CITY COMMISSION
REGULAR MEETING
OFFICIAL AGENDA
March 1, 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. Municipal Election Public Announcement

Documents: PUBLIC ANNOUNCEMENT.PDF

5.II. PROCLAMATION: Women's History Day; March 1, 2016

Documents: WOMENS HISTORY DAY.PDF

5.III. PROCLAMATION: Read Across Lake Wales Day; March 1, 2016

Documents: READ ACROSS LAKE WALES DAY.PDF

6. PRESENTATION/REPORT

7. COMMUNICATIONS AND PETITIONS
Public participation is encouraged. If you are addressing the Commission, step to the podium and state your name and whether your address resides inside or outside City limits. Please limit your discussions to five (5) minutes.

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

8.I. Grant Application: Florida Stories Community Audio Walking Tours Grant
A grant application to the Florida Humanities Council for $5000 to develop an audio walking tour that highlights the historic architecture of downtown Lake Wales.

Documents: MEMO - WALKING TOUR GRANT.PDF, STATEMENT OF FISCAL IMPACT.PDF, WALKING TOUR APPLICATION.PDF

8.II. Emergency Sewer Line Repair On Russell Avenue

Documents: MEMO-EMERGENCY SEWER MAIN REPAIR-RUSSELL AVE.PDF, EVANS AND LYLES INC.PDF, KILLEBREW-RUSSELL AVE SEWER REPAIR.PDF, T V DIVERSIFIED.PDF

8.III. Approval Of Election Workers
It is necessary for the City Commission to approve a list of election workers provided by the Supervisor of Elections to work in the City of Lake Wales Municipal Election on

April 5, 2016.

Documents: MEMO - APPOINTMENT OF ELECTION OFFICIALS.PDF

9. OLD BUSINESS

10. NEW BUSINESS

10.I. Agreement - City Of Lake Wales/Police Benevolent Association
The City Commission will consider ratifying the Collective Bargaining Agreement between the City and West Central Florida Police Benevolent Association, Inc.

Documents: MEMO-PBA.PDF

10.II. Resolution No. 2016-05 – Corrective Resolution

This resolution will correct a scrivener's error in a resolution adopted May 6, 1953.

Documents: MEMO - 03012016 CORRECTIVE RESOLUTION.PDF, RESOLUTION 2016-05.PDF

10.III. Appointing An Alternate Member To Serve On The Canvassing Board If Necessary; Designating The City Clerk As The L&A Testing Representative; Rescheduling The First Commission Meeting In April; And Scheduling A Date And Time For The Post-Election Manual Audit.
The City Commission is asked to make approvals regarding Canvassing Board activities.

Documents: MEMO - 2016 MUNICIPAL ELECTION ACTIVITIES.PDF

10.IV. City Manager Performance Evaluation
Commissioners will discuss the performance evaluation of the City Manager.

Documents: MEMO - FIELDS EVAL 2016.PDF, FIELDS 2016 PERFORMANCE EVAL SCORES.PDF, CITY MANAGER PERFORMANCE OBJECTIVES 2016.PDF

11. CITY MANAGER

11.I. TRACKING REPORT

Documents: TRACKING.PDF

11.II. City Commission Meeting Calendar

Documents: CITY COMMISSION MEETING CALENDAR, 3-1-16.PDF

11.III. Other Meetings & Events Calendar

Documents: OTHER MEETINGS AND EVENTS.PDF

11.IV. Information: Boards, Commissions, Committees

Documents: BOARD INFORMATION.PDF

12. CITY COMMISSION COMMENTS

13. MAYOR COMMENTS

(The staff memos are incorporated into the official record)
Minutes of the City Commission meeting can be obtained from the City Clerk's Office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may make

arrangements with the City Clerk to duplicate the recording, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be the expense of the requesting party.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.

Appeals concerning decisions on issues requiring a public hearing:
Persons who wish to appeal any decision made by the City Commission with respect to any matter considered during a public hearing at this meeting will need a record of the proceedings, and for such purpose may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

CITY OF LAKE WALES
"Public Announcement"

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. You may vote in person or contact the Supervisor of Elections at 863-534-5888 to request an absentee ballot. Voter registration deadline is March 7, 2016.

The following individuals were qualified during the qualifying period and their name will be listed on the ballot (listed in alphabetical order):

Seat 3, District 122
Ed Bowlin
Terrye Y. Howell - Incumbent

Seat 5, District 28
Robin Gibson
Christopher Lutton - Incumbent
Bob Wood

In addition to the candidates listed on the April 5, 2016 ballot, there will be one (1) Charter Amendment listed for a "Yes" or "No" vote to amend the Lake Wales' Charter to require fees, charges and assessments issued under home rule authority be approved by a majority vote of the qualified electors: and to revoke authority to levy fire protection assessment fees issued under home rule authority.

