CITY COMMISSION
REGULAR MEETING
OFFICIAL AGENDA
April 6, 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. Announcements:
The Mayor will announce the unofficial results of the April 5, 2016 Municipal Election and provide the dates for the upcoming Canvassing Board meetings and the actions to be taken at those meetings.

5.II. Child Abuse Prevention Month; April 2016

Documents: CHILD ABUSE PREVENTION MONTH2.PDF

5.III. Florida Water Professionals Month; April 2016

Documents: FLORIDA WATER PROFESSIONALS MONTH PROCLAMATION FOR 2016 (SAMPLE).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. Approval Of Minutes: March 15, 2016, Regular Meeting

Documents: 2016-03-15REG.PDF

8.II. Special Event Application: FarmShare Event
This is a Special Event Permit Application from the Lake Wales Charter School to host a Farm Share event sponsored by State Representative Mike LaRosa on Saturday April 23 from 6:00 a.m. - 4:00 p.m. The Farm Share event is where produce and other items will be distributed for free.

Documents: AGENDA ITEM FARMSHARE.DOCX, FARM SHARE LAKE WALES SPECIAL EVENT APPLICATION - APRIL 23, 2016.PDF

8.III. Purchase Authorization - CDWG

The City Commission will consider authorizing staff to expend funds for the purchase of network server hardware from CDWG.

Documents: MEMO_FL_CDWG.PDF, SERVER-QUOTES.PDF

8.IV. Lift Station Panel Replacement

Staff request commission approval for the purchase to upgrade 11 outdated lift stations panels from Data Flow Systems in the amount of $75,075.00.

Documents: MEMO LIFT STATION PANEL UPGRADES 2016.PDF, DATA FLOW PANEL UPGRADE QUOTE.PDF

8.V. Lift Station Pump Replacement

Staff requests commission approval to purchase replacement pumps for lift stations 4, 15, 20, 26, 27, 30, 31, 34, 36, 37, 38 and 39 from Barney's Pumps, the local sole source supplier.

Documents: MEMO PUMP REPLACEMENT 2016.PDF, PUMP REPLACEMENT QUOTE 2016.PDF

8.VI. Preliminary Financial Statements 2/29/2016

The preliminary financial statements report revenues received and expenditures made through the end of February 29, 2016.

Documents: 001 - AGENDA -COMMISSION FINANCIALS - FEB 2016.DOCX, 002 - COMMISSION FINANCIALS FEB 2016.PDF

9. OLD BUSINESS

9.I. Ordinance 2016 –04 Annexation – 2nd Reading And Public Hearing Wheeler Properties LLC – Waverly Village

Ordinance 2016-04 proposes the annexation of approximately 16.2 acres located north of CF Kinney Road and west of Scenic Highway (SR17).

Documents: CC MEMO 2ND R AND PUBLIC HEARING ANNEXATION.PDF, ORDINANCE 2016-04 WAVERLY VILLAGE.PDF, ORD 2016-04 ATTACHMENT A.PDF

10. NEW BUSINESS

10.I. Ordinance D2016-02, CPA/Zoning: 1st Reading And Public Hearing, Wheeler Properties LLC – Waverly Village, North Of CF Kinney, West Of Scenic Highway (SR17) And South Of Lake Annie.

The proposed amendment will designate land use and zoning for approximately 16.2 acres of property north of CF Kinney Road, west of Scenic Highway (SR17) and south of Lake Annie.

Documents: WAVERLY VILLAGE - CPA 1ST R AND PH 04.2016.PDF, ORD D2016-02 - WAVERLY VILLAGE.PDF, ATTACHMENT A - WHEELER PROPERTIES LLC.PDF

10.II. Waverly Village PDP – Master Plan Approval

JSK Consultants, agent for Wheeler Properties LLC is seeking approval of a Master Plan for a residential Planned Development Project (PDP) on 291 acres in northern area of the city limits. The property is located north of C.F. Kinney Road and west of Scenic Highway.

Documents: WAVERLY VILLAGE - PDP MASTER PLAN PH.PDF

10.III. Purchase Authorization - Florida Midland Railroad

The City Commission will consider authorizing staff to expend funds for the repair of the Central Avenue railroad crossing and portions of the surrounding street

Documents: MEMO_FL_MIDLAND.PDF, 625481Y-SURFACEESTIMATE.PDF

10.IV. Ordinance 2016 - 05, FY15'16 Budget Amendment #2, 1st Reading

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

Documents: 001 - MEMO - BUDGET AMENDMENT FY 15-16 - NO 2.PDF, 002 - BUDGET AMENDMENT - ORDINANCE 2016-05.PDF, 003 - EXHIBIT A.PDF, 003 - EXHIBIT B.PDF, 005 - EXHIBIT C.PDF

11. CITY MANAGER

11.I. TRACKING REPORT

Documents: TRACKING.PDF

11.II. City Commission Meeting Calendar

Documents: CITY COMMISSION MEETING CALENDAR, 4-6-16.PDF

11.III. Other Meetings & Events Calendar

Documents: OTHER MEETINGS AND EVENTS CALENDAR.PDF

11.IV. Information: Boards, Commissions, Committees

Documents: BOARD INFORMATION 3-6-16.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.

PROCLAMATION

WHEREAS, Polk County is home to over 141,716 children that deserve to live and grow in healthy, safe, and nurturing environments, free from threats of violence and harm; and Florida's future prosperity depends on nurturing the healthy development of over 4 million children currently living, growing and learning within our many diverse communities; and

WHEREAS, research shows that safe and nurturing relationships and stimulating and stable environments improve brain development and child well being, while neglectful or abusive experiences and unstable or stressful environments increase the odds of poor childhood outcomes; and

WHEREAS, research shows that parents and caregivers who have social networks and know how to seek help in times of trouble are more resilient and better able to provide safe environments and nurturing experiences for their children; and

WHEREAS, during the month of April, public and private agencies, educators, child advocates and community residents will be working together to positively impact the lives of children and families through education and awareness; and

WHEREAS, Prevent Child Abuse Florida's Pinwheels for Prevention® campaign engages public and private sector agencies, early learning professionals, businesses, advocates for children and youth, and residents throughout the state in activities promoting awareness and understanding of healthy child development, positive parenting practices and the types of concrete support families need within their communities because prevention remains the best defense for our children.

NOW THEREFORE, I, Eugene Fultz, by virtue of the authority vested in me as Mayor of the City of Lake Wales, in the State of Florida, do hereby proclaim April 2016 as

CHILD ABUSE PREVENTION MONTH

and, urge all citizens to work together to help reduce child abuse and neglect and assure every child is valued, nurtured, and experiences success.

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 6th Day of April 2016.

_____

Eugene Fultz, Mayor

PROCLAMATION

WHEREAS, the Florida Water & Pollution Control Operators Association is a statewide organization composed of water industry professionals who dedicate themselves to the production and distribution of safe drinking water, as well as the proper collection, treatment, reuse, and disposal of wastewater and stormwater; and

WHEREAS, this organization is committed to protecting the health of Florida's citizens and our state's natural resources, and supports the training, certification, and licensing of water industry personnel as a means to achieve these goals; and

WHEREAS, this organization, in recognizing the importance of the Florida Statutes and Administrative Code that regulate the water industry, acts as liaison between the Florida Department of Environmental Protection and industry personnel; and

WHEREAS, each year the Florida Water & Pollution Control Operators Association recognizes all those who have played a significant part in operating and maintaining drinking water, wastewater, and stormwater systems in Florida by celebrating *Florida Water Professionals Month*, which applauds their constant efforts to protect our health and environment.

NOW, THEREFORE, I Eugene Fultz, by virtue of the authority vested in me as Mayor of the City of Lake Wales, in the State of Florida, do hereby declare the month of April 2016 as

Florida Water Professionals Month

and ask our citizens to join us in thanking all water and wastewater professional staff for their hard work and dedication to preserving Florida's water resources.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Lake Wales, Polk County, Florida, to be affixed this 6th day of April 2016.

_____

Mayor/Commissioner

The meeting of the Lake Wales City Commission was held on March 15, 2016 in the Commission Chambers at the Municipal Administration Building. The meeting was called to order by Mayor Eugene Fultz at approximately 6:00p.m. following the Invocation and the Pledge of Allegiance.

INVOCATION

The invocation was given by Dr. Jim Moyer.

PLEDGE OF ALLEGIANCE

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

COMMISSIONERS ABSENT: None

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

5. MAYOR

Agenda Item 5.I. 2015 DEP Southwest District Plant Operations Excellence Award

The Mayor presented the 2015 DEP Southwest District Plant Operations Excellence Award to Holly Britt, Chief Water Operator; Ronnie Atmore, Meter Reader Supervisor; and Jose Perez, Water Maintenance Supervisor who were all present to accept.

6. PRESENTATION/REPORT

Agenda Item 6.I. Presentation: Candy Canes for Kids

Steve Elias with Envisors made a presentation to the Commission regarding the Candy Canes for Kids program they sponsored over the holidays.

Agenda Item 6.II. Presentation: EDC Quarterly Evaluation Report On The Progress Of Economic Development Programs & Activities - Presentation By Kevin Kieft, President/CEO Of Chamber Of Commerce

Kevin Kieft, President/CEO of Chamber Of Commerce, gave a presentation on the progress of economic development programs and activities for the past quarter. He distributed a copy of the EDC Quarterly Evaluation Report to the Commission and to the City Clerk for the record.

7. COMMUNICATIONS AND PETITIONS

Peggy Hawkins, representing the VFW Post 2420, announced upcoming events the VFW is sponsoring, which included a St. Patrick Day Dinner on March 17 at the VFW and an Easter Egg Hunt at Lake Wailes Park on March 26 that she requested donations for.

8. CONSENT AGENDA

Agenda Item 8.1. APPROVAL OF MINUTES: February 19, 2016 Special Meeting

DRAFT

Agenda Item 8.II. APPROVAL OF MINUTES: March 1, 2016 Regular Meeting

Agenda Item 8.III. Grant Application: FDOT For Laptops And New Server

[Begin Agenda Memo]

SYNOPSIS

This grant application requests funding from FDOT in the amount of $65,558.50 for 30 new laptops and a server for Police vehicles in order to improve an e-citation program where citations are submitted electronically.

RECOMMENDATION

Staff recommends approval of a grant application to the Florida Department of Transportation, Florida Traffic Records Information Systems for $65558.50 to fund the purchase of 30 new laptops, a server and related equipment, for police vehicles. Staff also recommends authorizing City Manager Kenneth Fields to sign the application and all relevant grant documents.

BACKGROUND

For Federal Fiscal Year (FFY) 2017, the Florida Department of Transportation (FDOT) is seeking grant proposals which align with priorities established by Florida's Traffic Records Coordinating Committee (TRCC) for improving specific state traffic records systems. To accomplish this vision, the TRCC is committed to maximizing the efficiency and effectiveness of traffic records, data resources, collection, analysis, and reporting.

This grant application seeks to achieve these goals by improving the speed and accuracy of how crash and citation reports are submitted to the Clerk of Courts electronically. This project will improve the data quality of traffic records data. Newer, more up to date, efficient laptops and a server for TraCS will allow for faster and more efficient traffic records. This will allow for records to be completed more quickly, accurately and securely.

OTHER OPTIONS

Do not apply for the grant.

FISCAL IMPACT

Cost of a laptop is approximately $1,100 each, the server is $15,000. Replacement and repair costs will be borne by the city.

[End Agenda Memo]

Agenda Item 8.IV. Resolution 2016-07, Financial Advisory Services

[Begin Agenda Memo]

SYNOPSIS

The City Commission will consider approving Resolution 2016-07, Financial Advisory Service Agreement with Public Financial Management, Inc.

DRAFT

STAFF RECOMMENDATION

1. Approve Resolution 2016-07, authorizing an agreement between the City of Lake Wales and Public Financial Management, Inc. for financial advisory services.

2. Authorize the City Manager to execute the agreement.

BACKGROUND

On January 14, 2016, the City issued a request for proposal for financial advisory services (RFP#16-406). Two companies, Public Financial Management, Inc. and FirstSouthwest, submitted proposals. A selection committee selected Public Financial Management, Inc. for recommendation to provide financial advisory services to the City.

The attached financial advisory agreement is for a three (3) year term with the option to renew for two (2) additional one year periods, unless canceled in writing by either party upon thirty (30) days written notice to the other party.

PFM shall provide, upon request of the Client, services related to financial planning, budget and strategic advice and planning, policy development and services related to debt issuance.

FISCAL IMPACT

For services related to financial planning, policy development and financial analysis, PFM shall receive hourly rates as listed below. Fees for support staff are included in the hourly rates for professionals. Services will be billed monthly.

Experience Level	**Hourly Rate**
Managing Director	$190
Director	$190
Senior Managing Consultant	$190
Senior Analyst	$180
Analyst	$180
Administrative	$125

For services related to the issuance of For General Obligation Bonds, Revenue Bonds and Taxable Bonds, PFM will be paid

Bond Size	**Incremental Fee per $1,000**
Up to 20,000,000	$0.95
20,000,001 to 40,000,000	$0.80
Over 40,000,001	$0.65

Minimum $17,500

For services related to the issuance of Bank Loans or LOC

Minimum fee for bank loan or LOC	$15,000
Maximum fee for bank loan or LOC	$30,000

DRAFT

Reimbursable Expenses

In addition to fees for services, PFM will be reimbursed the lesser amount of not to exceed $750 per issue, or actual costs for necessary, reasonable, and documented out-of-pocket expenses incurred, including travel, meals, lodging, telephone, mail, and other ordinary cost and any actual extraordinary cost for graphics, printing, data processing and computer time which are incurred by PFM. Appropriate documentation will be provided.

Special Services

Special Services will be subject to separate, mutually acceptable fee structures.

[End Agenda Memo]

Agenda Item 8.V. Second Extension Of Time – Approval Of Preliminary PDP Plan - Leoma's Landing – North Side Of Chalet Suzanne Road

[Begin Agenda Memo]

SYNOPSIS

This project is not ready to move towards construction. Metro Development Group, developer, is seeking an extension to the PDP approval as required by code.

RECOMMENDATION

Approval of an additional one-year extension of time on the preliminary planned development project (PDP) plan approval for Leoma's Landing, as shown on the plan titled Leoma's Landing PDP Modification, dated 7/15/2014, and first extended on June 16, 2015 by a unanimous vote by Commission. The Developer is asking for this extension to commence upon expiration of the previous one.

BACKGROUND

Metro Development Group has requested a one-year extension on the referenced project, originally approved by City Commission May 20, 2014. An extension was requested by the developer due to market conditions on May 17, 2015 and was granted by Commission June 16, 2015. The first extension will expire one year from the date of approval. According to the developer's letter of request, current market conditions are still unfavorable.

There have been no significant changes in the ordinances pertaining to the type of development proposed or in the conditions of the neighborhood.

A reduced copy of the plan and the conditions of approval are attached for your information. Any change in the plan or conditions would require public hearings for an amendment of the preliminary PDP approval. No changes have been proposed or recommended.

OTHER OPTIONS

Decline to extend the approval. If Metro Development Group wishes to proceed with the project, a new PDP plan approval would be required.

DRAFT

[End Agenda Memo]

Commissioner Howell made a motion to approve the Consent Agenda. Deputy Mayor Thornhill seconded the motion.

By Voice Vote:

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

The motion carried 5-0.

9. OLD BUSINESS

Agenda Item 9.I. Ordinance D2016-01, CPA/Zoning: 2nd Reading and Public Hearing American Garden Perlite Property – 31 Airport Road

[Begin Agenda Memo]

SYNOPSIS

The proposed amendment will designate land use and zoning for approximately 10.62 acres of property located at 31 Airport Road.

RECOMMENDATION

Staff recommends adoption of Ordinance D2016-01.

In January the Commission accepted Ordinance D2016-01 upon first reading and public hearing for the proposed amendments to the Future Land Use and Zoning Maps for the American Perlite LLC property as set forth below:

> 10.62 acres located at 31 Airport Road, Lake Wales, FL
> Polk County Future Land Use Map designation BPC-2 – Business Park Center-2 to City of Lake Wales Future Land Use Map designation I – Industrial and City of Lake Wales Zoning map designation I-2 Industrial Infill.

Ordinance D2016-01 was transmitted to the State Land Planning Agency for review after first reading. The agency completed its review. No objections or comments were received from the State Land Planning Agency. The Southwest Florida Water Management District did offer some technical assistance comments for consideration. However, they appear to be geared toward an initial development of the site and this site has an existing building that is going to be reused. The ordinance is ready for adoption.

Staff recommends that the City Commission adopt, following second reading and public hearing of Ordinance D2016-01.

Notice requirements for a public hearing have been met.

DRAFT

The Planning and Zoning Board held a public hearing on December 9, 2015 and voted unanimously to recommend a change in land use designation on the subject property from Polk County Future Land Use designation BPC-2 Business Park Center-2 to City of Lake Wales Future Land Use designation of I-Industrial.

BACKGROUND

The ordinance proposes land use designation changes for approximately 10.62 acres of property located at 31 Airport Road and owned by American Garden Perlite, LLC. The property was annexed into the city by Ordinance 2015-15.

See Attachment A to the ordinance for location and land use designations.

Surrounding land use designations:

North: County – IND Industrial
South: City – IND Industrial and CON Conservation
East: County – BPC-2 Business Park Center
West: County BPC-2 Business Park Center

Proposed development impact:

The owner intends to redevelop the existing facility and will connect to city utilities when they become available.

[End Agenda Memo]

City Clerk Clara VanBlargan read Ordinance D2016-01 by title only:

(CPA/Zoning American Garden Perlite – 10.62 Acres – 31 Airport Road)

AN ORDINANCE OF THE CITY OF LAKE WALES, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE COMPREHENSIVE PLAN AND THE ZONING MAP TO CHANGE THE LAND USE DESIGNATION ON 10.62 ACRES OF LAND LOCATED ON AIRPORT ROAD FROM POLK COUNTY DESIGNATION BPC-2 - BUSINESS PARK CENTER-2 TO CITY OF LAKE WALES FUTURE LAND USE DESIGNATION I – INDUSTRIAL AND ZONING DESIGNATION I-2 – INDUSTRIAL INFILL DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE.

Kathy Bangley, Planning & Development Director, reviewed Agenda Item 9.1.

OPENED PUBLIC HEARING

There were no comments made by the public.

CLOSED PUBLIC HEARING

Deputy Mayor Thornhill made a motion to adopt Ordinance D2016-01 after second reading and public hearing. Commissioner Howell seconded the motion.

DRAFT

By Roll Call Vote:

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

The motion carried 5-0.

Ms. Bangley said the company's contractor has registered with the City to begin the renovation of the facility so we will be seeing new jobs created at the facility within the next year. Mr. Fields said they also have a "for hire" sign posted on the property.

10. NEW BUSINESS

Agenda Item 10.I. Ordinance 2016 –04 Annexation – 1st Reading Wheeler Properties LLC – Waverly Village

[Begin Agenda Memo]

SYNOPSIS

Ordinance 2016-04 proposes the annexation of approximately 16.2 acres located north of CF Kinney Road and west of Scenic Highway (SR17).

RECOMMENDATION

Staff recommends approval on first reading of Ordinance 2016-04, providing for the annexation of approximately 16.2 acres owned by Wheeler Properties LLC and located north of CF Kinney Road and west of Scenic Highway (SR 17).

A recommendation from the Planning and Zoning Board is not required for an annexation ordinance. No public hearing is required for the first reading of an annexation ordinance. Upon approval of first reading, a public hearing will be advertised for the next regular City Commission meeting.

BACKGROUND

The property is adjacent to approximately 275 acres that were annexed in to the City in 2007. The additional 16.2 acres will become part of a 291 acre planned development project (PDP) that is being prepared by JSK Consultants for the land owner.

Surrounding land uses:
North: County – RL-4 Residential Low-4
South: County – RL-1 Residential Low-1 and City LDR Low Density Residential
East: County – A/RR Agricultural/Rural Residential and City LDR Low Density Residential
West: County – RL-4 Residential Low-4

OTHER OPTIONS

DRAFT

Decline to annex the property.

FISCAL IMPACT

The annexation will add to the City's tax roll.

[End Agenda Memo]

City Clerk Clara VanBlargan read Ordinance 2016-04 by title only:

(Annexation – Wheeler Farms, Inc. Waverly Village – North of C.F. Kinney Road and west of Scenic Hwy.)

AN ORDINANCE PROVIDING FOR THE ANNEXATION OF APPROXIMATELY 16.19 ACRES OF TERRITORY, CONTIGUOUS TO THE INCORPORATED TERRITORY OF THE CITY OF LAKE WALES, SHOWN ON "ATTACHMENT A" AND SPECIFICALLY DESCRIBED HEREIN; GIVING THE CITY OF LAKE WALES JURISDICTION OVER THE LAND ANNEXED; PROVIDING FOR TAXATION OF THE TERRITORY ANNEXED; AND PROVIDING FOR AN EFFECTIVE DATE.

Kathy Bangley, Planning & Development Director, reviewed Agenda Item 10.1 and said this 16.19 acres is being added to about 275 acres that was annexed into the City in 2007. A PDP master plan will come before the Commission sometime in April for review for a residential PDP which consists of approximately 800 units.

Commissioner Perez asked how annexations are initiated in the City. Ms. Bangley explained that property owners approach the City requesting to be annexed, which is called a voluntary annexation.

Commissioner Howell asked if the City ever goes out and seeks annexation and Ms. Bangley explained that requires a different process, which is called an involuntary annexation and the law allows for it.

Mr. Fields said the City will not provide utility services to properties unless the property owner signs a binding voluntary annexation agreement with the City. Even if we can't annex the property immediately because it is not already contiguous to the City we can annex the property at which time it does become contiguous to the City because we provided utility services to them. This will be a voluntary annexation. The availability of utility services is a very large incentive for annexation.

Commissioner Howell made a motion to approve Ordinance 2016-04 after first reading. Deputy Mayor Thornhill seconded the motion.

By Roll Call Vote:

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

The motion carried 5-0.

DRAFT

Agenda Item 10.II. Resolution 2016-08, S.R. 60 Utilities Extension Project Route Analysis And Memorandum

[Begin Agenda Memo]

SYNOPSIS

Resolution 2016-08 is for the purpose of authorizing property acquisition associated with the first phase of the Project. It provides for the westward extension of potable water and sanitary sewer lines to a site in unincorporated Polk County that has not been precisely determined for the S.R. 60 Interconnection Facility. In general, the site will be near the intersection of S.R. 60 and the CSX Railroad Line. Phase One provides for the utility extension to proceed only to the intersection of S.R. 60 and North Acuff Road. The extended utility lines will be available to serve properties in the vicinity. In approving the Resolution, there are five factors that must be considered as explained below.

STAFF RECOMMENDATION

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

1. Approve Resolution 2016-08 after reviewing the relevant factors set forth below. The ranking of the alternatives for this proposed project is Route A first, Route B second. It is the Utility staffs' recommendation that Route A be selected.

2. Authorize staff to proceed with the necessary easement acquisition through the City's power of eminent domain.

BACKGROUND:

In a court-approved stipulated settlement agreement dated May 18, 2007 (the "Settlement Agreement"), the City of Lake Wales, Florida (hereinafter "Lake Wales" or "City") and the City of Winter Haven, Florida ("Winter Haven") (collectively, the "Cities") agreed to an updated utilities territorial service area to depict the exclusive water, wastewater and reclaimed water service area for each city. Further, the Cities, in an effort to address possible inadequate water flow in their respective systems, provided for four interconnection facility locations.

