill, Deputy Mayor

COMMISSIONERS ABSENT: Eugene Fultz, Mayor

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

Deputy Mayor Thornhill reported that the Mayor was not present because he was in Tallahassee lobbying for the City of Lake Wales.

5. MAYOR

6. PRESENTATION/REPORT

7. COMMUNICATIONS AND PETITIONS

Willie L. Zow, resident, said that his daughter's car was towed the night before for unlawful reasons. It was parked on a public parking lot near the Elks Lodge for less than 20 minutes before being towed. No parking" signs or any tow warning signs are not posted on the parking lot indicating that cars would be towed if parked there after a certain time. He requested his money for the tow be returned to him.

Terry Christian, non-resident and member of the Elks Lodge, said the area that Mr. Zow is referring to is a public parking area on Lincoln Avenue. He said there is a City ordinance sign there but it does not state that a car cannot be parked there after a certain time. The City needs to clarify its message to the people so this does not happen again. He asked if it was a state law or a city ordinance prevented them from parking there after a certain time and if City parking lots closed at the same time as City parks. He said since the towing was requested by the police department he would like clarification from the police chief.

Mr. Fields said there could be a variety of reasons why the vehicle was towed and without the specifics he does not know why.

Chief Velasquez said he would rather not discuss the issue in front of the Commission, but the parking lot does close and it cannot be used for the night club's overflow parking. He said there are certain areas that vehicles cannot park near such as a certain number of feet near a mailbox, driveway, intersection, fire hydrant etc. and although those areas are not necessarily marked, parking is not allowed there. He said without knowing the specifics of why the car was towed, he cannot really comment but he does know that the police officers got all the cars out of there except for the one they could not find the owner to. He said they can come to the police department and speak to the supervisor to learn the details of why the car was towed.

Deputy Mayor Thornhill asked if this was the venue for discussing the matter and Chef Velasquez said it was not. Mr. Fields said if they make a request at the police department we can investigate what the circumstances are surrounding the tow. The City can make refunds but he cannot commit to that without knowing the details of the matter.

DRAFT

Mr. Christian said the car was not parked in an area near a fire hydrant etc. It is a public parking area within the boundaries of the City of Lake Wales that has been discussed before. Someone should be able to provide clarity to them. He said that when he goes to the police department he is treated like a no body from the time he steps in the front door and that he was told by the police chief that he is responsible and accountable for what happens at the Elks Lodge. He said he felt the same way about the police chief position because the police chief should have some understanding about that City parking lot and whether or not it closes. If the six police officers that were there when she parked at 10:36 p.m. had told her that the car would be towed at 11:59 p.m. she would not have parked there.

Commissioner Lutton asked if someone could make a refund request and Chief Velasquez said he had never heard of it, but if they could go to the police department and speak to the supervisor that was in charge that evening to get a little more detail. Mr. Christian said he tried getting the details before they hooked up to the car. The family would like to be issued some type of citation or ticket so they could go before a judge and get it resolved. Mr. Zow said he was told abandonment was the reason for the tow. He said he has been a law abiding citizen in Lake Wales for 30 years and that he is not a trouble maker or a convicted felon. He said that he spoke to his attorney and was told that it was an illegal tow regardless if the City admitted it or not because his daughter did not do anything. Deputy Mayor Thornhill said that is why he would like it discussed at the right venue. Mr. Fields said this is the first he and the Chief have heard of it and that he would like to see what is written in the report.

Mr. Christian showed the abandonment sign that was placed on Mr. Zow's daughter's car and said other cars got the same sign placed on them and they took it as a form of harassment. If there is a City ordinance that prevents people from parking there then he will help enforce it but we have to stop going around in circles.

Commissioner Howell asked the City Manager and the City Attorney if they or they knew if someone else sitting in there could tell her if people could or could not park in a City parking lot after a certain time. Mr. Fields said he or the City Attorney does not know and that they needed a chance to research it, look at the police report to see exactly what happened, and what the rationale was. He said he was not familiar with that section of the City Code. Commissioner Howell said she was not talking about what happened because the car was towed and if had to be towed then that is fine. She asked again if someone was present that could tell her if people could or could not park in a City parking lot passed a certain time and she got no response. She said there are other City parking lots in Lake Wales and if the Code prevents people from parking there past a certain time and it is posted then that is one thing and it needs to be posted all over the City. If it is not a law and someone is trying to make it a law then something is wrong, but if it is a law everyone's car needed to be towed. Mr. Fields said he agreed and that this is the first time hearing what happened. Mr. Zow said he is willing to pay if it was posted, but it was not posted.

Commissioner Howell said the issue needed to be dwelt with in front of the Commission because it is the Commission that passes the laws. If it is a law and it is not posted then it is the fault of the Commission and they should know about it. She said Mr. Christian or anybody else should not have to come to the Commission asking about a parking lot.

Deputy Mayor Thornhill said the direction is to give them an answer but regarding the ticket they will have to talk to the supervisor about that. He said the Commission will not have harassment because that is not what it is about and we will work on getting them an answer. Commissioner Howell added that it should be done in a timely manner to avoid this happening again. Commissioner Lutton agreed.

Mr. Fields said to Mr. Zow that he and the Chief will work on it and get an answer or response back to him by the end of next week. Mr. Zow said he did not want to be shoved off in this matter because he will seek legal action if needed. Commissioner Howell asked Mr. Zow to give the City Manager and the Chief a chance to work on it. Mr. Fields asked Mr. Zow to give the City Clerk his contact information so they could get back with him.

DRAFT

Mr. Christian said as a member of the Lake Wales Elks Lodge he is more than willing to work with the City in keeping problems down and that they are trying to be an asset to the community and not a problem.

Curtis Gibson, resident, said when listening to this it seemed as though the City is fighting against the citizens of Lake Wales, but he could be wrong. Instead of fighting against the citizens we need to help each other in building up the City. He said he hoped that the City takes this seriously and does what it needs to do.

8. CONSENT AGENDA

Agenda Item 8.1. APPROVAL OF MINUTES: January 5, 2016 Regular Meeting

Agenda Item 8.II. Office Space Lease - University of South Florida Board of Trustees

[Begin Agenda Memo]

SYNOPSIS

The approval will allow Florida SBDC to continue leasing office space in the City of Lake Wales Municipal Administration Building for annual payment of $1.00. Total in-kind contributions provided by the City from January 1, 2015 through December 31, 2015 were $26,400.

RECOMMENDATION

It is recommended that the City Commission approve the Lease agreement renewal with the University of South Florida College Board of Trustees, a public body corporate, to provide office space to FSBDC for a term beginning February 1, 2016 through January 31, 2017 for $1.00.

The City Commission approved the original Lease on February 4, 2014.

BACKGROUND

The Florida SBDC network is a statewide partnership of higher education, economic development organizations, and other sponsors dedicated to the economic prosperity of Florida. Founded in 1976 by the U.S. SBA, the program successfully links Florida's education system with community outreach to aid in the development and education of the state's entrepreneurs and small business community. As the only statewide provider of entrepreneurial services, the SBDC plays a vital role in Florida's economic development initiatives by assisting entrepreneurs in all stages of business; working with firms in all industry sectors; utilizing the expertise and resources of some of the best universities and colleges in Florida; accessing the resources of national network of more than 5,000 SBDC professionals; and accrediting through the National Association of SBDCs.

State designated as Florida's Principal Provider of Business Assistance, the Florida SBDC Network has more than 35 years of experience helping businesses grow and succeed. Florida SBDCs have assisted hundreds of thousands of potential and existing business owners by providing management advice, training, and information needed to make sound business decisions in a complex and ever-changing marketplace. With partners ranging from institutions of higher learning to federal, state, and local governments to private organizations, and funding from the U.S. Small Business Administration, Florida SBDCs offer this business management and technical assistance through no-cost consulting and low-cost training for entrepreneurs. Services include strategic market research, business and strategic plan development, market and revenue growth strategy development and implementation, capital access and loan packaging, financial analysis and assessment, accounting systems and financial literacy, and feasibility analysis and start-up assistance.

DRAFT

The Florida SBDC would like to continue providing this vital program to the City of Lake Wales and its citizens by requesting the City Commission approve the Lease agreement renewal for office space at the Lake Wales Municipal Administration Building for a term beginning February 1, 2016 through January 31, 2017 for $1.00. Hours of operation will be Monday through Friday, 8:00 a.m. to 5:00 p.m. The City will provide the office space, telephone, internet, electric, and water utilities for Lessee. The Total in-kind contributions provided by the City from January 1, 2015 through December 31, 2015 were $26,400. The $1.00 payment will offset this in-kind services cost. The lease does not include training class space.

OTHER OPTIONS

Do not approve the lease as proposed.

FISCAL IMPACT

The lease will generate $1.00 in annual revenue that will offset the cost of office space, telephone, internet, electric, and water utilities for Lessee. Total in-kind contributions provided by the City in 2015 were $26,400.

[End Agenda Memo]

Agenda Item 8.III. Special Event Application: Lake Wales Car Show 3-Year Permit

[Begin Agenda Memo]

SYNOPSIS

Approval of the Special Event Permit Application will allow the “Lake Wales Car Show” to continue their event on the fourth Saturday of each month in the downtown area for the next three years.

RECOMMENDATION

It is recommended that the City Commission consider taking the following action:

1. Approve the Special Event Permit application for the “Lake Wales Classic Car Show” to take place the fourth Saturday of each month between the hours of 3:00 p.m. and 8:30 p.m. beginning January 31, 2016 and ending January 31, 2019.

2. Approve the temporary closing of the Marketplace, Stuart Avenue from First Street to Scenic Highway, partial closure of S. Market Street from Stuart Avenue to Central Avenue and the temporary closing of the parking lot at the intersection of SR17 and Stuart Avenue (west side of SR17).

