CITY COMMISSION
REGULAR MEETING
OFFICIAL AGENDA
June 21, 2016
6:00 p.m.

Municipal Administration Building
Commission Chambers
201 W. Central Avenue
Lake Wales, FL 33853

1. INVOCATION

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

4. ROLL CALL

5. MAYOR

6. PRESENTATION/REPORT

6.I. Report: EDC Quarterly Evaluation Report On The Progress Of Economic Development Programs & Activities - Presentation By Kevin Kieft, President/CEO Of The Lake Wales Area Chamber Of Commerce

6.II. Presentation: Summer Of Safety Program, Free Rides To Polk Kids – Sponsored By Citrus Connection And The Polk County Sheriff's Charities

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. COPS Grant Application

This application requests partial funding for two full-time police officers from the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office), to be effective October 1 2016 (FY 2016'17). The application deadline is June 23rd.

Documents: MEMO COPS GRANT 2016.PDF, FISCAL IMPACT COPS GRANT 2016.PDF, COPS PREAPPLICATION.PDF

9. OLD BUSINESS

9.I. Ordinance 2016-07, Zoning Amendment: 2nd Reading And Public Hearing 1230 Scenic Highway – American Legion Post 71

A zoning amendment from I-1 Industrial Park to LCI – Limited Commercial Industrial is recommended. The LCI district will allow by right all of the different activities in the building. A Land Use designation change is not necessary.

Documents: ORDINANCE 2016-07 SR 2ND READING - ZONING AMENDMENT 1230 SCENIC HWY.PDF, ORD 2016-07.PDF, ATTACHMENT A - ORD 2016-07.PDF

9.II. Ordinance 2016-08 – 2nd Reading And Public Hearing, Amendments To Chapter 12 – Health Sanitation, Nuisances, And Minimum Property Maintenance Standards

This ordinance addresses a reconfiguration of Chapter 12. It returns items to code that were removed in 2012 that are essential to the health safety and welfare of our community.

Documents: MEMO 2ND R ORD 2016-08 CHAPTER 12 AMENDMENTS.PDF, ORDINANCE 2016-08.PDF

9.III. Ordinance D2016-02, CPA/Zoning: 2nd 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 2ND R AND PH 06.2016.PDF, ORD D2016-02 - WAVERLY VILLAGE.PDF, ATTACHMENT A - WHEELER PROPERTIES LLC.PDF

10. NEW BUSINESS

10.I. Appointments: Various Boards, Commissions & Committees

Documents: MEMO-BOARD APPTS.PDF, APPLICATIONS AND RECOMMENDATION.PDF

11. CITY MANAGER

11.I. TRACKING REPORT

Documents: TRACKING.PDF

11.II. City Commission Meeting Calendar

Documents: COMMISSION MEETING CALENDAR, 06-21-16.PDF

11.III. Other Meetings & Events Calendar

Documents: MEETING AND EVENT CALENDAR.PDF

11.IV. Meeting Schedule - City Boards

Documents: BOARDS-OTHER MEETING SCHEDULE.PDF

11.V. Information: Boards, Commissions, Committees

Documents: BOARD INFORMATION-6-21-16.PDF

11.VI. LW Charter Schools Meeting Schedule

Documents: BOARD OF TRUSTEES WORK SESSION AND MEETING DATES 2016-2017.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.

MEMORANDUM

June 9, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Jennifer Nanek, Assistant to the City Manager/Deputy City Clerk

RE: COPS Grant Application – FY 2016'17

SYNOPSIS

This application requests partial funding for two full-time police officers from the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office), to be effective October 1 2016 (FY 2016'17). The application deadline is June 23rd.

RECOMMENDATION

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

1. Approval of a grant application to the U.S. Department of Justice, Office of Community Oriented Policing Services for partial funding of two entry-level police officers for the next four years.

2. Authorize the City Manager to execute the appropriate documents, on the City's behalf.

BACKGROUND

COPS is a federal program under the US Department of Justice designed to help fund new police officer positions during the economic downturn. The goals of the program are to enhance local community policing programs, reduce crime and provide employment.

The City of Lake Wales is requesting funding of two new entry level police officers. This person would fill a position left vacant by recent budget cuts. The grant, if awarded, will fund 75% of the salary for three years after which the City would be required to pay 100% of the salary for the 4th year.

OTHER OPTIONS

Do not apply for the grant.

FISCAL IMPACT

	FY 2016'17	FY* 2017'18	FY** 2018'19	FY 2019'20	Total
COPS Grant	40,742	42,779	43,635	-	127,156
City Portion	13,580	14,260	14,545	58,180	100,565
Total	54,322	57,039	58,180	58,180	227,721

* Police officers are eligible for a 5% increase following first year of employment.
** Police officers are eligible for a 2% step increase beginning the third year of employment.

ATTACHMENTS

Fiscal Impact Statement
Grant Application

STATEMENT OF FISCAL IMPACT
U.S. Department of Justice
Office of Community Oriented Policing Services
COPS Hiring Program
(Federal Fund – Community Police Grant)

PREPARED BY

CITY OF LAKE WALES
FINANCE DEPARTMENT

Nature of Statement and Information Disclosed

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

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

- **Agenda Memo prepared by Jennifer Nanek**
- **Grant Application**

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

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

General Assumptions

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

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

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

Current Fiscal Impacts

Impacts on Revenue

The grant application amount is for a four year period in which the City will receive an estimated total of $127,156.

Impacts on Expenditures

This grant requires a local matching contribution, over a four year period, in which the City will pay an estimated total of $100,565.

The grant application budget consists of the following commitment:

	FY 2016'17	FY* 2017'18	FY** 2018'19	FY 2019'20	Total
COPS Grant	40,742	42,779	43,635	-	127,156
City Portion	13,580	14,260	14,545	58,180	100,565
Total	54,322	57,039	58,180	58,180	227,721

Note:
* Police officers are eligible for a 5% increase following first year of employment.
** Police officers are eligible for a 2% step increase beginning the third year of employment.

The only allowable costs under this grant application are the approved full-time, entry level salaries and fringe benefits of newly hired or rehired sworn career law enforcement officers hired or rehired on or after the grant award start date.

Overtime costs are unallowable costs and will not be eligible for reimbursement. Any cost overruns would be borne entirely by the General Fund.

Future Fiscal Impacts

Impacts on Revenue

The grant, if awarded, will fund 75% of the salary for the first three years after which the City would be required to pay 100% of the salary for the 4th year.