Contact: Clara VanBlargan, MMC, MSM
City Clerk/Chief Elections Officer
863-678-4182, Ext. 228
cvanblargan@cityoflakewales.com

PROCLAMATION

WHEREAS, Women's History Month began as Women's History Week, established by Congress in 1981. It grew out of the fact that women, just like minorities, found themselves mostly invisible in history courses. In 1987, Congress established Women's History Month. It is celebrated in a variety of ways including revising history to include its feminine actors. The most extensive celebration occurs at the Smithsonian Institution which sponsors a month of projects; and

WHEREAS, The purpose of Women's History Month is to increase the consciousness and knowledge of women's history, and to take time to acknowledge the contributions of both notable and ordinary women; and

WHEREAS, The American Association of University Women (AAUW) chooses to honor local women in a program titled, "Women Who Made History on the Ridge." The inaugural program was held in 2014 and the second in 2015. Women are selected for their various unique contributions to the ridge area; Honorees to date are as follows:

2014
Mary Zipprer, original school teacher and cattle rancher; Helen Morrison, creator of environmental initiatives and educator on environmental issues; Nancy Hoyt, leadership volunteer and supporter of many local boards and programs; Mimi Hardman, fund raiser and promoter of a variety of historic preservation projects; and

2015
Martha Carter, volunteer extraordinaire and first woman to run for City Commission; Alice Manley, first African American nurse and ARNP at Polk County Health Department; Marilyn Newell, promoter of arts and music programs and projects; and

2016
Joann McKenna, pioneer in adult education at Webber University; Freddie Robinson, trailblazing black educator in local school system; and Dr. Virginia Robinson, outstanding musical leader in Polk County;

NOW, THEREFORE, BE IT RESOLVED, that I, Eugene Fultz, by virtue of the authority vested in me as Mayor of the City of Lake Wales, Polk County Florida, do hereby proclaim March 1, 2016 as

WOMEN'S HISTORY DAY

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 1st day of March 2016.

_____

Eugene Fultz, Mayor

National Read Across America Day

WHEREAS, the citizens of Lake Wales Florida stand firmly committed to promoting reading as the catalyst for our students' future academic success, their preparation for America's jobs of the future, and their ability to compete in a global economy; and

WHEREAS, our Lake Wales Public Library, along with all Polk County Library Cooperative sites, provide significant leadership in the area of community involvement in the education and literacy of our youth, grounded in the principle that educational investment and lifelong learning is key to the community's well being and long-term quality of life; and

WHEREAS, "National Education Association's Read Across America," a national celebration of Dr. Seuss's 112th birthday on March 2, 2016, promotes reading and adult involvement in the education of our community's students;

THEREFORE BE IT RESOLVED, that I, Eugene Fultz, by virtue of the authority vested in me as Mayor of the City of Lake Wales, Polk County Florida, do hereby proclaim March 2, 2016 as

Read Across Lake Wales Day

and encourage all residents and the community to take advantage of the wonderful multicultural resources available at the Public Libraries throughout Polk County and thank their librarians for making information available to all who walk through their doors. On March 2, 2016, or any day leading up to or after, take your child to the library, check out a book, read with them, and encourage them to read!

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 1st day of March 2016.

_____

Eugene Fultz, Mayor

MEMORANDUM

February 19, 2016

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Monica Drake Pierce, Museum Director

RE: Florida Stories Community Audio Walking Tours grant

SYNOPSIS

A grant application to the Florida Humanities Council for $5000 to develop an audio walking tour that highlights the historic architecture of downtown Lake Wales

STAFF RECOMMENDATION

Staff recommends that the City Commission approve a grant application to the Florida Humanities Council for $5,000 to develop an audio walking tour that highlights the historic architecture of downtown Lake Wales.

BACKGROUND

Under the guidance of the Florida Humanities Council (FHC), this initiative supports the creation of cultural, historical, and architectural walking tours for communities across the state of Florida.

If our grant application is accepted, the FHC will invest $5,000 into the development of an audio walking tour that highlights the historic architecture of downtown Lake Wales. Their investment goes towards a sound engineer, studio space, voice talent, application development, and marketing.

Support from the City would be symbolic; there is no fiscal impact for this particular grant. The grant requires a 1:1 match; however, $2,500 has been secured from Ray Brown and $2,500 in-kind has been secured.

OTHER OPTIONS

Do not apply for this grant

FISCAL IMPACT

If awarded, the required match will be donated from private sources.

ATTACHMENTS
Grant application
Fiscal Impact statement

STATEMENT OF FISCAL IMPACT
FLORIDA HUMANITIES COUNCIL
ARCHITECTURAL WALKING TOUR

PREPARED BY

CITY OF LAKE WALES
FINANCE DEPARTMENT

Nature of Statement and Information Disclosed

This is a statement of fiscal impact has been performed as required by and in accordance with Section 2-802, Article VIII of the City of Lake Wales Code of Ordinances. It is a statement solely for the purpose of analyzing and reporting the fiscal impact on the City of either applying or not applying for this grant, using certain assumptions as indicated herein. No attempt is made to evaluate the Grant Application for suitability to City objectives.

In order to provide an unqualified statement of fiscal impact that can be certified as reasonably full and complete by the Finance Department, certain information must be provided permitting Finance Department personnel to produce a full and complete determination as to all anticipated fiscal impacts. This impact statement was produced using:

- **Memorandum from Monic Drake Pierce, Museum Director**
- **Florida Humanities Council Grant Application**

This impact statement represents, in our unqualified opinion, a valid estimate of known present or future impacts anticipated to result from the acceptance of the aforementioned grant.

In some cases, the nature of a fiscal impact is described rather than stated using specific dollar amounts or figures. This is done in order to provide information on the nature of the expected fiscal impact where there simply is not enough information to quantify the impact, or whether the exact amount of the impact depends on the exact type of future events or conditions.

General Assumptions

A fiscal impact statement constitutes a forward-looking statement on the acceptance of grant funds and the proper execution of all requirements as set forth in any grant application, agreement, covenants attached to real or tangible property, or other duly enforceable stipulations. In order to produce such a statement, assumptions about future events and conditions must be made.

In any case where a reasonable expectation of a future condition or event has been disclosed or is already known to Finance Department personnel, that information has been used as an Assumption in the fiscal impact statement. Expectations not known or not considered reasonably expected to occur have been excluded from the fiscal impact statement. If an event or condition may occur which would have a material and *direct* fiscal impact, but is not reasonably expected to occur, it is disclosed in the fiscal impact statement.