BACKGROUND

Mr. Larry Bossarte, Lake Wales Main Street Inc. submitted a Special Event Permit Application to continue holding the “Lake Wales Car Show ” in the downtown area the fourth Saturday of each month beginning on January 31, 2016 and ending on January 31, 2019. The event hours would be from 3:00 p.m. to 8:30 p.m. which includes set up and take down. This event will showcase custom, classic and antique cars which will be located along Stuart Avenue. Musical entertainment and food vendors will be set up in the Marketplace and/or on a portion of S. Market Street between Stuart Avenue and Central Avenue. They are requesting the temporary closing of the parking lot at the intersection of SR17 and Stuart Avenue, closing of Stuart Avenue from First Street to SR17 and a portion of S. Market Street from Central Avenue to Stuart Avenue.

The sponsor is responsible for all requirements for site preparation, site cleanup, food vendor licensing, and sanitary facilities. Proof of liability insurance will be provided to the City.

DRAFT

In November 2012 the Lake Wales Main Street was granted a 3 year permit for the Car Show to continue from January 2013 through January 2016. There have been no problems associated with this event during that time.

OTHER OPTION

Do not approve this special event permit application.

FISCAL IMPACT

There will be no cost to the city associated with this event.

[End Agenda Memo]

Agenda Item 8.IV. Cancelation of Tank Maintenance Contract

[Begin Agenda Memo]

SYNOPSIS

Staff requests commission approval to cancel the current tank maintenance contract which expires on September 30, 2016.

RECOMMENDATION

It is recommended that the City Commission consider taking the following action:

1. Approve staff to cancel the current tank maintenance contract.

2. Authorize the signing of the cancelation letter by three members of the City Commission on the city's behalf.

BACKGROUND

As part of the water treatment process, staff operates and maintains four separate elevated storage tanks located within the water distribution system. These tanks have to be inspected and cleaned once a year. The existing contract has been effect for quite some time and staff would like to go out to market for bid to try and get the best price available for this service.

The current contract states that if the City chooses to cancel its contract, the cancelation has to be approved by three members of the commission six months in advance of the end of the current contract period. The current contract period expires on September 30, 2016. Bringing this item before the commission at this time allows staff the proper time needed to take this service out for bid, and have a new contract in place prior to the start of the 2016-2017 fiscal year. Staff is seeking commission approval to cancel the current tank maintenance contract and authorize the cancelation by the signing of the cancelation letter by three members of the city commission.

FISCAL IMPACT

$62,000 has been placed in the FY' 2015-2016 for the required maintenance and inspection.

OTHER OPTIONS

Chose not to cancel the current contract and not go out to bid for competitive pricing.

DRAFT

[End Agenda Memo]

Agenda Item 8.V. Lease Agreement with the Bancorp Bank for a new Vactor Truck

[Begin Agenda Memo]

SYNOPSIS

Staff requests commission approval to enter into a new lease agreement with The Bancorp Bank for the lease of a new vactor truck in the amount of $6,352.25 per month. The Wastewater Department has placed $76,227 for the new vactor lease in the FY 2015'16 operating budget to be funded by operating revenues for this purchase. Through FY 2020'21, the Wastewater Department would plan annual appropriations of $76,227 to cover this purchase.

BACKGROUND

Due to the constant use of the vactor, it has become necessary for staff to look into the option of adding to the sewer department cleaning equipment. The current vactor being used for the wastewater department is a 2006 International. This piece of equipment has been in service for approximately 10 years and is used for sewer emergencies and storm water overflows. Staffs intent is to enter into a lease for the purchase of an additional vactor truck for use. By increasing the utilities fleet by another vactor, staff will be able to respond to multiple emergencies at once. Also if the vactor is being used to address storm water issues, it becomes unavailable to address sewer emergencies that arise. In years past when the vactor has been out of service, it has been difficult to borrow one from the Polk County Fleet due to the fact of them not having one to lend. The vactor is a vital piece of equipment to the waste department daily operations, by adding another vactor to the utilities fleet, staff is assured to always have this vital piece of equipment available for emergencies.

Staff is seeking commission approval and city manager authorization to enter into a new lease contract with The Bancorp Bank to provide a new vactor for a cost of $6352.25 per month, providing at the end of 60 month term the City will have the option to purchase the vactor for a total of $1.00.

OTHER OPTIONS

Wastewater Department Vehicle options:

1. A full purchase would result in a current year decrease of cash flow of $363,016.

2. The lease purchase option with The Bancorp Bank would result in a yearly decrease in cash flow of $76,227. The City would then have the option at the end of the fifth year to purchase the Vactor for a total price of $1.00.

FISCAL IMPACT

The Wastewater Department has placed $76,227 for the new vactor lease in the FY 2015'16 operating budget to be funded by operating revenues for this purchase. Through FY 2020'21, the Wastewater Department would plan annual appropriations of $76,227 to cover this purchase.

[End Agenda Memo]

Agenda Item 8.VI. Edward Byrne Memorial State and Local Law Enforcement Assistance Grant

[Begin Agenda Memo]

DRAFT

SYNOPSIS

Approval of this item will allow the police department to submit for and receive grant funding to purchase items to be used in the investigation of criminal activity and traffic crashes.

RECOMMENDATION

Staff recommends that the Honorable Mayor and City Commission authorize the Police Department to apply for and accept funding through the Edward Byrne Memorial State and Local Law Enforcement Assistance Grant.

BACKGROUND

Since 1999, the Police Department has received funding from the Edward Byrne Memorial State and Local Law Enforcement Assistance Grant Program. Since that time, the department has utilized this funding to create numerous community programs as well as purchase needed equipment to enhance public safety. This year the Edward Byrne Memorial State and Local Law Enforcement Assistance Grant award amount is $4,609.00 and if approved would be included in the 2015/2016 budget.

The Police Department proposes to use the JAG-D funds to purchase equipment that will aid in the investigation of criminal activity. Additionally, the department will purchase a metal detector for crime scene processing and a 20'x10' enclosure to protect crime scenes from the elements while shielding victims from public view.

Matching funds are not required to participate in this grant; however, the department will use Forfeiture Funds to supplement any additional expenses not covered with grant funding.

OTHER OPTIONS
The Commission may choose not to authorize application for and accept the Edward Byrne Memorial State and Local Law Enforcement Assistance Grant.

FISCAL IMPACT

The Finance Department has reviewed this application and the Fiscal Impact Statement is attached.

[End Agenda Memo]

Agenda Item 8.VI. Preliminary Financial Statements for December 31, 2015

[Begin Agenda Memo]

SYNOPSIS

[End Agenda Memo]

Commissioner Howell made a motion to approve the Consent Agenda. Commissioner Lutton seconded the motion.

By Voice Vote:

Commissioner Howell "YES"
Commissioner Lutton "YES"
Commissioner Perez "YES"
Deputy Mayor Thornhill "YES"

DRAFT

The motion carried 4-0.

9. OLD BUSINESS

Agenda Item 9.I Ordinance 2016-01, Amendments to Zoning, Land Use and Development Regulations – 2nd Reading & Public Hearing

[Begin Agenda Memo]

SYNOPSIS

This ordinance addresses housekeeping issues related to Board membership, Lots and Structures, Fences and Hedges, as well as miscellaneous scrivener's errors.

RECOMMENDATION

Staff recommends the adoption of Ordinance 2016-01 after second reading and public hearing. Notice requirements have been met.

BACKGROUND

Most of the amendments are housekeeping in nature. They correct misspellings and insert words that were inadvertently left out.

Section 1 of the ordinance proposes an amendment increasing the number of planning Board members that can reside outside the city, but must own property within the city limits, from one (1) to three (3) members. The Board is made up of seven (7) members therefore the majority of the membership would still require residency. The Planning Board discussed this amendment at length and on a three (3) to one (1) vote recommended approval.

Section 2 proposes an increase in the number of principal buildings on a lot that can be approved as a major site plan from two (2) to four (4). This will streamline some of the approval process and may encourage development. The Planning Board unanimously supported this amendment.

Sections 3, 4, 5, 6, and 8 deal with scrivener's errors such as misspelling and omitted words.

Section 7 proposes to allow an administrative approval of an increase in fence height from four (4) feet up to six (6) feet in a functional side yard. This would be applicable for corner lots that by design have two front yards by regulatory definition, but one functions as a side yard.

FISCAL IMPACT

The amendments have no identifiable fiscal impact themselves

OTHER OPTIONS

City Commission may modify the proposed amendments as determined appropriate.

[End Agenda Memo]

City Clerk Clara VanBlargan read Ordinance 2016-01 by title only:

(Zoning Amendment – Chapter 23 Zoning, Land Use and Development)

DRAFT

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES CHAPTER 23, ZONING, LAND USE AND DEVELOPMENT REGULATIONS AS IT PERTAINS TO PLANNING BOARD MEMBERSHIP; LOTS AND STRUCUTRES; CERTIFICATE OF APPROPRIATENESS; EXEMPTION FROM PAYMENT OF REVIEW FEES; APPEALS AND VARIANCES; TOWER AND TELECOMMUNICATIONS FACILITIES; FENCES AND HEDGES; AND CONCURRENCY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

OPENED PUBLIC HEARING

There were no comments made by the public.

CLOSED PUBLIC HEARING

Commissioner Howell made a motion to adopt Ordinance 2016-01 after second reading and public hearing. Commissioner Lutton seconded the motion.

By Roll Call Vote:

Commissioner Howell "YES"
Commissioner Lutton "YES"
Commissioner Perez "YES"
Deputy Mayor Thornhill "YES"

The motion carried 4-0.

Agenda Item 9.II. Ordinance 2016-02, Amendments to Chapter 12 – Health Sanitation, Nuisances, and Minimum Property Maintenance Standards – 2nd Reading & Public Hearing

[Begin Agenda Memo]

SYNOPSIS

This ordinance addresses housekeeping issues such as numbering, code enforcement oversight, redundancies, clarification of responsibilities, reference to the International Property Maintenance Code, addition of sections for dead trees and conditions dangerous to children.