The Settlement Agreement provided for the first interconnection facility to be constructed at the Lake Ashton subdivision. The Lake Ashton Interconnection has been made and a second interconnection facility is now planned for a location in unincorporated Polk County west of the City near the intersection of S.R. 60 and the CSX Railroad Line. The interconnection facility at this location, though not specifically located, has been designated as the S.R. 60 Interconnection Facility.

The Settlement Agreement requires the Cities to acquire the easements that are necessary for the extension of their respective water lines to an interconnect facility. It is expected that private properties in the vicinity of the extended lines can be served. In addition, the City Utility Department staff, with the concurrence of the City Manager, has determined that it would be prudent, cost effective and in the public interest to extend sanitary sewer lines within the easements so that those properties in the vicinity of the extended sewer lines can be served.

In furtherance of the obligations imposed by the Settlement Agreement and the desire to provide expanded water and sewer service, the City contracted with the engineering firm of Kimley-Horn Associates, Inc. to provide construction plans for the S.R. 60 Utility Extension Project. The construction plans were completed in September 2015.

DRAFT

It is anticipated that a State Revolving Fund Loan will be available for funding an initial phase of the project that will extend water and sanitary sewer lines westerly to the intersection of S.R. 60 and North Acuff Road. Properties served by the extension will be subject to appropriate utility charges.

In approving the Resolution and establishing the public necessity of the first phase of the S.R. 60 Utilities Extension Project, there are five factors the Commission must consider. The five factors are: 1) alternative alignments; 2) long range planning; 3) safety considerations; 4) environmental considerations; and 5) cost considerations. The five factors are discussed in detail below.

A. Alternative Alignments

1. Route A consists of routing the proposed force main (FM) from the WWTF and the water main (WM) from Mulberry Street westward through the "Lightsey Easement" to the airport property. The FM and WM would then continue north and west through the airport property eventually out to SR 60 at Airport Road. The FM and WM would then continue west along SR 60 to a terminal point near SR 60 West and Acuff Road.

   Benefits – The following are benefits for Alternative A.

   - The route will avoid construction along SR 60 which is congested and has limited ROW.
   - No additional easements required from Mulberry St. to the airport.

   Detriments – The following are detriments for Alternative A.

   - May still require utility and/or construction easements for the airport property and along SR 60 W from the airport to Acuff Road.
   - Route is approximately 0.25 miles longer than alternative B.
   - Will require additional FM and WM along SR 60 W to serve existing and future customers between the Airport Road and Henry Street.

   Easements - The following easements may be required for alternative A.

   - Utility easement through the airport property
   - Additional utility and construction easements may be needed based on the final survey and design.

2. Route B consists of routing the proposed FM from the WWTF northward along Henry Street to SR 60. The FM would then continue west along SR 60 to a terminal point at SR 60 w and Acuff Road. The proposed routing for the WM would be connect on Mulberry Street continue west on SR 60 W on the south side of the highway turning south on Airport Road and continuing west on SR 60 W to Acuff Road.

   Benefits – The following are benefits for alternative B.

   - This route is approximately 0.75 miles shorter than Alternative A.
   - Provides water service to customers along SR 60 W from Henry Street to Airport Road.

   Detriments – The following are detriments for alternative B.

   - May require utility and/or construction easements from Henry Street to Godwin Road (survey required)
   - May require horizontal directional drill construction along SR 60 W from Henry Street to Acuff Road.
   - Will require a service to connect the airport.

   Easements - The following easements may be required for alternative B.

DRAFT

- Utility easement through the airport property
- Additional utility and construction easements may be needed based on the final design.

B. Long Range Planning

The existing customers along the proposed route are currently serviced by septic tank and drain fields and private wells. The extension of the sewer force main and water main will provide a reliable method of sewage disposal and potable drinking water. Older drain fields can be unreliable when not tested and cleaned adequately and they can be problematical during seasonally wet times of the year when the water table is high. There is a new gravity collection area designed within the airport. The gravity system is designed so that the National Guard Armory, the FBO building, and a mobile home facility can easily eliminate their septic tank and drain fields and connect to the new system. These three facilities will immediately tie into the new system and eliminate their septic drain fields. An estimate of 6 additional facilities will eliminate their septic drain field in the future as more businesses connect to the new system.

By extending the existing sewer force main and water main to the edge of the City's service area, the City can eliminate dependence, as much as possible on private septic tanks and drain fields and private wells for existing and new customers.

C. Safety Considerations

Safety, other than construction safety, is usually not a major concern for pipe line installations. However, any time that a pipe line is constructed in the right of way or close to the roadway there may be a need for road closure and a work safety zone that could put workers or the public at some risk. The same is true with regard to future repairs.

1. Route A – This route is considered excellent for safety because construction will be substantially performed through easement locations that are further distant from existing streets and roadways and therefore away from the general public.

2. Route B – This route is designated as poor for safety because of the amount of construction within the public right of way, the limited amount of usable space in the right of way, and its proximity to the street.

D. Environmental Considerations

1. Route A – This route is considered excellent for environmental considerations. This route is considered excellent because no wetlands would be impacted by the utilization of this route.

3. Route B – This route is considered excellent for environmental considerations. This route is considered excellent because no wetlands would be impacted by the utilization of this route.

E. Cost Considerations

Opinion of Probable Cost of Construction-Sewer Main

DRAFT

CITY OF LAKE WALES

S.R. 60 Westerly Expansion - PRELIMINARY CONSTRUCTION COST ESTIMATE - 100% PLANS

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
KIMLEY-HORN AND ASSOCIATES, INC.
116 SOUTH KENTUCKY AVENUE, LAKELAND, FL 33813
OFFICE 863-701-8702 FAX 863-701-9832

Engineers Project Number: 046149024 — 9/29/2015

CONTRACTOR'S PROPOSAL FORM

Item No.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
	I. Underground Utilities				
1050 11222	3" Sewer Force Main PVC	6,527	LF	$22.44	$146,428.76
1051 11223	6" Sewer Force Main PVC	6,010	LF	$60.44	$363,246.97
1052 11224	8" Sewer Force Main PVC	8,842	LF	$46.90	$414,674.91
1053 11224	12" Sewer Force Main PVC	6,478	LF	$46.90	$303,831.80
1050 11224	8" Gravity Sewer PVC	1,394	LF	$46.90	$65,356.49
0555 12	Directional Bore 3" Sewer	1,924	LF	$43.00	$82,714.80
0555 12	Directional Bore 6" Sewer	100	LF	$44.00	$4,389.00
0555 12	Directional Bore 8" Sewer	1,082	LF	$45.00	$48,667.50
0555 12	Directional Bore 12" Sewer	1,924	LF	$46.00	$88,485.60
1050 11322	3" Sewer Force Main HDPE	1,924	LF	$48.50	$93,294.60
1050 11323	6" Sewer Force Main HDPE	100	LF	$48.50	$4,837.88
1050 11324	8" Sewer Force Main HDPE	1,082	LF	$48.50	$52,452.75
1050 11324	12" Sewer Force Main HDPE	1,924	LF	$48.50	$93,294.60
0556 14	8" Jack & Bore Sewer	421	LF	$191.38	$80,580.55
1050 11514	16" Steel Sleeve (16" Sleeve)	421	LF	$60.00	$25,263.00
1080 11404	12" Gate Valves	14	EA	$2,527.90	$35,390.60
1080 11404	8" Gate Valves	41	EA	$2,527.90	$103,643.90
1081 11204	3" Gate Valves	14	EA	$1,143.81	$16,013.34
0425 2 41	Gravity Sewer Manholes	10	EA	$2,992.96	$29,929.60
1080 11406	2" Air Release Assembly Sewer	7	EA	$4,675.22	$32,726.54
1080 11409	Mech Joint Restraints 8" Sewer	100	EA	$266.44	$26,644.00
1080 11403	Tapping Sleeve and Valve 8" Sewer	1	EA	$5,337.90	$5,337.90
	Fiberglass Lift Station	1	EA	$50,000.00	$50,000.00
1501 1	Lift Station Sanitary Sewer	1	EA	$350,000.00	$350,000.00
	SUBTOTAL				$2,517,205.08
	II. Miscellaneous (some costs are reduced because they are shared with the water line construction)				
0104 10 3	Silt Fence	14,000	LF	$1.30	$18,200.00
0110 1 1	Clearing & Grubbing & Right of Way Restoration	7.5	AC	$10,767.06	$80,752.95
0102 1	Maintenance of Traffic (MOT)	40	DY	$534.67	$21,386.80
0550 10228	Fence Restoration	3,500	LF	$15.63	$54,705.00
0522 2	Side Walk Restoration (to nearest joint)	100	SY	$44.12	$4,412.00
0700 1 50	Sign Relocation/Replacement/	18	AS	$136.45	$2,456.10
0101 1	Mobilization (includes bonds and insurance)	1	LS	$104,111.15	$104,111.15
	Easements	1	LS	$50,455.39	$50,455.39
	Dewatering (costs depend on time of construction and water level)	1	LS	$75,000.00	$75,000.00
	SUBTOTAL				$411,479.39
	III. Planning/Design/Construction Phase (some costs are reduced because they are shared with the water line)				
	As-Built Survey, Easement Legal Descriptions and Sketch	1	LS	$35,000.00	$35,000.00
	Construction Testing & Staking	1	LS	$30,000.00	$30,000.00
	Engineering Construction Management	1	LS	$62,500.00	$62,500.00
	Planning	1	LS	$28,691.50	$28,691.50
	Survey and Design	1	LS	$177,195.65	$177,195.65
	SUBTOTAL				$333,387.15
	IV. Eligible Land (some costs are reduced because they are shared with the water line)				
	Easements	1	LS	$50,455.39	$50,455.39
	SUBTOTAL				$50,455.39
	V. Special Studies (SUE and Natural Resourse) (some costs are reduced because they are shared with the water line)				
	Reports	1	LS	$20,124.00	$20,124.00
	SUBTOTAL				$20,124.00

I Underground Utilities	$2,517,205.08
II Miscellaneous	$411,479.39
III Planning	$333,387.15
IV Eligible Land	$50,455.39
V Special Studies	$20,124.00
TOTAL:	$3,332,651.01
10% contingency for Sections I and II GRAND	$292,868.45
TOTAL INCLUDING CONTIGENCY	$3,625,519.45

The Consultant has no control of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to the Consultant at this time and represent only the Consultant's judgement as a design professional familiar with the construction industry. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Opinion of Probable Cost of Construction-Water main

DRAFT

CITY OF LAKE WALES

S.R. 60 Westerly Expansion - PRELIMINARY CONSTRUCTION COST ESTIMATE - 100% PLANS

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

KIMLEY-HORN AND ASSOCIATES, INC.
116 SOUTH KENTUCKY AVENUE, LAKELAND, FL 33813
OFFICE 863-701-8702 FAX 863-701-9832

Engineers Project Number: 046149024 — 9/29/2015

CONTRACTOR'S PROPOSAL FORM

Item No.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
	I. Underground Utilities				
1050 11224	12" Water Main PVC	22,300	LF	$46.90	$1,045,870.00
1051 11224	10" Water Main PVC	300	LF	$43.90	$13,170.00
1050 11223	6" Water Main PVC	50	LF	$60.44	$3,022.00
1050 11324	12" Water Main HDPE	3,100	LF	$48.50	$150,350.00
1051 11324	10" Water Main HDPE	268	LF	$102.58	$27,491.44
1080 11404	12" Gate Valve	50	EA	$2,527.90	$126,395.00
1080 11404	10" Gate Valve	2	EA	$2,527.90	$5,055.80
1080 11304	6" Gate Valve	1	EA	$1,058.62	$1,058.62
0555 13	Directional Bore 10" Water	268	LF	$46.00	$12,328.00
0555 13	Directional Bore 12" Water	3,100	LF	$46.00	$142,600.00
0556 15	12" Jack & Bore Water	320	LF	$323.75	$103,600.00
1050 11515	24" Steel Sleeve	320	LF	$473.62	$151,558.40
1080 11405	Blowoff Valve 12" Water	1	EA	$2,455.39	$2,455.39
1080 11406	Air Release Assembly 12" Water	12	EA	$4,675.22	$56,102.64
1080 11409	Mech Joint Restraints 12" Water	100	EA	$266.44	$26,644.00
1080 11403	Tapping sleeve and valve 12" Water	1	EA	$5,337.90	$5,337.90
	SUBTOTAL				$1,873,039.19
	II. Miscellaneous (some costs are reduced because they are shared with the sewer line construction)				
0104 10 3	Silt Fence	14,000	LF	$1.30	$18,200.00
0110 1 1	Clearing & Grubbing & Right of Way Restoration	7.5	AC	$10,767.06	$80,752.95
0102 1	Maintenance of Traffic (MOT)	40	DY	$534.67	$21,386.80
0550 10228	Fence Restoration	3,500	LF	$15.63	$54,705.00
0522 2	Side Walk Restoration (to nearest joint)	100	SY	$44.12	$4,412.00
0700 1 50	Sign Relocation/Replacement/	18	AS	$136.45	$2,456.10
0101 1	Mobilization (includes bonds and insurance)	1	LS	$104,111.15	$104,111.15
	Easements	1	LS	$50,455.39	$50,455.39
	Dewatering (costs depend on time of construction and water level)	1	LS	$75,000.00	$75,000.00
	SUBTOTAL				$411,479.39
	III. Planning/Design/Construction Phase (some costs are reduced because they are shared with the sewer line)				
	As-Built Survey, Easement Legal Descriptions and Sketch	1	LS	$35,000.00	$35,000.00
	Construction Testing & Staking	1	LS	$30,000.00	$30,000.00
	Engineering Construction Management	1	LS	$62,500.00	$62,500.00
	Planning	1	LS	$28,691.50	$28,691.50
	Survey and Design	1	LS	$177,195.65	$177,195.65
	SUBTOTAL				$333,387.15
	IV. Eligible Land (some costs are reduced because they are shared with the sewer line)				
	Easements	1	LS	$50,455.39	$50,455.39
	SUBTOTAL				$50,455.39
	V. Special Studies (SUE and Natural Resourse) (some costs are reduced because they are shared with the sewer line)				
	Reports	1	LS	$20,124.00	$20,124.00
	SUBTOTAL				$20,124.00

I Underground Utilities	$1,873,039.19
II Miscellaneous	$411,479.39
III Planning	$333,387.15
IV Eligible Land	$50,455.39
V Special Studies	$20,124.00
TOTAL:	$2,688,485.12
10% contingency for Sections I and II GRAND	$228,451.86
TOTAL INCLUDING CONTINGENCY	$2,916,936.98

Note: Unit Price based on FDOT Item Average Unit Cost spreadsheet dated "From 2014/08/01 to 2015/01/31"

The Consultant has no control of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to the Consultant at this time and represent only the Consultant's judgement as a design professional familiar with the construction industry. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

F. Other Options

The no action or no-built alternative would result in delay of the proposed S.R.60 water interconnection between the City and Winter Haven, it would further result in few land use impacts since public water and sewer service would not be extended. Socioeconomically, the City would be adversely impacted by the no action alternative. Underutilized areas along the SR 60 route would likely not be developed to the scale envisioned by the City of Lake Wales. Development would be performed through the use of additional treatment systems and private wells. If the sewer system is not extended, the water system will not be extended either. Under the no-action alternative, there would be no benefit or impact to public safety and emergency services as the public water supply would not be extended into areas that currently have no fire protection. There would be no initial cost for the no action or no-built alternative.

[End Agenda Memo]

City Clerk Clara VanBlargan read Resolution 2016-08 by title only:

A RESOLUTION OF THE CITY OF LAKE WALES, FLORIDA RELATING TO EMINENT DOMAIN; AUTHORIZING EMINENT DOMAIN PROCEEDINGS TO ACQUIRE CERTAIN INTERESTS IN REAL PROPERTY LOCATED IN THAT AREA OF THE CITY OR IN UNINCORPORATED POLK COUNTY EXTENDING FROM THE CITY WATER TREATMENT PLANT AND CAPPED 12" WATER LINE AT MULBERRY STREET TO A LOCATION NEAR THE INTERSECTION OF S.R. 60 AND NORTH ACUFF ROAD FOR THE PURPOSE OF CONSTRUCTING AND MAINTAINING IMPROVEMENTS RELATED TO THE PLACEMENT OF POTABLE WATER LINES AND SANITARY SEWER LINES; AUTHORIZING CONDEMNATION OF THE PROPERTY DESCRIBED HEREIN; AUTHORIZING THE INSTUTUTION OF EMINENT DOMAIN PROCEEDINGS; MAKING FINDINGS; PROVIDING AN EFFECTIVE DATE.

Sarah Kirkland, Utilities Director, reviewed Agenda Item 10.II.

Commissioner Perez asked if this type of eminent domain proceedings cause contention. Ms. Kirkland explained she has no experience with eminent domain dealing with commercial property but when dealing with residential property before she did not experience a problem. She said she does not know why we had to do this for the commercial property. City Attorney Chuck Galloway said that it lays the ground work for the acquisition. A letter will go out explaining the desire to acquire and some of them might not voluntarily allow us to acquire it because an agreement could not be reached due to purchasing price etc. If they don't allow it then the eminent domain is authorized so the City can exercise that power to take the property for public purposes. However, the hope is that we reach an agreement with all of these 21 parcels.

Mr. Fields explained that the ability to provide utility services in the future basically enhances the value of most of these properties so there is a gain to them also with us going forward so hopefully we get voluntary compliance. He said we applied to the legislative delegation of Polk County and asked that this proposed water project be included in the upcoming state budget for some state funding and we were notified this past week that in the state budget there is an allocation of state money to help us with this project, which is about $250,000. It still has to go to the governor and he has in past years knocked this kind of funding out on a consistent basis so we hope to get this funding to help with this project.

Commissioner Lutton pointed out a possible typo is paragraph one. For route A it said 2.5 miles longer and route B said it is .75 miles shorter. Mr. Fields said he will look at that. Commissioner Lutton asked the approximate cost difference in the extra .25 mile. Ms. Kirkland said the reason they chose alternate A is because it requires less easements along SR 60 so we did not approach the dollar amount for route B.

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OPENED TO PUBLIC COMMENT

There was no comment made by the public.

CLOSED TO PUBLIC COMMENT

Deputy Mayor Thornhill made a motion to adopt Resolution 2016-08. Commissioner Howell seconded the motion.

By Roll Call Vote:

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

The motion carried 5-0.

Agenda Item 10.III. Resolution 2016-09, Polk County Water Cooperative Interlocal Agreement

[Begin Agenda Memo]

SYNOPSIS

The City of Lake Wales has the opportunity to become part of the proposed Polk County Water Cooperative (the "Cooperative" or " If it PCWC") through an inter-local agreement between Polk County and all the municipalities within the County. Being part of the Cooperative will allow the City to access funding from the Southwest Florida Water Management District ("SWFWMD") for future multi-jurisdiction water supply projects.

RECOMMENDATION

That the City enter into the inter-local agreement and become part of the Polk County Water Cooperative.

BACKGROUND

In 2006 the Polk County cities and the County agreed to work together and fund the preparation of the Polk County Water Supply Planning Document. This document would serve as a basis for developing proposed regional solutions to help all cities and the County meet future water supply demands. The first phase included an inventory of all the existing and future water supply sources and facilities, projected population and water supply needs over a 10, 20, and 50 year horizon.

In assessing current water supply sources and projected future demand the Southwest Florida Water Management District (SWFWMD) and the Central Florida Water Initiative (CFWI) has determined that our traditional water supply source, the Upper Floridian Aquifer, will be insufficient to meet future water demand for our region. As a result, Alternative Water Supply (AWS) projects in conjunction with conservation and other initiatives will be needed to meet future water demand and will likely factored into future water use permits for the City.

Due to the expense of AWS projects, the water management district currently provides fifty percent (50%) of the capital cost of a district approved AWS project that is owned and operated by a regional entity (as

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opposed to an individual City or utility). As a result of this funding requirement as well as the potential impact to future water use permits, the County and the cities identified the need to establish a regional entity to represent our collective interests.

In July of 2015 the City Commission approved an Interlocal Agreement with Polk County for funding the development of the Polk County Regional Water Cooperative. In August of 2015, the City attended a "Water Summit" that additionally addressed the importance and need for creating the Cooperative. Mayor Fultz and the City Manager were appointed to a committee to work with the representatives from the other cities and the County in crafting the Water Cooperative agreement.

Several committee meetings were held to work through the provisions of the agreement as well as the legal, policy, and administrative concerns of the individual cities. In February of 2016 the Formation Committee gave unanimous approval of the document and recommended that each member government approve the Interlocal Agreement to form the Cooperative.

OTHER OPTIONS

If the City chooses not to become a member of the Cooperative at this time it may join in the future but may be required to pay a share of any costs the Cooperative has incurred prior to its joining. If it does not join the PCWC, the City will not be eligible for any funding from the SWFWMD for any future water supply projects.

FISCAL IMPACT

It is estimated that the City's maximum estimated contribution to the operating costs of the Cooperative will not exceed $7,603 and will likely be much less as most administrative functions will be performed by existing Polk County Utilities staff.

[End Agenda Memo]

City Clerk Clara VanBlargan read Resolution 2016-09 by title only:

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ON BEHALF OF THE CITY OF LAKE WALES AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF LAKE WALES AND POLK COUNTY AND ALL OTHER MUNICIPALITIES WITHIN POLK COUNTY FOR THE CREATION OF THE POLK COUNTY WATER COOPERATIVE.

Danny Kushmer with SWFWMD in Bartow provided the history of the process and explained how the current batch of city managers over the last six months in only six meetings created the interlocal agreement that is before the commission. There is only one city that tabled the discussion to allow additional time for them to read through it. Mr. Kushmer said this agreement provides a solid and sustainable future water supply working collaboratively together.

Mr. Fields said this is a process that started long before he got here and that entering into the agreement does not commit the City in any way financially to anything other than our share of the administrative costs, which are really relatively minor. The agreement caps the total administrative cost to about $250,000. The expectation is that it will be much lower. About three quarters will be coming from the City of Lakeland or the county because they are the two biggest water consumers in the county. Our share will be about $7,000. There will only be funding for multijurisdictional projects that go through this co-op.

Mr. Fields and Mr. Kushmer answered questions from the City Commission.

OPENED TO PUBLIC COMMENT

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There were no comments made by the public.

CLOSED TO PUBLIC COMMENT

Deputy Mayor Thornhill made a motion to adopt Resolution 2016-09. Commissioner Howell seconded the motion.

By Roll Call Vote:

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

The motion carried 5-0.

Agenda Item 10.IV. Appointment – Planning & Zoning Board; Police Officers' Retirement Board, 5th Seat Member

[Begin Agenda Memo]

SYNOPSIS

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

RECOMMENDATION

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

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

BACKGROUND

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

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, must reside in or own real property in the City

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

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Warren Turner, resident	07/21/15 – 07/01/17, 1
John Gravel, property owner	05/06/14 – 07/01/16, 1
Vacant	- 07/01/19, P + 1

Applying for Appointment: Matthew L. Cain, property owner in City
Curtis Gibson, resident

Both Matthew Cain and Curtis Gibson have been interviewed by the Planning & Zoning Board chairman and the Planning & Development Director and they have recommended that the Commission appoint Matthew Cain to serve in the vacant position. This appointment is for a partial term expiring 7/1/16 and a regular three-year term expiring 7/1/2019.

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

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

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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)

1. There is no interview process requirement for applicants applying for appointment to this board.
2. Members <u>are</u> required to file an annual Form 1, Statement of Financial Interests
3. Current Vacancies: 5th Trustee Member, expired term

Current Members: Joe Elrod 5th Trustee - 09/30/19, P+1

Robert Plummer, resident	04/17/12 - 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

Applying for appointment: Joe Elrod

Appointment: As a ministerial duty, the City Commission appoints the fifth trustee member. Joe Elrod was appointed by the Police Officers' Pension Board on January 25, 2016 to serve as the "fifth trustee" member for a four year term expiring on 09/30/19.