General Assumptions are made in this fiscal impact statement that the City Staff executing the grant program already possess the required knowledge and expertise to expertly perform all of the requirements of the grant, and that the information provided to prepare this impact statement is true and correct. It is also assumed that no outside events will create a positive or negative influence on the grant program, and that there will be no changes in the legal, operational, or economic environment in which the grant program, and the City as whole, operates, except as disclosed herein.

Current Fiscal Impacts

Impacts on Revenue
Grant request is for $5,000, with a City match of $5,000 (total amount $10,000). Grant requires a 1:1 match. The City's portion of the match would come from the following sources, $2,500 donation from Ray Brown and $2,500 in-kind from community donation of services and materials.

Impacts on Expenditures
$10,000 into the development of an audio walking tour that highlights the historical architectural of downtown Lake Wales.

Future Fiscal Impacts

Impacts on Revenue
N/A

Impacts on Expenditures

Any cost overruns must be borne by the General Fund.

Other Future Commitments

Any maintenance relating to these items will be funded by the General Fund.

Disclosures of Possible Material Future Events
N/A

Certification
We hereby certify that this fiscal impact statement is, to the best of our knowledge, a valid estimate of known present or future impacts anticipated to result from the application and acceptance of the aforementioned grant.

Approved By:

D Ecklund

Dorothy Ecklund, CPA
Finance Director
City of Lake Wales

2016 Florida Stories Community Audio Walking Tours

1. **Organization**

The Lake Wales Museum & Cultural Center (LWM) is an historic museum governed and funded by the City of Lake Wales. The mission of the LWM is to preserve Lake Wales' heritage and inspire, educate, and unite the public with our story.

Originally a train depot, the Museum building was built by the Atlantic Coast Line Railroad in 1928. By 1954, passenger service to Lake Wales ceased. In 1974, the Bicentennial Commission, began efforts to convert the empty building into a museum and cultural arts center for the citizens of Lake Wales.

Since the Museum opened in 1976, it has evolved into a resource center for the public. A place where the public can enjoy educational programing, exhibits, and events that highlight the history of the area.

The Museum has been a part of the Lake Wales Community for over 40 years. It has enjoyed the benefits of a public/private partnership since its inception, with the City of Lake Wales acting as a benefactor of the Museum since it opened. In 1987, the Historical Lake Wales Society (HLWS), a non-profit organization became the governing authority of the Museum. Although, the City continued to work closely with the HLWS to ensure the longevity of the Museum.

The value of the Museum to the City of Lake Wales has been displayed especially over the course of the last year. In 2015, the City of Lake Wales stepped up to take over the governing and funding structure of the Museum in order to preserve the City's heritage after a Task Force determined that it needed help. The City hired a professional Museum Director and allocated an annual budget to the operation of the Museum.

There is a large community investment in the success of the Museum. Because the Museum falls under the Department of Library and Historic Resources, a new department developed by the City Manager, it has broad access to City resources with regards to networking, public promotion and marketing, and encouraging public buy-in for programs and events.

Equally, the Museum has the added benefit of advocacy and support from the Lake Wales Museum Association (LWMA), a non-profit organization committed to supporting and sustaining the Lake Wales Museum & Cultural Center.

2. **Community**

Today, Lake Wales is approximately 15,000 people and is a part of the Lakeland–Winter Haven Metropolitan Statistical Area. Centrally located, Lake Wales is 90 minutes from either coast, 90 minutes from Tampa and Sarasota; 60 minutes from Orlando and approximately 30 minutes from Lakeland, Winter Haven, and Bartow.

Lake Wales boasts a diverse population. Recent population statistics show that the demographics comprise 59.49% White, 34.59% African American, 0.30% Native American, 0.51% Asian, 0.10% Pacific Islander, and 9.95% Hispanic.

Equally, the Lake Wales community is a mixed-age population with 26.9% under the age of 18, 9.0% from 18 to 24, 24.4% from 25 to 44, 19.5% from 45 to 64, and 20.2% who were 65 years of age or older.

Lake Wales has the benefit of being centrally located in Polk County and within 30 minutes of many tourist destinations including LEGOLAND, Bok Tower Gardens, the Polk County History Center, and Streamsong Resort.

Our intended audience is thus, the Citizens of Lake Wales and visitors to the area – one that is centrally located in the State of Florida, accessible by Highways 60 and 27, and is part of a metropolitan region that is rapidly developing and close to other attractions.

Another advantage is the number of buildings in Lake Wales that have already been distinguished through listing on the National Register of Historic Places. These include a group of 17 buildings in the downtown commercial area which was itself designated a National Register Historic District in 1990.

Finally, the City of Lake Wales is a beautiful place to spend an afternoon walking in the Downtown Historic District. With plenty of historic buildings – within walking distance to explore – the City also boasts several beautiful lakes, trails, and plenty of local shopping and dining experiences for those who come to tour our City.

3. **Content**

The tour will cover the early “historic period” of Lake Wales which is recognized as between 1911-1930.

The city was founded in 1911 by the Lake Wales Land Company, a naval stores industry. The founders were interested in capitalizing on the virgin long-leaf pines in the area to support their business endeavors.

However, the founders were interested in more than a simple business site, but rather looked to establish a community. They built Lake Wales as a planned community from the start with spaces reserved for parks, schools, and homes.

Their vision for the City of Lake Wales was very forward thinking. This is evident in the list of buildings proposed for the tour: the stability in their construction, the elegance of design, their proximity to on-another, and the rapidity in which they went up. The town transformed from a small, tract-less place in the woods in 1911 to a fledgling town by 1920.