RECOMMENDATION

Staff recommends the adoption of Ordinance 2016-02 after second reading and public hearing. Notice requirements have been met.

BACKGROUND

In 2012 when the last amendment to Chapter 12 was initiated the numbering was not integrated as well as it could have been. This is being corrected with this amendment. The Code Enforcement Division has been made part of the Department of Planning and Development so this is reflected in the amendment.

An effort has been made to remove redundancies from the chapter and to clarify responsibilities of all parties including staff and citizenry.

Staff is recommending additional detail for dead trees as well as conditions that may pose a danger to children.

FISCAL IMPACT

DRAFT

The amendments have no identifiable fiscal impact themselves.

OTHER OPTIONS

City Commission may modify the proposed amendments as determined appropriate.

[End Agenda Memo]

City Clerk Clara VanBlargan read Ordinance 2016-02 by title only:

(Amendments to Chapter 12, Health, Sanitation, Nuisances, and Minimum Property Maintenance Standards)

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING LAKE WALES CODE OF ORDINANCES, CHPATER 12, HEALTH, SANITATION, NUISANCES, AND MINIMUM PROPERTY MAINTENANCE STANDARDS; RENUMBERING SECTIONS TO FIT OVERALL CODE NUMBERING SYSTEM, CLARIFYING RESPONSIBILITIES; REMOVING REDUNDANCIES; UPDATING CROSS REFERENCES WITH OTHER SECTIONS OF CODE; ADDING DEAD TREES AND PROHIBITING CONDITIONS DANGEROUS FOR CHILDREN; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

OPENED PUBLIC HEARING

There were no comments made by the public.

CLOSED PUBLIC HEARING

Commissioner Howell made a motion to adopt Ordinance 2016-02 after second reading and public hearing. Commissioner Lutton seconded the motion.

By Roll Call Vote:

Commissioner Howell "YES"
Commissioner Lutton "YES"
Commissioner Perez "YES"
Deputy Mayor Thornhill "YES"

The motion carried 4-0.

10. NEW BUSINESS

11. CITY MANAGER

Agenda Item 11.I City Commission Tracking Report

Mr. Fields reported the following:

- Polk Vision designated Tiffany Holden in the Police Department and Commissioner Howell as Women in Distinction.

- The City received a $20,000 grant from the County to do demolitions on property that Code Enforcement placed liens on. That will start in about 30 days using both the County's money and what the Commission budgeted. Commissioner Lutton said he did not want the City owning anymore property through Code Enforcement.

DRAFT

- The City purchased land for a new cemetery and some of that land that was leased for orange grove property the Lessee did not renew the lease. The groves were not economically feasible given the current situation. The City has been taking steps to clear that grove out.

- He made interim Utilities Director Sarah Kirkland the Utilities Director effective yesterday. He said she was a great candidate in terms of operating the Utilities Department on a day-to-day basis. We might have to continue relying on consultants to do the engineering services at this time.

- He said from very fruitful discussions Betty Hill has decided to step out of the FBO operation and concentrate on her skydiving operation, which has been very successful. They are now discussing expanding that operation at the airport. He said they are in the process of negotiating a new lease for the existing building and giving a portion of that back to the City to make that a FBO office and operation. It is best to make the City the airport manager and hire someone with the experience to do that and to operate the FBO. From an economic point of view, the airport can be self-sufficient in terms of operating costs if we take over the fuel sales, the market rate for the hangars, etc. We can generate enough cash flow to employ the number of people to maintain the airport. Mr. Fields said he was going to advertise the airport manager position as soon as possible and that we could eliminate the general fund subsidy that currently goes to the airport.

Agenda Item 11.III. Other Meetings & Events Calendar

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

12. CITY COMMISSION COMMENTS

13. MAYOR COMMENTS

The meeting was adjourned at 6:35 p.m.

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Mayor/Deputy Mayor

ATTEST:

_____

City Clerk Clara VanBlargan, MMC

DRAFT

MEMORANDUM

February 2, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Dorothy Ecklund, Finance Director

RE: Ordinance 2016 - 03, FY15'16 Budget Amendment #1, 1st Reading

SYNOPSIS: *The City Commission will consider approval of the first Amendment of FY 15'16 Budget that was adopted on September 15, 2016.*

RECOMMENDATION

It is recommended that the City Commission approve Ordinance 2016-03 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.

We are presenting Ordinance 2016-03 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. Detail budgetary changes have been provided in Exhibit C.

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 2016-03

ATTACHMENTS

Ordinance 2016-03; Exhibit A, Exhibit B, and Exhibit C.

ORDINANCE 2016-03

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING ORDINANCE 2015-09 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 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 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 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 -03
SCHEDULE OF ESTIMATED REVENUES & BALANCES

	Adopted Budget	Changes	Amended Budget	Explanation of Change
GENERAL FUND				
Balance Forward	275,000	-	275,000	
Ad Valorem Taxes	3,513,400	28,000	3,541,400	$28,000 Water's Edge has a taxable status w/ property appraiser office.
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	1,678,452	(109,484)	1,568,968	($28,000) Water's Edge reclassified, (81,484) removal of COPs Grant.
Charges for Services	1,601,018	-	1,601,018	
Fines & Forfeitures	42,250	-	42,250	
Miscellaneous Revenues	59,975	69,257	129,232	$58,000 sale of land (Central. Florida. Healthcare)
Other Financing Sources	612,941	-	612,941	$40,500 sale of sweeper truck
Transfer from Other Funds	1,157,500	-	1,157,500	($30,000) removal of grove rental revenue
Total	12,726,436	(12,227)	12,714,209	
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	82,501	(6,257)	76,244	Reduction in transfer for funding needed for cost overruns.
Total	1,070,996	(6,257)	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	1,248,882	-	1,248,882
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	56,000	-	56,000
LIBRARY FUND				
Balance Forward		120,000	-	120,000
Ad Valorem Taxes		398,844	-	398,844
Sales & Use Taxes		-	-	-
Licenses & Permits		-	-	-
Special Assessments		-	-	-
Intergovernmental Revenue		535,000	30,000	565,000 $20,000 Books by Mail and $10,000 Bookmobile revenue increases.
Charges for Services		8,144	-	8,144
Fines & Forfeitures		-	-	-
Miscellaneous Revenues		41,600	-	41,600
Other Financing Sources		-	-	-
Transfer from Other Funds		-	-	-
	Total	1,103,588	30,000	1,133,588
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	14,000	-	14,000

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	2,950,528	-	2,950,528
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	-	-	-
Total	471,900	-	471,900
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	129,178	-	129,178

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	23,123,480	-	23,123,480	
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	91,806	42,677	134,483	Increase in transfer for funding needed purchase of AWOS equipment.
Total	1,344,304	42,677	1,386,981	
TOTAL ESTIMATED REVENUES & BALANCES	44,260,292	54,193	44,314,485	

EXHIBIT "B"
ORDINANCE 2016 -03
SCHEDULE OF ESTIMATED APPROPRIATIONED 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	209,569	-	209,569	
Fleet Maintenance	-	-	-	
Facilities Maintenance	104,420	4,565	108,985	Cost overrun for facility software.
Information Technology	203,279	-	203,279	
Insurance/Risk Mgt	-	-	-	
Support Services	85,896	900	86,796	Cost of annual maintenance for cemetery
Municipal Admin Bldg	30,017	-	30,017	tracking software.
Non-Departmental	183,200	-	183,200	
Police	4,660,166	(83,177)	4,576,989	Removal of 2 officers proposed to be added if the City received the COP grant. Grant was not awarded.
Fire	2,704,569	600	2,705,169	($600) New dayroom chairs
Building Permits & Inspections	217,414	-	217,414	
Code Enforcement	54,612	650	55,262	($450) Printing, ($200) Operating Supplies
Waste Disposal	872,405	-	872,405	
Lake Conservation	8,000	-	8,000	
Field Operations	6,736	-	6,736	
Cemetery	147,348	(1,900)	145,448	Cost reductions to fund costs overruns in other dept.
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	652,550	(1,282)	651,268	Cost reductions to fund costs overruns in other dept.
Recreation Facilities	734,115	2,554	736,669	$4,475 cost of EZ floor cleaning machine,
Special Events	45,175	-	45,175	($1,921) cost reductions to fund software overruns.
Depot Complex	136,242	-	136,242	
Interfund Transfers	263,235	36,420	299,655	
Summary - General Fund Expenditures	12,388,796	(40,670)	12,348,126	
Reserve & Contingencies	337,640	28,443	366,083	
Total General Fund	12,726,436	(12,227)	12,714,209	
TRANSPORTATION FUND				
Street Operations	791,904	(6,257)	785,647	Cost reductions to fund costs overruns in other dept.
Stormwater Division	34,600	-	34,600	
Transportation - Capital Outlay	187,307	-	187,307	
Interfund Transfer	57,185	-	57,185	
Summary - Transportation Fund Expenditures	1,070,996	(6,257)	1,064,739	
Reserve & Contingencies	-	0	0	
Total	1,070,996	(6,257)	1,064,739	
STREET LIGHTING FUNDS				
Expenditures	14,602	-	14,602	
Reserve & Contingencies	6,398	-	6,398	

Total	21,000	-	21,000
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	795,843	-	795,843
Summary - CRA Fund Expenditures	1,116,905	-	1,116,905
Reserve & Contingencies	131,977	-	131,977
Total	1,248,882	-	1,248,882
POLICE FOREFEITURE FUND			
Expenditures	25,359	-	25,359
Reserve & Contingencies	30,641	-	30,641
Total	56,000	-	56,000
LIBRARY FUND			
Books by Mail	274,149	-	274,149
Library	583,296	-	583,296
Bookmobile	94,308	-	94,308
Library - Capital Outlay	79,500	-	79,500
Summary - Library Fund Expenditures	1,031,253	-	1,031,253
Reserve & Contingencies	72,335	30,000	102,335
Total	1,103,588	30,000	1,133,588
LAW ENFORCEMENT FUND			
Expenditures	14,000	-	14,000
Reserve & Contingencies	-	-	-
Total	14,000	-	14,000
Summary Total - Special Revenue	3,514,466	23,743	3,538,209
DEBT SERVICE FUND			
Expenditures	1,870,704	-	1,870,704
Reserve & Contingencies	1,079,824	-	1,079,824
Total	2,950,528	-	2,950,528
CAPITAL PROJECTS FUND			
Capital Outlay	73,000	-	73,000
Transfers To Other Funds	17,500	-	17,500
Reserve & Contingencies	381,400	-	381,400
Total	471,900	-	471,900