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

OPTIONS

The City Commission appoints the 5th Trustee member as a ministerial duty.

FISCAL IMPACT

These are volunteer citizen boards.

[End Agenda Memo]

Commissioner Howell made a motion recommending Curtis Gibson to serve on the Planning & Zoning Board for a partial term expiring 7/1/16 and a regular three-year term expiring 7/1/2019. Deputy Mayor Thornhill seconded the motion.

By Voice Vote:

Commissioner Howell "YES"
Commissioner Thornhill "YES"
Commissioner Perez "NO ANSWER"
Commissioner Lutton "NO ANSWER"
Mayor Fultz "NO ANSWER"

The motion failed 2-3.

Commissioner Howell made a motion to appoint Matthew L. Cain to the Planning & Zoning Board for a partial term expiring 7/1/16 and a regular three-year term expiring 7/1/2019. Deputy Mayor Thornhill seconded the motion.

By Voice Vote:

Commissioner Howell "YES"

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

The motion carried 5-0.

Commissioner Howell made a motion to appoint Joe Elrod to serve on the Police Officers' Retirement Board for a term expiring on September 30, 2019. Deputy Mayor Thornhill seconded the motion.

By Voice Vote:

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

The motion carried 5-0.

Agenda Item 10.V. Discussion: Usage of Commission Chamber for Candidate Forums

Mr. Fields said a resident asked at the last Commission meeting for us to look into the possibility of the Commission Chamber being used for candidate forums and other political events. Research showed that there is nothing in the law that prevents a candidate forum from being held in the commission chamber so he had asked the City Clerk to check with other cities to see if they allow them or not.

City Clerk Clara VanBlargan said that out of all the cities she had contacted five of them responded by this afternoon and provided the following information:

- The City of Lake Alfred allows their Commission Chambers to be used for candidate forums at no charge.
- The Town of Dundee does not have a policy and has never been asked.
- The City of Bartow has no policy and they do not allow candidate forums or any other events to be held in the Commission Chambers because it could cause other organizations to ask to use the Chamber.
- The Town of Lake Hamilton has no policy and they do not allow political events to be held in their Commission Chamber but they do allow them at their other city facilities and parks at no charge if the forum event is for all candidates. An individual wanting to use one of those facilities to promote a single candidate would have to pay the regular rates.
- The City of Davenport has no policy and they do not allow political events to be held in their Commission Chamber but they do allow them at their other city facilities and parks at no charge. An individual wanting to use one of those facilities to promote a single candidate would have to pay the regular rates.

Following discussion the Commission gave direction to the city manager to allow candidate forums at the Austin Community Center and not in the Commission Chamber, and that only non-profit organizations do

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not have to pay except for paying a refundable deposit. Individuals would have to pay the same rates as any other person renting the Austin Center.

11. CITY MANAGER

Agenda Item 11.I. City Commission Tracking Report

Mr. Fields reported that the recent community cleanup day was successful and that he will be on vacation next week.

Agenda Item 11.II. Other Meetings & Events Calendar

Agenda Item 11.III. City Commission Meeting Calendar

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

12. CITY COMMISSION COMMENTS

13. MAYOR COMMENTS

The Mayor read an email from a citizen in Sunset Pointe Subdivision expressing appreciation on how helpful the City employees have been to the HOA.

The meeting was adjourned at 6:52 p.m.

_____
Mayor/Deputy Mayor

ATTEST:

_____
City Clerk Clara VanBlargan, MMC

DRAFT

MEMORANDUM

DATE: March 29, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Jennifer Nanek, Assistant to the City Manager

RE: Special Event Application for Farm Share event.

SYNOPSIS

This is a Special Event Permit Application from the Lake Wales Charter School to host a Farm Share event sponsored by State Representative Mike LaRosa on Saturday April 23 from 6:00 a.m. - 4:00 p.m. The Farm Share event is where produce and other items will be distributed for free.

RECOMMENDATION

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

- Approve the Special Event Permit application for the FarmShare event to take place on Saturday, April 23, 2016 from 6:00 a.m.-4:00 p.m.
- Approve the request to close Central Avenue from First Street to Market Street

BACKGROUND

State Representative Mike LaRosa in conjunction with the Lake Wales Charter Schools are hosting the 2nd Farm Share event at the Charter Schools office on Central Avenue. This event includes the distribution of free food and other donated items.

The first event was held in October and was very popular. Due to the large turnout that is expected the Lake Wales Charter Schools requests the closing of Central Avenue for the safety of the public as well as for additional space to allow for other vendors and displays.

OTHER OPTIONS

Do not approve the Special Event Permit.

FISCAL IMPACT

None. All costs will be the responsibility of the sponsor.

ATTACHMENTS

Special Event Permit Application and Notarized Agreement of Financial Responsibility

SPECIAL EVENT APPLICATION

City of Lake Wales
201 W. Central Ave.
Lake Wales, FL 33853
863-678-4182x270

Applicant Information:

Organization Name: REPRESENTATIVE MIKE LA ROSA'S OFC. / LAKE WALES CHARTER SCHOOLS

Is this organization classified a 501c3 status by the IRS? yes ☑ no ☐
(if so, please provide a copy of the determination letter)

Address: 130 E CENTRAL AVE. Phone: (863) 679-6560
LAKE WALES, FL 33853

Event Contact Information:

Name: (First & Last): DR. JESSE JACKSON / MARIE CHERRINGTON-GRAY

Mailing Address: 130 E CENTRAL AVE.

City, ST, ZIP: LAKE WALES FL 33853

Phone#: (863) 679-6560 Email: JJACKSON@LWCHARTERSCHOOLS.COM
MARIE.CHERRINGTON-GRAY@LWCHARTERSCHOOLS.COM

Event Information:

Name of Event: FARMSHARE LAKE WALES

Please note: All events requesting a street closure must have approval from the City Commission.

☐ Festival - an organized public gathering in a park or downtown e.g. Art Show

☐ Organized Competitive Event - a planned race, walk, tournament or other contest

☐ Parade/Walk - a public or private march, run, walk or parade of any kind.

☐ Circus or Carnival

☑ Other FARMSHARE LAKE WALES

Event Description: COMMUNITY FOOD GIVE AWAY

Event Start Date: 4-23-16 Time: 6:00 AM Event End Date: 4-23-16 Time: 4:00 PM

Set up Date: 4-22-16 Time: _____ Take Down Date: 4-23-16 Time: 4:00 PM

☐ Gated/Ticketed ☑ Open to the Public ☐ Private Other: _____

Location of Event:

☐ Lake Wailes Park ☐ Downtown Market Place ☐ Kiwanis Park SUNTRUST / LW CHARTER PARKING LOT

☐ Stuart Park ☐ Crystal Lake Park ☑ Other 1st ST. / CENTRAL AVE.

Site Plan Requirements:

Please attach a clear and legible site plan/map with the following indicated:

1. Depiction of the area (streets, park, etc) where the event will be held.
2. The overall event area such as parking and requested street closures.
3. The location and dimensions of all physical equipment being placed; such as stages, vendors, booths, tents, barricades, restrooms, dumpsters, etc.
4. Disabled parking and handicapped access clearly defined.
5. Location of temporary alcohol sales where both sales & consumption will occur. (Sale or consumption of alcohol requires additional permitting from the state and hiring of at least 2 off-duty police officers)

Event Components:

- ☐ Alcohol - (Special Permit Required)*
- ☐ Portolets
- ☑ Sales/Distribution/Display
- ☑ Food Distribution/Sales
- ☑ Use of electric outlets
- ☑ Use of water spigots
- ☐ Live animals
- ☐ Temporary Structures
- ☑ DJ
- ☑ Amplified Sound
- ☑ Stage
- ☐ Inflatables (bounce houses)
- ☑ Concerts/Live Music
- ☐ Installation of additional outlets
- ☑ Tents (permit required for tents larger than 30x30)
- ☐ Boat Racing
- ☑ On-Site Cooking
- ☐ Amusement rides

☐ Other _____

*Events involving the sale and consumption of alcohol must have a designated area where the sale and consumption of alcohol will take place. Sponsor must get an additional permit from the State Division of Alcoholic Beverages and Tobacco and requires the presence of a police detail.

Other Information:

Will City Streets be closed? ☑ yes ☐ no Requires Commission Approval

Please list all affected streets: CORNER 1ST ST. & CENTRAL AVE. ~~MARKET ST., 2ND ST.~~ CORNER CENTRAL/MARKET - MARKET OPEN.

Will any alleys, parking lots or other public places be closed? ☐ yes ☑ no

Please describe: _____

Will State Roads be closed? (SR 17) ☐ yes ☑ no Requires FDOT Permit

Please describe State Roads to be closed: _____

Will you need additional trash receptacles from the City? ☐ yes ☑ no

Will you need clean-up assistance from the City throughout the event? ☐ yes ☑ no

Note: For unbudgeted events the organization must reimburse the City 100% of costs for use of Public Services and Police Department.

Any other requested assistance from the City? ROAD BARRICADES/CONES - MORE THAN THE LAST TIME

Any additional information: _____

Insurance Requirements:

Liability Insurance is required for all special events involving City property and must name the City of Lake Wales as an additional insured. For events requesting the sale or consumption of alcohol, liability insurance in the amount of $1,000,000.00 is required. All proof of insurance must be submitted to the City of Lake Wales a week before the event. Failure to provide acceptable insurance will result in the cancellation of the event.

Agreement to Assume Financial Responsibility for Injury or Damage

The Sponsor (hereinafter referred to as "the permittee"), shall indemnify, defend, and hold harmless the City of Lake Wales (hereinafter referred to as "the City"), and all of its elected or appointed officials, officers, agents, and employees from any claim, loss, damage, cost, change, or expense arising out of any acts, actions, neglect, or omission by the Permittee, its agent, employees, or subcontractors during the performance of the permitted event, whether direct or indirect, and whether to any person or property to which the City or said parties may be subject, except that neither the Permittee nor any of its agents, employees, or subcontractors will be liable under the agreement for damages arising out of the injury or damage to persons directly caused or resulting SOLELY from the negligence of the City or any of its elected or appointed officials, officers, agents, or employees.

Permittee's obligation to indemnify, defend and pay for the defense or at the City's option, to participate and associate with the City in the defense and trial of any damage claim or suit and any related settlement negotiations, shall be initiated by the City's notice of claim for indemnification to Permittee. Permittee's inability to evaluate liability or its evaluation of liability shall not excuse Permittee's duty to defend and indemnify within seven days after such notice by the City is provided by Certified Mail. Only an adjudication or judgment after highest appeal is exhausted specifically finding the City SOLELY negligent shall excuse performance of this provision by Permittee. Permittee shall pay all costs and fees related to this obligation and its enforcement by the City. City's failure to notify Permittee of a claim shall not release the Permittee of the above duty to defend.

It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the City's right, title and interest in land to be entered upon and used by the Permittee, and the Permittee will, at all times, assume all risk of and indemnify, defend, and save harmless the City from and against any and all loss, damage, cost, and expense arising in any manner on account of the exercise or attempted exercise by said Permittee of the aforesaid rights and privileges.

During the event, the Permittee shall observe all safety regulations of the City, and the Permitee shall take measures to ensure the safety of the public.

By signing this application, it represents the information provided to be true and correct and signifies a binding agreement to comply with the rules and regulations of the City of Lake Wales. Should the City grant approval and a permit be issued, it is further agreed the Permittee will comply with any other requirements provided by Federal, State, and Local Law.

By execution hereof, the undersigned affirms that he or she is vested with full right and authority to bind the Permittee to the terms of this Agreement.

In case of non-compliance with the City's requirements in effect as of the approved date of the permit resulting from this Agreement, said permit is void.

Signature of Sponsor or Authorized Representative of Sponsor — Date: 3-29-16

JESSE JACKSON
Printed Name

State of Florida
County of Polk

The forgoing instrument was acknowledged before me this 29 day of March, 20 16 by Jesse Jackson.

JULIO ACEVEDO
NOTARY PUBLIC
STATE OF FLORIDA
Comm# FF064409
Expires 10/20/2017
(NOTARY SEAL)

Signature of Notary Public-State of Florida

Julio Acevedo
Name of Notary Typed, Printed, or Stamped

Personally Known X OR Produced Identification_____
Type of Identification Produced: _____

MEMORANDUM

DATE: March 8, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: James Slaton, Public/Support Services Director

SUBJECT: Purchase Authorization - CDWG

SYNOPSIS: *The City Commission will consider authorizing staff to expend funds for the purchase of network server hardware from CDWG.*

RECOMMENDATION

It is recommended that the City Commission take the following action(s):

1. Authorize staff to purchase network servers from CDWG in the amount $31,666.68.

BACKGROUND

The City Commission appropriated $40,000 in the FY15/16 adopted CIP budget for a server farm expansion and virtualization. Server virtualization is a technology that involves partitioning a single hardware platform into a number of virtual servers using specialized software, such as VMware.

City staff intends to purchase two identical physical servers, one to function as a primary production server and one to function as a secondary standby server. Initially, City IT staff will convert four separate network servers from physical environments to virtual environments and will transition the remaining physical servers within the next 24 months.

The benefits of server virtualization include:

Business Continuity – Standby servers will come online instantly should a primary server fail, bringing online all of the virtual servers hosted by the primary server.

Disaster Recovery – Snapshots of all operating virtual servers can be offloaded to the cloud and deployed to, and from, anywhere in the world within minutes.

Increased Performance – VMware uses hardware resources more efficiently than traditional operating systems, resulting in increased network performance.

Reduced Energy Costs – Virtual servers reduce energy consumption as less physical servers are required to perform the same functions.

Staff solicited proposals for these server hardware components and CDWG submitted the lowest proposal at $31,666.68. The other proposals submitted were from SHI ($32,528.75) and Zones ($31,950.88).

In accordance with Sec. 2-417(d)(3) of the City's Purchasing Ordinance, all purchases in excess of Category 1 ($20,000) require City Commission approval before funds can be expended.

OTHER OPTIONS

The City Commission may elect no to complete this project this year.

FISCAL IMPACT

$40,000 was appropriated for this project in the FY15/16 adopted budget and the hardware portion of this project is $31,666.68.

ATTACHMENTS

Quotes from CDWG, SHI and Zones.

CDWG.com | 800.594.4239

OE400SPS

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
GWHX959	234490	3/7/2016

BILL TO:
CITY OF LAKE WALES
PO BOX 1320
201 CENTRAL

Accounts Payable
LAKE WALES , FL 33859-1320

Customer Phone #

SHIP TO:
CITY OF LAKE WALES
Attention To: IT DEPARTMENT
201 W CENTRAL AVE

LAKE WALES , FL 33853-4013
Contact: KEVIN
SUNDERLAND 863.678.4182

Customer P.O. # GTGX055 QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
JIMMY COSTANTINI 866.224.6103	UPS FREIGHT LTL, SPECIAL SERVICES	Net 30 Days-Govt State/Local	858012740119C0

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
2	3465614	HP DL380 GEN9 8SFF CAGE BAY2/BKPLN K Mfg#: 768857-B21 Contract: National IPA Technology Solutions 130733	193.14	386.28
2	3465500	HP 12GB DL380 GEN9 SAS EXP CARD Mfg#: 727250-B21 Contract: National IPA Technology Solutions 130733	449.55	899.10
8	3453982	HP 16GB 2RX4 PC4-2133P-R KIT S-BUY Mfg#: 726719-S21 Contract: National IPA Technology Solutions 130733	220.89	1,767.12
2	3466989	HP DL380 GEN9 E5-2670V3 PRF SRV 64GB Mfg#: 784655-S01 Contract: National IPA Technology Solutions 130733	6,052.83	12,105.66
20	3207481	HP 1.2TB 6G SAS 10K 2.5IN SC HDD/S-B Mfg#: 718162-S21 Contract: National IPA Technology Solutions 130733	555.00	11,100.00
2	1706188	CDW HARDWARE INSTALL SERVER Mfg#: HWINSTALLSERVER Contract: National IPA Technology Solutions 130733	25.00	50.00
1	3036685	TRIPP 18U RACK ENCLOSURE 33" DEEP Mfg#: SR18UB Contract: National IPA Technology Solutions 130733	573.32	573.32
1	1539387	TRIPP RACK 1U BLANKING PNL KIT 10 PK Mfg#: SR1UPANEL10 Contract: National IPA Technology Solutions 130733	38.99	38.99
1	1539381	TRIPP RACK ENCLOSURE FAN PANEL 3URM Mfg#: SRFAN3U Contract: National IPA Technology Solutions 130733	130.65	130.65
1	2554375	TRIPP WALLMOUNT RACK ROOF FAN 120V Mfg#: SRFANWM Contract: National IPA Technology Solutions 130733	63.17	63.17
2	2262378	APC SMRTUPS 1500VA LCD RM2U 120V Mfg#: SMT1500RM2U Contract: National IPA Technology Solutions 130733	672.47	1,344.94
1	913496	TRIPP KVM CONSOLE ONLY 17" Mfg#: B021-000-17 Contract: National IPA Technology Solutions 130733	629.91	629.91
1	1538204	TRIPP RACK STANDARD SLIDING SHELF Mfg#: SRSHELF4PSL	146.25	146.25

		Contract: National IPA Technology Solutions 130733		
4	1841671	LEVITON 75FT ROLL OF VELCRO-BLK Mfg#: 4S115-75E Contract: National IPA Technology Solutions 130733	49.13	196.52
15	1107372	BELKIN 1FT CAT6 SNAGLESS ORANGE Mfg#: A3L980-01-ORG-S Contract: National IPA Technology Solutions 130733	2.35	35.25
2	1778490	HP SB NETWORKING 10-GBE SFP+ 3M CBL Mfg#: J9283B Contract: National IPA Technology Solutions 130733	123.46	246.92
2	1539350	TRIPP RACK CABLE FINGER DUCT 1URM Mfg#: SRCABLEDUCT1U Contract: National IPA Technology Solutions 130733	48.63	97.26
3	3178328	MS GSA WIN SRV STD 2012 R2 2PROC Mfg#: P73-06309 Contract: MARKET Electronic distribution - NO MEDIA	604.46	1,813.38
4	2223653	KINGSTON 32GB MICRO SDHC CLASS 4 Mfg#: SDC4/32GB Contract: National IPA Technology Solutions 130733	10.49	41.96
		SUBTOTAL		31,666.68
		FREIGHT		0.00
		TAX		0.00

US Currency

TOTAL **31,666.68**

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061
Fax: 312.705.9449

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at
http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager.

Pricing Proposal
Quotation #: 11118427
Created On: 2/25/2016
Valid Until: 3/26/2016

City of Lake Wales FL

Kevin Sunderland
FL
United States
Phone: (863) 678-4189
Fax:
Email: kesunderland@cityoflakewales.com

Inside Account Executive

Jim Grogan
290 Davidson Ave
Somerset, NJ 08873
Phone: 732-652-0833
Fax: 732-564-8224
Email: Jim_Grogan@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	Tripp Lite SmartRack Deep - Rack enclosure cabinet - black - 18U - 19" Tripp Lite - Part#: SR18UB	1	$551.36	$551.36
2	Tripp Lite SmartRack - Rack blanking panel kit - 1U - 19" Tripp Lite - Part#: SR1UPANEL10	1	$32.12	$32.12
3	Tripp Lite SmartRack - Rack fan kit (120 V) - 3U Tripp Lite - Part#: SRFAN3U	1	$120.76	$120.76
4	Tripp Lite - Rack fan kit (120 V) (pack of 2) Tripp Lite - Part#: SRFANWM	1	$56.99	$56.99
5	APC Smart-UPS 1500 LCD - UPS (rack-mountable) - AC 120 V - 1 kW - 1500 VA - RS-232, USB - 6 output connector(s) - 2U APC by Schneider Electric - Part#: SMT1500RM2U	2	$634.33	$1,268.66
6	Tripp Lite NetDirector - KVM console - PS/2 - 19" - rack-mountable - 1366 x 768 - VGA - black - 1U Tripp Lite - Part#: B021-000-17	1	$600.15	$600.15
7	Microsoft Windows Server 2012 R2 Standard - License - 2 processors - local - MOLP: Government - English Microsoft - Part#: P73-06299	3	$627.00	$1,881.00
8	Tripp Lite SmartRack - Rack shelf (sliding) - black Tripp Lite - Part#: SRSHELF4PSL	1	$139.23	$139.23
9	VELCRO BULK ROLLS SOFT CINCH LITE ROLL 75 FT CABLE STRAP - BLACK Middle Atlantic Products - Part#: 4S115-75E	4	$41.12	$164.48
10	Belkin High Performance - Patch cable - RJ-45 (M) - RJ-45 (M) - 31 cm - UTP - CAT 6 - molded, snagless - orange - for Omniview SMB 1x16, SMB 1x8; OmniView SMB CAT5 KVM Switch Belkin - Part#: A3L980-01-ORG-S	15	$2.00	$30.00

11	HPE - Network cable - SFP+ - 3 m - for HPE 5406, D2D4324; Enterprise Virtual Array P6350; Modular Smart Array 1040, P2000 G3 Hewlett Packard Enterprise - Part#: J9283B	2	$64.00	$128.00
12	Tripp Lite SmartRack - Rack cable management duct with cover (horizontal) - black - 1U - 19" Tripp Lite - Part#: SRCABLEDUCT1U	2	$38.00	$76.00
13	Kingston - Flash memory card (microSDHC to SD adapter included) - 32 GB - Class 4 - microSDHC Kingston Technology - Part#: SDC4/32GB	4	$9.00	$36.00
14	HPE 8-SFF Cage/Backplane Kit - Storage drive cage - 2nd HDD bay - for HPE ProLiant DL360 Gen9, DL380 Gen9 Hewlett Packard Enterprise - Part#: 768857-B21	2	$200.00	$400.00
15	HPE SAS Expander Card - Storage contoller upgrade card - 26 Channel - SATA 6Gb/s / SAS 12Gb/s - 12 GBps - PCIe - for HPE ProLiant DL360 Gen9, DL380 Gen9 Hewlett Packard Enterprise - Part#: 727250-B21	2	$470.00	$940.00
16	HPE - DDR4 - 16 GB - DIMM 288-pin - 2133 MHz / PC4-17000 - CL15 - 1.2 V - registered - ECC - Smart Buy Hewlett Packard Enterprise - Part#: 726719-S21	8	$213.00	$1,704.00
17	HPE ProLiant DL380 Gen9 - Server - rack-mountable - 2U - 2-way - 2 x Xeon E5-2670V3 / 2.3 GHz - RAM 64 GB - SAS - hot-swap 2.5" - no HDD - G200eH2 - GigE, 10 GigE - Monitor : none - Smart Buy Hewlett Packard Enterprise - Part#: 784655-S01	2	$5,700.00	$11,400.00
18	HPE Dual Port Enterprise - Hard drive - 1.2 TB - hot-swap - 2.5" SFF - SAS 6Gb/s - 10000 rpm - Smart Buy - with HP SmartDrive carrier Hewlett Packard Enterprise - Part#: 718162-S21	20	$650.00	$13,000.00
			Total	$32,528.75

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.