Impacts on Expenditures

The grant, if awarded, will fund 75% of the salary for the first three years after which the City would be required to pay 100% of the salary for the 4th year.

Other Future Commitments

If the City decides to continue this officer's position, normal personnel cost will be applicable. There are no future commitments past the 4th year should the City decide to terminate this position.

Disclosures of Possible Material Future Events

N/A

Certification

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

Approved By:

Vanessa Revelo

Vanessa Revelo
Accountant III
City of Lake Wales

Grant Application Package

Opportunity Title:	COPS-HIRING-PROGRAM-APPLICATION-2016
Offering Agency:	Community Oriented Policing Services
CFDA Number:	16.710
CFDA Description:	Public Safety Partnership and Community Policing Grants
Opportunity Number:	COPS-HIRING-PROGRAM-APPLICATION-2016
Competition ID:	
Opportunity Open Date:	04/25/2016
Opportunity Close Date:	06/23/2016
Agency Contact:	COPS Office Response Center Phone: 800.421.6770 askCopsRC@usdoj.gov

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name: City of Lake Wales

Select Forms to Complete

Mandatory

Application for Federal Assistance (SF-424)

COPS Short Application Attachment to SF-424

Optional

Instructions

Show Instructions >>

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [x] Preapplication
- [ ] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier: 59-6000357

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City of Lake Wales

* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000357

* c. Organizational DUNS: 0732122010000

d. Address:

* Street1: 201 W. Central Ave.
Street2:
* City: Lake Wales
County/Parish: Polk
* State: FL: Florida
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 33853-4013

e. Organizational Unit:

Department Name: Lake Wales Police Department

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms.
* First Name: Jennifer
Middle Name:
* Last Name: Nanek
Suffix:

Title: Assistant to the City Manager

Organizational Affiliation:

* Telephone Number: 863-678-4182
Fax Number: 863-678-4180

* Email: jnanek@cityoflakewales.com

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Community Oriented Policing Services

11. Catalog of Federal Domestic Assistance Number:

16.710

CFDA Title:

Public Safety Partnership and Community Policing Grants

*** 12. Funding Opportunity Number:**

COPS-HIRING-PROGRAM-APPLICATION-2016

* Title:

COPS-HIRING-PROGRAM-APPLICATION-2016

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Lake Wales Community Partnership and Safety Enhancement Grant

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 17

* b. Program/Project: FL-017

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2016

* b. End Date: 09/30/2020

18. Estimated Funding ($):

* a. Federal	127,156.00
* b. Applicant	100,565.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	227,721.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- [ ] a. This application was made available to the State under the Executive Order 12372 Process for review on .
- [x] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- [ ] c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- [ ] Yes
- [x] No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

- [x] ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr.

* First Name: Eugene

Middle Name:

* Last Name: Fultz

Suffix:

* Title: Mayor

* Telephone Number: 863-678-4182

Fax Number: 863-678-4180

* Email: efultz@cityoflakewales.com

* Signature of Authorized Representative: Completed by Grants.gov upon submission.

* Date Signed: Completed by Grants.gov upon submission.

OMB Number: 1103-0098
Expiration Date: 02/28/2017

COPS Application Attachment to SF-424

Section 1: COPS PROGRAM REQUEST

Federal assistance is being requested under the following COPS program:

Select the COPS grant program for which you are requesting federal assistance. ***A separate application must be completed for each COPS program for which you are applying.*** *Please ensure that you read, understand, and agree to comply with the applicable grant terms and conditions as outlined in the COPS Application Guide before finalizing your selection.*

ONLY ONE PROGRAM OPTION MAY BE CHECKED

- ☐ COPS Hiring Program
- ☒ Community Policing Development
- ☐ Anti-Heroin Task Force
- ☐ COPS Anti-Methamphetamine Program

Applicant ORI Number: FL05313

Re-enter Applicant ORI Number: FL05313

The ORI number is assigned by the FBI and is your agency's unique identifier. The COPS Office uses the first seven characters of this number. The first two letters are your state abbreviation, the next three numbers are your county's code, and the next two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant.ORI numbers assigned to agencies by the COPS Office may end in "ZZ."

MEMORANDUM

June 13, 2016

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Kathy Bangley, Director of Planning and Development

RE: Ordinance 2016-07, Zoning Amendment: 2nd Reading and Public Hearing
1230 Scenic Highway – American Legion Post 71

SYNOPSIS
A zoning amendment from I-1 Industrial Park to LCI – Limited Commercial Industrial is recommended. The LCI district will allow by right all of the different activities in the building. A Land Use designation change is not necessary.

RECOMMENDATION
Staff recommends that the City Commission adopt, following a second reading and public hearing of Ordinance 2016-07.

Public notice requirements have been met.

The Planning and Zoning Board held a public hearing on April 26, 2016 and voted unanimously to recommend a change in zoning designation on the subject property from City of Lake Wales designation I-1Industrial Park to LCI Limited Commercial Industrial.

BACKGROUND
American Legion Post 71 moved into an existing manufacturing building to create a Veteran's Center. The building currently houses the Post, a flight simulator business, and light manufacturing that utilizes veteran employees.

See Attachment A to the ordinance for location and zoning designations.

Surrounding zoning designations:
North: City – LCI Limited Commercial Industrial
South: City – LCI Limited Commercial Industrial
East: City – I-1 Industrial Park
West: City – I-2 Industrial In-fill

ATTACHMENTS
Ordinance 2016-07 with Attachment A.

ORDINANCE 2016 - 07

(Zoning – 1230 Scenic Highway (SR 17) American Legion Post 71 – 8.8 acres)

AN ORDINANCE OF THE CITY OF LAKE WALES, FLORIDA, AMENDING THE ZONING MAP TO CHANGE THE ZONING DESIGNATION ON APPROXIMATELY 8.8 ACRES OF LAND LOCATED ON THE EAST SIDE OF SCENIC HIGHWAY CITY OF LAKE WALES DESIGNATION I-1 INDUSTRIAL PARK TO CITY OF LAKE WALES DESIGNATION LCI LIMITED COMMERICAL INDUSTRIAL; 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 Zoning Map is hereby amended to change the designation on approximately 8.8 acres of property, owned by Philip J Gardner, as follows:

8.8 acres located East of Scenic Highway
City of Lake Wales Zoning Map designation I-1 Industrial Park to City of Lake Wales Zoning Map designation LCI-Limited Commercial Industrial

The property and zoning 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 ordinance shall become effective, immediately upon passage by the City Commission.