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	4,427,503	-	4,427,503	
Capital Outlay	8,759,877	-	8,759,877	
Transfers	1,140,000	-	1,140,000	
Debt Service	2,327,327	-	2,327,327	
Summary - Utility Fund Expenditures	16,654,707	-	16,654,707	
Reserve & Contingencies	6,468,773	-	6,468,773	
Total	23,123,480	-	23,123,480	
AIRPORT FUND				
Expenditures	99,434	-	99,434	
Debt Service	11,834	-	11,834	
Capital Outlay	1,233,036	42,677	1,275,713	Purchase of AWOS equipment.
Summary - Airport Fund Expenditures	1,344,304	42,677	1,386,981	
Reserve & Contingencies	-	-	-	
Total	1,344,304	42,677	1,386,981	
TOTAL ESTIMATED REVENUES & BALANCES	44,260,292	54,193	44,314,485	

City of Lake Wales
Exhibit C - Budget Amendment - Detail
FY 2015'16

		Adopted Budget	Amendment No 1	Amended Budget	
001-364-175-000-000	Gain on Sale of Capital Asset	0	99,257	99,257	$58k land sale, $40.5k sweeper sale, $757 golf cart.
110-338-005-000-000	Polk County Books By Mail	230,000	20,000	250,000	Books by Mail revenue
110-338-006-000-000	Bookmobile	75,000	10,000	85,000	Bookmobile revenue
001-362-010-000-000	Orange Grove - Land Lease	30,000	(30,000)	0	Remove orange grove land lease revenue
001-311-100-000-000	Ad Valorem Taxes	3,513,400	28,000	3,541,400	Move Water Edge revenue
001-333-200-000-000	PILOT - Water's Edge	28,000	(28,000)	0	Move Water Edge revenue
001-331-200-000-000	COPS Fast Grant	81,484	(81,484)	0	Remove the COPs Grant
001-521-000-112-200	Police Salaries	2,184,449	(54,374)	2,130,075	both revenue and the
001-521-000-121-000	F.I.C.A. Taxes	193,060	(4,160)	188,900	expenditures.
001-521-000-122-200	Retirement - Police Pension	432,566	(10,331)	422,235	
001-521-000-123-100	Life Insurance	8,057	(188)	7,869	
001-521-000-123-200	Health Insurance	374,286	(14,124)	360,162	
404-542-600-663-004	C/O - Airport Weather Station - AWOS	0	42,677	42,677	Airport - AWOS equipment
001-522-000-352-050	Operating Supplies-Equipment	4,000	600	4,600	Dayroom Chairs
001-524-200-347-200	Printing-Forms	50	450	500	Code Enforcement - printing costs
001-524-200-452-196	Operating Supplies-Office	100	200	300	Code Enforcement - operating supplies
001-521-150-334-900	Contract Services-Other	250	5,000	5,250	Transcription
001-521-000-113-100	Other Salaries -Police	20,000	(5,000)	15,000	
001-521-250-664-020	C/O Canine	0	8,500	8,500	Canine
001-521-250-663-001	C/O - Firing Range Upgrades	35,000	(8,500)	26,500	
001-539-100-664-925	C/O - Mowers	10,000	1,479	11,479	Mower
001-539-100-334-900	Contract Services - Other	1,500	(1,479)	21	
001-572-100-664-700	C/O - Mowers	17,500	1,600	19,100	Mower
001-572-100-352-900	Operating Supplies - Misc.	4,000	(1,600)	2,400	
001-519-700-434-193	Contract Services - IT	1,000	900	1,900	Cemetery tracking software
001-539-100-352-050	Operating Supplies - Equipment	4,000	(900)	3,100	
001-519-200-452-193	Operating Supplies - Software	6,000	4,565	10,565	Facility maintenance tracking software
001-539-100-446-193	M&R - Other IT	1,000	(1,000)	0	
001-572-100-349-430	Landfill Fees	5,000	(1,282)	3,718	
001-572-200-352-001	Opr Supp - Furniture	5,000	(1,141)	3,859	
102-541-100-349-430	Landfill Fees	5,000	(1,141)	3,859	
001-572-200-663-510	C/O - Soccer Boom Sprayer	5,000	3,695	8,695	Boom sprayer
102-541-100-334-900	Contract Services - Other	65,000	(3,421)	61,579	(2,000) Boom sprayer, (1,421) Airport AWOS
102-541-100-353-100	M&R - Road Repairs	35,000	(1,695)	33,305	

City of Lake Wales
Exhibit C - Budget Amendment - Detail
FY 2015'16

		Adopted Budget	Amendment No 1	Amended Budget	
001-572-200-664-900	C/O - Other Equipment	0	4,475	4,475	EZ cleaning machine
001-572-202-343-102	Electricity-Little League	23,000	(1,500)	21,500	
001-572-203-343-200	Water-North Field Irrigation	4,000	(1,000)	3,000	
001-572-203-446-192	M&R-Bldg-North Field	2,000	(775)	1,225	
001-572-204-343-102	Electricity-Soccer/MP Fields	8,000	(1,200)	6,800	
403-536-600-452-196	Operating Supplies - Office	500	1,900	2,400	Cashier receipt writer machines
403-536-400-112-100	Regular Salaries & Wages	252,911	(1,900)	251,011	
001-581-000-991-102	Transfer to Transportation	82,501	(6,257)	76,244	Transfer decrease
102-381-001-000-000	Transfer from General Fund	82,501	(6,257)	76,244	
001-581-000-991-404	Transfer to Airport	91,806	42,677	134,483	Transfer increase
404-381-001-000-000	Transfer from The General Fund	91,806	42,677	134,483	

MEMORANDUM

January 26, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: City Clerk Clara VanBlargan, MMC

RE: Appointment – Board of Zoning Adjustment and Appeals

SYNOPSIS

Appointments fill vacancies due to resignations, expiration of terms, newly established boards, etc. These are volunteer citizen boards.

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 appointment as deemed appropriate.

BACKGROUND

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

Lake Wales Code of Ordinances Sec. 2-26 (3). Limit on Consecutive Terms:

(a) Except as provided in paragraph (b) below, no person shall serve more than three (3) consecutive terms on a single board, commission or committee except that a person appointed to a partial term that is less than one-half (½) of the normal term for that particular board, commission or committee shall be permitted to serve three (3) consecutive terms in addition to the partial term. Members appointed before July 1, 1989, may be permitted to serve three (3) additional consecutive terms. This limit on consecutive terms may be waived for members of regulatory boards (i.e., planning and zoning board, board of appeals, code enforcement, etc.) with the recommendation of the city manager where, in the sole discretion of the city manager, special circumstances exist which warrant the appointment of a particular member to an additional term.

(b) There shall be no limit to consecutive terms served by an elected or appointed trustee on a board established for the purpose of administering an employee retirement plan.

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: 3 vacancies

Applying for Appointment: Sue Marino, resident, for a partial term expiring on 07/01/16.

Current Members:	James Boterf, resident	10/04/11 – 07/01/16, 2
	Harold Weigand, resident	06/20/06 – 07/01/17, 4-Final
	Vacant, resident	– 07/01/16,
	Vacant, resident	- 07/01/16

Vacant, resident - 07/01/16

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.

OPTIONS

Do not appoint the applicants named above and seek other applicants; however, it may be difficult for the boards to obtain a quorum until vacancies are filled.

FISCAL IMPACT

None. These are volunteer citizen boards.

ATTACHMENTS
Application

MEMORANDUM

January 26, 2016

TO: Clara Van Blargan, City Clerk

FROM: Kathy Bangley, Director of Planning and Development

RE: Recommendation - Appointment to Board of Adjustment

The Chairman of the Board of Adjustment and Zoning Board, Harold Weigand, and I recommend appointment of Sue Marino to fill the vacancy in membership on the board.

The recommendation is based on an interview on January 26. The duties and responsibilities of board members were reviewed. Ms. Marino expressed an interest in serving the community and an understanding of the board's charge.
.

Per sec. 23-206 of the Code, the Board of Adjustment consists of five regular members. All five members must reside in the city. Ms. Marino resides within the City limits.

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: BOA

Applying for:

- [ ] reappointment
- [x] new appointment

	Yes Full-time	Yes Part-time	No
City Resident?	[x]	[ ]	[ ]
Registered Voter?	Yes, Florida [x]	Yes, Other [ ]	No [ ]

	Yes	No
City Business Tax?	[ ]	[ ]
Own Property in City?	[x]	[ ]

Name: Sue Marino	
Home Address: 4269 Berwick Dr.	Home Phone: 321-431-5874
Business Address:	Business Phone:
Employer:	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

Other community involvement

Fla. Statute 760.80 requires the City of Lake Wales to maintain and report the following information:

Race/Ethnicity

- African-American [ ]
- Asian-American [ ]
- Hispanic-American [ ]
- Native-American [ ]
- Caucasian [x]

Gender

Male [ ] Female [x]

Physically Disabled?

Yes [ ] No [x]

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.

SM
applicant initials

Have you ever been convicted of a felony? [ ] Yes [x] No

If yes, please explain on separate paper and attach to application.