ZONES™
Connecting Business & Technology

3/3/2016

Bill To:

CITY OF LAKE WALES A/P
PO BOX 1320
LAKE WALES,FL 338591320
Phone : (863) 678-4182

Ship To:

KEVIN SUNDERLAND
CITY OF LAKE WALES
201 W CENTRAL AVE
LAKE WALES, FL 33853
USA

Account # 0071047235
Quote : K0245993
PO# :

Software prices subject to change
Hardware quotes are valid for 7 business days
Memory Prices are valid for 24 hours only, call for verification

REMIT PAYMENT TO:
ZONES INC
P.O. BOX 34740
SEATTLE WA 98124-1740

PLEASE SEND PURCHASE ORDERS DIRECTLY TO YOUR ZONES ACCOUNT EXECUTIVE VIA FAX OR EMAIL

Patrick Tarpey
Account Executive
Phone:(253) 205-3510
Fax:(253) 205-2510
Email:Patrick.Tarpey@zones.com

Item #	Qty.	Mfr. Name	Description	Manufacturers Part #	Unit Price	Total
000778007-NEW	1	TRIPP LITE	SMARTRACK 18U EXTRA DEPTH RACK RACKENCL CABINET W/ DOORS&SIDES	SR18UB	549.90	549.90
A 02615578	1	TRIPP LITE	Tripp Lite SmartRack - Rack blanking panel kit - 1U - 19	SR1UPANEL10	33.00	33.00
A 02615698	1	TRIPP LITE	Tripp Lite SmartRack rack fan kit (120 V) - 3U	SRFAN3U	124.00	124.00
A 03600433	1	TRIPP LITE	TRIPP LITESRFANWM Cooling Fan	SRFANWM	58.22	58.22
A 03267064	2	SCHNEIDER ELECTRIC IT USA, INC	APC Smart-UPS 1500 LCD - UPS (rack-mountable) - AC 120 V - 1 kW - 1440 VA - RS-232 USB - 6 output connector(s) - 2U	SMT1500RM2U	626.31	1252.62
A 01556813	1	TRIPP LITE	RM Console (1U) w 17in Monitor/Touchpad/Keyboard	B021-000-17	600.00	600.00
A 02615695	1	TRIPP LITE	Tripp Lite SmartRack rack shelf (sliding)	SRSHELF4PSL	142.11	142.11
000137115-PUB	15	BELKIN	BELKIN CAT6 SNAGLESS UTP PATCH CABLE 1FT ORANGE	A3L980-01-ORG-S	1.75	26.25
P 05253673	2	HEWLETT PACKARD ENTERPRISE	HP ProCurve 10-GbE SFP+ 3m Cable	J9283B	67.00	134.00
A 02615689	2	TRIPP LITE	Tripp Lite SmartRack - Rack cable management duct with cover (horizontal) - black - 1U - 19	SRCABLEDUCT1U	39.00	78.00
002255850-NEW	2	HEWLETT PACKARD ENTERPRISE	HP - storage drive cage	768857-B21	219.89	439.78
003048576-NEW	2	HEWLETT PACKARD ENTERPRISE	Server CTOHP 12Gb SAS Expander Card with Cables for DL380 Gen9	727250-B21	473.00	946.00
002178596-NEW	8	HEWLETT PACKARD ENTERPRISE	HP - DDR4 - 16 GB - DIMM 288-pin - 2133 MHz / PC4-17000 - CL15 - 1.2 V - registered - ECC - Smart Buy	726719-S21	233.00	1864.00

Zones, Inc
1102 15th St. SW Suite 102
Auburn, WA 98001
Phone: (800) 419-9663

BBB Member Better Business Bureau Serving Oregon & Western Washington

CERTIFIED as an NMBC MINORITY BUSINESS ENTERPRISE by the NMSDC

Shipping Terms: For all shipments, Zones will arrange for shipping to the customer's destination; however, such costs are the responsibility of the customer. For shipments made during the seven calendar days preceding the end of each calendar quarter, title and risk of loss will pass to the customer upon delivery by Zones to the carrier. For all orders shipped within this seven day period, Zones will obtain third-party insurance at its own expense and will assist the customer in filing any claims with the insurance company arising from loss or damage to the shipment during transit. Prices are quoted by volume, and are subject to change without notice. Products sold by Zones are third party products and are subject to the warranties and representations of the applicable manufacturers.
RETURNS: No returns will be accepted without a Return Authorization (RA) Number, requested within 14 days from the invoice date. Software licensing and special-order products are non-returnable. Other products are subject to manufacturer return policies and restrictions. Additional Terms and Conditions apply and are available on our website.

WE APPRECIATE THIS OPPORTUNITY TO EARN YOUR BUSINESS, AND LOOK FORWARD TO SERVING YOU SOON! THANK YOU!

ZONES™
Connecting Business & Technology

3/3/2016

Bill To:

CITY OF LAKE WALES A/P
PO BOX 1320
LAKE WALES,FL 338591320
Phone : (863) 678-4182

Ship To:

KEVIN SUNDERLAND
CITY OF LAKE WALES
201 W CENTRAL AVE
LAKE WALES, FL 33853
USA

Account # 0071047235
Quote : K0245993
PO# :

Software prices subject to change
Hardware quotes are valid for 7 business days
Memory Prices are valid for 24 hours only, call for verification

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ZONES INC
P.O. BOX 34740
SEATTLE WA 98124-1740

PLEASE SEND PURCHASE ORDERS DIRECTLY TO YOUR ZONES ACCOUNT EXECUTIVE VIA FAX OR EMAIL

Patrick Tarpey
Account Executive
Phone:(253) 205-3510
Fax:(253) 205-2510

Email:Patrick.Tarpey@zones.com

Item #	Qty.	Mfr. Name	Description	Manufacturers Part #	Unit Price	Total
002213200-NEW	2	HEWLETT PACKARD ENTERPRISE	HP DL380 Gen9 2xE5-2670V3 2.3 64GB/0 P440ar Smart Buy	784655-S01	6255.00	12510.00
A 05271197 SPO	4	LEVITON	Leviton Velcro Bulk Rolls Soft Cinch Lite Roll - cable strap	4S115-75E	40.00	160.00
A 03250318	4	KINGSTON DIGITAL INC	Kingston - Flash memory card (microSDHC to SD adapter included) - 32 GB - Class 4 - microSDHC	SDC4/32GB	8.00	32.00
001484073-NEW	3	MICROSOFT - GOVT LICENSING	WinSvrStd 2012R2 ENG OLP NL LclGov 2Proc Lic	P73-06299	627.00	1881.00
001624096-ALT	20	HEWLETT PACKARD ENTERPRISE	1.2TB 6G SAS 10K 2.5IN ENT SC HD/S-B	718162-S21	556.00	11120.00
		HEWLETT PACKARD ENTERPRISE	Add this warranty to Mfg # 784655-S01 for $241.99 HP 3y Nbd DL380 Gen9 FC Service	U7AD9E		
		Hewlett Packard Enterprise	Add this warranty to Mfg # 784655-S01 for $1133.99 HPE Foundation Care 24x7 Service - extended service agreement - 3 years - on-site	U7RP1E		
		HEWLETT PACKARD ENTERPRISE	Add this warranty to Mfg # 784655-S01 for $1863.99 HP S-Buy 3y 4h 24x7 DL38x ProCare Svc	U7RP2E		

Zones, Inc
1102 15th St. SW Suite 102
Auburn, WA 98001
Phone: (800) 419-9663

BBB Member Better Business Bureau Serving Oregon & Western Washington

CERTIFIED as an NMBC MINORITY BUSINESS ENTERPRISE by the NMSDC

Shipping Terms: For all shipments, Zones will arrange for shipping to the customer's destination; however, such costs are the responsibility of the customer. For shipments made during the seven calendar days preceding the end of each calendar quarter, title and risk of loss will pass to the customer upon delivery by Zones to the carrier. For all orders shipped within this seven day period, Zones will obtain third-party insurance at its own expense and will assist the customer in filing any claims with the insurance company arising from loss or damage to the shipment during transit. Prices are quoted by volume, and are subject to change without notice. Products sold by Zones are third party products and are subject to the warranties and representations of the applicable manufacturers.
RETURNS: No returns will be accepted without a Return Authorization (RA) Number, requested within 14 days from the invoice date. Software licensing and special-order products are non-returnable. Other products are subject to manufacturer return policies and restrictions. Additional Terms and Conditions apply and are available on our website.

WE APPRECIATE THIS OPPORTUNITY TO EARN YOUR BUSINESS, AND LOOK FORWARD TO SERVING YOU SOON! THANK YOU!

ZONES™
Connecting Business & Technology

3/3/2016

Bill To:

CITY OF LAKE WALES A/P
PO BOX 1320
LAKE WALES,FL 338591320
Phone : (863) 678-4182

Ship To:

KEVIN SUNDERLAND
CITY OF LAKE WALES
201 W CENTRAL AVE
LAKE WALES, FL 33853
USA

Account # 0071047235
Quote : K0245993
PO# :

Software prices subject to change
Hardware quotes are valid for 7 business days
Memory Prices are valid for 24 hours only, call for verification

REMIT PAYMENT TO:
ZONES INC
P.O. BOX 34740
SEATTLE WA 98124-1740

PLEASE SEND PURCHASE ORDERS DIRECTLY TO YOUR ZONES ACCOUNT EXECUTIVE VIA FAX OR EMAIL

Patrick Tarpey
Account Executive
Phone:(253) 205-3510
Fax:(253) 205-2510

Email:Patrick.Tarpey@zones.com

Item #	Qty.	Mfr. Name	Description	Manufacturers Part #	Unit Price	Total

ASK US ABOUT
Installation Services
On-site Technical Services and Hourly Service Rates
Remote Help Desk and Remote Network OS Support

Visit us on the web: **http://www.zones.com**

Sub-Total:	**$31950.88**
Estimated Sales Tax:	$0.00
FedEx Ground:	$0.00
Grand Total:	**$31950.88**

24 Mo. $1 Out lease for 1480.60 per month
36 Mo. $1 Out lease for 1023.39 per month
Please Note: Lease Amounts Exclude Tax

Zones, Inc
1102 15th St. SW Suite 102
Auburn, WA 98001
Phone: (800) 419-9663

BBB Member Better Business Bureau Serving Oregon & Western Washington

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RETURNS: No returns will be accepted without a Return Authorization (RA) Number, requested within 14 days from the invoice date. Software licensing and special-order products are non-returnable. Other products are subject to manufacturer return policies and restrictions. Additional Terms and Conditions apply and are available on our website.

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MEMORANDUM

March 30, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Sarah B. Kirkland, Utilities Director

SUBJECT: Lift Station Panel Replacement

SYNOPSIS: Staff request commission approval for the purchase to upgrade 11 outdated lift stations panels from Data Flow Systems in the amount of $75,075.00.

STAFF RECOMMENDATION

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

1. Approve the purchase of upgraded replacement panels for 11 lift stations throughout the City's collections system from Data Flow Systems (DFS) in the amount of $75,075.00.

BACKGROUND

It becomes necessary from time to time to perform routine maintenance on necessary components of the collections system. Staff is seeking approval to purchase upgraded control panels for several lift stations throughout the City's collections system. The existing Pump Control Unit's (PCU) are becoming obsolete and difficult to find repair parts for when repair is needed. Staff will replace theses old PCU's with Telemetry Control Unit (TCU). The replacing of the PCU's with the TCU's will provide more points for lift station monitoring and control. Staff recommends Commission approval of the purchase of the upgraded Telemetry Control Units in the amount of $75,075.00 from sole source provider Data Flow Systems.

OTHER OPTIONS

Chose not to approve the purchase of the upgraded control panels and run into the problem of not being able to find repair parts for the existing panels when repair is needed, therefore putting that particular lift station out of service.

FISCAL IMPACT

Staff has budgeted $100,000.00 for these necessary lift station panel upgrades in the 2015-2016 Waste Water Capital Improvements Budget.

ATTACHMENTS

Data Flow Systems Panel upgrades Quote

Data Flow Systems

March 15, 2016

Quote No. 160315-01-RW

Mr. Randell Britt
City of Lake Wales
Email: rbritt@cityoflakewales.com

Re: Existing Lift Station PCU TAC Pack Upgrade to TAC Pack TCU

Dear Mr. Britt:

Thank you for this opportunity to offer our products and services for the above referenced project. This quote considers the following:

- The existing PCU Pump Controller will be replaced with a TCU Pump Controller and a 4-20 mA PH signal will be added to it.
- The provision of the PH signal to the panel where the pump controller is installed is the city's responsibility.
- This quote considers one trip for DFS to provide the proposed services for one site. If more than one site is ordered on a single order and we can install multiple sites resulting in fewer trips, the billing of the order will be reduced accordingly.

All products offered are compatible with the City of Lake Wales' existing TAC II SCADA system. This quotation includes, and is limited to, the following. Should you have any questions or require additional information, please contact me at 321-259-5009.

Sincerely,

Data Flow Systems, Inc.
Randy E. Wyatt
Inside Sales Manager
Email: randy@dataflowsys.com

BILL OF MATERIAL & SERVICES:

(1) TAC Pack TCU RTU, includes:

(1) Edco Analog Surge Protector (For PH input)
(1) Testing, Configuration Update, & Startup Services

WORK TO BE PERFORMED BY DFS:

1. DFS will complete all RTU configurations at the central site. Central site configurations include a default-generated graphical screen (no custom screens).
2. DFS will provide onsite start-up services.
3. Please note, with DFS installing the proposed TCU, 1 year of onsite warranty is included.

WORK TO BE PERFORMED BY THE UTILITY

1. Make site available when work is scheduled, and have personnel available to operate system as needed when DFS work is scheduled.

PRICING & TERMS:

This quotation totals $6,825.00, plus all applicable taxes and shipping charges. Partial billing may occur as individual services are completed. Please review the Quotation Notes listed below. Lead time is 5-6 weeks after receipt of order. DFS payment terms are NET 30 with approved credit. This quotation will be honored for 90 days.

QUOTATION NOTES:

1. Only those items and services specifically listed above are included in this quotation.
2. DFS employees will not enter "Confined Spaces" and/or "Permit-Required Confined Spaces" as defined by OSHA. Any such requirement will be performed by others.
3. All electrical equipment to be accessed by DFS employees must be temporarily removed from service during the performance of our scope of work.
4. This quotation does not include any required permitting, sealed drawings, or associated fees.
5. This quotation stipulates that DFS existing insurance provider(s) and policy coverage are acceptable. In the event that you require a change to insurance provider(s), additional coverage, and/or amending the terms of our existing policies, we reserve the right to void and withdraw this quote and replace it with an amended quote which contemplates and provides for the recovery of the cost associated with analyzing and complying with different insurance requirements. Policy information can be found at http://www.dataflowsys.com/company/documents/insurance-coverage.pdf
6. This quotation is formatted and priced for a direct purchase from the utility. If this scope is to be purchased by others, a revised quote is required to cover additional project administration charges. These additional charges cover routine contractor/developer requirements such as contract management, submittal preparation, project coordination, owner notices, etc.

MEMORANDUM

March 29, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Sarah B. Kirkland, Utilities Director

SUBJECT: Lift Station Pump Replacement

SYNOPSIS: Staff requests commission approval to purchase replacement pumps for lift stations 4, 15, 20, 26, 27, 30, 31, 34, 36, 37, 38 and 39 from Barney's Pumps, the local sole source supplier.

STAFF RECOMMENDATION

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

1. Approve the purchase of replacement pumps for 12 lift stations in the City's collection system from Barneys Pumps in the amount of $74,740.00.

BACKGROUND

The City owns, operates, and maintains thirty-nine lift stations and 9 power sewers. The majority of the older lift stations are in the central part of the City around Lake Wailes. In recent years the city has generally grown to the north and south along the US Highway 27 corridor and the east along the S.R. 60 corridor. Hence the newer lift stations are generally located along these routes. Out of the thirty-nine lift stations located in the city, there are nine lift stations that receive and re-pump flow from other lifts stations to the city's waste water treatment plant.

In 2008 city staff contracted with Boyle Engineering (AECOM) to perform an evaluation of the city's older lift stations. Based on the information from this evaluation, it was determined that the listed stations are now in need of rehabilitation. Following these recommendations has allowed for staff to create and maintain a rehabilitation program. The stations that are marked for rehabilitation in the 2015-2016 Fiscal year are listed above. With this in mind, the Utilities staff is continuing its program to rehabilitate all older lift stations in need of pump repair. Due to the fact some of the lift stations listed above are re-pump stations, staff wants to be proactive and minimize the potential for extended down time in the event the pumps fail to operate, when needed.

OTHER OPTION

Chose not to purchase replacement pumps at this time and run the risk of the station being out of service for an extended amount of time for repairs in an emergency. The purchase of these pumps is necessary to ensure the above lift stations continue to function at the appropriate levels.

FISCAL IMPACT

$100,000 has been placed in the 2015-2016 Wastewater Capital Improvements Budget for this purchase.

ATTACHMENTS

Pump Replacement Quote from Barney's Pumps

QUOTATION NUMBER
147-16

BARNEY'S PUMPS INC.

P.O. Box 3529 Lakeland, FL 33802-3529
2965 Barney's Pumps Place Lakeland, FL 33812
Phone (863) 665-8500
Fax (863) 666-3858

DATE: January 24, 2016

TO: **Lake Wales**

Attn: Mr. Randell Britt

FOR SHIPMENT TO: Same

Delivery	Via	From	F.O.B.	Terms
8 Weeks	Best Way	Lakeland	Freight Allowed	Net 30

ITEM	QTY	DESCRIPTION	
	1	**Lift Station No. 4** Model H4H1500M3-4 Hydromatic Pump, 4" discharge, 15 hp, 230 volt, 3-phase	$7,290.00
	1	**Lift Station No. 15** Model S4N500M2-4 Hydromatic Pump, 4" discharge, 5 hp, 230 volt, 1-phase	$4,980.00
	* ~~1~~	~~**Lift Station No.19**~~ ~~Model SK60M2 Hydromatic Pump, 20' power cord, 2" discharge, 6/10 hp, 230 volt, 1-phase~~ *	~~$850.00~~
	1	**Lift Station No. 20** Model S4N500M3.4 Hydromatic Pump, 4" discharge, 5 hp, 230 volt, 3-phase	$4,890.00
	1	**Lift Station No. 26** Model H4H1000M3-4 Hydromatic Pump, 4" discharge, 10 hp, 230 volt, 3-phase	$7,230.00
	1	**Lift Station No. 27** Model H4H100M3.4 Hydromatic Pump, 4" discharge, 10 hp, 230 volt, 3-phase	$7,230.00
	* ~~1~~	~~**Lift Station No. 29**~~ ~~Model S4K2500M3-4 Hydromatic Pump, 4" discharge, 25 hp, 230 volt, 3-phase~~ *	~~$10,950.00~~
	1	**Lift Station No. 30** Model S4N500M3.4 Hydromatic Pump, 4" discharge, 5 hp, 230 volt, 3-phase	$4,890.00
	1	**Lift Station No.31** Model H4H750M3.4 Hydromatic Pump, 4" discharge, 7.5 hp, 230 volt, 3-phase	$7,160.00
			75,590.00

The following items are attached: Bulletin ____ Performance curve ____ Elevation drawing ____

Prices quoted are firm for 30 days (unless otherwise noted), then subject to adjustment to agree with prices at time of shipment and subject to any tax required by law. We appreciate the opportunity to serve you and trust that we are favored with your order. This quotation is subject to Barney's Pumps standard terms of sale and warranty.

BARNEY'S PUMPS INC.

RICK ARNOLD

Authorized Signature

QUOTATION NUMBER
147-16

BARNEY'S PUMPS INC.

P.O. Box 3529 Lakeland, FL 33802-3529
2965 Barney's Pumps Place Lakeland, FL 33812
Phone (863) 665-8500
Fax (863) 666-3858

DATE: January 24, 2016

TO: **Lake Wales**

Attn: Mr. Randell Britt

FOR SHIPMENT TO: Same

Delivery	Via	From	F.O.B.	Terms
8 Weeks	Best Way	Lakeland	Freight Allowed	Net 30

ITEM	QTY	DESCRIPTION	
	~~1~~	~~**Lift Station No. 33**~~ ~~Model H4H1500M3-4 Hydromatic Pump, 4" discharge, 15 hp, 230 volt, 3-phase~~	~~$7,290.00~~
	1	**Lift Station No. 34** Model H4H750M3-4 Hydromatic Pump, 4" discharge, 7.5 hp, 230 volt, 3-phase	$7,160.00
	1	**Lift Station No.36** Model S4N500M3-4 Hydromatic Pump, 4" discharge, 5 hp, 230 volt, 3-phase	$4,890.00
	1	**Lift Station No. 37** Model H4H1500M3.4 Hydromatic Pump, 4" discharge, 15 hp, 230 volt, 3-phase	$7,290.00
	1	**Lift Station No. 38** Model S4N300M3-4 Hydromatic Pump, 4" discharge, 3 hp, 230 volt, 3-phase	$4,570.00
	1	**Lift Station No. 39** Model H4H750M3.4 Hydromatic Pump, 4" discharge, 7.5 hp, 230 volt, 3-phase	$7,160.00
		Excluding Lift Station No. 19 all pricing includes 50' power cords, stainless steel lifting bails, discharge guide rail flanges and freight to Lake Wales	

The following items are attached: Bulletin ____ Performance curve ____ Elevation drawing ____

Prices quoted are firm for 30 days (unless otherwise noted), then subject to adjustment to agree with prices at time of shipment and subject to any tax required by law. We appreciate the opportunity to serve you and trust that we are favored with your order. This quotation is subject to Barney's Pumps standard terms of sale and warranty.

BARNEY'S PUMPS INC.

RICK ARNOLD

Authorized Signature

MEMORANDUM

April 6, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Dorothy Ecklund, Finance Director

RE: Preliminary Financial Statements for February 29, 2016

SYNOPSIS: The preliminary financial statements report revenues received and expenditures made through the end of February 29, 2016.

The unaudited financial statements for the City of Lake Wales for the Period Ending February 29, 2016 are presented to the City Commission for review. At the end of February 29, 2016 the City was 42% into the fiscal year.

General Fund (001), page 2:
The General Fund appears to be materially on target with revenue and expenditure expectations.

Transportation Fund (102), page 7:
The Transportation Fund appears to be materially on target with revenue and expenditure expectations.

CRA Fund (105), page 12:
The CRA fund appears to be materially on target with revenue and expenditure expectations.

Library Fund (110), page 17:
The Library Fund appears to be materially on target with revenue and expenditure expectations.

Utility System Fund (403), page 27:
The Utility System Fund appears to be materially on target with revenue and expenditure expectations.

Airport Authority (404), page 29:
The Airport Authority appears to be materially on target with revenue and expenditure expectations.