The proposed 12 walking tour stops are as follows:

1. Atlantic Coast Line Depot (1928)
2. The Seaboard Air Line Depot (1916)
3. The Crystal Lodge (1920)
4. Dixie Walesbilt Hotel (1926)
5. Rhodesbilt Arcade (1924-1926)
6. Lake Wales State Bank (1915)
7. T.J. Parker Building (1913)
8. Western Union Building (1919)
9. Bullard Building (1919)
10. J.T. Rhodes Building (1920)
11. Gibson Building (1926)
12. Scenic Theatre (1920)

Tour Sample

Atlantic Coast Line Railroad (1928)

On June 11, 1911, sixty six years after Florida had been admitted to statehood, the Atlantic Coast Line Railroad made its entrance into Lake Wales. Up until then the undeveloped region had never heard the rumble of an engine nor many buggy wheels.

The railroad was the most promising means of opening Lake Wales to developers, settlers, and tourists. The founders of Lake Wales looked to transform the wilderness into an industrial, truck farming, and citrus site, as well as a beautiful site for a unique hamlet, which would eventually grow into a charming town site.

Initially, a tiny unpainted depot was built on the east-side of the train tracks to accommodate railroad traffic; this was replaced by a larger, more respectable building – built in the same location – in 1913.

After 15 years of service, the second iteration of the train depot gave way to a new building and a new location. In 1928, the new depot was constructed and positioned at the peak of a man-made embankment on South Scenic Highway.

The handsome structure is a combination of Spanish and Mediterranean architecture. The "pink" depot – so called because of its pink masonry – provided passenger and freight services until 1956 when it was decommissioned.

4. **Scholarship**

The Director for the Lake Wales Museum & Cultural Center will help write and edit all scripts. The Director has an MA in Public History and Museum Studies and has experience writing historic literature, exhibit labels, and educational pieces that aid the public in their understanding of the past.

The Director has access to the collection at the Lake Wales Museum & Cultural Center with over 7,000 pieces in the collection including photographs, historic survey documentation, and historical biographies and literature. These pieces will be used to compile each script.

5. **Marketing/Launch Event**

The Lake Wales Museum & Cultural Center will enlist social media, print media, radio, and word of mouth to communicate this project to the larger public. The Museum will also take advantage of local granting organizations that provide funding specifically for marketing projects to draw tourists into Polk County from other areas.

Social Media: Upon notification of the grant, the Lake Wales Museum & Cultural Center will promote the project on all social media accounts. This includes: Facebook, Twitter, Instagram, and Pinterest. The Museum will communicate to the larger public about this program via our Tumblr blog page as well as our website.

Print Media: The Lake Wales Museum & Cultural Center has a wonderful relationship with local newspapers. The Museum is often featured in the Lakeland Ledger, the Lake Wales News, and other local affiliates. The Director has a working relationship with staff reporters from both the Lake Wales News and the Lakeland Ledger. The program will be promoted via these print media.

Radio: The Director has a working relationship with Lakeland radio station Hall Communications. The Walking Tour will be promoted on the following radio stations: 97.5 FM Country, MAX 98.3 FM, and Mayhem in the AM 96.7 FM.

Grants: The Polk County Tourism and Development Council is currently offering their 2016-17 Arts, Culture & Heritage Sponsorship Program with maximum requests of $10,000. The Museum intends to apply for grant money that will help with the promotion of the walking tour. Applicants will be notified by July 7th, 2016 if they have received grant money – well within the limits of the walking tour timeline.

Continued Marketing: Marketing will not be terminated following the launch of the application, but will continue in literature that highlights the Museum and the City of Lake Wales, as well as marketing, membership, and sponsorship brochures. We will push the rack cards out to other local museums in the area; feature them at the Lake Wales Chamber of Commerce, City Hall, and the Lake Wales Public Library; and provide rack cards for other cultural organizations in and around Polk County to display for visitors.

MEMORANDUM

February 23, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Sarah B. Kirkland, Utilities Director

SUBJECT: Emergency Sewer line Repair on Russell Ave

SYNOPSIS: Staff requests commission approval after the fact for the expenditures of $48,215.00 for an emergency sewer main repair to Evans & Lyles.

STAFF RECOMMENDATION

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

1. Approve the expenditures after the fact of $48,215.00 for the emergency repair of the sewer main of Russell Ave.

BACKGROUND

Staff received a call on February 4, 2016 that there was a depression in the road on Russell Avenue. Maintenance crews were called out and because they are of the knowledge and are aware that there are sewer mains in the road, the wastewater camera truck was dispatched to the location. Upon inspection of the sewer main, it was discovered that the main was broken and was causing the road to sink and taking in water. Staff immediately began making contact with several contractors to obtain pricing to complete the repair. Three contractors were able to provide pricing for the repair with the lowest price to be obtained from Evans & Lyles in the amount of $48,215.00. A purchase order was obtained and the contractor was instructed to make the repair. The dewatering process took several days, due to the extremely wet conditions. Once all the water was removed from the work site the sewer main and road were able to be repaired.

Staff is seeking commission approval after the fact for the expenditures of $48,215.00 for the emergency sewer main repair on Russell Avenue.

OTHER OPTIONS

No other options were available, this was an emergency repair.

FISCAL IMPACT

The Wastewater Department has submitted a request to the Finance Director to include this expenditure to the next budget amendment as to not deplete the M & R Systems line item for the remainder of the fiscal year. Funds are able to be transferred from the Capital Line item of Lift Station Rehabilitation for this emergency purchase.