Sue Marino
applicant signature

1/8/16
date

List 3 references who reside in the city:

name	phone
Peter Perez	318-1000
Alec Weissman	324-6568
Carolyn Bottriss	324-0946

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: susiem100@yahoo.com

MEMORANDUM

January 27, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Clara VanBlargan, MMC, City Clerk & Chief Election Officer

RE: 2016 Municipal Election & Canvassing Board Information

2016 MUNICIPAL ELECTION INFORMATION

The regular Municipal Election of the City of Lake Wales is Tuesday, April 5, 2016 to elect a Commissioner for Seat 3 (District 122) and a Commissioner for Seat 5 (District 28) to serve a term of two (2) years. Members of the City Commission must be registered voters and residents of the City of Lake Wales for at least one year preceding their date of election.

The Commissioner elected to Seat 3 must reside in District 122, and the Commissioner elected to Seat 5 must reside in District 28.

The qualifying period for a person to qualify as a candidate is from 12:00 p.m., noon, Monday, February 15 through 12:00 p.m., noon, Friday, February 19. Candidate packets are available in the City Clerk's office beginning Friday, February 5. This packet contains qualifying papers, nominating petitions, and other necessary information and instructions to qualify as a candidate.

The deadline for submitting the ballot containing all names of the persons that qualify as candidates to the Supervisor of Elections is 5pm, Friday, February 19, the day qualifying ends. The City Clerk will prepare the ballot language for City Commission approval at a special meeting to be held at 4:00 p.m. that day. A quorum must be present. The scheduled special meeting date is also listed on the City Commission Calendar under the City Manager portion of the Agenda.

The Municipal Election will be held at the Municipal Administration Building, 201 W. Central Avenue, Lake Wales on Tuesday, April 5, 2016, 7 a.m. to 7 p.m.

Contact the Supervisor of Elections at 863-534-5888 to request an absentee ballot. Voter registration deadline is March 7, 2016.

Oath of Office Ceremony
Commissioner Seat 3 & Seat 5
Tuesday, May 3, 2016, regular City Commission meeting

CANVASSING BOARD INFORMATION

While the Supervisor of Elections and the City Clerk may perform many of the tasks necessary to conduct the election, the City Commission serves as the Municipal Canvassing Board and has legal responsibilities related to the conduct of the Municipal Election. It is necessary to review the responsibilities well in advance to prevent calendar conflicts because a quorum must be present.

The following rules apply to all members of the Canvassing Board:

> No member can serve if he or she is a candidate with opposition in the election being canvassed or is *actively participating* in the campaign or the candidacy of any candidate who has opposition in the election being canvassed. Actively participating means

undertaking an intentional effort to demonstrate or generate public support for a candidate beyond merely making a campaign contribution. Refer to DE 8-10; 09-07.

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

Pre-election Logic and Accuracy Testing of Tabulating Equipment
Election Headquarters, SOE, Bartow – 4:00 p.m., Tuesday, March 29, 2016
(*The Canvassing Board may designate the City Clerk to represent them, who is a required attendee*). At its March 1, 2016 meeting, the City Commission may choose to designate the City Clerk to represent them at the L&A Testing.

Election Night Canvassing of Ballots
Election Headquarters, SOE, Bartow - Tuesday, April 5, 2016, time to be scheduled by SOE
(A quorum must be present and must remain until all ballots are tabulated.)

Certification of Election
City of Lake Wales Municipal Administration Building – 5:00 pm, Thursday, April 7, 2016
(A Quorum must be present)

Post-Election Manual Audit
Election Headquarters, SOE – Date and Time to be scheduled by SOE
(A Quorum must be present)

Run-off Election – Same requirement as above
Election Headquarters, SOE - To be held in case of tie vote

If a lack of a quorum is created on the Canvassing Board due to this rule or any other unavoidable cause, the City Commission may appoint the city manager, city attorney, or resident/s to serve in the absence of that commission member/s (Sec. 8-26, Lake Wales Code of Ordinances). At its first meeting in March, the City Commission may choose to appoint an additional member to serve on the Canvassing Board to avoid a possible lack of quorum.

ATTACHMENTS
2016 Municipal Election Notice (English & Spanish)
District Boundaries
District Map

DISTRICT BOUNDARIES

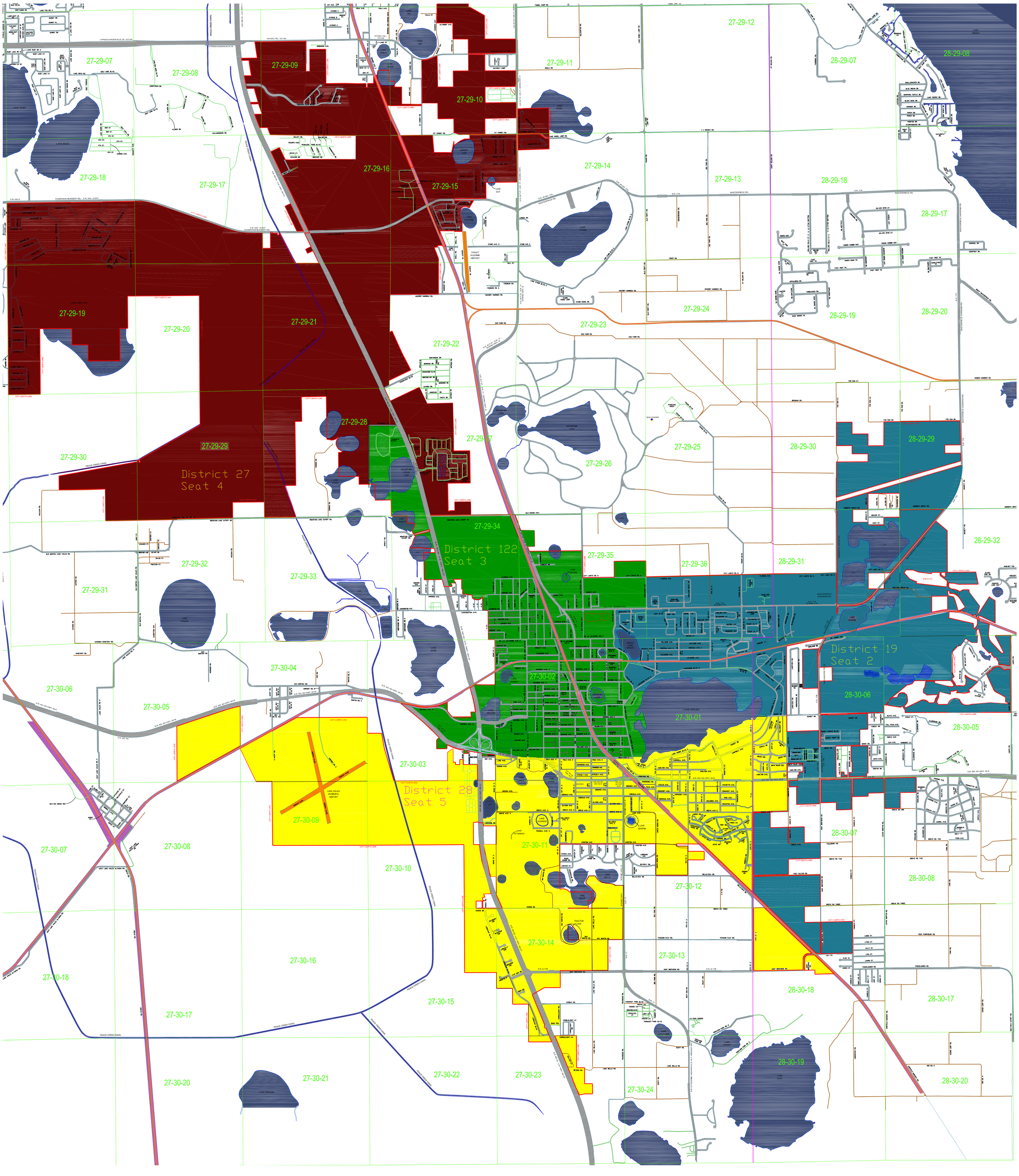
District 19: (Seat 2) Bounded on the east and north by the city limits and on the south and west as follows along the applicable centerlines: Beginning at the intersection of Grove Avenue and Hamlin Street, proceed north on Hamlin Street, crossing State Road 60 to Thirteenth Street, north on Thirteenth Street to city boundary, north along city boundary to Sunset Drive, west on Sunset Drive to North Lake Shore Blvd., north and west on North Lake Shore Blvd. to North Wales Drive, north on North Wales Drive to Fifth Street, north on Fifth Street to Burns Ave., east on Burns Ave. to Highlander Way, north on Highlander Way to city boundary line, continue along eastern, northern and southern city boundary lines to Eleventh Street and the railroad, north on Eleventh Street to Grove Avenue, and east on Grove Avenue to Hamlin Street, the point of beginning; less and except that area not included in city limits east of Thirteenth Street on Bryn Mawr Drive, Carlton Avenue and State Road 60.

District 27: (Seat 4) Bounded on the west and north by the city limits and on the south and east as follows along the applicable centerlines: Beginning at the intersection of US HWY 27 and Mountain Lake Cut-off Road., go north on US HWY 27 to Sundown Drive, west on Sundown Drive to city boundary line, continue along northern and western city boundary lines to Mountain Lake Cut-Off Road, west on Mountain Lake Cut-off Road to US HWY 27, the point of beginning.

District 28: (Seat 5) Bounded on the south and west by the city limits and on the east and north as follows along the applicable centerlines: Beginning at the intersection of Polk Avenue and South Lake Shore Blvd., proceed south and east to Marietta Street, south on Marietta Street to Sunset Dr, north and east on Sunset Drive to the city boundary at Lakeview Road, south along city boundary to Thirteenth Street, south on Thirteenth Street, crossing State Road 60 to Hamlin Street, south on Hamlin Street to Grove Avenue, west on Grove Avenue to Eleventh Street; south on Eleventh Street to city boundary line, continue along southern and western city boundary lines to the northern boundary of that part of the city lying south of State Road 60; continue east along that northern city boundary line lying south of State Road 60 to South Miami Street, north on South Miami Street to State Road 60, east on State Road 60 to Polk Avenue, and east on Polk Avenue to South Lake Shore Blvd., the point of beginning.