.

CERTIFIED AS TO PASSAGE this _____ day of _____ 2016.

_____

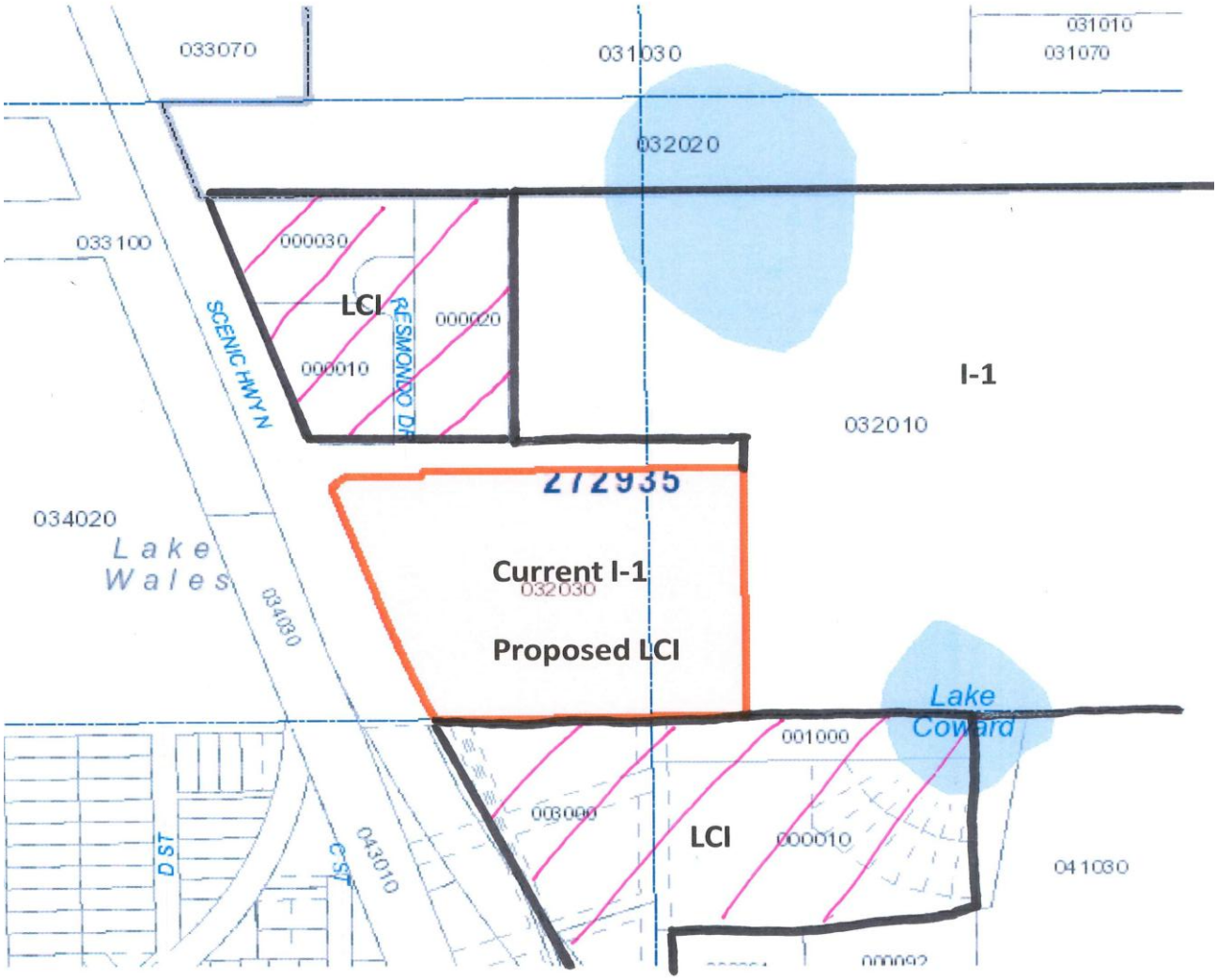
Mayor/Commissioner
City of Lake Wales, Polk County, Florida

ATTEST:

_____

City Clerk

ORDINANCE 2016-07
ATTACHMENT A



MEMORANDUM

June 13, 2016

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Kathy Bangley, Director of Planning and Development

RE: Ordinance 2016-08 – 2nd Reading and Public Hearing
Amendments to Chapter 12 – Health Sanitation, Nuisances, and Minimum Property Maintenance Standards

SYNOPSIS
This ordinance addresses a reconfiguration of Chapter 12. It returns items to code that were removed in 2012 that are essential to the health safety and welfare of our community.

RECOMMENDATION
Staff recommends the adoption of Ordinance 2016-08 after second reading and public hearing.

Public notice requirements have been met.

BACKGROUND
Upon thorough review of Chapter 12 it was determined that there were items that had been included prior to the 2012 amendment that were integral to performing code enforcement duties that were no longer represented in the code. The most significant of these were dealing with motor vehicles and vessels. Staff is also proposing more specific wording for common violations so that the citizenry will be better informed as to what is expected of them.

Property clearing, junk and trash, trees, and dangerous conditions were all relocated under Article II Nuisances. Division 4 is amended to set Motor Vehicles apart in their own sections. Updated specifications are included for property address numbers.

FISCAL IMPACT
The amendments have no identifiable fiscal impact themselves.

OTHER OPTIONS
City Commission may modify the proposed amendments as determined appropriate.

ATTACHMENTS
Ordinance 2016-08

ORDINANCE 2016-08

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

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING LAKE WALES CODE OF ORDINANCES, CHAPTER 12, HEALTH, SANITATION, NUISANCES, AND MINIMUM PROPERTY MAINTENANCE STANDARDS; AMENDING ARTICLE I. IN GENERAL SECTION 12-1 THROUGH 12-7, ARTICLE II NUISANCES DIVISION 1 GENERALLY, DIVISION 2 DEBRIS, WEEDS, WILD GROWTH, DANGEROUS AND UNSANITARY CONDITIONS SECTION 12-36 THOURGH 12-41, DIVISION 4. MOTOR VEHICHLES OR VESSELS SECTION 12-71 and 72, AND DIVISION 5 LITTER, ARTICLE IV MINIMUM PROPERTY MAINTENANCE STANDARDS SECTION 12-226 INTENT, SECTION 12-227.7 REQUIREMENTS NOT COVERED BY CODE, SECTION 12-231 EMERGENCY MEASURES, SECTION 12-232 DEFINITIONS, SECTION 12-233 EXTERIOR PROPERTY AREAS, SECTION 12-235.2 PREMISES IDENTIFICATION, SECTION 12-237 RUBBISH AND GARBAGE; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1: Article I. In General is amended as follows:

§ 12-1. Legislative intent. ***MOVED FROM ARTICLE III - DIVISION 1 - GENERALLY**

In accordance with authority granted by F.S. Ch. 162 and 166 it is the intent of the city commission to promote, protect, and improve the health, safety and welfare of the citizens of Lake Wales; to provide an equitable, expeditious, effective and inexpensive method enforcing any city code or ordinance where a violation exists; and to provide authority for the immediate issuance of a citation if a repeat violation is found, if a violation presents a serious threat to the public health, safety or welfare, or if a violation is irreparable or irreversible.