ATTACHMENTS
Preliminary Financial Statements for February 29, 2016, Fiscal Year to Date

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
GENERAL FUND - 001
02/29/2016

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	GENERAL FUND - 001			
	Cash - Unrestricted	2,947,983	1,795,789	1,152,194
001-101-096-000-000	General Fund Emergency Fund 3706	400,612	100,257	300,354
001-102-001-000-000	Petty Cash (Finance Dept.)	500	400	100
001-102-002-000-000	Petty Cash-Depot Museum	200	0	200
	CASH	3,349,295	1,896,446	1,452,849
	ACCOUNTS RECEIVABLE	735,937	850,313	(114,375)
	DUE FROM OTHER FUNDS	440,071	966,449	(526,378)
	INVENTORY	77,029	69,832	7,197
	PREPAID	19,952	(28,233)	48,184
	TOTAL ASSETS	4,622,284	3,754,807	867,477
	ACCOUNTS PAYABLE	231,815	149,174	82,641
	DUE TO OTHER FUNDS	0	0	0
	DEPOSIT & TRUST ACCOUNTS	3,954	4,827	(874)
	ACCRUED PAYROLL & WITHHOLDING	270,050	296,764	(26,714)
	DEFERRED REVENUE	127,493	145,003	(17,510)
	TOTAL LIABILITIES	633,312	595,768	37,544
	EXCESS REV OVER/UNDER EXP	1,684,593	1,948,906	(264,313)
001-271-001-000-000	Fund Balance	2,304,379	1,210,133	1,094,246
	TOTAL FUND BALANCE	3,988,972	3,159,039	829,933
	TOTAL LIAB. AND FUND BALANCE	4,622,284	3,754,807	867,477

PRELIMINARY SCH. OF REV & EXP
GENERAL FUND - 001
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	REVENUES					
	TAXES					
001-311-100-000-000	Ad Valorem Taxes	3,513,400	2,944,279	3,800,800	3,187,137	3,812,795
001-314-100-000-000	Utility Service Tax - Electric	825,000	298,565	1,063,000	445,230	1,057,081
001-314-300-000-000	Utility Service Tax - Water	255,000	110,246	246,000	104,874	246,369
001-314-800-000-000	Utility Service Tax - Propane	40,000	13,142	40,000	15,819	37,087
001-315-000-000-000	Communications Svc Tax	312,400	38,358	328,800	146,073	317,311
001-316-000-000-000	Business Tax Receipts	75,000	67,069	75,000	67,588	72,034
	TOTAL: TAXES	5,020,800	3,471,660	5,553,600	3,966,722	5,542,677
	LICENSES & PERMITS					
001-322-000-000-000	Building Permits	350,000	120,319	370,000	124,099	371,063
001-323-100-000-000	Franchise Fees - Electric	785,000	357,040	1,115,000	460,484	1,115,026
001-323-700-000-000	Franchise Fees-Solid Waste-Flr	118,000	49,167	153,000	49,167	153,016
001-325-100-000-000	Tree Removal Permit Fees	500	0	500	0	0
001-325-400-000-000	Site Develmt Permit & Inspect Fees	5,000	12,838	8,000	2,694	8,496
	TOTAL: LICENSES & PERMITS	1,258,500	539,364	1,646,500	636,443	1,647,600
	INTERGOVERNMENTAL REVENUE					
001-330-000-000-000	Spcl Assessment - Fire	1,020,000	559,395	0	0	0
001-331-200-000-000	C.O.P.S. Fast Grant	81,484	0	0	0	0
001-331-304-000-000	Bullet Proof Vest Grant	0	2,021	0	0	0
001-331-600-000-000	HIDTA Award	8,000	9,401	13,500	12,523	22,949
001-333-100-000-000	PILOT-Lake Wales Housing Authority	2,500	6,719	2,500	0	0
001-333-200-000-000	PILOT - Water's Edge	28,000	0	28,000	28,346	28,346
001-335-121-000-000	State Rev. Sharing - from S/Tx	356,898	145,716	344,800	129,483	349,328
001-335-140-000-000	Mobile Home Licenses	30,000	31,042	36,000	29,118	36,137
001-335-150-000-000	Alcoholic Beverage Licenses	10,600	1,939	10,600	668	10,970
001-335-180-000-000	Local Government 1/2 Sales Tax	870,942	360,709	828,500	337,965	837,416
001-335-230-000-000	Firemen'S Supplemental Comp	8,000	4,083	8,160	3,420	8,133
001-337-220-000-000	Polk Sch Board - Sro	116,352	48,480	116,352	48,480	116,352
001-337-225-000-000	LW Charter Schools-Sro	58,176	24,240	58,176	24,240	58,176
001-337-700-000-000	Grant - Polk County - Rec Dept	75,000	0	0	0	0
001-337-750-000-000	Grant - US Soccer	25,000	0	0	0	0
001-338-200-000-000	County Business License	7,500	3,388	7,500	3,216	8,166
	TOTAL: INTERGOVERNMENTAL REV	2,698,452	1,197,134	1,454,088	617,459	1,475,972
	CHARGES FOR SERVICES					
001-341-100-000-000	Recording, Copy & Certifying	500	194	500	190	252
001-341-101-000-000	Sale of Maps and Publications	500	85	500	29	546
001-341-102-000-000	Police Verification-Investigations	10,000	10,612	24,000	9,507	24,235
001-341-106-000-000	Administrative Charge - Street Lght	350	350	340	350	350
001-341-123-000-000	Election Qualifying Fees	100	357	100	0	125
001-341-403-000-000	Management Fees - Water/Sewer	457,918	190,799	437,998	182,499	437,998
001-341-510-000-000	Planning & Zoning Board Fees	15,000	9,063	24,000	12,611	25,503

PRELIMINARY SCH. OF REV & EXP
GENERAL FUND - 001
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
001-341-520-000-000	Comprehensive Planning Fees	2,000	2,745	4,500	1,340	4,687
001-341-524-000-000	Reimbursement-Building Fees	3,000	3,309	4,700	2,333	4,730
001-341-540-000-000	Bldg Official Svcs. - Frostproof	10,000	5,924	11,600	4,743	11,680
001-341-900-000-000	Reimbursement-Grove House Taxes	7,500	7,891	8,500	7,569	7,569
001-341-901-000-000	Polk Cnty Impact Fee-Coll Chrg	2,000	1,849	2,000	749	4,166
001-341-902-000-000	Polk Pub Svc Tx - Coll Fee	600	290	600	212	641
001-341-905-000-000	BCA/DCA Coll Fee for Education	600	631	1,136	839	1,137
001-342-199-000-000	Miscellaneous Police Services	500	0	500	0	0
001-342-200-000-000	Fire Service - Highland Park	15,000	16,510	9,823	9,823	9,823
001-342-201-000-000	Fire Service - Polk County	0	0	257,547	108,436	257,577
001-343-400-000-000	Garbage Fees	1,055,000	473,715	1,077,000	453,502	1,073,672
001-343-802-000-000	Cemetery - Grave Locating Fees	10,000	3,645	12,300	5,181	12,370
001-343-803-000-000	Cemetery - Lot Marking	350	33	350	52	141
001-343-804-000-000	Cemetery - Burial Space Lot	5,000	2,020	35,000	7,919	16,555
001-343-805-000-000	Cemetery - Burial Sp Mausoleum	0	5,550	0	2,716	19,307
001-343-806-000-000	Cemetery - Vault/Casket Id	400	161	400	152	381
001-343-809-000-000	Cemetery - Misc Chgs For Svc	500	100	500	150	270
001-343-810-000-000	Cemetery Installment Adm Fee	600	57	600	0	0
001-343-811-000-000	Cemetery Trust Revenue	600	0	600	0	0
001-343-900-000-000	Tree Replacement Fees	2,000	0	2,000	0	0
001-347-290-000-000	Miscellaneous Recreation Fees	1,000	0	0	1,200	1,200
	TOTAL: CHARGES FOR SERVICES	1,601,018	735,890	1,917,094	812,101	1,914,913
	FINES & FORFEITURES					
001-351-100-000-000	Court Fines	20,000	13,358	30,000	9,894	31,984
001-351-300-000-000	Law Enforcement Education	1,500	1,381	2,900	1,097	2,962
001-351-600-000-000	Excess Alarm Fees	0	100	0	0	0
001-351-650-000-000	Damage Restitution	100	0	100	0	0
001-351-900-000-000	Miscellaneous Fines	150	0	150	0	24
001-354-100-000-000	Parking Fines	500	1,100	500	75	950
001-354-200-000-000	Code Enforcement Fines	20,000	613	34,300	4,399	34,380
	TOTAL: FINES & FORFEITURES	42,250	16,552	67,950	15,465	70,301
	MISCELLANEOUS REVENUES					
	Interest Income	5,300	2,845	7,600	2,476	6,261
001-362-010-000-000	Orange Grove - Land Lease	30,000	0	30,000	22,500	22,500
001-362-701-000-000	Community Center - Austin Kitchen R	1,000	67	4,000	66	469
001-362-704-000-000	Ridge League Dinner-Receipts	0	0	8,000	5,460	6,316
001-362-706-000-000	JP Austin Center Rental	2,000	1,589	2,000	534	2,154
001-362-709-000-000	Tourist Club Rental	2,000	1,290	2,000	1,397	5,499
001-362-710-000-000	Field Rentals	0	0	0	0	67
001-362-790-000-000	User Fees - Other Rental	2,000	370	2,000	602	1,950
001-362-800-000-000	Rental-Mike LaRosa	3,600	1,500	3,600	1,500	3,600
001-364-002-000-000	Loss Recoveries - Insured	0	0	15,176	9,404	15,176
001-364-100-000-000	Sale of Surplus Equipment	0	0	0	2,117	0
001-364-175-000-000	Gain on Sale of Capital Asset	0	58,139	1,737	0	1,737
001-366-025-000-000	Donations Lincoln Park-Basketball	0	0	42,000	42,000	42,000
001-366-060-000-000	Donations-Cemetary Brick	0	0	0	105	140
001-366-512-000-000	Donations-League of Cities Dinner	0	0	0	550	550
001-366-521-000-000	Donations-Police Dept.	0	0	0	15,000	16,000

PRELIMINARY SCH. OF REV & EXP
GENERAL FUND - 001
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
001-366-522-000-000	Donations-Fire Dept	1,000	150	1,000	500	650
001-366-539-000-000	Cemetery: Misc Donations	0	0	18,000	0	0
001-366-572-200-000	Donations - Special Events	0	0	0	581	581
001-366-702-000-000	Recycling Proceeds	0	0	0	0	462
001-366-900-000-000	Donations/Miscellaneous	1,000	0	1,000	994	1,920
001-369-000-000-000	Other Miscellaneous Revenues	5,000	2,087	5,000	72	124
001-369-006-000-000	Public Notice Reimbrsmts (Ads)	0	638	0	200	636
001-369-010-000-000	Vendor Fees	0	60	0	0	430
001-369-012-000-000	Reimbursement-Police Special Detail	200	0	200	0	0
001-369-014-000-000	Reimb-Special Events In-Kind	6,075	7,370	5,233	2,530	7,403
001-369-015-000-000	Reimbursement-Staffing Comm Center	100	1,317	2,500	284	2,477
001-369-016-000-000	Reimbursement - Ball Field Lights	100	0	100	0	0
001-369-017-000-000	Reimb. - Ball Field Lining/Prep.	100	0	100	0	0
001-369-200-000-000	Workers' Compensation Reimb	0	2,083	0	0	369
001-369-900-000-000	Other Miscellaneous Revenue	0	564	0	348	7,143
001-369-999-000-000	Other	500	334	500	7,404	8,895
001-369-999-999-999	Suspense - Cash Receipts	0	682	0	(1,306)	0
	TOTAL: MISCELLANEOUS REVENUES	59,975	81,083	151,746	115,317	155,509
	OTHER FINANCING SOURCES					
	INTER FUND TRANSFER					
001-381-330-000-000	Transfer from Capital Projects	17,500	0	0	0	0
	TOTAL: INTERFUND TRANSFER	17,500	0	0	0	0
	CONTRIBUTIONS FROM ENTERPRISE					
001-382-403-000-000	Contribution from Water/Sewer	1,140,000	475,000	1,020,000	425,000	1,020,000
	TOTAL: CONT FROM ENTERPRISE OP	1,140,000	475,000	1,020,000	425,000	1,020,000
	OTHER SOURCES					
001-385-000-000-000	Lease/Loan Proceeds	612,941	0	790,560	0	290,560
001-385-100-000-000	Loan Proceeds - Series 2015	0	0	0	0	500,000
	TOTAL: OTHER FINANCING SOURCES	612,941	0	790,560	0	790,560
	TOTAL REVENUES/OTHER FIN SRCS	12,451,436	6,516,683	12,601,538	6,588,508	12,617,532

PRELIMINARY SCH. OF REV & EXP
GENERAL FUND - 001
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	CITY COMMISSION	96,576	28,821	96,190	50,143	93,506
	CITY MANAGER	205,434	82,832	213,306	102,030	210,456
	CITY CLERK	113,288	42,722	107,855	37,495	104,875
	FINANCE	294,235	125,669	302,281	130,541	299,182
	PERSONNEL	143,740	59,240	147,018	64,924	145,499
	CITY ATTORNEY	66,375	30,799	67,037	12,482	66,400
	PLANNING & ZONING	209,569	84,139	230,074	97,115	226,684
	FLEET MAINTENANCE	0	0	0	0	0
	FACILITIES MAINTENANCE	104,420	21,951	55,400	11,653	38,341
	INFORMATION SERVICES	203,279	71,030	171,138	62,966	159,443
	INSURANCE/RISK MANAGEMENT	0	0	0	0	0
	SUPPORT SERVICES	85,896	37,241	85,650	49,750	85,288
	MUNICIPAL ADM BLDG	30,017	17,795	64,872	24,379	60,957
	NON-DEPARTMENTAL	183,200	11,112	158,200	11,805	32,326
	POLICE DEPARTMENT	4,660,166	1,788,683	4,484,644	1,835,510	4,394,432
	FIRE CONTROL	2,704,569	1,083,979	2,479,806	1,040,781	2,453,792
	BUILDING PERMITS & INSPEC	217,414	94,162	224,906	91,539	221,266
	CODE ENFORCEMENT	54,612	17,480	47,680	20,376	42,683
	WASTE DISPOSAL	872,405	367,832	918,296	300,370	909,293
	LAKES CONSERVATION	8,000	0	2,000	0	500
	CEMETERY OP	147,348	71,793	164,341	66,208	160,184
	FIELD OPERATIONS	6,736	0	0	0	0
	PUBLIC SVC ADMIN	467	59	0	64	0
	OTHER TRANSPORTATION	5,433	0	5,433	0	5,433
	ECONOMIC DEVELOPEMENT	130,800	62,500	125,700	62,500	125,210
	OTHER HUMAN SERVICES	13,500	12,500	1,000	0	0
	LIBRARY	0	0	0	0	0
	PARKS DIVISION	652,550	265,928	554,161	243,270	537,985
	RECREATION FACILITIES	734,115	216,917	573,020	185,226	558,612
	SPECIAL EVENTS	45,175	32,134	43,103	23,846	42,596
	DEPOT	136,242	51,734	32,978	5,811	29,600
	INTERFUND TRANSFERS	263,235	153,039	518,888	108,817	518,740
	TOTAL EXPENDITURES	12,388,796	4,832,090	11,874,977	4,639,601	11,523,285
	REVENUE EXCESS OVER(UNDER) EXP	62,640	1,684,593	726,561	1,948,906	1,094,246

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
TRANSPORTATION FUND - 102
02/29/2016

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	TRANSPORTATION FUND - 102			
	Cash - Unrestricted	207,870	94,648	113,222
	CASH	207,870	94,648	113,222
	ACCOUNTS RECEIVABLE	119,016	128,994	(9,978)
	DUE FROM OTHER FUNDS	0	0	0
	TOTAL ASSETS	326,886	223,642	103,244
	ACCOUNTS PAYABLE	1,463	0	1,463
	DUE TO OTHER FUNDS	0	0	0
	DEFERRED REVENUE	0	0	0
	TOTAL LIABILITIES	1,463	0	1,463
	EXCESS REV OVER/UNDER EXP	72,171	25,077	47,095
102-271-001-000-000	Fund Balance	253,252	198,565	54,686
	TOTAL FUND BALANCE	325,423	223,642	101,781
	TOTAL LIAB. AND FUND BALANCE	326,886	223,642	103,244

PRELIMINARY SCH. OF REV & EXP
TRANSPORTATION FUND - 102
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	REVENUES					
	TAXES					
102-312-300-000-000	Polk Ninth Cent Voted Gas Tax	57,000	25,702	77,000	30,397	74,771
102-312-400-000-000	Local Option Gas Tax	410,141	179,544	404,600	170,723	408,216
102-312-405-000-000	New Local Option Gas Tax - 5C	255,740	110,991	252,650	103,992	256,157
	TOTAL: TAXES	722,881	316,237	734,250	305,111	739,144
	INTERGOVERNMENTAL REVENUE					
102-335-120-000-000	8Th Cent Motor Fuel (26.62%)	118,142	45,287	113,300	42,862	113,750
102-335-490-000-000	Motor Fuel Tax Rebate	12,500	3,643	12,500	6,829	14,177
	TOTAL: INTERGOVERNMENTAL REV	130,642	48,930	125,800	49,691	127,926
	CHARGES FOR SERVICES					
102-344-901-000-000	F.D.O.T. Right of Way Contract	23,606	5,902	23,606	11,803	23,606
102-344-902-000-000	FDOT Signal Maint Contract	34,048	0	17,903	0	17,903
102-344-903-000-000	FDOT LIght Maint Contract	75,018	0	72,833	0	72,833
	TOTAL: CHARGES FOR SERVICES	132,672	5,902	114,342	11,803	114,342
	MISCELLANEOUS REVENUES					
	Interest Income	300	0	300	0	0
102-369-000-000-000	Other Miscellaneous Revenues	500	0	500	0	0
	TOTAL: MISCELLANEOUS REVENUES	800	0	800	0	0
	OTHER FINANCING SOURCES					
	INTER FUND TRANSFER					
102-381-001-000-000	Transfer from General Fund	82,501	0	0	0	0
102-381-330-000-000	Transfer from Cap. Proj Fund	0	0	5,075	0	5,075
	TOTAL: INTERFUND TRANSFER	82,501	0	5,075	0	5,075
	TOTAL: OTHER FINANCING SOURCES	0	0	0	0	0
	TOTAL REVENUES/OTHER FIN SRCS	1,069,496	371,068	980,267	366,605	986,487
	STREET OPERATION	791,904	273,753	807,218	255,249	790,155

PRELIMINARY SCH. OF REV & EXP
TRANSPORTATION FUND - 102
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	STORMWATER DIVISION	34,600	1,317	24,600	607	14,442
	STREET ADMIN.	57,185	23,827	85,673	85,673	85,673
	DISASTER RECOVERY	0	0	0	0	0
	TRANSPORTATION PROJECTS	187,307	0	75,000	0	41,530
	TOTAL EXPENDITURES	1,070,996	298,897	992,491	341,529	931,800
	REVENUE EXCESS OVER(UNDER) EXP	(1,500)	72,171	(12,224)	25,077	54,686

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
STREET LIGHTING FUND - 103
02/29/2016

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	STREET LIGHTING FUND - 103			
	CASH	16,032	15,131	901
	TOTAL ASSETS	16,032	15,131	901
	ACCOUNTS PAYABLE	0	0	0
	TOTAL LIABILITIES	0	0	0
	EXCESS REV OVER/UNDER EXP	251	551	(300)
103-271-001-000-000	Fund Balance	15,781	14,580	1,201
	TOTAL FUND BALANCE	16,032	15,131	901
	TOTAL LIAB. AND FUND BALANCE	16,032	15,131	901

PRELIMINARY SCH. OF REV & EXP
STREET LIGHTING FUND - 103
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	REVENUES					
	SPECIAL ASSESSMENT					
103-325-200-000-000	Brookshire Street Lighting	14,500	6,043	14,500	6,372	14,830
	TOTAL REVENUES/OTHER FIN SRCS	14,500	6,043	14,500	6,372	14,830
	EXPENSES					
	STREET LIGHTING	14,602	5,792	14,602	5,821	13,629
	TOTAL EXPENDITURES	14,602	5,792	14,602	5,821	13,629
	REVENUE EXCESS OVER(UNDER) EXP	(102)	251	(102)	551	1,201

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
CRA FUND -105
02/29/2016

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	CRA FUND - 105			
	Cash - Unrestricted	383,574	261,429	122,145
105-102-010-000-000	Restricted - Escrow Business Park	100,000	100,000	0
	CASH	483,574	361,429	122,145
	ACCOUNTS RECEIVABLE	5,372	4,972	400
	DUE FROM OTHER FUNDS	0	0	0
	TOTAL ASSETS	488,946	366,401	122,545
	ACCOUNTS PAYABLE	716	0	716
	DEPOSIT & TRUST ACCOUNTS	100,000	100,000	0
	ACCRUED PAYROLL & WITHHOLDING	0	0	0
	DUE TO OTHER FUNDS	0	0	0
	TOTAL LIABILITIES	100,716	100,000	716
	EXCESS REV OVER/UNDER EXP	238,644	97,060	141,585
105-271-001-000-000	Fund Balance	149,586	169,341	(19,755)
	TOTAL FUND BALANCE	388,230	266,401	121,830
	TOTAL LIAB. AND FUND BALANCE	488,946	366,401	122,545

PRELIMINARY SCH. OF REV & EXP
CRA FUND - 105
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	REVENUES					
	TAXES					
105-311-200-000-000	City Tax Increment Area 1	55,142	55,142	70,792	70,792	63,093
105-311-400-000-000	City Tax Increment Area 3	15,718	15,718	19,908	19,908	16,029
105-311-600-000-000	City Tax Increment Area 2	508,064	508,064	443,846	458,846	442,651
	TOTAL: TAXES	578,924	578,924	534,546	549,546	521,773
	INTERGOVERNMENTAL REVENUE					
105-337-220-000-000	LWHA Officer Contribution	29,131	12,129	29,131	11,900	29,131
105-338-300-000-000	County Tax Increment Area 1	51,418	50,971	55,362	55,096	54,049
105-338-500-000-000	County Tax Increment Area 3	14,656	14,594	13,641	13,838	13,731
105-338-700-000-000	County Tax InCRement CRA Exp	473,753	461,889	380,300	379,504	378,445
	TOTAL: INTERGOVERNMENTAL REV	568,958	539,583	478,434	460,338	475,356
	MISCELLANEOUS REVENUES					
	Interest Income	1,000	0	1,000	0	0
105-364-200-000-000	Sale of Land	0	0	0	24,322	24,322
105-364-210-000-000	Gov. Wide - Gain/Loss	0	0	0	0	(17,778)
105-364-220-000-000	Gov. Wide (Contra) - Gain/(Loss)	0	0	0	0	17,778
105-369-999-000-000	Other	0	0	23,000	0	0
	TOTAL: MISCELLANEOUS REVENUES	1,000	0	24,000	24,322	24,322
	OTHER FINANCING SOURCES					
	INTER FUND TRANSFER					
	TOTAL: INTERFUND TRANSFER	0	0	0	0	0
	OTHER SOURCES					
	TOTAL: OTHER FINANCING SOURCES	0	0	0	0	0
	TOTAL REVENUES/OTHER FIN SRCS	1,148,882	1,118,507	1,036,980	1,034,206	1,021,451
	EXPENDITURES					
	CRA - ECONOMIC DEVELOPMENT	50,320	21,620	71,630	30,131	70,535
	CRA - COMMUNITY REDEVELOPMENT	150,742	62,399	111,562	47,077	110,733
	CRA - COMMUNITY POLICING	0	0	0	0	0
	CRA - CODE ENFORCEMENT	0	0	0	0	0
	CAPITAL OUTLAY	120,000	0	0	0	0

PRELIMINARY SCH. OF REV & EXP
CRA FUND - 105
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	TRANSFERS	795,843	795,843	859,938	859,938	859,938
	TOTAL EXPENDITURES	1,116,905	879,862	1,043,130	937,146	1,041,206
	REVENUE EXCESS OVER(UNDER) EXP	31,977	238,644	(6,150)	97,060	(19,755)

PRELIMINARY - BALANCE SHEET
POLICE FORFEITURES FUND - 106
02/29/2016

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	POLICE FORFEITURE FUND - 106			
	CASH	46,150	40,297	5,853
	ACCOUNTS RECEIVABLE	0	0	0
	DUE FROM OTHER FUNDS	0	0	0
	TOTAL ASSETS	46,150	40,297	5,853
	ACCOUNTS PAYABLE	0	0	0
	ACCRUED PAYROLL & WITHHOLDING	0	0	0
	DUE TO OTHER FUNDS	0	123	(123)
	TOTAL LIABILITIES	0	123	(123)
	EXCESS REV OVER/UNDER EXP	16,974	5,039	11,935
106-271-001-000-000	Fund Balance	29,176	35,135	(5,959)
	TOTAL FUND BALANCE	46,150	40,174	5,976
	TOTAL LIAB. AND FUND BALANCE	46,150	40,297	5,853