District 122: (Seat 3) Bounded on the west by the city limits and on the north, south, and east as follows along the applicable centerlines: Beginning at the intersection of North Wales Drive and South Lake Shore Blvd., proceed north on North Wales Drive to Fifth Street, North on Fifth Street to Burns Avenue, east on Burns Avenue to Highlander Way, north on Highlander Way to city limits, continue west and north along city boundary lines to Mountain Lake Cut-off Road, west on Mountain Lake Cut-off Road to US HWY 27, north on US HWY 27 to Sundown Drive, west on Sundown Drive to city limits, south along west city boundary lines to intersection of State Road 60 and railroad right-of-way , east along State Road 60 following the city boundary to Polk Avenue, east on Polk Avenue to South Lake Shore Blvd., north on South Lake Shore Blvd. to North Wales Drive, the point of beginning.

Commission Seats		**Current Commission Members**
Seat 1	At-Large	Mayor Eugene Fultz
Seat 2	Commission District 19	Commissioner/Deputy Mayor Jonathan Thornhill
Seat 3	Commission District 122	Commissioner Terrye Y. Howell
Seat 4	Commission District 27	Commissioner Pete Perez
Seat 5	Commission District 28	Commissioner Christopher Lutton


District 27
Seat 4
District 122
Seat 3
District 19
Seat 2
District 28
Seat 5
27-29-07
27-29-08
27-29-09
27-29-10
27-29-11
27-29-12
28-29-07
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28-30-19
28-30-20
CITY LIMITS LINE
LAKE RUBY
LAKE BESS
LAKE ASHTON
LAKE PARKER
LAKE WALES
LAKE ELOISE
LAKE GORDON
LAKE EASY
LAKE AMORET
LAKE JOSEPHINE
LAKE BELLE
LAKE WARREN
LAKE SERENA
LAKE MABEL
LAKE STARR
LAKE PIERCE
PEACE CREEK CANAL
CHALET SUZANNE AIRPORT
LAKE WALES MUNICIPAL AIRPORT
CYPRESS GARDENS BLVD. SE - S.R. 540
WAVERLY RD. - S.R. 540
THOMPSON NURSERY RD. - C.R. 540 - A EXT.
S.R. NO. 60 HWY. 60 E
S.R. NO. 60 HWY. 60 W
S.R. NO. 17A
MASTERPIECE RD.
S.R. 17A
S.R. 17B
HICKORY HAMMOCK RD.
EGG FARM RD.
OLD SCENIC HWY.
MOUNTAIN LAKE CUTOFF RD.
OLD BARTOW LAKE WALES RD.
VEST LAKE WALES ALTURAS RD.
MASTERPIECE GARDENS RD.
HEATHER GLEN CT.
SUMMIT DR.
SUMMIT PL.
RUBY LAKE DR. N
RUBY LAKE LP.
LAKE FOX RD. S
GOLF ARE BLVD.
JAMESTOWN DR.
KLEIN DR.
VILLAMBRUNO DR.
PRINCETON AVE.
2ND ST.
3RD ST.
4TH ST.
5TH ST.
6TH ST.
7TH ST.
8TH ST.
VARON AVE.
THOMPSON NURSERY LN.
HOOSIER LN.
TURNBERY LN.
STRATHMORE DR.
WYCOMTICO DR.
ASHTON CLUB DR.
BURFIELD LP.
LINDSEY DR.
LITCHFIELD LP.
BLACKMER LN.
STONE CREEK LP.
VENTIAN LN.
HEATH LAKE LN.
ROBINSON AVE.
CYPRESS GARDENS BLVD. SE
WAVERLY LOOP
CF. KINNEY RD.
CF. KINNEY RD. N
DINNER LAKE
DINNER LAKE PL.
DINNER LAKE AVE.
DINNER LAKE LP.
DINNER LAKE DR.
LAKE DOT
LAKE SUZANNE
GALAXY DR.
TRIUMPH PASS
PENALDES POND BLVD.
MERCER CT.
SOVIONN DR.
BREEZER DR.
NATIONAL RUN DR.
LAKE MABEL LOOP RD.
J.L. HAISLEY RD.
LAKE MABEL LOOP RD. N
LAKE MABEL LOOP RD. S
LINDSEY DR.
STARR AVE. V
STARR AVE. E
STARR RIDGE LOOP
STARR RIDGE DR.
LAKE STARR BLVD. 1
LAKE STARR BLVD. 2
TRAPP RD.
HELL RD.
HELL ST.
FRIESING RD. S
FRIESING RD. N
NURSERY RD.
W. HAYNES
E. HAYNES
S.R. NO. 17A
MASTERPIECE RD.
S.R. 17A
MASTERPIECE GARDENS RD.
SILVER SPUR LP.
CHUCK WAGON WAY
RANCH HAND TR.
FAST TRIST TR.
APPALOOSA RS.
TUMBLEWEED TRL.
BUCK BOARD TR.
CHARGER DR.
COURTNEY DR.
CHANDEL DR.
SHELLCRACKER DR.
BLUE BREAM DR.
SNAPPING TURTLE DR.
BLACK BASS DR.
SHINNER DR.
PERCH DR.
PERCH DR.
PANFISH DR.
STUMPKNOCKER DR.
TROUT DR.
CATFISH DR.
LAKE PIERCE DR.
LAKE PIERCE LP.
CATFISH RD.
SAILFISH DR.
SWORDFISH DR.
SAWFISH DR.
SHARK DR.
DOLPHIN DR.
SALMON DR.
SHELLCRACKER DR.
BOLDER ST.
CHAT ST.
MAMMOTH GROVE RD.
HOLLAND GROVE RD.
ENCLAVE
LAKE BONNIE
FLORIDA AVE.
CARLLISH
MASTERPIECE GARDENS RD.
S.R. 17A
BUSINESS AVE.
CHELSEA WAY
DEVONSHIRE VIA
OXFORD WAY
HOMESIDE WAY
CHAMBERLAIN LOOP
COLYDON PLACE
DAVER LN. S
DAVER LN. N
WINCHESTER
CHARLOTTE
CHARLOTTE DR.
CHARLOTTE CT.
HUNT BLVD.
HUNT CIR.
HUNT LP.
HUNT DR.
HUNT CT.
HUNT PL.
HUNT LN.
HUNT AVE.
HUNT ST.
HUNT BROTHERS RD.
HUNT BROTHER RD.
HUNT BROTHERS RD. N
HUNT BROTHERS RD. S
HUNT BROTHERS RD. E
HUNT BROTHERS RD. W
HUNT BROTHERS RD. SE
HUNT BROTHERS RD. NE
HUNT BROTHERS RD. NW
HUNT BROTHERS RD. SW

NOTICE OF COMMISSION ELECTION
CITY OF LAKE WALES, FLORIDA

Notice is hereby given that the Regular Municipal Election for the City of Lake Wales will be held on Tuesday, April 5, 2016 to elect a Commissioner to **Seat 3 (District 122)** and a Commissioner to **Seat 5 (District 28)**. The Municipal Election will be held at the Municipal Administration Building located at 201 W. Central Avenue, Lake Wales.

The Regular Election of City Commission members shall be held in the manner provided in the City Charter and the Lake Wales Municipal Election Code. The person elected for Seat 3 (District 122) and Seat 5 (District 28) shall serve a term of two (2) Years. The current annual salary for each City Commissioner is $4,630.

QUALIFYING PERIOD

The period to qualify for election to Seat 3 (District 122) and Seat 5 (District 28) begins at 12:00 noon, Monday, February 15, 2016 and ends at 12:00 noon, February 19, 2016.

PROCEDURE FOR QUALIFYING

QUALIFICATIONS FOR OFFICE

Members of the City Commission must be registered voters and a resident of the City of Lake Wales for at least one year preceding their date of election. The Commissioner elected to Seat 3 must reside in District 122 and the Commissioner elected to Seat 5 must reside in District 28.

CANDIDATE PACKET

Candidate packets will be available in the City Clerk's Office beginning Friday, February 5, 2016. The packet includes instructions, qualifying documents, and blank petitions used in the nominating procedure.

CAMPAIGN FINANCES

Any candidate seeking to qualify for election must appoint a campaign treasurer and designate a campaign depository on or before the date obtaining petition signatures. Petition signatures obtained prior to this date will be disqualified. Do not open the campaign checking account until this form, DS-DE 9, is filed with the City Clerk. You cannot accept any donations or make expenditures until you have been qualified as a candidate during qualifying period. Forms for designating a campaign treasurer and depository will be furnished by the City Clerk.

PETITIONS

Candidates for election to the City Commission must be nominated by petition. Any registered voter of the District shall be nominated for election by petition designating the commission seat to which he/she seeks election. Each candidate must obtain 25 qualified signatures from registered voters nominating him/her to the District. All Candidate petitions must be completed and executed in ink. Nominating petitions are included in the candidate packet furnished by the City Clerk.

FILING AND ACCEPTANCE

All qualifying documents including nominating petitions must be assembled and filed with the City Clerk as one instrument not before 12:00 noon on Monday, February 15, 2016 nor after 12:00 noon on Friday, February 19, 2016.

At the time of filing, persons seeking to qualify as a candidate for a district seat is required to submit a payment of a twenty-five dollar ($25.00) city qualifying fee and a forty-six dollar and thirty cents ($46.30) state election assessment (1% of annual salary) for remittance to the Florida Department of State and deposit in the Elections Commission Trust Fund. The qualifying fee and the election assessment must be paid together by check from the campaign account made payable to: THE CITY OF LAKE WALES.