§ 12-2. Definitions and rules of construction. ***MOVED FROM ARTICLE III - DIVISION 1 - GENERALLY**

(a) The following words, terms or phrases, when used in this article, shall have the meanings ascribed to them in this section:

Code enforcement board. The board appointed by the city commission in accordance with authority granted by F.S. § 162.03, and established to impose administrative fines severally.

Code enforcement officer. Any designated or authorized employee or agent of the city whose duty it is to enforce or assure compliance with city codes and ordinances.

Continuing violation. A violation which continues to occur after notice to correct the violation has been issued to the violator. Each day a violation continues shall

constitute a separate infraction, and a penalty may be assessed for each day of continuing violation.

Person. Any natural person, individual, public or private corporation, firm, association, joint venture, partnership, municipality, governmental agency, political subdivision, public officer or any other entity whatsoever, or any combination of such, jointly or severally.

Repeat violation. A violation of a provision of a code or ordinance by a person whom the code enforcement board has previously found to have violated the same provision within five (5) years prior to the violation.

Violation. Any act or failure to act which results in an infraction of a duly enacted city code or ordinance.

(b) For the purpose of administration and enforcement of city codes, unless otherwise stated in this article, the following rules of construction shall apply:

The word "shall" is always mandatory and not discretionary;
The word "may" is permissive.
Unless the context clearly indicates the contrary, where regulation involves two (2) or more items, conditions, provisions, or events connected by the conjunction "and", "or " or "either" the conjunction shall be interpreted as follows:

(1) "And" indicates that all the connected terms, conditions, provisions, or events shall apply.

(2) "Or" indicates that the connected items, conditions, provisions, or events may apply singly or in any combination.

(3) "Either" indicates that the connected items, conditions, provisions or events shall apply singly but not in combination.

§ 12-3. Applicability. ***MOVED FROM ARTICLE III - DIVISION 1 - GENERALLY**
The provisions of this article shall apply in the incorporated area of Lake Wales to the enforcement of city codes as they may be amended from time to time.

§ 12-4. Severability **MOVED FROM ARTICLE II NUISANCES -DIVISION 4. MINIMUM PROPERTY MAINTENANCE STANDARDS 12-228**
If any section, subsection, paragraph, sentence, clause or phrase of this ~~Division~~ Chapter is for any reason held by any court of competent jurisdiction to be unconstitutional or otherwise invalid, the validity of the remaining portions of these regulations shall continue in full force and effect, it being the intent of the city commission to have adopted these regulations without such unconstitutional or invalid section, subsection, paragraph, sentence, clause or phrase.

§12-5. Authority and Liability of City Officials
a) It is unlawful for any person to obstruct or resist the City Manager, his designee, or any person authorized by the City Manager in the discharge of his duties, as provided for in this chapter is guilty of a misdemeanor and upon conviction thereof shall be

punishable by a fine not to exceed five hundred dollars($500.00) , imprisonment in jail not to exceed sixty (60) days or both.

b) The City Manager, his designee, or the City shall not be liable for any damages caused during the removal or impounding of any vehicle(s) or vessel(s) impounded or disposed of in accordance with the provisions of this chapter.

c) In addition to enforcement procedures provided under this chapter, any person violating any prohibitions against an unlicensed, abandoned, wrecked, dismantled, derelict or inoperative vehicle(s), vessel(s), or any other property may be subject to code enforcement procedures and penalties in accordance with this chapter

§12 - 6 Notice to Abate a Nuisance

a) It shall be the duty of any person receiving the notice of a public nuisance(s) as provided in this Chapter to comply with the provisions of the notice and to abate such nuisances(s) within ten(10) days after the receipt of such notice, and if such person shall fail or refuse to abate such nuisances(s) within ten (10) days from receipt of such notice within just cause, such failure is declared to be unlawful and shall constitute a misdemeanor. Each day such nuisances(s) persists shall constitute a separate violation.

b) It is unlawful and shall constitute a misdemeanor for any person, after having received notice as provided in this chapter, to remove any nuisances(s) from any property to any other property upon which storage is not permitted.

c) If the nuisance is not abated within the time provided, and after notice has been given in accordance with F.S. 162, the city may abate the nuisance, and the cost of abatement may be charged to the owner of the nuisance or assessed against the land upon which the nuisance exists or both.

§12- 7 Repeat violator status

When a property owner violates any article within the City Code three (3) times within a five (5) year period and is notified in accordance with the procedures herein, the owner shall be considered for an automatic code enforcement board hearing to be shown as repeatedly contributing to a nuisance, and any further violations of the same ordinance shall subject the owner to a repeat offender status and a fine not to exceed five hundred dollars ($500.00) for each day the violation continues, in addition to any and all costs as foredescribed

SECTION 2: Article II. Nuisances is amended as follows:

Division 1. Generally (F.S. 823.01)

All nuisances that tend to annoy the community, injure the health of the citizens in general, or corrupt the public morals are misdemeanors of the second degree, and punishable as provided in F.S. 775.083, except that a violation of F.S. 823.10 (Places where controlled substances are illegally kept, sold, or used declared a public nuisance) is a felony of the third degree.

Division 2. ~~Reserved~~ Debris, Weeds, Wild Growth, Dangerous and Unsanitary Conditions

§ 12-36 *Property clearing and cleaning.*

All premises and exterior property, other than agricultural, including the streets, alleys, and sidewalks bordering thereon, shall be maintained free from weeds or plant growth in excess of twelve (12) inches in height, dead and or downed trees, stumps must be ground to or below grade, low hanging branches must be trimmed to a height of at least six (6) feet above grade. The removal of any tree, four (4) inches or greater in diameter at breast height (DBH), cannot be removed without a permit.