PRELIMINARY SCH. OF REV & EXP
POLICE FORFEITURE FUND - 106
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	REVENUES					
	FINES & FORFEITS					
106-351-900-000-000	Forfeitures - Police Dept	20,000	26,797	26,280	15,127	26,282
	TOTAL: FINES & FORFEITURES	20,000	26,797	26,280	15,127	26,282
	MISCELLANEOUS REVENUES					
	Interest Income	0	42	100	40	92
	TOTAL: MISCELLANEOUS REVENUES	0	42	100	40	92
	OTHER FINANCING SOURCES					
	INTER FUND TRANSFER					
	TOTAL: INTERFUND TRANSFER	0	0	0	0	0
	OTHER SOURCES					
	TOTAL: OTHER FINANCING SOURCES	0	0	0	0	0
	TOTAL REVENUES/OTHER FIN SRCS	20,000	26,840	26,380	15,166	26,374
	EXPENDITURES					
	OPERATING	25,359	9,865	38,400	10,127	32,333
	CAPITAL OUTLAY	0	0	0	0	0
	TRANSFERS	0	0	0	0	0
	TOTAL EXPENDITURES	25,359	9,865	38,400	10,127	32,333
	REVENUE EXCESS OVER(UNDER) EXP	(5,359)	16,974	(12,020)	5,039	(5,959)

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
LIBRARY FUND - 110
02/29/2016

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	LIBRARY FUND - 110			
	Cash - Unrestricted	101,467	57,120	44,347
110-102-001-000-000	Petty Cash - Books By Mail	50	50	0
110-102-002-000-000	PETTY CASH - BOOK MOBILE	100	0	100
110-101-062-000-000	Library Impact Fees 3771	119,430	149,264	(29,834)
	CASH	221,047	206,434	14,613
	ACCOUNTS RECEIVABLE	0	0	0
	DUE FROM OTHER FUNDS	0	0	0
	PREPAID	2,984	672	2,312
	TOTAL ASSETS	224,031	207,106	16,925
	ACCOUNTS PAYABLE	4,459	0	4,459
	ACCRUED PAYROLL & WITHHOLDING	23,244	24,092	(848)
	TOTAL LIABILITIES	27,702	24,092	3,611
	EXCESS REV OVER/UNDER EXP	71,927	59,467	12,460
110-271-001-000-000	Fund Balance	124,401	123,547	854
	TOTAL FUND BALANCE	196,329	183,014	13,314
	TOTAL LIAB. AND FUND BALANCE	224,031	207,106	16,925

PRELIMINARY SCH. OF REV & EXP
LIBRARY FUND - 110
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	REVENUES					
	TAXES					
110-311-100-000-000	Ad Valorem Taxes	398,844	292,259	377,500	316,366	378,471
	TOTAL: TAXES	398,844	292,259	377,500	316,366	378,471
	INTERGOVERNMENTAL REVENUE					
110-338-001-000-000	Polk County - Intergov. Rev.	230,000	0	225,000	0	225,869
110-338-005-000-000	Polk County Books By Mail	230,000	125,000	225,000	112,500	225,000
110-338-006-000-000	Polk County Bookmobile Rev.	75,000	42,500	75,000	0	75,000
	TOTAL: INTERGOVERNMENTAL REV	535,000	167,500	525,000	112,500	525,869
	CHARGES FOR SERVICES					
110-341-000-000-000	Reimbursement of Expense	144	14	0	24	47
110-347-250-000-000	Special Interest Classes	8,000	3,793	8,000	4,147	7,334
	TOTAL: CHARGES FOR SERVICES	8,144	3,807	8,000	4,171	7,380
	IMPACT FEES					
110-363-221-000-000	Impact Fees - Library	25,000	7,805	29,500	10,559	29,573
	TOTAL IMPACT FEES	(25,000)	(7,805)	(29,500)	(10,559)	(29,573)
	MISCELLANEOUS REVENUES					
	Interest Income	4,500	119	4,500	120	348
110-362-790-000-000	User Fees -Library	50	0	100	0	0
110-366-001-000-000	Contribution - LW Library Assn	12,000	3,580	11,000	6,338	11,172
110-366-025-000-000	Donations-Books By Mail	50	3	25	22	261
110-369-000-000-000	Other Miscellaneous Revenues	0	478	0	0	711
110-369-999-000-000	Other	0	0	710	0	0
	TOTAL: MISCELLANEOUS REVENUES	16,600	4,179	16,335	6,480	12,492
	OTHER FINANCING SOURCES					
	INTER FUND TRANSFER					
	TOTAL: INTERFUND TRANSFER	0	0	0	0	0
	TOTAL REVENUES/OTHER FIN SRCS	983,588	475,551	956,335	450,076	953,785

PRELIMINARY SCH. OF REV & EXP
LIBRARY FUND - 110
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	LIBRARY FUND	951,753	377,413	922,371	373,924	889,066
	CAPITAL OUTLAY	79,500	26,211	66,535	16,685	63,865
	TOTAL EXPENDITURES	1,031,253	403,623	988,906	390,609	952,931
	REVENUE EXCESS OVER(UNDER) EXP	(47,665)	71,927	(32,571)	59,467	854

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
LAW ENF BLOCK GRT FUND - 116
02/29/2016

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	LAW ENFORCEMENT BLOCK GRANT			
	CASH	0	0	0
	ACCOUNTS RECEIVABLE	9,170	0	9,170
	DUE FROM OTHER FUNDS	0	0	0
	TOTAL ASSETS	9,170	0	9,170
	ACCOUNTS PAYABLE	0	0	0
	ACCRUED PAYROLL & WITHHOLDING	0	0	0
	DUE TO OTHER FUNDS	9,170	673	8,497
	TOTAL LIABILITIES	9,170	673	8,497
	EXCESS REV OVER/UNDER EXP	0	(673)	673
	TOTAL FUND BALANCE	0	(673)	673
	TOTAL LIAB. AND FUND BALANCE	9,170	0	9,170

PRELIMINARY SCH. OF REV & EXP
LAW ENF BLOCK GRT FUND - 116
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	REVENUES					
	INTERGOVERNMENTAL					
116-331-300-000-000	Byrne Grant - JAG D (Direct)	4,000	0	4,353	0	4,346
116-331-305-000-000	Byrne Grant - JAG - C (Countywide)	10,000	9,170	10,000	0	10,007
	TOTAL: INTERGOVERNMENTAL	14,000	9,170	14,353	0	14,353
	MISCELLANEOUS REVENUES					
	Interest Income	0	0	0	0	0
	TOTAL: MISCELLANEOUS REVENUES	0	0	0	0	0
	OTHER FINANCING SOURCES					
	INTER FUND TRANSFER					
	TOTAL: INTERFUND TRANSFER	0	0	0	0	0
	OTHER SOURCES					
	TOTAL: OTHER FINANCING SOURCES	0	0	0	0	0
	TOTAL REVENUES/OTHER FIN SRCS	14,000	9,170	14,353	0	14,353
	EXPENDITURES					
116-521-000-352-050	Operating Supplies - Equipment	0	0	0	0	6,801
116-521-000-664-990	Other Equipment	14,000	9,170	14,353	673	7,552
	TOTAL EXPENDITURES	14,000	9,170	14,353	673	14,353
	REVENUE EXCESS OVER(UNDER) EXP	0	0	0	(673)	0

PRELIMINARY - BALANCE SHEET
DEBT SERVICE FUND - 201
02/29/2016

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	DEBT SERVICE FUND - 201			
	CASH	1,171,430	1,068,325	103,105
	DUE FROM OTHER FUNDS	0	0	0
	TOTAL ASSETS	1,171,430	1,068,325	103,105
	DUE TO OTHER FUNDS	0	0	0
	TOTAL LIABILITIES	0	0	0
	EXCESS REV OVER/UNDER EXP	(81,246)	(880,099)	798,853
201-271-001-000-000	Fund Balance	1,252,676	1,948,424	(695,748)
	TOTAL FUND BALANCE	1,171,430	1,068,325	103,105
	TOTAL LIAB. AND FUND BALANCE	1,171,430	1,068,325	103,105

PRELIMINARY SCH. OF REV & EXP
DEBT SERVICE FUND - 201
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	REVENUES					
	TAXES					
201-314-100-000-000	Utl Taxes-Elect(Series 2003/Leases)	600,000	250,000	263,000	109,583	263,000
201-315-000-000-000	Communication Svc Tax(Series 2013)	156,400	156,400	150,000	50,000	150,000
	TOTAL: TAXES	756,400	406,400	413,000	159,583	413,000
	LICENSES & PERMITS					
201-313-100-000-000	Franch Fees - Elect (Series 2015)	255,000	106,250	0	0	0
	TOTAL: LICENSES & PERMITS	255,000	106,250	0	0	0
	IMPACT FEES					
201-363-222-000-000	Impact Fees - Fire South	10,000	5,746	94,041	5,168	94,039
	TOTAL: IMPACT FEES	10,000	5,746	94,041	5,168	94,039
	MISCELLANEOUS REVENUES					
	Interest Income	0	81	0	16	85
	TOTAL: MISCELLANEOUS REVENUES	0	81	0	16	85
	OTHER FINANCING SOURCES					
	INTER FUND TRANSFER					
201-381-001-000-000	Transfer from General Fund	0	0	71,100	0	71,017
201-381-102-000-000	Transfer from Transp.(Series 2003)	57,185	66,716	85,673	85,673	85,673
201-381-105-000-000	Transfer from CRA(Series 2003/2007)	795,843	795,843	859,938	859,938	859,938
	TOTAL: INTERFUND TRANSFER	853,028	862,559	1,016,711	945,611	1,016,628
	TOTAL REVENUES/OTHER FIN SRCS	1,874,428	1,381,035	1,523,752	1,110,379	1,523,752
	DEBT SERVICE - PRINCIPAL	1,544,984	1,288,903	1,843,640	1,779,986	1,842,290
	DEBT SERVICE - INTEREST & FEES	325,720	173,379	392,538	210,491	377,209
	TOTAL EXPENDITURES	1,870,704	1,462,282	2,236,178	1,990,478	2,219,499
	REVENUE EXCESS OVER(UNDER) EXP	3,724	(81,246)	(712,426)	(880,099)	(695,748)

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
CAPITAL PROJECT FUND - 330
02/29/2016

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	CAPITAL PROJECT FUND - 330			
	Cash - Unrestricted	(8,000)	(162,644)	154,644
330-101-062-000-000	Fire North Rescue Impact Fee 3755	8,114	9,858	(1,744)
330-101-063-000-000	Police Services Impact Fee 1438	229,342	191,979	37,363
330-101-064-000-000	Parks & Recreation Impact Fee 1420	252,700	253,001	(301)
330-101-200-000-000	Series 2013- Cemetery	0	127,656	(127,656)
	CASH	482,156	419,850	62,306
	ACCOUNTS RECEIVABLE	0	43,541	(43,541)
	DUE FROM OTHER FUNDS	0	0	0
	TOTAL ASSETS	482,156	463,391	18,765
	ACCOUNTS PAYABLE	0	36,197	(36,197)
	DEFERRED REVENUE	0	5,075	(5,075)
	DUE TO OTHER FUNDS	63,654	141,040	(77,385)
	TOTAL LIABILITIES	63,654	182,312	(118,657)
	EXCESS REV OVER/UNDER EXP	(5,473)	(415,397)	409,924
330-271-001-000-000	Fund Balance	423,975	696,476	(272,501)
	TOTAL FUND BALANCE	418,502	281,079	137,423
	TOTAL LIAB. AND FUND BALANCE	482,156	463,391	18,765

PRELIMINARY SCH. OF REV & EXP
CAPITAL PROJECT FUND - 330
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	REVENUES					
	INTERGOVERNMENTAL REVENUE					
330-334-721-000-000	RTP Grant-Lake Wales Trail	0	0	99,300	0	99,305
330-334-727-000-000	FRDAP Grant - Skate Park	0	0	50,000	0	50,000
330-334-729-000-000	Grant-Premier Streets LW Project	0	0	5,075	0	5,075
	TOTAL: INTERGOVERNMENTAL REV	0	0	154,375	0	154,380
	IMPACT FEES					
330-363-220-000-000	Impact Fees- Police	10,000	8,999	39,000	11,179	39,010
330-363-222-000-000	Impact Fees - Fire North	8,400	5,607	23,900	7,902	23,933
330-363-270-000-000	Impact Fees- Culture/Rec	6,000	16,932	56,000	14,576	55,824
	TOTAL IMPACT FEES	(24,400)	(31,538)	(118,900)	(33,656)	(118,768)
	MISCELLANEOUS REVENUES					
	Interest Income	2,500	517	2,678	876	1,614
	TOTAL: MISCELLANEOUS REVENUES	2,500	517	2,678	876	1,614
	OTHER FINANCING SOURCES					
	INTER FUND TRANSFER					
330-381-001-000-000	Transfer from General Fund	0	0	275,000	0	274,936
	TOTAL: INTERFUND TRANSFER	0	0	275,000	0	274,936
	TOTAL REVENUES/OTHER FIN SRCS	26,900	32,055	550,953	34,532	549,697
	EXPENDITURES					
330-522-622-003-000	Cemetery - New Addition	0	0	600,000	265,736	579,503
330-572-000-663-003	Skate Park - Equipment	0	16,433	70,000	0	53,185
330-572-000-663-020	Lake Wales Trails Extension	0	0	190,000	184,193	184,435
330-572-663-022-000	C/O - Park Signage	13,000	0	0	0	0
330-572-663-023-000	C/O - ADA Parking - Soccer Complex	30,000	0	0	0	0
330-572-663-024-000	C/O - Electric Upgrades - LW Park	20,000	21,095	0	0	0
330-572-663-210-000	C/O-Lake Wales Park - Excercise Equ	10,000	0	0	0	0
330-581-000-991-001	Transfer to General Fund	17,500	0	0	0	0
330-581-000-991-102	Transfer to Transportation Fund	0	0	5,075	0	5,075
	TOTAL EXPENDITURES	90,500	37,528	865,075	449,929	822,198
	REVENUE EXCESS OVER(UNDER) EXP	(63,600)	(5,473)	(314,122)	(415,397)	(272,501)

PRELIMINARY - BALANCE SHEET
UTILITY SYSTEM FUND - 403
02/29/2016

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	UTILITY SYSTEM - FUND 403			
	CASH & INV. - UNRESTRICTED	2,345	975	1,370
	CASH & INV. - SEWER IMPACT FEE	1,308,844	1,205,678	103,166
	CASH & INV. - WATER IMPACT FEE	267,753	130,223	137,530
	CASH & INV. - DEBT SERVICE SIN	962,661	743,635	219,025
403-103-100-000-000	Loan Proceeds Series 2015	700,375	0	700,375
403-103-010-000-000	Utilities Emergency Sinking Fund 80	5,012	142,503	(137,492)
403-104-801-001-160	Utilty Cash-Customer Deposits	785,986	727,365	58,621
403-104-801-001-165	C Street Sewer Project - Escrow	10,196	2,846	7,350
403-104-801-001-167	C Street Sewer - Postage Escrow	34	34	0
	CASH & INV. - RESERVE ACCOUNTS	1,501,602	872,748	628,854
	TOTAL CASH & INVESTMENTS	4,043,205	2,953,259	1,089,946
	ACCOUNTS RECEIVABLE	968,435	1,095,679	(127,244)
	DUE FROM OTHER FUNDS	0	0	0
	INVENTORY	147,914	164,240	(16,326)
	PREPAID	6,572	3,572	3,000
	NET FIXED ASSETS	35,513,200	35,176,515	336,685
	UNAMORTIZED BOND ISSUE COSTS	0	(3,260)	3,260
	TOTAL ASSETS	40,679,326	39,390,005	1,289,320
	ACCOUNTS PAYABLE	80,627	85,624	(4,998)
	ACCRUED LIABILITIES	373,133	932,660	(559,527)
	ACCRUED INTEREST	82,204	86,137	(3,933)
	CUSTOMER DEPOSITS	787,892	728,476	59,416
	ACCRUED PAYROLL & WITHHOLDING	114,973	107,724	7,249
	DEFERRED REVENUE	235,337	239,434	(4,097)
	DEBT	10,007,357	9,761,098	246,260
	TOTAL LIABILITIES	11,681,523	11,941,153	(259,630)
	EXCESS REV OVER/UNDER EXP	474,101	252,831	221,270
403-272-000-000-000	Retained Earnings	28,523,702	27,196,022	1,327,680
	TOTAL FUND BALANCE	28,997,803	27,448,852	1,548,950

CITY OF LAKE WALES
PRELIMINARY - BALANCE SHEET
UTILITY SYSTEM FUND - 403
02/29/2016

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	TOTAL LIAB. AND FUND BALANCE	40,679,326	39,390,005	1,289,320

PRELIMINARY SCH. OF REV & EXP
UTILITY SYSTEM FUND - 403
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	REVENUES					
	CHARGES FOR SERVICES	7,673,000	3,184,929	6,996,000	2,862,088	6,999,866
	INTEREST INCOME	6,480	4,610	6,480	2,041	6,783
	GRANTS	650,000	0	0	113,377	0
	DEBT PROCEEDS	9,400,000	0	0	0	0
	OTHER REVENUE & SOURCES:					
403-362-200-000-000	Lease - Telecommunication Site	185,000	73,760	200,000	80,452	200,744
403-363-230-000-000	Water Impact Fees	75,000	46,538	127,000	37,045	127,528
403-363-235-000-000	Sewer Impact Fees	100,000	73,031	180,000	47,924	180,273
403-364-175-000-000	Gain on Sale of Capital Asset	0	0	(6,625)	0	5,330
403-364-661-000-000	Gain On Sale of Land	0	0	0	0	(11,954)
403-369-902-000-000	Bad Debt Recovery - Water	1,000	0	1,000	0	12
403-369-999-000-000	Other	0	521	10,000	0	2,419
	TOTAL: OTHER REV. & SOURCES	361,000	193,850	511,375	165,420	504,352
	TOTAL REVENUES/OTHER FIN SRCS	18,090,480	3,383,389	7,513,855	3,142,926	7,511,000
	WATER PLANT OPERATION	845,071	255,507	868,149	294,768	711,330
	SEWER PLANT OPERATION	934,139	211,146	924,845	277,384	664,037
	REUSE WATER OPERATION	148,654	33,669	85,373	24,856	38,899
	UTILITY ADMINISTRATION	940,802	336,561	952,768	366,345	881,192
	UTILITY OPERATION PERSONNEL	1,200,392	497,546	1,233,149	500,446	1,226,111
	UTILITY BILLING	288,445	110,222	208,904	74,507	207,046
	UTILITY DEPRECIATION	70,000	0	70,000	21,410	1,212,176
	WATER CAPITAL	434,877	38,538	1,040,000	548,749	0
	SEWER CAPITAL	7,625,000	501,361	2,910,000	251,187	0
	CDBG CAPITAL OUTLAY	650,000	14,920	0	5,478	0
	REUSE CAPITAL	50,000	0	50,000	0	0
	INTERFUND TRANSFERS	1,140,000	475,000	1,020,000	425,000	1,020,000
	OTHER NONOPERATION	0	59	0	86	0
	DEBT SERVICE	2,327,327	434,761	1,669,544	99,879	222,530
	TOTAL EXPENDITURES	16,654,707	2,909,288	11,032,732	2,890,095	6,183,320
	REVENUE EXCESS OVER(UNDER) EXP	1,435,773	474,101	(3,518,877)	252,831	1,327,680

PRELIMINARY - BALANCE SHEET
AIRPORT AUTHORITY FUND - 404
02/29/2016

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	INCREASE (DECREASE)
	AIRPORT AUTHROITY - FUND 404			
	CASH	0	175	(175)
	ACCOUNTS RECEIVABLE	1	50	(49)
	DUE FROM OTHER FUNDS	0	0	0
	PREPAID	0	0	0
	NET FIXED ASSETS	10,518,850	7,781,986	2,736,864
	TOTAL ASSETS	10,518,851	7,782,211	2,736,640
	ACCOUNTS PAYABLE	262	108,824	(108,561)
	DUE TO OTHER FUNDS	128,939	30,136	98,803
	DEFERRED REVENUE	324	573	(249)
	PRIOR PERIOD ADJUSTMENT	0	0	0
	DEBT	123,961	135,795	(11,834)
	TOTAL LIABILITIES	253,487	275,328	(21,841)
	EXCESS REV OVER/UNDER EXP	(1,552)	(52,504)	50,951
404-272-000-000-000	Retained Earnings	10,266,916	7,559,387	2,707,530
	TOTAL FUND BALANCE	10,265,364	7,506,883	2,758,481
	TOTAL LIAB. AND FUND BALANCE	10,518,851	7,782,211	2,736,640

PRELIMINARY SCH. OF REV & EXP
AIRPORT AUTHORITY FUND - 404
02/29/2016

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY BUDGET	PRIOR FY ACTUAL	PRIOR - FY 09/30/2011
	REVENUES					
	INTERGOVERNMENTAL REVENUE					
404-331-419-000-000	FAA - Airfield Improvements	0	0	2,587,810	948,710	2,587,832
404-331-420-000-000	FAA - Rehab Resurface/Envir Assess	1,087,232	0	0	0	0
404-334-419-000-000	FDOT - Airfield Improvements	0	0	290,812	36,700	290,784
404-334-420-000-000	FDOT - Rehab Resurface/Enir Assess	80,402	0	0	0	0
	TOTAL: INTERGOVERNMENTAL REV	1,167,634	0	2,878,622	985,410	2,878,616
	CHARGES FOR SERVICES					
404-341-900-000-000	Reimbursement-Airport Ad Val Taxes	3,000	80	2,300	2,211	2,211
404-341-900-000-100	Reimbursement - Electric-T Hangers	960	320	2,500	0	1,159
404-344-101-000-000	T-Hangar Rentals	47,720	19,880	43,550	16,724	43,882
404-344-102-000-000	Tie-Down Fees	1,000	0	300	355	1,092
404-344-103-000-000	Fuel Flow Charges	7,000	3,961	5,000	2,633	4,906
404-344-104-000-000	Campground Rentals	7,350	3,062	7,169	2,843	7,368
	TOTAL: CHARGES FOR SERVICES	67,030	27,303	60,819	24,767	60,617
	OTHER REVENUES & SOURCES					
	Interest Income	0	0	0	0	0
404-362-541-000-000	FBO Lease-Rental Mowing Credit	6,000	2,500	6,000	0	6,000
404-364-000-000-000	FBO Lease- Rental Imprv. Credit	11,834	4,931	11,834	0	23,668
	TOTAL: OTHER REV. & SOURCES	17,834	7,431	17,834	0	29,668
	OTHER FINANCING SOURCES					
	INTER FUND TRANSFER					
404-381-001-000-000	Transfer from The General Fund	91,806	77,977	172,788	108,817	172,788
	TOTAL: INTERFUND TRANSFER	91,806	77,977	172,788	108,817	172,788
	TOTAL REVENUES/OTHER FIN SRCS	1,344,304	112,710	3,130,063	1,118,994	3,141,689
	OPERATIONS	99,434	36,905	96,495	30,650	96,489
	CAPITAL OUTLAY	1,233,036	72,427	3,113,122	1,140,848	0
	DEPRECIATION	0	0	0	0	325,837
	DEBT SERVICE	11,834	4,931	28,558	0	11,834
	TOTAL EXPENDITURES	1,344,304	114,263	3,238,175	1,171,497	434,160
	REVENUE EXCESS OVER(UNDER) EXP	0	(1,552)	(108,112)	(52,504)	2,707,530

MEMORANDUM

March 28, 2016

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Kathy Bangley, Planning Director

RE: Ordinance 2016 –04 Annexation – 2nd Reading and Public Hearing
Wheeler Properties LLC – Waverly Village

Synopsis: Ordinance 2016-04 proposes the annexation of approximately 16.2 acres located north of CF Kinney Road and west of Scenic Highway (SR17).