Persons seeking to qualify for election to city office who is unable to pay the state election assessment without imposing an undue burden on personal resources or on resources otherwise available to him/her may do so in accordance with Sec. 8-42 (c) of the Municipal Code. Persons who are unable or unwilling to pay the city qualifying fee may qualify by the alternative method of obtaining the number of signatures of voters in the geographical area represented by the seat sought equal to at least one percent (1%) of the total registered voters residing in that district or any district if seeking the at-large seat as shown by the compilation of the department for the immediately preceding general election in accordance with Sec. 8-44 (c) of the Municipal Code.

PROCEDURE AFTER FILING. Within two (2) business days after the filing of nominating petitions, the City Clerk will notify the candidate whether or not all 25 signatures satisfy the requirement. If additional signatures are needed, the candidate must obtain the number of signatures to meet the qualifying requirement and submit them to the City Clerk no later than 12:00 noon, Friday, February 19, 2016. Candidates must comply with all state and local laws governing elections.

For additional information, please contact City Clerk Clara VanBlargan at 863-678-4182, ext. 228 or in person at 201 West Central Avenue, Lake Wales, FL 33853.

Contact the Supervisor of Elections at 863-534-5888 to request an absentee ballot. Voter registration deadline is March 7, 2016.

PUBLIC NOTICE

AVISO DE ELECCIÓN DE LA COMISIÓN
City of Lake Wales, Florida

Aviso se hace saber que la elección municipal regular para la ciudad de Lake Wales se llevara a cabo el Martes, 5 de Abril 2016 para elegir a un Comisionado para **ASIENTO 3 (Distrito 122)**, Y un Comisionado para **ASIENTO 5 (Distrito 28)**.

LA ELECCION REGULAR DE LA CIUDAD DE MIEMBROS DE LA COMISIÓN SE LLEVARÁ A CABO EN LA MANERA PROPORCIONADA EN LA CARTA DE LA CIUDAD Y EL LAKE WALES ELECCIÓN MUNICIPAL CODE. La persona elegida para SEAT 3 Y ASIENTO 5 DEBE SERVIR A UN TÉRMINO DE (2) AÑOS. EL SALARIO DE LOS COMISIONADA ES $4,630 AL ANO

Período de calificación

El período para calificar para la elección de asiento 3, Distrito 122, y el asiento 5, Distrito 28, comienza a las 12:00 del mediodía, Lunes, 15 de Febrero 2016 y finaliza a las 12:00 horas 19 de Febrero, el 2016.

PROCEDIMIENTO DE CALIFICACIÓN

CALIFICACIONES PARA OFICINA

Los miembros de la Comisión de la Ciudad deben ser electores y residentes de la ciudad de Lake Wales registradas durante al menos un año anterior a la fecha de su elección. El Comisionado elegido a Seat 3 debe residir en el Distrito 122 y el Comisionado elegido a Seat 5 deben residir en el Distrito 28.

PAQUETE DE CANDIDATO

Paquetes candidatos estarán disponibles en la oficina de la Secretaria Municipal Clara VanBlargan el Viernes, 5 de Febrero de 2016. El paquete incluye peticiones en blanco y otros materiales que se utilizarán en el proceso de nominación y todos los documentos de calificación.

FINANZAS DE CAMPAÑA

Cualquier candidato que busca clasificarse para la elección debe nombrar un tesorero de campaña y designar un depositario campaña en o antes de la fecha de obtención de firmas para la petición. Firmas de petición obtenidos con anterioridad a esta fecha serán descalificados. No abra la campaña cuenta corriente hasta este formulario, DS-DE 9, es presentado ante la Secretaría de la Ciudad. No se puede aceptar donaciones o realizar inversiones hasta que haya sido calificado como un candidato durante la calificación periodo. Los formularios para la designación de un tesorero de campaña y depositario serán proporcionados por la Secretaría Municipal.

PETICIONES

Los candidatos para la elección a la Comisión de la Ciudad deben ser nominados por petición. Cualquier votante registrado del Distrito deberá ser nominado para la elección por petición designar la sede de comisión a la que él / ella busca electoral. Cada candidato debe obtener 25 firmas reconocidas de los votantes registrados que él / ella nominar al Distrito. Todas las peticiones candidatos deben ser completados y ejecutados en tinta. Peticiones oficiales son proporcionados por la Secretaria Municipal.

PRESENTACIÓN Y ACEPTACIÓN

Todos los documentos separados que comprenden una petición de nominación deben ser montados y presentados ante el Secretario de la Ciudad como un instrumento no antes de las 12:00 del mediodía del Lunes, 15 de Febrero 2016, ni después de las 12:00 del mediodía del Viernes, 19 de Febrero 2016.

En el momento de la presentación, las personas que buscan calificar como candidato a un escaño del distrito tiene la obligación de presentar un pago de una tasa por la calificación de veinticinco dólares ($ 25.00) y un cuarenta y seis dólares y treinta centavos ($ 46.30) evaluación elección estatal (1% del salario anual) para ser remitidos al Departamento de Estado de Florida y el depósito en el Fondo Fiduciario Comisión Electoral. La tarifa de la calificación y la evaluación de las elecciones debe ser pagado junto con un cheque de la cuenta de campaña a nombre de: City of Lake Wales.

Las personas que buscan calificar para la elección a la oficina de la ciudad que no puede pagar la cuota electoral estatal, sin imponer una carga excesiva sobre los recursos personales o en los recursos disponibles lo contrario a él / ella pueden hacerlo de acuerdo con la Sec. 8-42 (c) del Código Municipal. Las personas que no pueden o no quieren pagar la cuota de la ciudad de calificación pueden calificar por el método alternativo de obtener el número de firmas de votantes en la zona geográfica representada por el asiento buscaron igual a por lo menos uno por ciento (1%) del total de registrados los votantes que residen en ese distrito o cualquier distrito si buscara el asiento en general como lo muestra la compilación del departamento para las elecciones generales inmediatamente anterior, de acuerdo con la Sec. 8-44 (c) del Código Municipal.

PROCEDIMIENTO DESPUÉS DE PRESENTACIÓN.

Dentro de dos (2) días hábiles después de la presentación de peticiones de nominación, la Secretaria Municipal notificará al candidato o no los 25 firmas cumplen con el requisito. Si se necesitan firmas adicionales, el candidato deberá obtener el número de firmas para cumplir con el requisito de clasificación, y someterlos a la Secretaria Municipal no más tarde de las 12:00 horas, viernes, 19 de febrero de 2016. Los candidatos deben cumplir con todas las leyes estatales y locales que regula las elecciones.

Para obtener información adicional, por favor póngase en contacto con la Secretaria Municipal Clara VanBlargan al 863-678-4182, ext. 228 o en persona en 201 West Central Avenue, Lake Wales, FL 33853.

Póngase en contacto con la Supervisora de Elecciones a 863-534-5888 para solicitar una boleta de elector ausente. Fecha límite de inscripción de votante es Lunes 7 de Marzo de 2016.

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 98%. Project is being market priced. Mitigation bank property acquired. Review to follow. Funding from various sources under investigation, i.e. FAA and FDOT. All white papers complete. See Airport Master Plan. Both FAA and FDOT have indicated support for funding.	1/26/2016
Airfield Improvements (Task Order #15)	$161,000	yes - 7/2/13	9/30/2015	Project was completed Nov 12. Closeout in progress. Closeout documents submitted to FAA & FDOT at the end of November. Project has closed out with FDOT. Awaiting final reimbursement from FAA.	1/26/2016
RECREATION					
New park signage in all City parks	$13,000			New Park signs have been ordered. They will be installed by March 1.	1/26/2016
ADA access and handicap parking installation at the soccer complex.	$30,000		1/31/2016	Work began 1/4/16. Completion date is Jan 29.	1/26/2016
SEWER SYSTEM					
C Street Project	$6,695,751	yes -11/3/2015 phase 2		Close out Documents have been submitted for Phase I. Bid opening was 10/7/2015. Grant application ranked too low for funding. Will submit again in March. Award of Bid to commission on 11/3/2015. Contracts sent to Contractor for signature. First Public Hearing has been held. The Second public hearing is slated for Feb 16.	1/26/2016

Relocation of Water/Sewer Lines on HWY 27 near Vanguard	$300,000	10/20/2015		Preconstruction meeting held on 11/12/2015.	1/26/2016
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.	1/26/2016
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.	1/26/2016
Library Statistics (Nov)				Total Circulation Books-by-Mail: 7,421 Total Circulation BookMobile: 1406 Total In-house circulation: 41,980 Total new borrowers: 256 Total attendance at programs: 2,177 Computer users: 8,195 People Counter: 29,128	1/26/2016
COMPLETED PROJECTS					
Skate Park Improvements	$50,000	7/15/2014	9/30/2015	This project is complete.	1/26/2016
Road Improvements (N Market ST & W. Central Ave.)	$91,253	7/7/2015	8/17/2015	Project is completed.	1/26/2016

Cemetery			4/30/2015	Project complete	1/26/2016
Resurfacing of the Scenic Highway from Mt. Lake Cutoff to Ray Martin Rd.			10/31/2015	This Project is complete.	1/26/2016
Gym Floor Replacement	$68,212	6/2/2015	9/30/2015	Project is Complete. Gym is reopened.	1/26/2016
Electrical system upgrades to event area of Lake Wailes park	$20,000			Project Complete	1/26/2016
Additional exercise stations in Lake Wailes park.	$10,000			Project Complete	1/26/2016

CITY COMMISSION ITEMS - STATUS REPORT

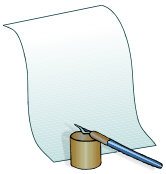
TASK	MEETING DATE	RESPONSIBLE PERSON	REQUEST MADE BY	COMMENTS	DATE OF STATUS

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.	1/26/2016
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.	1/26/2016
Depot Museum	3/2/2015	Kenneth Fields	Thornhill	Open House was held, 10/23/15, approximately 50 people in attendance.	1/26/2016
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.	1/26/2016
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.	1/26/2016

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 – February 2016

Tues,	February 2, 2016	Regular	6:00 p.m.	Commission Chambers
Tues,	February 16, 2016	Regular	6:00 p.m.	Commission Chambers
Fri,	February 19, 2016	Special	4:00 p.m.	Commission Chambers

Commission Election Qualifying Period: 12:00 p.m., noon, Monday, February 15 through 12:00 p.m., noon, Friday, February 19. Candidate packets are available from the City Clerk beginning Friday, February 5. A Special City Commission meeting is currently scheduled for Friday, February 19 at 4:00 p.m. after the closing of qualifying period to approve the ballot for forwarding to the Supervisor of Elections. A quorum must be present.