EXCEPTION: Parcels over 10 acres need only mow and clean the first twenty five (25) feet.

§ 12-37 Junk & Trash.

All exterior property and premises shall be maintained in a clean, safe and sanitary condition. It shall be the duty of each property owner or household in this city to remove all debris, weeds, or other noxious growth from his or her property, including the streets, alleys, and sidewalks bordering thereon, and keep same in good, clean, and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

No owner or occupant shall permit old or broken lumber, rusted or unused equipment, discarded refrigerators, discarded stoves, old pipe, scrap metal, or other used, discarded and worn, unsightly articles or materials to remain in any yard or open area owned, occupied or in the possession of such person for a period of more than ten (10) days.

Further, unless authorized by the zoning category of the property, no owner or occupant of a building, structure or premises may utilize such property for the open storage of abandoned, untagged, or inoperative motor vehicles, iceboxes, refrigerators, stoves, glass, building material, rubbish or similar items

§ 12-38 Dead trees, limbs, branches and accumulated landscaping materials.

It shall be the responsibility of the owner and or occupant to remove and properly dispose of dead and/or downed trees, limbs, branches, bagged or piled grass clippings, bagged or piled leaves and other piles or accumulations of material resulting from landscaping or maintenance of a parcel of land or lots. Stumps resulting from the removal of dead trees will be ground to or below grade level as to prevent a hazardous condition.

§ 12-39 Tree Declared Nuisance/ Dangerous.

a) Any tree extending over a public street, alley or highway shall be trimmed by the property owner, or his authorized agent, on which the tree trunk is located, so as to provide a clear height above the street, alley or highway of not less than fourteen (14) feet.

b) Any tree extending over a public sidewalk shall be trimmed by the property owner , or his authorized agent, so as to provide a clear height above the sidewalk of not less than eight (8) feet.

c) The property owner of any tree which extends over a public street, alley, highway or sidewalk shall remove any and all dead branches from the tree which, if dislodged, are likely to fall upon the public street, alley, highway or sidewalk.

d) In the event that the property owner fails to meet the requirements of this section, then the City may issue a written notice of violation to the property owner giving fifteen (15) days to correct the violation. If the violation is not corrected within the given period of time then the City has the option of correcting the violation at the property owner's expense.

§ 12-40 Dangerous Conditions - General.

It is unlawful for any person to maintain or permit the existence of any condition that is a danger to life, health, or property within the City. Dangerous conditions include, but are not limited to, any unsecured structure, structures in violation of the Florida Building Code, The International Property Maintenance Code, The Uniform Code for the Abatement of Dangerous Buildings, trees in danger of falling, all or in part, unprotected excavations, improper storage of hazardous or toxic materials, any abandoned or stored refrigeration unit, appliance, derelict vehicle, derelict vessel, or other condition that could trap a person, in such a place as to be easily accessible to persons without first having made adequate provisions to prevent entry into such without having removed all latches, catches, locking devices or the door thereof, so that escape from the interior may be had, or otherwise ensure lack of access.

§ 12-41 Graffiti.

No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti.

It shall be the responsibility of the owner to restore said surface to an approved state of maintenance and repair.

§ 12-42 - 55 RESERVED

Division 4. ~~Reserved~~ Motor Vehicles or Vessels **MOVED FROM ARTICLE III - DIVISION 4 - MINIMUM PROPERTY MAINTENANCE STABNDARDS**

§ 12-71 Motor Vehicle(s), or Vessel(s).

Except as provided for in other regulations**,** The presence of an unlicensed, abandoned, wrecked, dismantled, derelict or inoperative vehicle(s) or vessel(s), on any private or public property, is declared to constitute a public nuisance that shall be abated as such in accordance with the provisions of **section 12-72**. The tearing down, stripping or junking of such vehicle(s) or vessel(s) shall be permitted only where and when such use is specifically authorized, permitted, or licensed under other ordinances of the city and in strict accordance therewith; or which use is conducted entirely within the confines of an accessory building, carport, or garage, then only provided that such vehicle(s) or vessel(s) is the property of the owner or occupier of the lot and that such use is not a commercial use of the property, unless such use is authorized by other ordinances of the city.

Derelict Vehicle(s) or Vessel(s).

A vehicle or vessel, or parts thereof, shall be deemed to be "derelict" if the vehicle(s) or vessel(s) is:

1) Inoperable to the extent that it is unable to perform its original intended function or;
2) Partially or wholly dismantled or;

3) In a condition that prevents legal operation or;
4) Junked or intended to be recycled, scrapped, or;
5) Unlicensed

This section defining derelict and abandon vehicle(s) or vessel(s) shall not apply to the following:

1) A vehicle(s) or vessel(s)that is enclosed in a secure building;
2)A vehicle(s) or vessel(s) on the premises of a business enterprise operated in a lawful place and manner when necessary to the operation of the business enterprise as determined by the Lake Wales Code of Ordinances;
3)A vehicle(s) or vessel(s) in an appropriate storage or depository facility maintained in a lawful place and manner by a governmental agency;
4)An antique motor vehicle as defined in F.S. 320.086 which is licensed as provided by law.
5)A vehicle(s) or vessel(s) which is covered by an intact custom vehicle or vessel cover made for the specific type and size of vehicle or vessel which it covers.
a)In no instance shall a person have more than one (1) custom covered vehicle or vessel on his or her residential property or two (2) custom covered vehicles, vessels, or combination thereof on his or her non residential property
b)No custom covered vehicle(s) or vessel(s) may be stored on public property or right-of-way.
6) A race car that is currently actively engaged in racing and equipped for racing with roll cage, windows removed, drivers name, sponsors and number displayed. Demolition race cars shall be considered derelict vehicles two weeks after the demolition race.
7) An automobile repair shop may only have derelict vehicles on the premises for
the time necessary under agreement for repair with business customers;
automobile dealers may not have derelict vehicles on the premises for resale.