Recommendation:
Staff recommends adoption after second reading and public hearing of Ordinance 2016-04, providing for the annexation of approximately 16.2 acres owned by Wheeler Properties LLC and located north of CF Kinney Road and west of Scenic Highway (SR 17).

Public notice requirements have been met.

Background:
The property is adjacent to approximately 275 acres that were annexed in to the City in 2007. The additional 16.2 acres will become part of a 291 acre planned development project (PDP) that is being prepared by JSK Consultants for the land owner.

Surrounding land uses:
North: County – RL-4 Residential Low-4
South: County – RL-1 Residential Low-1 and City LDR Low Density Residential
East: County – A/RR Agricultural/Rural Residential and City LDR Low Density Residential
West: County – RL-4 Residential Low-4

Other options: Decline to annex the property.

Fiscal Impact: The annexation will add to the City's tax roll.

Attachments:
Ordinance 2016 – 04 with Attachment A

ORDINANCE 2016-04

(Annexation – Wheeler Farms, Inc. Waverly Village – North of C.F. Kinney Road and west of Scenic Hwy.)

AN ORDINANCE PROVIDING FOR THE ANNEXATION OF APPROXIMATELY 16.19 ACRES OF TERRITORY, CONTIGUOUS TO THE INCORPORATED TERRITORY OF THE CITY OF LAKE WALES, SHOWN ON "ATTACHMENT A" AND SPECIFICALLY DESCRIBED HEREIN; GIVING THE CITY OF LAKE WALES JURISDICTION OVER THE LAND ANNEXED; PROVIDING FOR TAXATION OF THE TERRITORY ANNEXED; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ENACTED by the City Commission of the City of Lake Wales, Polk County, Florida:

SECTION 1 The corporate territory of the City of Lake Wales, Polk County, Florida is hereby extended to include approximately 16.03 acres of territory located north of CF Kinney Road and west of Scenic Highway (SR-17) as shown on "Attachment A," hereby made part of this ordinance, and specifically described as follows:

PID # 272910-859000-009070 0.32 acres

Lots 7 and 8, Block 9, Waverly, according to map or plat thereof as recorded in Plat Book 3, Page 7, of the Public Records of Polk County, Florida, together with South ½ of vacated alley lying North of same and the North ½ of vacated Date Street lying South of same, as described in that certain Resolution No.07-126 as recorded in Official Records Book 7496, Page 1326, of the Public Records of Polk County, Florida

PID# 272910-859000-017010
PID# 272910-859000-011010
PID# 272910-859000-007010
PID# 272910-859000-046000
PID# 272910-859000-006010 15.71 acres

Parcel 1:

All of, Block G, and North ½ of vacated Palm Street lying south of same, WAVERLY, according to the map or plat thereof as recorded in Plat Book 3, Page 7, Public Records of Polk County, Florida.

Parcel 2:

Lots 1-22, Block 6, and South ½ of vacated Palm Street lying North of same and West ½ of vacated Park Avenue lying East of same and vacated alley lying within Block and North ½ of vacated Koalin Street lying South of above, WAVERLY, according to the map or plat thereof as recorded in Plat Book 3, Page 7, Public Records of Polk County, Florida.

Parcel 3:
All Lots in Blocks 7 thru 10, and unknown Block lying South of Lot 5, Block 7 and North ½ of vacated unnamed Road lying South of Block 10 Less Lots 7 and 8, Block 9 and Less Lots 13 and 14, Block 8 and South ½ of vacated Koalin Street lying North of Blocks 7 and 8 from W R/W line of Annie Avenue to E R/W line of South Avenue and vacated alley lying within Block 7 and vacated Park Avenue lying between Blocks 7 and * and Block 10 and unknown Block lying South of Lot 5, Block 7 and North ½ of vacated alley lying South of Lots 1 thru 8, Block 8 and South ½ of vacated alley lying North of Lots 9 thru 12, Block 8 and vacated Date Street lying North of unknown Block and South of Lot 5, Block 7 and North ½ of vacated Date Street lying South of Lots 9 thru 12, Block 8 and South ½ of vacated Date Street lying North of Lots 1 thru 6, Block 10 and North ½ of vacated alley lying South of Lots 1 thru 6, Block 9 and South ½ of vacated alley lying North of Lots 9 thru 14, Block 9 and North ½ of vacated Date Street lying South of Lots 9 thru 14, Block 9 and vacated 40 foot right of way lying East of Block 9 from North line of South ½ of Dade Street to CR 540, WAVERLY, according to map or plat thereof as recorded in Plat Book 3, Page 7, Public Records of Polk County, Florida.

Parcel 4:
Lots 1 – 12, Block 17, and vacated unknown 30 foot street lying North of same and vacated unknown 40 foot street lying East of above, WAVERLY, according to the map or plat thereof as recorded in Plat Book 3, Page 7, Public Records of Polk County, Florida.

Parcel 5:
Lots 1 – 8, Block 11, and south ½ of vacated Date Street lying North of same and North ½ of vacated 30 foot unknown street lying South of same and vacated 40 foot unknown street lying East of above, WAVERLY, according to the map or plat thereof as recorded in Plat Book 3, Page 7, Public Records of Polk county, Florida.

R-O-W .16 acres
The east half of an unnamed 40 foot platted right-of-way vacated and closed by resolution 07-126, recorded in Official Records Book 7496, Page 1326, Public Records of Polk County, said right-of-way being East of Blocks 9,11, and 17, West of Blocks 24 and 25, North of the easterly extension of the South line of Block 17, and South of Lee Boulevard, as 50 platted right-of-way being also known as Waverly Road (County Road 540), all in the plat of Waverly, as recorded in Plat Book 3, Page 7, Public Records of Polk County, Florida.

SECTION 2 All of the public property, lot easements, streets, roads, and public right-of-way, now located and dedicated, acquired, platted or conveyed to the public in the

territory described in Section 1, shall be transferred to the City of Lake Wales without consideration of the same uses as originally conveyed.

SECTION 3 All ordinances of the City of Lake Wales and all laws heretofore passed by the legislature of the State of Florida, relating to and which now or hereafter constitute its charter, shall apply to and have the same force and effect in all territory described in Section 1 of this ordinance as if all of such territory had been part of the City of Lake Wales at the time of the passage and approval of such laws and ordinances.

SECTION 4 All of the area to be annexed shall be entitled to the same rights and benefits as those, which exist in the City of Lake Wales upon effective date of annexation.

SECTION 5 All of the area to be annexed shall be subject to the taxes and debts of the City of Lake Wales upon effective date of the annexation and shall be taxable by the City upon the same basis as other like property therein in accordance with Chapter 171.061 Florida Statutes.

SECTION 6 If any portion or portions of the ordinance shall be declared to be invalid, the remaining portion shall have the same force and effect, as though, such invalid portion or portions had not been included.

SECTION 7 This ordinance shall become effective, and the territory shall be considered annexed, immediately upon passage by the City Commission.

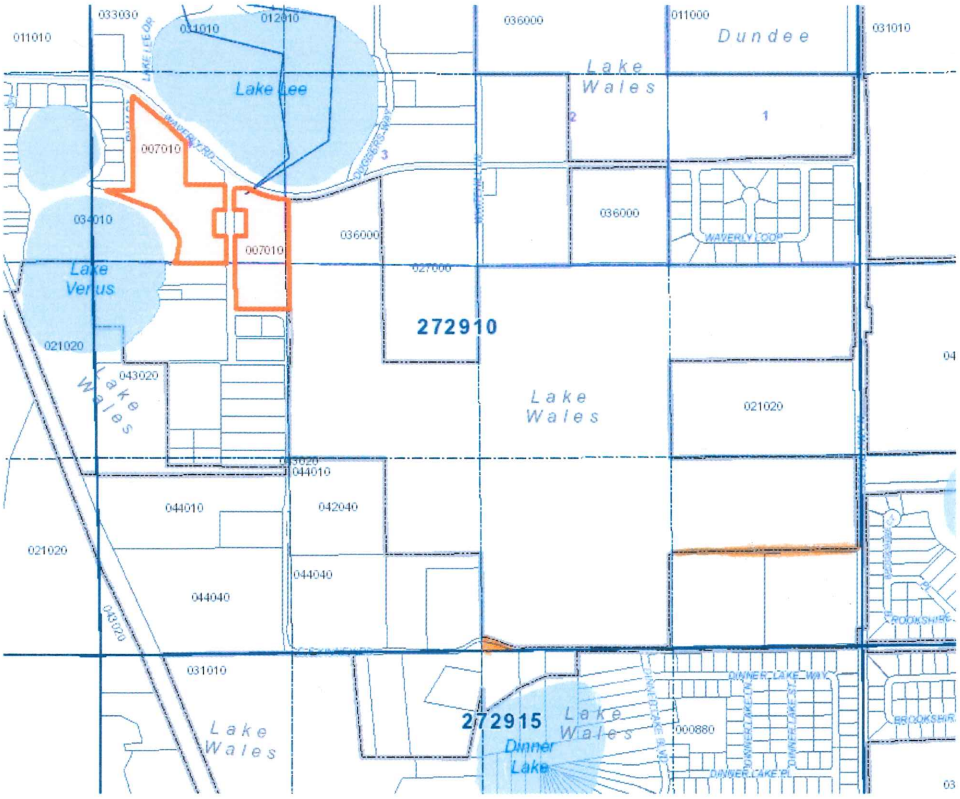
CERTIFIED AS TO PASSAGE this _____ day of _____ 2016

_____
Mayor/Commissioner, City of Lake Wales

ATTEST:

_____
City Clerk

ATTACHMENT A
ORDINANCE 2016 - 04



Parcel ID #'s
272910-859000-007010
272910-859000-009070
272910-000000-022040
272910-000000-024020

MEMORANDUM

March 28, 2016

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Kathy Bangley, Director of Planning and Development

RE: Ordinance D2016-02, CPA/Zoning: 1st Reading and Public Hearing Wheeler Properties LLC – Waverly Village, north of CF Kinney, west of Scenic Highway (SR17) and south of Lake Annie.

SYNOPSIS

The proposed amendment will designate land use and zoning for approximately 16.2 acres of property north of CF Kinney Road, west of Scenic Highway (SR17) and south of Lake Annie.

RECOMMENDATION

Staff recommends that the City Commission approve, following a public hearing, a first reading of Ordinance D2016-02.

Notice requirements for a public hearing have been met.

The Planning and Zoning Board held a public hearing on February 23, 2016 and voted unanimously to recommend a change in land use designation on the subject property from Polk County Future Land Use designation RL-4 Residential Low-4 to City of Lake Wales Future Land Use designation of LDR – Low Density Residential.

BACKGROUND

The ordinance proposes land use designation changes for approximately 16.2 acres of property located in the northern portion of the city limits. The property is being proposed for annexation concurrently by Ordinance 2016-04. This property will be added to approximately 275 acres that were annexed in to the City in 2007 and will become part of a planned development project (PDP) being developed by JSK Consultants for the property owner.

See Attachment A to the ordinance for location and land use designations.

Surrounding land use designations:

North: County – RL-4 Residential Low-4
South: County – RL-1 Residential Low-1 and City LDR Low Density Residential
East: County – A/RR Agricultural/Rural Residential and City LDR Low Density Residential
West: County RL-4 Residential Low-4

Proposed development impacts:
16.2 acres at 3 units to the acre = 48.6 units
2.4 persons per dwelling unit = 116.64 persons
Sanitary sewer @ 100 gpcd = 11,664 gpd
Potable water @ 122 gpcd = 14,230.08 gpd

ATTACHMENTS
Ordinance D2016-02 with Attachment A.

ORDINANCE D2016-02

(CPA/Zoning Waverly Village, Wheeler Properties LLC – 16.2 acres)

AN ORDINANCE OF THE CITY OF LAKE WALES, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE COMPREHENSIVE PLAN AND THE ZONING MAP TO CHANGE THE LAND USE DESIGNATION ON APPROXIMATELY 16.2 ACRES OF LAND LOCATED WEST OF SCENIC HIGHWAY AND SOUTH OF WAVERLY ROAD FROM POLK COUNTY DESIGNATION RL-4 RESIDENTIAL LOW-4 TO CITY OF LAKE WALES FUTURE LAND USE DESIGNATION LDR LOW DENSITY RESIDENTIAL AND ZONING DESIGNATION R-1A SINGLE FAMILY RESIDENTIAL DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ENACTED by the City Commission of the City of Lake Wales, Polk County, Florida:

SECTION 1 The Future Land Use Map (FLUM) of the Comprehensive Plan and the Zoning Map are hereby amended to change the land use designation on approximately 16 acres of property, owned by Wheeler Properties LLC and annexed by Ordinance 2016 -04, as follows:

<u>16.2 acres located West of Scenic Highway and South of Waverly Road</u>
Polk County Future Land Use Map designation RL-4 Residential Low to City of Lake Wales Future Land Use Map designation LDR Low Density Residential and zoning designation R-1A Single-family residential.

The property and land use designations are shown on “Attachment A,” hereby made part of this ordinance.

SECTION 2 The applicability and effect of the Lake Wales Comprehensive Plan, as amended, shall be as provided by the Local Government Planning and Land Development Regulations Act, Section 163.3215, Florida Statutes, and this ordinance.

SECTION 3 If any clause, section or provision of this ordinance or any fee imposed pursuant to this ordinance shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said ordinance or remaining fees shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

SECTION 4 Certified copies of the enacting ordinance, the City of Lake Wales comprehensive Plan and any amendment thereto, and the Lake Wales Code of Ordinances shall be located in the Office of the City Clerk of Lake Wales. The City Clerk shall also make copies available to the public for a reasonable publication charge.

SECTION 5 This amendment shall not become effective until the state land planning agency or the Administrative Commission, respectively, issues a final order determining the amendment in compliance.

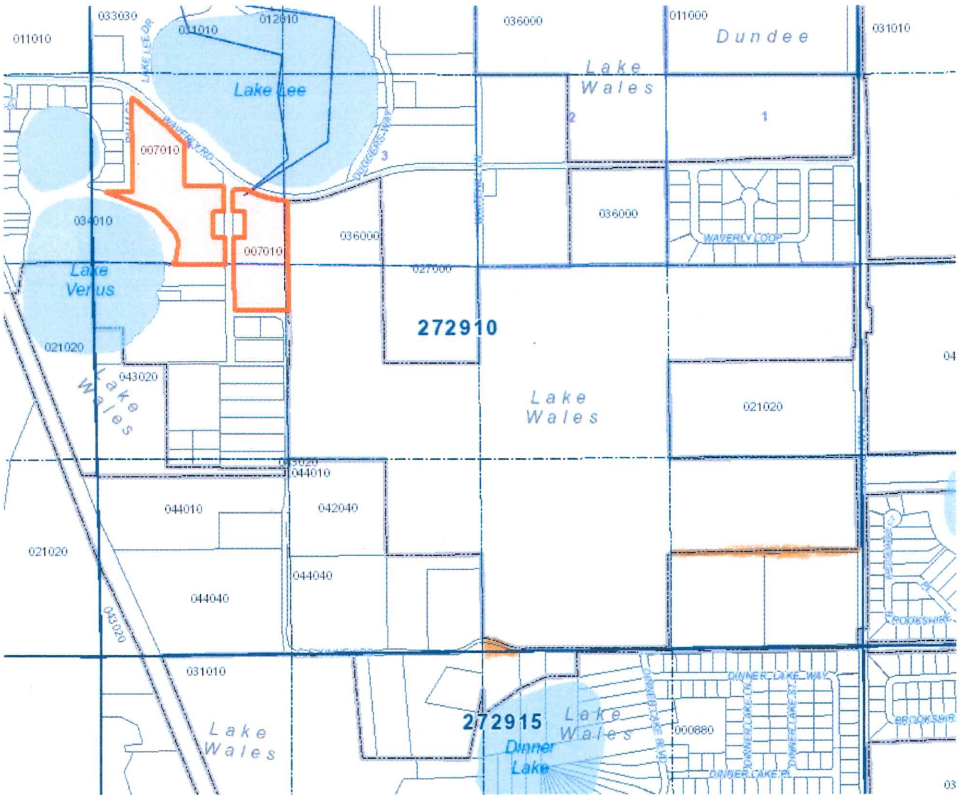
CERTIFIED AS TO PASSAGE this _____ day of _____ 2016.

_____
Mayor/Commissioner
City of Lake Wales, Polk County, Florida

ATTEST:

_____
City Clerk

ORDINANCE D2016 - 02
ATTACHMENT A



Current – Polk County RL-4 Residential Low
Proposed – Lake Wales LDR Low density residential

MEMORANDUM

March 28, 2016

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Kathy Bangley, Director of Planning and Development

RE: Waverly Village PDP – Master Plan Approval

SYNOPSIS

JSK Consultants, agent for Wheeler Properties LLC is seeking approval of a Master Plan for a residential Planned Development Project (PDP) on 291 acres in northern area of the city limits. The property is located north of C.F. Kinney Road and west of Scenic Highway.

RECOMMENDATION

The Planning and Zoning Board held a public hearing on February 23, 2016 and voted unanimously to recommend the Master Plan with conditions as recommended by staff. The master plan is conceptual in nature and specific approvals of phases will come back through the PDP process.

A public hearing is required. Public notice requirements have been met.

BACKGROUND

The majority of the property was annexed in 2007. Commission has just acted on the annexation of an additional 16.2 acres. No development plan was proposed or considered in 2007.

A conceptual master plan is being presented for approval. Specific lot design is not being proposed at this time. Lot sizes are only proposed as a percentage of the total number of lots as follows: 55’ lots at 29%, 60’ lots at 26%, 65’ lots at 40%, and 80’ lots at 5%. The project will come back through the PDP process in the future for additional approvals.

The PDP process is “intended to promote high quality site design” and “allows flexibility in project layout and relief from standard subdivision grids in order to preserve natural features of the land, maximize common open space and landscaping, and create vital neighborhoods.” Flexibility in layout is particularly beneficial for Waverly Village because

of the property's irregular shape. A PDP can be approved only if the proposed development has a "superior project layout, provides enhanced open space and preservation of natural features, does not subvert the intent of this chapter, and does not compromise public safety." (Sec. 23-442 zoning regulations).

FLUM/Zoning
The property is zoned R-1A and has a Future Land Use Map designation of LDR – Low density residential with a maximum of 3 dwelling units per acre. The gross density for the project is 873 dwelling units.

Surrounding land use designations:

North: County – RL-4 Residential Low-4
South: County – RL-1 Residential Low-1 and City LDR Low Density Residential
East: County – A/RR Agricultural/Rural Residential and City LDR Low Density Residential
West: County RL-4 Residential Low-4

Proposed Development:
PDP approval is requested to allow a reduction in lot size to be off-set by required compensatory open space and recreation space. The PDP process is intended to promote creativity in housing type and site layout.

Roadways: The main entrance will be from C.F. Kinney Road. There will be additional access points on Scenic Highway and Waverly Road. Current County classification of existing roads is as follows: C.F. Kinney, rural minor collector, North Scenic Hwy and Waverly Road, urban collectors, and Altamont Road is a local street.

Lot dimensions: Specific lot layout is not being proposed at this time.

Density: LDR allows for three (3) dwelling units per acre. The maximum allowed in a 291 acre development would be 873 units/lots. The number of lots and their layout will be determined in the future but will not exceed the 873 allowable.

Recreation and open space: Recreation areas and an active trail are provided throughout the development. A large neighborhood park is proposed as a central feature along the main boulevard. There is an opportunity for a waterfront park with boat access to Lake Annie at the northern most portion of the development. A formal tree survey will be done as part of the site development process with the intent to save mature trees where possible. Each lot will be required to have two (2) trees planted at the completion of construction. (Sec. 23-307.2.a.3).

Reductions in lot size can be approved in a PDP only if there is public open space commensurate with the reduction. According to figures provided by the applicant, the

parks, active trail and landscaped buffers provide adequate open space to meet this requirement.

Pedestrian circulation: Pedestrian circulation is required in a residential development. The applicant indicates that there will be 5-foot sidewalks throughout the development. Sidewalks are planned on both sides of all internal roadways adjacent to residential lots as well as along the community's frontage on C.F. Kinney Road.

Street lighting: Street lights are required and must meet requirements of Sec. 23-303.12. The style of lights must be approved by the city at the site development stage. There have been problems in the past with the encroachment of street lights and other appurtenances on the sidewalk. A cross-section showing all improvements in the area between the edge of roadway and the edge of right-of-way is required with the site development permit application.

Concurrency review: Verification of compliance with Sec. 23-704 is required prior to the issuance of a site development permit.

Proposed development impacts:
291 acres at 3 units to the acre = 873 units
2.4 persons per dwelling unit = 2,095 persons
Sanitary sewer @ 100 gpcd = 209,520 gpd
Potable water @ 122 gpcd = 255,590 gpd

Staff comments:
Master Plan requirements – The plan must demonstrate that the design accomplishes four tasks. (See sec. 23-442.e.)

- Preservation/showcasing of natural features – While wetlands are preserved and incorporated with recreation areas, most are not visible except from lots backing up to them. Information on trees on the site has not been provided.
- Coherent circulation network – Streets and trails have been shown, but not sidewalks.
- Lot layout (create neighborhoods; avoid monotony; provide for varied streetscapes).
- Connectivity to surrounding community – Development is connected to existing roadways.

Specific conditions of approval per phase will have to be determined at the time of subdivision review and approval.

1. Waiver to reduce minimum lot size of 12,000 square feet for R-1A to a minimum of 6,050 square feet. *(Table 23-422A).*
2. Waiver to allow lot at building line to be reduced to 55' at a minimum.

Staff does not recommend approval of additional dimensional waivers until more detailed subdivision plans are submitted for review and approval.

3. A Developer's Agreement will have to be executed regarding the resolution of the fire flow requirements in this area. Participation by the applicant by providing land for a water tower is preferred by the city. Formal discussions have not taken place to date.

ATTACHMENTS

Plan dated Dec. 07 2015

MEMORANDUM

DATE: March 8, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: James Slaton, Public/Support Services Director

SUBJECT: Purchase Authorization - Florida Midland Railroad

SYNOPSIS: *The City Commission will consider authorizing staff to expend funds for the repair of the Central Avenue railroad crossing and portions of the surrounding street.*

RECOMMENDATION

It is recommended that the City Commission take the following action(s):

1. Authorize staff to expend appropriated funds, not to exceed $51,400, for the repair of the Central Avenue railroad crossing and portions of the surrounding street.

2. Authorize Florida Midland Railroad to complete the work.

BACKGROUND

The City Commission appropriated $100,000 in the FY15/16 adopted CIP budget for street resurfacing projects. The repair of the Central Avenue railroad crossing will create a safer driving environment for motorists and will help to enhance the overall appearance of downtown. Central Avenue is a heavily travelled street, particularly during specials events, and the asphalt around this railroad crossing has been deteriorating for years.

Florida Midland Railroad, the controlling entity of the railroad track, is the only authorized agent to make repairs to this crossing and should be considered the sole source provider for this project.