ATTACHMENTS

Evans & Lyles Quote
Killebrew Quote
T.V. Diversified Quote

Sarah Kirkland

To: Randell Britt
Subject: RE: Sanitary Repair Russell Avenue

EVANS & LYLES, INC
P.O.BOX 658
HIGHLAND CITY, FLORIDA 33846
PHONE: 863-581-5335
FAX: 863-607-4232
FL CUC1224157

09 Feb 2016

Mr. Fred Renfro
City of Lake Wales
Lake Wales, Florida

Sanitary Repair Russell Avenue

Fred

Thank you for the opportunity to offer the follwoing proposal for the repair of sanitary line on Russell St.

We propose to furnish all dewatering, bypass pumping, MOT, trench safety, and asphalt repair as needed; for repair 20 lf of existing failed 8" VCP gravity sanitary. We would remove failed section and with 8" SDR-26 and shielded fernco coupling for dissimilar pipe materials.

1	LS	@	48215.00	$48,215.00

Should you have any questions please give me a call.

Respectfully,

Cecil R. Lyles, Jr.
President

KILLEBREW, INC.
Site Development, Utility Construction & Engineering

Killebrew, Inc.
P.O. Box 6258
Lakeland, FL 33807
tel: (863) 701-0273
fax: (863) 701-0621

PROPOSAL

DATE: February 3, 2016

TO: City of Lake Wales
ATTN: Freddie Renfro
REF: Lake Wales - Russell Av. 10 Sewer Repair

	DESCRIPTION	QTY		UNIT $	TOTAL
1	Repair 10" Gravity Sewer within one setting of an 20' Shoring box.	1	LS	$74,795.00	$74,795.00

Price includes the following:

A Maint. of traffic with road closure
B Dewatering
C By-passing
D Shoring
E Compaction testing
F Asphalt patch
G Grassing

EXCLUSION

1 All permits and fees
2 All testing, cleaning and Pre & Post Video of lines.
3 Asphalt milling and overlay
4 Relocating, adjusting or supporting of existing utilities and drainage.

NOTES

1 Payment will be due net 30 days and retainage will be due net 30 days after completion.
2 Not responsible for line and grade of existing pipe
3 Any additional costs due to delays caused by others and unknown obstructions will be negotiated
4 Price is based on dewatering, repairing and restoring of one 20' pit anything beyond this will need to be negotiated.

ALT. BID ITEMS

1	Asphalt milling	1	LS	$5,800.00	$5,800.00
2	1" Asphalt overlay (based on final field measurements)	775	SY	$8.25	$6,393.75

James Dickerson

City of Lake Wales

EMERGENCY REPAIR

Attn: **Mr. Randell Britt - Maintenance Supervisor**
Address: **201 Central Ave West - P.O. Box 1320**
Lake Wales, FL 33859-1320
Office: **863-678-4114**
Email: rbritt@cityoflakewales.com

TV diversified
Proven Solutions for Today...Innovations for the Future

Location: **1ST Ave and Russel Ave**
Date: **Tuesday, February 09, 2016**

Proposal presented in accordance with the City of West Palm Beach City Wide Contract (ITB 13-14-129) For Lift Station Repairs and Rehablitation

Item No.	Description	Unit	Qty	Unit Price	Total Price
	All Labor and Materials provided for Emergency Repair at				
	Manhole 1 & 2 break at 80', Replace 20' x 10" Pipe and Restore				$ 75,000.00
	asphault at 1st Ave and Russel Ave location.				

TOTAL AMOUNT $ 75,000.00

TV Diversified

6397 Shadow Creek Village Circle
Lake Worth, Florida 33467
561.629.7087 Office 561.433.3086 Fax

MEMORANUM

February 23, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Clara VanBlargan, City Clerk/Chief Elections Officer

RE: Approval of Election Workers

SYNOPSIS: It is necessary for the City Commission to approve a list of election workers provided by the Supervisor of Elections to work in the City of Lake Wales Municipal Election on April 5, 2016.

RECOMMENDATION

It is necessary that the City Commission appoint the following list of election workers provided by the Supervisor of Elections to keep the polling place open from 7:00 a.m. to 7:00 p.m. for the Municipal Election on Tuesday, April 5, 2016 at the Municipal Administration Building:

Working:

Patricia “Tish” O. Pike, Precinct Clerk
Susan J. Giacherio, Voter Information Specialist
Lori Hudson, Voter Information Specialist
Marietta K. Burbank, Book Inspector
Doris Powell, Book Inspector
Gabriella Sabree, Book Inspector
Cynthia C. Leeson, Deputy
Robert “Bob” F. Lansford, Voting Equipment Operator

Alternates:

John “Mike” Taft, Voter Information Specialist
Diane C. Eschenburg, Book Inspector
Mildred “Jean” H. Scott, Deputy
William “Bill” A. Rapp, Voting Equipment Operator

BACKGROUND

On February 3, 2004, the City Commission approved the consolidation of 7 polling locations into one (1) polling location in the Municipal Administration Building for City elections only. By consolidating the City Clerk does not have to staff all polling locations. The persons selected by the Supervisor of Elections are registered voters and will receive mandatory training from the Supervisor of Elections prior to Election Day. The alternates will only work on Election Day if needed.

OTHER OPTIONS

None

FISCAL IMPACT

The necessary funds covering the cost of election workers are provided for in the FY2015-2016 Budget.

ATTACHMENTS

None.

MEMORANDUM

February 23, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Sandra D. Davis, Human Resources Director

SUBJECT: Agreement - City of Lake Wales/Police Benevolent Association

SYOPSIS: The City Commission will consider ratifying the Collective Bargaining Agreement between the City and West Central Florida Police Benevolent Association, Inc.