§ 12-72 Disposition & Impoundment of vehicle(s) or vessel(s):

a) PRIVATE PROPERTY: No person in charge of any private property within the city shall allow any unlicensed, abandoned, wrecked, dismantled, derelict, inoperative vehicle(s), or vessel(s) to remain on any private property for a period longer than ten(10) days. This shall not apply to any vehicle(s) or vessel(s) in an enclosed building, a carport, or any vehicle allowed under **§ 12-71 Motor Vehicle(s), or Vessel(s).**

b) PUBLIC PROPERTY: No person shall allow any unlicensed, abandoned, wrecked dismantled, derelict, inoperative vehicle(s), or vessel(s) to remain on any public property for a period longer than five (5)days. This shall not apply to any vehicle in an enclosed building, a carport, or on a commercial property operated in a lawful manner for vehicle repair or restoration.

c) If the vehicle(s) or vessel(s) is not removed in accordance with notice set forth in this chapter, the City Manager or his designee may cause the vehicle(s) or vessel(s) to be removed. If the vehicle(s) or vessel(s) is three(3) years and older then it shall be retained

for a period of forty five (45) days, If the vehicle(s) or vessel(s) is three(3) years and newer then it shall be retained for a period of sixty (60) days. The vehicle(s) or vessel(s) owner may have vehicle released upon proof of ownership by title, registration or bill of sale and paying all towing and storage fees to the private contractor. If the vehicle or vessel is unclaimed after 45 (#) days the private contractor may dispose of the vehicle or vessel in any manner permitted by law.

Section 12-73 through 12-150 Reserved

Division 5. Litter, Garbage and Refuse is amended as follows:

§ 12-151. Polk County Litter Law adopted by reference.

The City of Lake Wales hereby adopts by reference Polk County Ordinance 99-24, known as the "Polk County Litter Law" (Exhibit A) as amended by Polk County Ordinance 99-37 (Exhibit B) and as may be amended from time to time in the future.

§ 12-152. Clarifying the definition of "law enforcement officer."

Section 1(c) of Polk County Ordinance No. 99-37 amending Section 2(c) of Polk County Ordinance 99-24 specifies that:

"Law enforcement officer" means any officer of the Florida Highway Patrol, the Polk County Sheriff's Office, a Municipal Police Department, Officers of the Florida Game and Freshwater Fish Commission, Polk County Code Enforcement Officers, and, solely for the purposes of this division, any employee of the Polk County Division of Parks and Recreation designated by the department as a Litter Control Officer."

~~For the purpose of this division, "any officer of a Municipal Police Department" shall also include any Code Enforcement Officer in the code enforcement division of the City of Lake Wales Police Department.~~

§ 12-153 Accumulation of rubbish or garbage.

All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

§ 12-154 Disposal of rubbish.

Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers.

§ 12-155 Appliances, Refrigerators, and other Large Waste.

Appliances, Refrigerators, and other large waste not in operation shall not be discarded, abandoned or stored on any premises without first securing or removing the doors. (See also *12-233.11 Dangerous Conditions - General.)*

§ 12-156 Disposal of garbage.

Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an approved garbage disposal facility or approved garbage containers.

§ 12-157 Containers.

The operator of every establishment producing garbage shall provide, and at all times cause to be utilized, approved leak-proof containers provided with close-fitting covers for the storage of such materials until removed from the premises for disposal.

§12-158 through 12-200 Reserved

SECTION 3: Article III. Code Enforcement is amended as follows:

Division 1. Generally (moved to Article I – In General, 12-1)

~~**§ 12-201. Legislative intent.**~~

~~(a) In accordance with authority granted by F.S. Ch. 162, it is the intent of the city commission to promote, protect, and improve the health, safety and welfare of the citizens of Lake Wales; to provide an equitable, expeditious, effective and inexpensive method of enforcing any city code or ordinance where a violation exists; and to provide authority for the immediate issuance of a citation if a repeat violation is found, if a violation presents a serious threat to the public health, safety or welfare, or if a violation is irreparable or irreversible.~~

~~(b) It is the intent of the city commission to provide an additional or supplemental means of obtaining compliance with local codes. Nothing contained in this article shall prohibit the city from enforcing codes by any other means.~~

~~**§ 12-202. Definitions and rules of construction.**~~ ***MOVED TO ARTICLE I - IN GENERAL 12-2**

~~a) The following words, terms or phrases, when used in this article, shall have the meanings ascribed to them in this section:~~

> ~~***Code enforcement board.*** The board appointed by the city commission in accordance with authority granted by F.S. § 162.03, and established to impose administrative fines and other noncriminal penalties where a code violation is found to exist.~~
>
> ~~***Code enforcement officer.*** Any designated or authorized employee or agent of the city whose duty it is to enforce or assure compliance with city codes and ordinances.~~
>
> ~~***Continuing violation.*** A violation which continues to occur after notice to correct the violation has been issued to the violator. Each day a violation continues shall constitute a separate infraction, and a penalty may be assessed for each day of continuing violation.~~
>
> ~~***Person.*** Any natural person, individual, public or private corporation, firm, association, joint venture, partnership, municipality, governmental agency, political subdivision, public officer or any other entity whatsoever, or any combination of such, jointly or severally.~~
>
> ~~***Repeat violation.*** A violation of a provision of a code or ordinance by a person whom the code enforcement board has previously found to have violated the same provision within five (5) years prior to the violation.~~

~~***Violation***. Any act or failure to act which results in an infraction of a duly enacted city code or ordinance.~~

~~(b) For the purpose of administration and enforcement of city codes, unless otherwise stated in this article, the following rules of construction shall apply:~~

~~The word "shall" is always mandatory and not discretionary; the word "may" is permissive.~~
~~Unless the context clearly indicates the contrary, where regulation involves two (2) or more items, conditions, provisions, or events connected by the conjunction "and", "or or "either…or," the conjunction shall be interpreted as follows:~~
~~(1) "And" indicates that all the connected terms, conditions, provisions, or events shall apply.~~
~~(2) "Or" indicates that the connected items, conditions, provisions, or events may apply singly or in any combinat~~ion.
~~(3) Either…or" indicates that the connected items, conditions, provisions or events shall apply singly but not in combination.~~

~~§ 12-203. Applicability.~~ ***MOVED TO ARTICLE I - IN GENERAL 12-4**
~~The provisions of this article shall apply in the incorporated area of Lake Wales to the enforcement of city codes as they may be amended from time to time.~~

§ 12-201 ~~12-204~~. Code enforcement board.
(a) A code enforcement board is established in accordance with Section 2-56 of this Code.

(b) The members of the code enforcement board shall elect a chairman, who shall be a voting member, from among the members of the board. The presence of four (4) or more members shall constitute a quorum. Members shall serve without compensation, but may be reimbursed for such travel, mileage, and per diem expenses as may be authorized by the city commission or as are otherwise provided by law.