Florida Midland Railroad has proposed two options for repairing the Central Avenue railroad crossing:

Proposal	**Cost**	**Budget**	**Balance**
Option 1 (Concrete)	$79,267 (±10%)	$100,000	$20,734 (±10%)
Option 2 (Asphalt)	$46,722 (±10%)	$100,000	$53,278 (±10%)

Both repair options involve a complete rebuild of the railroad crossing, as itemized in the attached proposal, with one major difference - Option 1 proposes to install a *concrete* crossing system underneath the track, whereas Option 2 proposes to install *asphalt* underneath the track.

Staff recommendation is to pursue Option 2. The concrete solution proposed in Option 1 would last longer than the asphalt solution proposed in Option 2; however, the asphalt solution will still last for many years and the $33,000 savings can be used to fund additional capital street maintenance needs.

In accordance with Sec. 2-417(d)(3) of the City's Purchasing Ordinance, all purchases in excess of Category 1 ($20,000) require City Commission approval before funds can be expended.

OTHER OPTIONS

1) Select Option 1 as proposed by Florida Midland Railroad

2) Do not repair the railroad crossing

FISCAL IMPACT

$100,000 was appropriated for street resurfacing projects in the FY15/16 adopted budget and this project is $46,722.10 (±10%).

ATTACHMENTS

Proposal from Florida Midland Railroad.

FLORIDA CENTRAL RAILROAD
FLORIDA MIDLAND RAILROAD
FLORIDA NORTHERN RAILROAD
P.O. Box 967, Plymouth, Florida 32768 • Telephone 407-880-8500 • FAX 407-880-7748

7/2/15

RE: **Central Ave, Lake Wales, Florida, MBM Crossing**

We are pleased to submit the following proposal to install 51' of MBM Crossing Systems™ and 2 each 6' asphalt/rubber flange way for sidewalk at Crossing No. 625481-Y in Lake Wales, Florida.

Option 1: 51' of MBM Crossing Systems™ and 2 each 6' asphalt with rubber flange way for sidewalk

Furnish materials, labor and equipment to install 51' of MBM Crossing System™ and 2 each 6' asphalt with rubber flange way for sidewalk, with 115 lb. rails. Lump Sum..... $79,266.50

Proposal includes:

- Mobilization
- Maintenance of traffic (see attached)
- Cutting of asphalt
- Removal of asphalt, crossing and track
- Preparation of grade
- Installation of base rock
- Installation of MBM Crossing System with 115 lb. welded rail and railseal interface
- Installation of asphalt with rubber flange way crossing at sidewalks
- Installation of approach ties
- Installation of 100 lb. rail for transition to 85 lb. rail (re-used existing)
- Installation of ballast at each end of crossing
- Asphalt paving of saw-cut area
- Disposal of debris
- Demobilization
- Estimated Construction time is one day

Option 2: 40 ‘of full width asphalt crossing and 2 each 6’ asphalt with rubber flange way for sidewalk

Furnish materials, labor and equipment to install 40' of
Full width asphalt crossing and 2 each 6’ asphalt with
rubber flange way for sidewalk, with 115 lb. rails. Lump Sum..... $46,722.10

Proposal includes:

- Mobilization
- Maintenance of traffic (see attached)
- Cutting of asphalt
- Removal of asphalt, crossing and track
- Preparation of grade
- Installation of base rock
- Installation of 60’ 115 lb. welded rail track panel
- Installation of asphalt with rubber flange way crossing at sidewalks
- Installation of approach ties
- Installation of 100 lb. rail for transition to 85 lb. rail (re-used existing)
- Installation of ballast
- Asphalt paving of crossing to saw-cut area
- Disposal of debris
- Demobilization
- Estimated Construction time is 2 days.

CLARIFICATIONS & EXCEPTIONS:

PAYMENT TERMS: Net 30 days.

We are prepared to commence work within 45 calendar days after receipt of a fully executed contract or purchase order. Completion of work to be within one weekend after commencement of work, weather permitting and providing no delays by others. Proposal is valid for 60 days.

MEMORANDUM

April 6, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Dorothy Ecklund, Finance Director

RE: Ordinance 2016 - 05, FY15'16 Budget Amendment #2, 1st Reading

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

RECOMMENDATION

It is recommended that the City Commission approve Ordinance 2016-05 after first reading.

BACKGROUND

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

We are presenting Ordinance 2016-05 to modify the estimates of revenues and appropriations budgeted in various funds. This is primarily a housekeeping ordinance to conform the adopted budget to realized or expected changes within the current fiscal year. Explanation of change, for significant items, has been provided on both Exhibit A and B. Detail budgetary changes have been provided in Exhibit C.

OTHER OPTIONS

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

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

FISCAL IMPACT
See Exhibit A and Exhibit B attached to Ordinance 2016-05

ATTACHMENTS
Ordinance 2016-05; Exhibit A, Exhibit B, and Exhibit C.

ORDINANCE 2016-05

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

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

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

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

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

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

_____
Mayor/Commissioner

ATTEST:

_____
City Clerk

EXHIBIT "A"
ORDINANCE 2016 -05
SCHEDULE OF ESTIMATED REVENUES & BALANCES

	Adopted Budget	Changes	Amended Budget	Explanation of Change
GENERAL FUND				
Balance Forward	275,000	-	275,000	
Ad Valorem Taxes	3,541,400	-	3,541,400	
Sales & Use Taxes	1,507,400	-	1,507,400	
Licenses & Permits	1,258,500	-	1,258,500	
Special Assessments	1,020,000	-	1,020,000	
Intergovernmental Revenue	1,568,968	2,021	1,570,989	Grant - Bulletproof Vests
Charges for Services	1,601,018	-	1,601,018	
Fines & Forfeitures	42,250	-	42,250	
Miscellaneous Revenues	129,232	613	129,845	Donation to Police Department
Other Financing Sources	612,941	-	612,941	
Transfer from Other Funds	1,157,500	-	1,157,500	
Total	12,714,209	2,634	12,716,843	
TRANSPORTATION FUND				
Balance Forward	1,500	-	1,500	
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	722,881	-	722,881	
Licenses & Permits	-	-	-	
Special Assessments	-	-	-	
Intergovernmental Revenue	130,642	-	130,642	
Charges for Services	132,672	-	132,672	
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	800	-	800	
Other Financing Sources	-	-	-	
Transfer from Other Funds	76,244	-	76,244	
Total	1,064,739	-	1,064,739	
STREET LIGHTING FUNDS				
Balance Forward	6,500	-	6,500	
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	-	-	-	
Licenses & Permits	-	-	-	
Special Assessments	14,500	-	14,500	
Intergovernmental Revenue	-	-	-	
Charges for Services	-	-	-	
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	-	-	-	
Other Financing Sources	-	-	-	
Transfer from Other Funds	-	-	-	
Total	21,000	-	21,000	

CRA FUND				
Balance Forward		100,000	-	100,000
Ad Valorem Taxes		578,924	-	578,924
Sales & Use Taxes		-	-	-
Licenses & Permits		-	-	-
Special Assessments		-	-	-
Intergovernmental Revenue		568,958	-	568,958
Charges for Services		-	-	-
Fines & Forfeitures		-	-	-
Miscellaneous Revenues		1,000	-	1,000
Other Financing Sources		-	-	-
Transfer from Other Funds		-	-	-
	Total	1,248,882	-	1,248,882
POLICE FOREFEITURE FUND				
Balance Forward		36,000	-	36,000
Ad Valorem Taxes		-	-	-
Sales & Use Taxes		-	-	-
Licenses & Permits		-	-	-
Special Assessments		-	-	-
Intergovernmental Revenue		-	-	-
Charges for Services		-	-	-
Fines & Forfeitures		20,000	-	20,000
Miscellaneous Revenues		-	-	-
Other Financing Sources		-	-	-
Transfer from Other Funds		-	-	-
	Total	56,000	-	56,000
LIBRARY FUND				
Balance Forward		120,000	-	120,000
Ad Valorem Taxes		398,844	-	398,844
Sales & Use Taxes		-	-	-
Licenses & Permits		-	-	-
Special Assessments		-	-	-
Intergovernmental Revenue		565,000	(5,600)	559,400	Reduction in Polk Co. Intergov. Revenue from expectations.
Charges for Services		8,144	-	8,144
Fines & Forfeitures		-	-	-
Miscellaneous Revenues		41,600	-	41,600
Other Financing Sources		-	-	-
Transfer from Other Funds		-	-	-
	Total	1,133,588	(5,600)	1,127,988
LAW ENFORCEMENT FUND				
Balance Forward		-	-	-
Ad Valorem Taxes		-	-	-
Sales & Use Taxes		-	-	-
Licenses & Permits		-	-	-
Special Assessments		-	-	-
Intergovernmental Revenue		14,000	-	14,000
Charges for Services		-	-	-
Fines & Forfeitures		-	-	-
Miscellaneous Revenues		-	-	-
Other Financing Sources		-	-	-
Transfer from Other Funds		-	-	-
	Total	14,000	-	14,000

DEBT SERVICE FUND			
Balance Forward	1,076,100	-	1,076,100
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	1,011,400	-	1,011,400
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	-	-	-
Charges for Services	-	-	-
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	10,000	-	10,000
Other Financing Sources	-	-	-
Transfer from Other Funds	853,028	-	853,028
Total	2,950,528	-	2,950,528
CAPITAL PROJECTS FUND			
Balance Forward	445,000	-	445,000
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	-	-	-
Charges for Services	-	-	-
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	26,900	-	26,900
Other Financing Sources	-	-	-
Transfer from Other Funds	-	-	-
Total	471,900	-	471,900
CEMETERY (LWMG) FUND			
Balance Forward	-	-	-
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	-	-	-
Charges for Services	40,250	-	40,250
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	-	-	-
Other Financing Sources	88,928	-	88,928
Transfer from Other Funds	-	-	-
Total	129,178	-	129,178

UTILITY SYSTEM FUND			
Balance Forward	1,683,000	-	1,683,000
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	650,000	-	650,000
Charges for Services	7,673,000	-	7,673,000
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	367,480	-	367,480
Other Financing Sources	12,750,000	-	12,750,000
Transfer from Other Funds	-	-	-
Total	23,123,480	-	23,123,480
AIRPORT FUND			
Balance Forward	-	-	-
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	1,167,634	-	1,167,634
Charges for Services	67,030	-	67,030
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	17,834	-	17,834
Other Financing Sources	-	-	-
Transfer from Other Funds	134,483	-	134,483
Total	1,386,981	-	1,386,981
TOTAL ESTIMATED REVENUES & BALANCES	44,314,485	(2,966)	44,311,519

EXHIBIT "B"
ORDINANCE 2016 -05
SCHEDULE OF ESTIMATED APPROPRIATIONED EXPENDITURES & RESERVES

	Adopted Budget	Changes	Amended Budget	Explanation of Change
GENERAL FUND				
City Commission	96,576	-	96,576	
City Manager	205,434	-	205,434	
City Clerk	113,288	-	113,288	
Finance	294,235	-	294,235	
Human Resources	143,740	-	143,740	
City Attorney	66,375	-	66,375	
Planning	209,569	400	209,969	Fleet Maintenance - New Code Enforcement Vehicle
Fleet Maintenance	-	-	-	
Facilities Maintenance	108,985	-	108,985	
Information Technology	203,279	-	203,279	
Insurance/Risk Mgt	-	-	-	
Support Services	86,796	-	86,796	
Municipal Admin Bldg	30,017	-	30,017	
Non-Departmental	183,200	-	183,200	
Police	4,576,989	2,021	4,579,010	Bulletproof Vests
Fire	2,705,169	-	2,705,169	
Building Permits & Inspections	217,414	-	217,414	
Code Enforcement	55,262	-	55,262	
Waste Disposal	872,405	-	872,405	
Lake Conservation	8,000	-	8,000	
Field Operations	6,736	-	6,736	
Cemetery	145,448	-	145,448	
Public Service Admin	467	-	467	
Other Transportation	5,433	-	5,433	
Economic Environment	130,800	-	130,800	
Other Human Services	13,500	-	13,500	
Library	-	-	-	
Parks Division	651,268	-	651,268	
Recreation Facilities	736,669	-	736,669	
Special Events	45,175	-	45,175	
Depot Complex	136,242	-	136,242	
Interfund Transfers	299,655	-	299,655	
Summary - General Fund Expenditures	12,348,126	2,421	12,350,547	
Reserve & Contingencies	366,083	213	366,296	
Total General Fund	12,714,209	2,634	12,716,843	
TRANSPORTATION FUND				
Street Operations	785,647	-	785,647	
Stormwater Division	34,600	-	34,600	
Transportation - Capital Outlay	187,307	-	187,307	
Interfund Transfer	57,185	-	57,185	
Summary - Transportation Fund Expenditures	1,064,739	-	1,064,739	
Reserve & Contingencies	0	-	0	
Total	1,064,739	-	1,064,739	
STREET LIGHTING FUNDS				
Expenditures	14,602	-	14,602	
Reserve & Contingencies	6,398	-	6,398	

Total	21,000	-	21,000
CRA FUND			
CRA - Industry Development	50,320	-	50,320
CRA - Community Redevelopment	150,742	-	150,742
CRA - Capital Outlay	120,000	-	120,000
Interfund Transfers	795,843	-	795,843
Summary - CRA Fund Expenditures	1,116,905	-	1,116,905
Reserve & Contingencies	131,977	-	131,977
Total	1,248,882	-	1,248,882
POLICE FOREFEITURE FUND			
Expenditures	25,359	-	25,359
Reserve & Contingencies	30,641	-	30,641
Total	56,000	-	56,000
LIBRARY FUND			
Books by Mail	274,149	-	274,149
Library	583,296	-	583,296
Bookmobile	94,308	-	94,308
Library - Capital Outlay	79,500	-	79,500
Summary - Library Fund Expenditures	1,031,253	-	1,031,253
Reserve & Contingencies	102,335	(5,600)	96,735
Total	1,133,588	(5,600)	1,127,988
LAW ENFORCEMENT FUND			
Expenditures	14,000	-	14,000
Reserve & Contingencies	-	-	-
Total	14,000	-	14,000
Summary Total - Special Revenue	3,538,209	(5,600)	3,532,609
DEBT SERVICE FUND			
Expenditures	1,870,704	-	1,870,704
Reserve & Contingencies	1,079,824	-	1,079,824
Total	2,950,528	-	2,950,528
CAPITAL PROJECTS FUND			
Capital Outlay	73,000	-	73,000
Transfers To Other Funds	17,500	-	17,500
Reserve & Contingencies	381,400	-	381,400
Total	471,900	-	471,900

CEMETERY (LWMG) FUND				
Expenditures	45,328	-	45,328	
Transfers	-	-	-	
Debt Service	43,600	-	43,600	
Summary - Utility Fund Expenditures	88,928	-	88,928	
Reserve & Contingencies	40,250	-	40,250	
Total	129,178	-	129,178	
UTILITY SYSTEM FUND				
Expenditures	4,427,503	74,800	4,502,303	Sewer Line Repair - Russell Ave
Capital Outlay	8,759,877	(74,800)	8,685,077	Reduction to move appropriation for Sewer Line Repair
Transfers	1,140,000	-	1,140,000	
Debt Service	2,327,327	-	2,327,327	
Summary - Utility Fund Expenditures	16,654,707	-	16,654,707	
Reserve & Contingencies	6,468,773	-	6,468,773	
Total	23,123,480	-	23,123,480	
AIRPORT FUND				
Expenditures	99,434	-	99,434	
Debt Service	11,834	-	11,834	
Capital Outlay	1,275,713	-	1,275,713	
Summary - Airport Fund Expenditures	1,386,981	-	1,386,981	
Reserve & Contingencies	-	-	-	
Total	1,386,981	-	1,386,981	
TOTAL ESTIMATED REVENUES & BALANCES	44,314,485	(2,966)	44,311,519	

City of Lake Wales
Exhibit C - Budget Amendment #2 - Detail
FY 2015-16

		Adopted Budget	Amendment No 2	Amended Budget	
001-366-521-000-000	Donations-Police	0	613	613	Donation to the Police Department
001-515-000-446-391	M&R Fleet - Contract	0	400	400	Fleet Maintenance Contract - New Code Enforcement Vehicle
001-521-150-335-900	Investigations - Other	1,000	1,290	2,290	Increase for Investigation Services
001-521-250-664-030	C/O - Investigative Equip	5,000	(1,290)	3,710	
001-331-304-000-000	Bullet Proof Vest Grant	0	2,021	2,021	Grant Rev. for bulletproof vests
001-521-150-352-003	Operating Supplies-Safety	7,500	2,021	9,521	Appropriation for bulletproof vests
001-521-150-334-900	Contract Services-Other	5,250	14,750	20,000	5,000 - Transcription Costs, 9,750 Accreditation Specialist
001-521-000-112-100	Regular Salaries	187,096	(9,750)	177,346	
001-521-000-113-100	Other Salaries -Police	15,000	(5,000)	10,000	
110-338-001-000-000	Polk County - Intergov. Rev.	230,000	(5,600)	224,400	Reduction in expectation of Polk Co. Intergov. Revenue
403-536-200-346-290	M&R Systems Miscellaneous	50,000	74,800	124,800	Sewer Line Repair - Russell Ave
403-536-950-663-003	Lift Station Rehab	250,000	(74,800)	175,200	

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.	3/28/2016
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.	3/28/2016
RECREATION					
New park signage in all City parks	$13,000			New Park signs have been ordered but some materials are delayed. They will be installed by April 30.	3/28/2016
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.	3/28/2016

Relocation of Water/Sewer Lines on HWY 27 near Vanguard	$300,000	10/20/2015		Preconstruction meeting held on 11/12/2015.	3/28/2016
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.	3/28/2016
Street Resurfacing	$100,000			A section of Russell Ave., including the intersection at Delmar St. was resurfaced in February, 2016. Additionally, staff is awaiting commission approval to move forward with the repair of the Central Avenue railroad crossing and the surrounding street. Staff is also obtaining estimates for various other streets and intersections as well.	3/28/2016
ADA sidewalk access on 3rd street	$15,000			Staff is obtaining estimates to make the sidewalks along 3rd Street and portions of Domaris Avenue ADA compliant.	3/28/2016
Network Server Virtualization	$40,000		7/1/2016	VMware license and software have been obtained. Awaiting commission approval for the server hardware purchase.	3/28/2016
Live Streaming of Commission meetings	$7,000		7/1/2016	The manufacturer has been selected and staff is currently soliciting proposals.	3/28/2016
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.	3/28/2016

Library Statistics (Jan)				Total Circulation Books-by-Mail: 29,344 Total Circulation BookMobile: 4,198 Total In-house circulation: 110,751 Total new borrowers: 677 Total attendance at programs: 6,534 Computer users: 19,421 People Counter: 69,645	3/24/2016
COMPLETED PROJECTS					
Skate Park Improvements	$50,000	7/15/2014	9/30/2015	This project is complete.	3/28/2016
ADA access and handicap parking installation at the soccer complex.	$30,000		2/29/2016	Completed	3/28/2016
Road Improvements (N Market ST & W. Central Ave.)	$91,253	7/7/2015	8/17/2015	Project is completed.	3/28/2016
Cemetery			4/30/2015	Project complete	3/28/2016
Resurfacing of the Scenic Highway from Mt. Lake Cutoff to Ray Martin Rd.			10/31/2015	This Project is complete.	3/28/2016
Gym Floor Replacement	$68,212	6/2/2015	9/30/2015	Project is Complete. Gym is reopened.	3/28/2016
Electrical system upgrades to event area of Lake Wailes park	$20,000			Project Complete	3/28/2016

Additional exercise stations in Lake Wailes park.	$10,000			Project Complete	3/28/2016

CITY COMMISSION ITEMS - STATUS REPORT

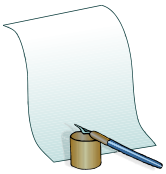
TASK	MEETING DATE	RESPONSIBLE PERSON	REQUEST MADE BY	COMMENTS	DATE OF STATUS
Building Official assessing city's recreation/community buildings	10/30/2012	Cliff Smith, Don Porter & James Slaton	Commission	Due to recent organizational restructuring, the scope of the remaining facility assessments will be re-evaluated. A new schedule of assessments will be presented later in the year.	3/28/2016
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.	3/28/2016

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.	3/28/2016
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.	3/28/2016
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.	3/28/2016

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

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

(*Commission changed Tuesday, April 5th regular meeting date to Wednesday April 6th 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	5:30 p.m.	Election Headquarters
Thurs, April 7th	Certification of Election & Selection of Race	5:00 p.m.	Commission Chambers
Wed, April 13th	Post-Election Manual Audit	2:00 p.m.	Election Headquarters

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

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

Minutes of City Commission meetings can be obtained from the City Clerk's Office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may arrange with the City Clerk to duplicate the recording, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be the expense of the requesting party.

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

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

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
March 29th - 30th	7am - finish (all day)	FHSAA District Tennis Tournament	High School Girls Tennis tournament	Crystal lake Park Tennis Courts	
April 2nd	7am-9am	Run Like you Care 5K & 10K	5K & 10K races	Lake Wailes Trail	
April 6th	8:30 am	Warner University workday	Community Service day	Starts at Little League Complex	
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	
October 28-30, 2016	Sat. 9-5, Sun 11-4	Pioneer Days	Vendors, Car Parade, Carriage Tour	Lake Wailes Park	
November 4-5, 2016	Friday 6pm Saturday 7am & 5:30pm	Quivering Quads Races Sponsored by the Rotary Club of Lake Wales	4 races over 24 hours	Kiwanis Park & Lake Wailes Park. Includes Rails to Trails & Lake Wailes Trail	

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: 1 vacancy, reside in the City, own property in the City or hold a valid business tax receipt issued from by the City

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
	Vacant	– 07/01/18
	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: None

Current Members:	Joanne Fuller, resident	09/19/06 – 07/01/18, 4-Final
	Mark Bennett, resident	05/07/13 – 07/01/18, 2
	Charlene Bennett, resident	02/16/10 – 07/01/16, 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
	Mathew Cain, own real property in city	03/15/16 – 07/01/19, P+1

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

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

Rules of procedure (City Code Sec. 23-205.3):
The planning board shall elect from its **membership** one (1) member to serve as chairman and one (1) to serve as vice-chairman.

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

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

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

4. To perform any other duties which are lawfully assigned to it by the city commission

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

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

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

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

Membership (City Code Sec. 2-161):

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

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

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

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

Duties (City Code Sec. 2-162):

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

(1) In coordination with public school officials, all local church organizations, all local service organizations and all local civic clubs, assist in any manner possible the recreation director in matters of public relations between all organizations and the general public.
(2) Aid and assist the recreational director in the carrying out of all of the director's powers and duties.

(b) During budget cycles when the city is unable to fund a municipal recreation program that includes a recreation director, the recreation commission shall:
(1) Serve as a steering committee to:
a. Coordinate publication of and participation in recreation programs currently run by various parent, church, or other community organizations;
b. Identify recreation needs that are not currently being met; and
c. Facilitate development of programs by various parent, church, or other community organizations to meet those unmet needs.
(2) Serve as liaison between the various parent, church, and other community organizations that provide recreation programs and city staff for the maintenance and improvement of the city's recreation facilities.
(3) Make recommendations to city staff for recreation improvements to be included in the city's capital improvement plan.
(4) Make recommendations to city staff for program funding assistance to be included in the city's operating budget.

(c) The recreation commission shall also have the duty to review rules and regulations for use of recreation facilities and make recommendations to the city commission for approval or disapproval of said rules.

PENSION BOARDS

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

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

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: None

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

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

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

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

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

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

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.