RECOMMENDATION

It is recommended that the City Commission ratify the proposed amendments to the agreement between the City of Lake Wales and the West Central Florida Police Benevolent Association, Inc.

BACKGROUND

On August 20, 2013, the City Commission approved the collective bargaining agreement between the City of Lake Wales and the Police Benevolent Association, Inc. (PBA) for the period October 1, 2009 through September 30, 2014. The general purpose of the agreement is to provide wages, hours, and other conditions of employment for the employees in the police department bargaining unit of which all are sworn officers in the classification of police officer, corporal or sergeant.

Management staff and the Police Department union representatives have reached an agreement for the period October 1, 2014 through September 30, 2017.

NOTE: The amendments are presented to the City Commission for ratification at this time. The changes to the existing agreement are highlighted below:

Proposed Contract Changes

Article 16 Wages

16.1 Effective October 1, 2014 employees shall receive 1% cost of living increase to base annual salary.
Effective October 1, 2015 employees shall receive 1% cost of living increase to base annual salary.
Effective October 1, 2016 “me too” is in the event the city agrees to a cost of living increase, shift premium rate increase, call back pay increase, standby pay increase, or lump sum payments PBA members will receive the same.

16. 3 Step Plan. Employees hired on October 1, 1994, and thereafter shall not be covered by Article 20 (Longevity Pay), but shall be paid in accordance with the Step Plan set forth in Appendix D.1.

20.5 Longevity Pay

DEFINITIONS:

Continuous service: For the purposes of this article continuous service shall mean uninterrupted service of the employee with the City since the last date of hire.

Educational requirement: For the purposes of this article the educational requirement shall be deemed as completion of nine semester hours of college per two year block of service.

Or

Successful completion of one hundred twenty (120) hours of advanced and specialized training per two year block of service at an approved agency as set forth in Appendix E.

The educational requirement for additional steps may be completed during previous steps.

28.1 Tuition Aid

Reimbursement of admission examination, books and/or tuition fees of a maximum of ~~$2,500~~ $1,500 will be provided by the City per employee per fiscal year for degree curricula or specialized training as long as the expense is job related and may include on-line classes. Any costs or fees paid from other sources shall not be reimbursable by the City.

38 Duration of Agreement

38.1 This Agreement shall become effective upon ratification by the bargaining unit members and approval and ratification by the Lake Wales City Commission and shall continue in full force and effect until midnight of September 30, 20~~14~~ 17 with a re-opener anytime after October 1, 2015, but before September 30. 2016 to negotiate and implement Article 16(A) in accordance with Senate Bill 172 2015-039 Laws of Florida. (Premium tax revenue)

FISCAL IMPACT

The cost of living adjustment of one percent (1%) for October 1, 2014 and 15 (this is the same as the general employees and fire department employees received) is budgeted in FY 15’16 budget. There could be a slight increase in step plan costs, because more officers may take advantage of specialized training in lieu of nine credit hours of college.

OTHER OPTIONS
Don’t ratify the contract.

ATTACHMENT

Appendix E: List of approved organizations, institutions and schools

Appendix E

List of Approved Organizations, Institutions, and Schools

Drug Enforcement Administration (DEA)

Federal Bureau of Investigation (FBI)

Federal Law Enforcement Training Center (FLETC)

Florida Department of Law Enforcement (FDLE)

Florida Office of Attorney General

Florida Police Chief's Association (FPCA)

Institute of Police Technology and Management (IPTM)

South Florida State College Criminal Justice (SFSCCJ)

Polk State College

Southern Police Institute (SPI)

Valencia College

Others as approved by the Chief of Police

MEMORANDUM

February 22, 2016

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Kathy Bangley, Director of Planning and Development

RE: Resolution No. 2016-05 – Corrective Resolution

Synopsis: This resolution will correct a scrivener's error in a resolution adopted May 6, 1953.

Recommendation: Adoption of Resolution 2016-05 after reading and public hearing. Notice requirements have been met.

Background: On or about May 5, 1953 the City of Lake Wales passed a resolution closing a portion of Lakeshore Boulevard in the original plat of Lake View Heights. This resolution failed, due to scrivener's error, to recognize that Lot 14 of LAKE WALES HEIGHTS was the subject of a Replat known as COUCH'S RE-SUBDIVISION as recorded in Plat Book 18, at Page 27, of the Public Records of Polk County, Florida.

This oversight has resulted in a potential cloud on title of certain properties.

C.B. Myers III, P.A. is requesting that the City take this action. City Attorney Galloway has prepared the corrective resolution presented for action.

FISCAL IMPACT
There is no direct fiscal impact on the City.

OTHER OPTIONS
None

ATTACHMENTS
Resolution 2016-05

RESOLUTION NO. 2016-05

A RESOLUTION CORRECTING THAT CERTAIN RESOLUTION ADOPTED ON MAY 6, 1953, BY THE CITY OF LAKE WALES AS RECORDED IN DEED BOOK 957, AT PAGE 37, OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA

WHEREAS, the Lake Wales City Council passed the Resolution which is the subject of this corrective Resolution on May 6, 1953; and

WHEREAS, the prior Resolution was titled: RESOLUTION DISCONTINUING AND VACATING THAT PORTION OF THE 50 FOOT STREET CALLED LAKESHORE BOULEVARD LOCATED ON THE NORTH SIDE OF LOTS 12 THROUGH 25 INCLUSIVE IN LAKE WALES HEIGHTS, A SUBDIVISION OF LAKE WALES, FLORIDA; AND LOTS 1 THROUGH 4 INCLUSIVE IN LAKE WALES HILLS, A SUBDIVISION OF LAKE WALES FLORIDA.; and