(c) All findings by the board must be approved by a majority of those members present and voting. At least 4 members must vote in order for the action to be official

~~(c)~~ (d)The city attorney shall either be the counsel to the enforcement board or shall represent the city by presenting cases before the code enforcement board, but in no case shall the city attorney serve in both capacities.

~~(d)~~ (e) No member of the code enforcement board shall have the power to initiate enforcement proceedings for violations of the various codes.

~~(e)~~ (f) The code enforcement board shall have 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 police department.
(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.

§ 12-202 through 12-210 Reserved

SECTION 4: Article IV Minimum Property Maintenance Standards,
Section 12-226. Intent is amended as follows:

*** MOVED TO ARTICLE I - IN GENERAL 12-7 SEVERABILITY**

§ 12-226 ~~(c) Severability. If a section, subsection, sentence, clause or phrase of this code is, for any reason, held to be unconstitutional, or otherwise unenforceable such decision shall not affect the validity of the remaining portions of this code.~~

SECTION 5: Section 12-227. Applicability is amended as follows:

§12-227.7 *Requirements not covered by code.* Requirements necessary for the strength, stability or proper operation of an existing fixture, structure or equipment, or for the public safety, health, and general welfare, not specifically covered by this code shall be determined by the Code Official using the following:

a. Reference to the International Property Maintenance Code, ~~2009 edition~~ 2015 edition;

b. Reference to the manufacturer's suggested guidelines or instructions for installation and use;

c. Reference to the Florida Building Code or any other applicable building code;

d. Reference to the 1997 Uniform Code for the Abatement of Dangerous Buildings;

~~d.~~ e. Reference to primary law (including federal, state, and local sources);

~~e.~~ f. Reference to any generally accepted practice in the industry, occupation, or general use for which the existing fixture, structure or equipment is primarily designated for, or which the public health, safety, and welfare requires; or

~~f.~~ g. Reference to any other suitably acceptable source of custom or practice reasonably accepted by society and sufficiently reliable in nature such that the requirement would be generally known and accepted in the community.

SECTION 6: Section 12-231 Emergency measures is amended as follows:

~~**Sec.**~~ **§12-231.2 *Safeguards*.** Whenever, in the opinion of the Code Official or Building Official as the situation may require, there is an emergency situation warranting an emergency closing of a structure pursuant to Sec. ~~12-231.7 (1), (2), or (3)~~ 12-230.6 (1), (2), or (3) of this code, the City and the official ordering the closing of the structure is authorized to order that work be done in an attempt to secure the structure such that it may be rendered temporarily safe. Neither the City nor the official ordering the closing of the structure however is under any obligation under this Section to perform any work to ensure that the structure is rendered safe. Further, should the City or the official ordering

the closing of the structure choose to order that work be done in an attempt to secure the structure, neither the City nor the official ordering the closing of the structure shall be liable for any damage done to the structure during the performance of such safeguard work.

SECTION 7: § 12-232. *Definitions*. Is amended as follows:

INOPERABLE MOTOR VEHICLE or VESSEL. A vehicle or vessel which cannot be used for its intended purpose for reason including but not limited to being unlicensed, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its owner power.

SECTION 8: Section 12-233. Exterior Property Areas is amended as follows:

§12-233.4 Weeds, grass and overgrowth. All premises and exterior property, other than agricultural, shall be maintained free from weeds or plant growth in excess of twelve (12) inches in height, dead and or downed trees, stumps must be ground to or below grade, low hanging branches must be trimmed to a height of at least six (6) feet above grade. The removal of any tree, four (4) inches or greater in diameter at breast height (DBH), cannot be removed without a permit.
EXCEPTION: Parcels over 10 acres need only mow and clean the first twenty five (25) feet.

§12-233.5 Dead trees, limbs, branches and accumulated landscaping materials. It shall be the responsibility of the owner and or occupant to remove and properly dispose of dead ~~trees~~ and/or downed trees, limbs, branches, bagged or piled grass clippings, bagged or piled leaves and other piles or accumulations of material resulting from landscaping or maintenance of a parcel of land or lots. Stumps resulting from the removal of dead trees will be ground to or below grade level as to prevent a hazardous condition.

§12-233.6 Tree Declared Nuisance/ Dangerous.
a) Any tree extending over a public street, alley or highway shall be trimmed by the property owner, or his authorized agent, on which the tree trunk is located, so as to provide a clear height above the street, alley or highway of not less than fourteen (14) feet.

b) Any tree extending over a public sidewalk shall be trimmed by the property owner , or his authorized agent, so as to provide a clear height above the sidewalk of not less than eight (8) feet.

c) The property owner of any tree which extends over a public street, alley, highway or sidewalk shall remove any and all dead branches from the tree which, if dislodged, are likely to fall upon the public street, alley, highway or sidewalk.

d) In the event that the property owner fails to meet the requirements of this section, then the City may issue a written notice of violation to the property owner giving fifteen (15) days to correct the violation. If the violation is not corrected within the given period

of time then the City has the option of correcting the violation at the property owner's expense.

§12-233.7 ~~**12-233.6**~~ ***Rodent harborage.*** All structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes which will not be injurious to human health. After extermination, proper precautions shall be taken to eliminate rodent harborage and prevent re-infestation.

§12-233.8 ~~**12-233.7**~~ ***Exhaust vents.*** Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another tenant.

§12-233.9 ~~**12-233.8**~~ ***Accessory structures.*** All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.

~~MOVED TO ARTICLE II -DIVISION 4 - NUISANCES~~
~~12-233.9 *Motor vehicles.* Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.~~
~~Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.~~

§12-233.10 ***Defacement of property.*** No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti.

It shall be the responsibility of the owner to restore said surface to an approved state of maintenance and repair.

§12-233.11 Dangerous Conditions - General.
It is unlawful for any person to maintain or permit the existence of any condition that is a danger to life, health, or property within the City. Dangerous conditions include, but are not limited to, any unsecured structure, structures in violation of the Florida Building Code, The International Property Maintenance Code, The Uniform Code for the Abatement of Dangerous Buildings, trees in danger of falling, all or in part, unprotected excavations, improper storage of hazardous or toxic materials, any abandoned or stored refrigeration unit, appliance, derelict vehicle, derelict vessel, or other condition that could trap a person, in such a place as to be easily accessible to persons without first having made adequate provisions to prevent entry into such without having removed all latches, catches, locking devices or the door thereof, so that escape from the interior may be had, or otherwise ensure lack of access.