City Commission Meetings – March 2016

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

City Commission Meetings – April 2016

*Tues,	April 5, 2016	Regular	6:00 p.m.	Commission Chambers
Tues,	April 19, 2016	Regular	6:00 p.m.	Commission Chambers

(*Tuesday, April 5, 2016 regular meeting date will be changed due to the City election)
(Budget workshops to be scheduled)

City Commission Meetings – May 2016

Tues,	May 3, 2016	Regular	6:00 p.m.	Commission Chambers
Tues,	May 17, 2016	Regular	6:00 p.m.	Commission Chambers

(*Tuesday, May 3, 2016 Oath of Office ceremony for Seat 3 and Seat 5 Commissioners)

City Commission Meetings – June 2016

Tues,	June 7, 2016	Regular	6:00 p.m.	Commission Chambers
Tues,	June 21, 2016	Regular	6:00 p.m.	Commission Chambers

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.

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; 1st & 3rd 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
February 1, 2016	1:00 p.m. – 4:00 p.m.	Polk Regional Water Cooperative Formation Team Subcommittee	Established to select the terms to be included within the interlocal agreement that will create the Polk Regional Water Cooperative	Dudley A. Putnam Conference Room of the Polk County Farm Bureau, 1715 U.S. Hwy 17 South, Bartow	
February 5-6, 2016	Friday 6pm - 12am; Saturday 6am - 11pm Parade sat - 3pm	Mardi Gras Celebration & Parade	Downtown Celebration w/ Parade	Downtown Lake Wales - Park/Stuart	
February 13, 2016	10am – 8pm	Heritage Fest	Green & Gold Foundation & Black Leaders & Entrepreneurs Coalition	Downtown Lake Wales	
February 19, 2016	11:30am - 1pm	State of the City Address	Mayor Fultz will give a City update at the Chamber luncheon	Waters Edge 10 W. Grove Avenue	
February 27th & 28th	8am – 8pm	Lake Wales Arts Festival	45th Anniversary	Lake Wailes Park	
March 2nd	8am-1pm	Polk Senior Games - Basketball Shooting Event	Seniors participate in a basketball competition event	Kirkland Gym	
March 29th - 30th	7am - finish (all day)	FHSAA District Tennis Tournament	High School Girls Tennis tournament	Crystal lake Park Tennis Courts	

April 9th - 10th	Sat 1pm - 9pm Sun 10-5:30pm	Jewel of the Ridge Jazz Festival	Music concert	Lake Wailes Park	

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: 1 vacancy

Current Members:	Charles Keniston, resident	03/06/12 - 07/01/18, 2
	Katherine Rogers, resident, chairman	09/18/12 - 07/01/18, 2
	Charles Loomis, resident	11/03/10 - 07/01/16, 2
	Robert Kelly, resident	07/03/07 - 07/01/16, 3-Final
	Dale Marks, resident	06/17/08 - 07/01/17, 3
	Vacant, resident	- 07/01/17,
	Erick 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 shall serve 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: 3 regular vacancies; 2 alternate vacancies; 1 expired term

Current Members: Jacqueline Williams, resident 09/16/08 – 07/01/15, P+2
Evelyn Pabon, resident 08/21/12 – 07/01/16, P+1
Lorraine McIntosh, resident 06/15/10 – 07/01/16, 2
Roberto Maldonado, resident 07/17/12 – 07/01/17, 2
Jaime Rivera, resident 03/05/13 – 07/01/16, 1
Jose Fco Joglar-Gaya, resident (alt) 06/18/13 – 07/01/15, 1
Vacant, resident – 07/01/15
Vacant, Regular – 07/01/17
Vacant, Alternate – 07/01/17
Vacant, Alternate – 07/01/17

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
[The Bicycle/Pedestrian Advisory Commission is not currently meeting]

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: 3 vacancies

Current Members:	James Boterf, resident	10/04/11 – 07/01/16, 2
	Harold Weigand, resident	06/20/06 – 07/01/17, 4-Final
	Vacant, resident	– 07/01/16,
	Vacant, resident	- 07/01/16
	Vacant, resident	- 07/01/16

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:	Nathan Minton, resident	05/03/11 – 07/01/16, P+2
	Vacant, resident	– 07/01/18
	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

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 – 07/01/16, 1
	William Follett, resident	07/03/07 – 07/01/16, 3-Final
	Jean Kincaid Scott, resident	06/17/08 – 07/01/17, 3
	Vacant, resident	– 07/01/18
	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. One member is nominated by each city commissioner. Members must reside, own property or operate 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. (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: 2 vacancies (Seat 1; A-Large & Seat 4, District 27)

Current Members:	Mark Bennett, chair (Seat 2 – District 19)	04/21/15 – 07/01/16, 1
	Narvell Peterson, vice-chair (Seat 3–District 122)	12/07/10 – 07/01/17, P+3
	Robin Gibson, (Seat 5 – District 28)	04/08/15 - 07/01/18, P+1
	Vacant (Seat 1 – At Large)	– 07/01/16
	Vacant, (Seat 4 – District 27)	– 07/01/17

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 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	– 12/01/15
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: 1 vacancy, resident or own property in City

Current Members:	Lawrence (Larry) Bossarte, business owner	11/01/11 – 07/01/17, 2
	Diane Armington, owns property in the City	03/15/11 – 07/01/16, 2
	Leah Bartholomay, resident	05/06/14 – 07/01/18, P+1
	Erika B. Schindler, business owner	10/06/15 - 07/01/18, 1
	Vacant	– 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
	Eddye Rivers, resident	07/01/08 – 07/01/16, 2
	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: None

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 - 07/01/16, P
	Cheryl Garnett, resident	03/05/13 – 07/01/18, 1
	Beverly Lamar, resident	07/01/04 – 07/01/19, 3-Final

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: 5 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:	Heidi Gravel, outside, business owner	05/15/07 – 07/01/16, 3-Final
	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

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 six (6) members must reside in the City and one (1) member 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: 1 vacancy

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 – 07/01/16, 2
	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 – 07/01/16, 1
	Vacant, resident	- 07/01/16, P

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; 11 organizational vacancies

Organizational members have not been reappointed by the board since Seats expired in 2014.

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 Internt'l University	09/19/11 - 07/01/14, 2
	Robbie Shields, Lake Wales Soccer Club	09/19/11 - 07/01/14, 2
	Patty McKeeman, Lake Wales Pram Fleet	09/19/11 - 07/01/14, 2
	Deborah Rheiner/Linda Kimbrough, PAL	09/19/11 - 07/01/14, 2
	Helen Petersen, Green & Gold Foundation	09/19/11 - 07/01/14, 2
	Norm Rainey, Tennis Program	09/19/11 - 07/01/14, 2
	John Abel, YMCA/Softball	09/19/11 - 07/01/14, 2
	Clark Heter, YMCA	10/17/11 - 07/01/14, 2
	Mimi Hardman, Historic Lake Wales Society	09/19/11 - 07/01/14, 2
	Curt, Boys & Girls Club	09/19/11 - 07/01/14, 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

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 - 04/01/16, 4
	Sarah Kirkland, general employee	01//05/10 - 04/01/19, 3
	James Slaton, general employee	04/26/12 - 04/01/16, 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: 1 expired term

Current Members:	Joe Elrod, 5th Trustee	02/03/15 - 09/30/15, partial term
	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.

FINANCE BOARDS

Finance Committee – The committee consists of the City Manager, Finance Director and Finance staff, and two City Commissioners. City Commissioners serve for the duration of their term as a Commission or until no longer desire to serve, whichever comes first.

- 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: 2 city commissioners

Current Members: Kenneth Fields, City Manager
Dorothy Ecklund, Finance Director
Finance Staff
*****Vacant***, city commissioner – 07/01/17**
*****Vacant***, city commissioner – 07/01/17**
*****Vacant***** Commissioner Jonathan Thornhill (commission term ended 5/5/2015, will need to be reappointed)
*****Vacant***** (Betty Wojcik served until 5/5/2015, duration of term as city commissioner)

Establishment & Duties - In 2002, the Finance Committee was established to review the City's financial position on a monthly basis to closely monitor the progress in resolving the City's current financial problems. Close monitoring was to facilitate a more timely identification of new problems should they occur. The establishment of the Finance Committee was endorsed by the City's auditors.

Meetings - Right now, the Finance Committee has only been meeting annually to review the annual City Auditor's Report.

Investment Committee - The committee consists of the City manager, a City Commissioner, the Finance Director, and two (2) members of the public who are residents of the City of Lake Wales or owners of property located in the City of Lake Wales or persons having a business tax receipt issued from the City of Lake Wales. (Public members serve 4-yr terms)

- There is no interview process requirement for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 2 residents, or property owners, or has business tax receipt ; 1 city commissioner

Current Members: Inactive Board

*****Vacant***, resident – 07/01/19**
*****Vacant***, resident – 07/01/17**
*****Vacant***, city commissioner – 07/01/17**

Commissioner Jonathan Thornhill served for duration of his term as city commissioner. Term ended 5/5/2015. New appointment is necessary

Meetings – The board meets when necessary if there is a quorum. **[INACTIVE BOARD]**

Establishment & Duties – In 2009, the Investment Committee was established in accordance with City Code Section 2-502 for the purpose of formulating alternative investment strategies and short-range directions and for monitoring the performance and structure of the portfolio within established policies. The committee will formulate and recommend change, if necessary, to the investment policies.