WHEREAS, the prior Resolution failed, due to a scrivener's error, to recognize that Lot 14 of LAKE WALES HEIGHTS was the subject of a Replat known as COUCH'S RE-SUBDIVISION as recorded in Plat Book 18, at Page 27, of the Public Records of Polk County, Florida, prior to passage of the prior Resolution; and

WHEREAS, the Northerly boundary of the foregoing described Lot 14 of LAKE WALES HEIGHTS is identical to the Northerly boundary of Lot 7 of COUCH'S RE-SUBDIVISION as previously described; and

WHEREAS, Notice of Hearing has been duly published and the City Commission has received input from all interested parties as to the advisability of taking this action and has determined that this corrective Resolution and proposed action will not interfere with any present road system and will not deprive any person of a reasonable means of ingress and egress to his or her premises; and

WHEREAS, this corrective Resolution is a title curative effort which will serve to resolve an issue which is currently an impediment to a title transfer and it is in the interest of the public to assist in such efforts.

NOW THEREFORE, BE IT RESOLVED by the City of Lake Wales that the prior Resolution dated May 6, 1953, is hereby corrected; and

BE IT FURTHER RESOLVED that the City of Lake Wales, by and through its City Commission, does hereby renounce and disclaim any interest of the City of Lake Wales and the public in and to that portion of the previously vacated 50 foot street called Lakeshore Boulevard which lies North of and adjacent to Lot 7 of COUCH'S RE-SUBDIVISION as recorded in Plat Book 18, at Page 27, of the Public Records of Polk County, Florida.

APPROVED and ADOPTED by the City Commission of the City of Lake Wales, Polk County, Florida, this _____ day of February, 2016.

_____
Eugene Fultz, Mayor

Attest:

_____
Clara VanBlargan, CMC, City Clerk

Prepared by:
Albert C. Galloway, Jr.
City Attorney
Albert C. Galloway, Jr., P.A.
P.O. Box 3339
Lake Wales, FL 33859-3339

MEMORANDUM

February 23, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

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

RE: Appointing an alternate member to serve on the Canvassing Board if necessary; designating the City Clerk as the L&A Testing Representative; rescheduling the first Commission meeting in April; and scheduling a date and time for the post-election manual audit.

SYNOPSIS: The City Commission is asked to make approvals regarding Canvassing Board activities.

RECOMMENDATION

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

1. Appoint the City Manager, City Attorney, or a citizen/s to serve as an alternate member on the Canvassing Board to avoid a possible lack of quorum;

2. Designate the City Clerk to represent the Canvassing Board on Tuesday, March 29, 2016 at 4:00 p.m.;

3. Reschedule the first regular Commission meeting in April from Tuesday, April 5 to Monday, April 4 or Wednesday, April 6 so the Canvassing Board may canvass the election on Tuesday, April 5. Meeting time is 6:00 p.m.; and

4. Schedule a date and time for the Canvassing Board to conduct a Post-Election Manual Audit

BACKGROUND

The City Commission serves as the Canvassing Board and has legal responsibilities related to the conduct of the Municipal Election. Because of busy schedules 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.
>
> 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 a resident/s to serve as a member to the Canvassing Board in the absence of the Commission member creating the lack of quorum (Sec. 8-26, Lake Wales Code of Ordinances).

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

It is mandatory that the City Clerk be present at the L&A Testing. The Canvassing Board may 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. A quorum must be present and members must remain until all ballots are tabulated.

It is necessary that the City Commission reschedule its first regular Commission meeting in April from Tuesday, April 5 to Monday, April 4 or Wednesday, April 6 so the Canvassing Board may canvass the election on Tuesday, April 5. Commission meeting time is 6:00 p.m.

Certification of Election & Randomly Select a Race that appears on the Ballot for the purpose of conducting the Post-Election Manual Audit
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.

In accordance with F. S. 101.591, the manual audit must be completed and the results made public no later than 11:59 p.m. on the 7th day following certification of the election and a report be made to the Department of State by the City Clerk within 15 days after completion of the audit. The Canvassing Board will certify the election on Thursday, April 7 at 5pm and must conduct and complete the manual audit no later than 5:00 p.m. on Thursday, April 14.

It is necessary that the Commission set a date and time for the manual audit. The Election Headquarters requested that the event be scheduled between 9 a.m. and 2:00 p.m. on Tuesday, April 12 or Wednesday, April 13. A Quorum must be present.

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

ATTACHMENTS
None

MEMORANDUM

February 23, 2016

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Sandra D. Davis, Human Resources Director

SUBJECT: City Manager Performance Evaluation

SYNOPSIS: Commissioners will discuss the performance evaluation of the City Manager.

On July 19, 2013 the City executed an Employment Agreement with the City Manager. In accordance with Section 3 Paragraph 3.2 of the Agreement states, ″ the City Commission shall evaluate the performance of the City Manager at least once annually no later than 30 days prior to the City Manager's Anniversary Date. Based upon the results of the annual evaluation, the City Commission may, in its sole discretion, grant a salary increase, bonus and/or grant additional benefits to the City Manager effective with his anniversary date.

Performance evaluation forms were completed by the City Commissioners and returned to staff as requested. Evaluation forms completed by the Commissioners are available for review in the Human Resources Department.

Ratings in the various evaluation categories have been compiled in a chart which is provided with this memorandum.

Attachment: Summary of Ratings

CITY MANAGER PERFORMANCE EVALUATION 2/1/15 - 2/1/16

	Fultz	Perez	Thornhill	Howell	Lutton	Average
I. Management of the Organization	5.00	4.00	5.00	3.00	4.00	4.20
II. Execution of Policy	5.00	5.00	5.00	3.00	5.00	4.60
III. Financial Management	6.00	4.00	5.00	6.00	5.00	5.20
IV. Relationship With the Commission	6.00	5.00	5.00	5.00	5.00	5.20
V. Community Relationship	4.00	4.00	2.00	5.00	5.00	4.00
VI. Communication	5.00	4.00	4.00	3.00	5.00	4.20
VII. Leadership	6.00	4.00	5.00	3.00	5.00	4.60
VIII. Professionalism	6.00	4.00	3.00	3.00	6.00	4.40
Overall Rating	5.38	4.25	4.25	3.88	5.00	4.55

0 = Unsatisfactory
1 = Poor
2 = Fair
3 = Good
4 = Very Good
5 = Excellent
6 = Outstanding

City Manager Performance Objectives

Howell

1. Manage all city employees the way you like to be managed.
2. Make sure all directors' style of management is in a professional and people friendly manner to each other and the public. Their style is a reflection of you.
3. Move Lake Wales forward in a positive, progressive, and aggressive fashion.

Lutton

1. Parks and Recreation Master Plan
2. Growing the tenants at Longleaf Business Park

Perez

1. Ensuring an expeditious and fair judgment in selecting a new operations manager.
2. Ensure the budgeting process is met and not to over-run the depot's budget.

Fultz

1. Work on his public image with the general community showing himself to be friendly and more understanding.

2. Take the extra step to always comply with not only the letter of the law, but the spirit of the law.

Thornhill

1. Community relationships – work on being more personable with the public (citizens). Great job with business leaders, but need perception build up with citizens.

2. Professionalism – we need to work on overcoming the community perception of you being unethical concerning public records requests.

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.	2/23/2016
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.	2/23/2016
RECREATION					
New park signage in all City parks	$13,000			New Park signs have been ordered. They will be installed by March 1.	2/23/2016
ADA access and handicap parking installation at the soccer complex.	$30,000		2/29/2016	Work began 1/4/16. Completion date is Feb 29.	2/23/2016
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. Grant application approved by commission on 2/16. Will be submitted in April.	2/22/2016

Relocation of Water/Sewer Lines on HWY 27 near Vanguard	$300,000	10/20/2015		Preconstruction meeting held on 11/12/2015.	2/23/2016
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.	2/23/2016
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.	2/23/2016
Library Statistics (Jan)				Total Circulation Books-by-Mail: 13,851 Total Circulation BookMobile: 3,318 Total In-house circulation: 87,338 Total new borrowers: 537 Total attendance at programs: 5,372 Computer users: 15,110 People Counter: 54,843	2/16/2016
COMPLETED PROJECTS					
Skate Park Improvements	$50,000	7/15/2014	9/30/2015	This project is complete.	2/23/2016
Road Improvements (N Market ST & W. Central Ave.)	$91,253	7/7/2015	8/17/2015	Project is completed.	2/23/2016

Cemetery			4/30/2015	Project complete	2/23/2016
Resurfacing of the Scenic Highway from Mt. Lake Cutoff to Ray Martin Rd.			10/31/2015	This Project is complete.	2/23/2016
Gym Floor Replacement	$68,212	6/2/2015	9/30/2015	Project is Complete. Gym is reopened.	2/23/2016
Electrical system upgrades to event area of Lake Wailes park	$20,000			Project Complete	2/23/2016
Additional exercise stations in Lake Wailes park.	$10,000			Project Complete	2/23/2016

CITY COMMISSION ITEMS - STATUS REPORT

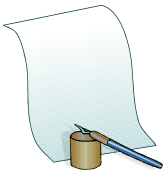
TASK	MEETING DATE	RESPONSIBLE PERSON	REQUEST MADE BY	COMMENTS	DATE OF STATUS

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.	2/23/2016
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.	2/23/2016
Depot Museum	3/2/2015	Kenneth Fields	Thornhill	2 Strategy meetings were held on Feb 6th & Feb 13th to develop a vision, mission statement & goals for the museum.	2/24/2016
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.	2/24/2016
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.	2/24/2016

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 – 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)

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)
(Budget workshops to be scheduled)

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

Canvassing Board Meetings

Tues, March 29th	Pre-election L & A Testing	4:00 p.m.	Election Headquarters
Tues, April 5th	Election Night Ballot Canvassing of Ballots (to be scheduled)		Election Headquarters
Thurs, April 7th	Certification of Election	5:00 p.m.	Commission Chambers
April 12th or 13th	Post-Election Manual Audit (to be scheduled)		Election Headquarters

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 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 12th	9am - 12noon	Body of Christ Workday	Community workday sponsored by the Business, Civic, and Ministry Coalition	Meet at High Point Church	
March 29th - 30th	7am - finish (all day)	FHSAA District Tennis Tournament	High School Girls Tennis tournament	Crystal lake Park Tennis Courts	
April 6th		Warner University workday	Community Service day		
April 9th - 10th	Sat 1pm - 9pm Sun 10-5:30pm	Jewel of the Ridge Jazz Festival	Music concert	Lake Wailes Park	
Monday July 4th	2pm-9pm, Fireworks 915pm	4th of July Celebration	Vendors, music, games and fireworks	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: 2 vacancies

Current Members:	James Boterf, resident	10/04/11 – 07/01/17, 2
	Harold Weigand, resident	06/20/06 – 07/01/17, 4-Final
	Sue Marino, resident	02/02/16 – 07/01/19, P+1
	Vacant, resident	- 07/01/16
	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 four (4) members must reside in the City and three (3) members must either reside in or own real property in the city. (3 year term)

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