~~**12-233.11 (b)*Conditions Dangerous to Children.*** No person shall abandon or store any refrigeration unit, derelict vehicle or other condition that could trap a child in such a place as to be easily accessible to children without first having made adequate provisions to prevent entry into such without having removed all latches, catches, locking~~

~~devices or the door thereof, so that escape from the interior may be had, or otherwise ensure lack of access.~~

SECTION 8: §12-235.2 Premises Identification is amended as follows:

12-235.2 *Premises Identification.*
Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabetic letters.

a) Residential property address numbers shall be a minimum of ~~three (3)~~ four (4) inches ~~(76.2 mm)~~(102mm)high with a minimum one-half (.5) inch (12.7 mm) stroke width,

b) Commercial property address numbers shall be a minimum of six (6) inches (152.4mm)high with a minimum one-half (.5) inch (12.7 mm) stroke width.

SECTION 9: Section 12-237 Rubbish and garbage is amended as follows:

§12-237.2.1 *Appliances, Refrigerators, and other Large Waste.* Appliances, Refrigerators, and other large waste not in operation shall not be discarded, abandoned or stored on any premises without first securing or removing the doors. (See also **§12-233.11 Dangerous Conditions - General.**)

SECTION 10: Section 12-238. Pest Extermination is amended as follows:

§12-238.1 *Infestation.* All structures shall be kept free from insect and rodent infestation. All structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After extermination, proper precautions shall be taken to prevent re-infestation.

Exception: Where the infestations are caused by defects in the structure, the owner shall be responsible for extermination.

§12-238.2 *Owner*. The owner of any structure shall be responsible for extermination within the structure prior to renting or leasing the structure.

§12-238.3 *Single occupant*. The occupant of a one-family dwelling or of a single-tenant nonresidential structure shall be responsible for extermination on the premises.

§12-238.4 *Multiple occupancy.* The owner of a structure containing two or more dwelling units, a multiple occupancy, a rooming house or a nonresidential structure shall be responsible for extermination in the public or shared areas of the structure and exterior property. If infestation is caused by failure of an occupant to prevent such infestation in the area occupied, the occupant and owner shall be responsible for extermination.

§12-238.5 *Occupant.* The occupant of any structure shall be responsible for the continued rodent and pest-free condition of the structure.

~~**Exception:** Where the infestations are caused by defects in the structure, the owner shall be responsible for extermination.~~

SECTION 11: Severability: If any clause, section or provision of this ordinance shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said ordinance shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated.

SECTION 12: Effective date: This ordinance shall become effective immediately upon its passage by the city commission.

CERTIFIED AS TO PASSAGE this _____ day of _____ 2016.

By:_____

Mayor/Commissioner
City of Lake Wales, Polk County, FL

ATTEST: _____

City Clerk

MEMORANDUM

June 13, 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: 2nd 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 adopt, following a second reading and public hearing of Ordinance D2016-02.

Notice requirements for a public hearing have been met.

In April the Commission accepted Ordinance D2016-02 upon first reading and public hearing for the proposed amendments to the Future Land Use and Zoning Maps for the Wheeler Properties as set forth below:

> <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.

Ordinance D2016-02 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 ordinance is ready for adoption.

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.

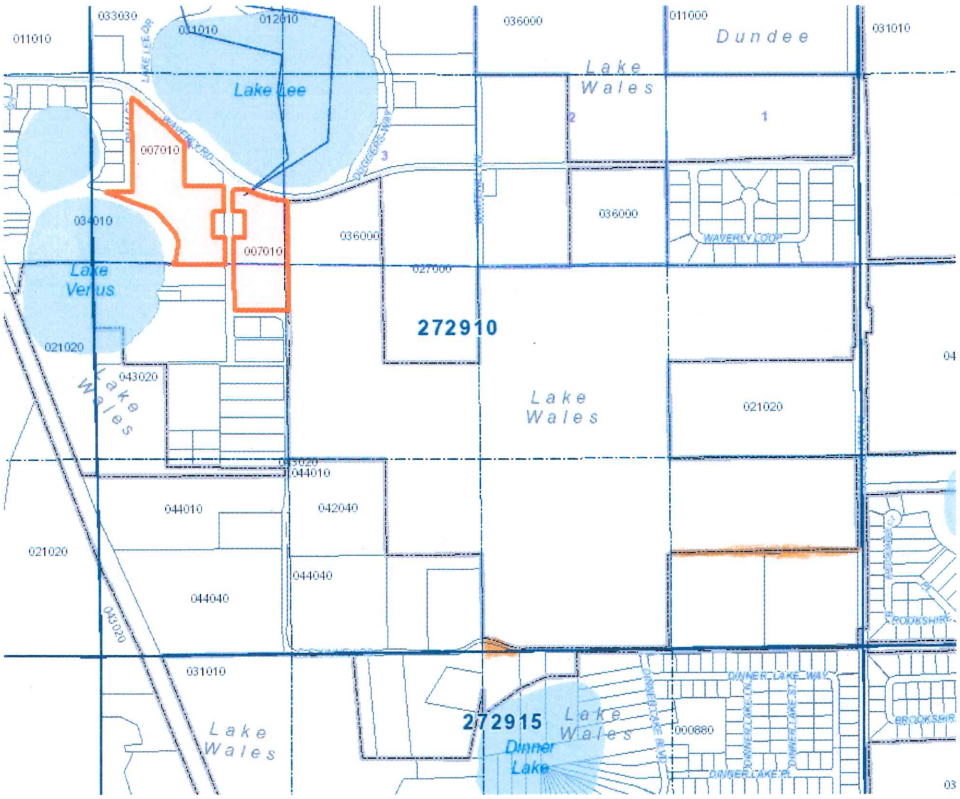
CERTIFIED AS TO PASSAGE this _____ day of _____ 2016.

_____
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

June 14, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Clara VanBlargan, City Clerk, MMC

RE: Appointments – Various Boards, Commissions & Committees

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

RECOMMENDATION

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

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

BACKGROUND

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

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

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

Current Members:	Charles Keniston, resident	03/06/12 - 07/01/18, 2
	Katherine Rogers, resident, chairman	09/18/12 - 07/01/18, 2
	Vacant, resident	- 07/01/19,
	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

Applying for Appointment: Ryan Michalkiewicz, resident, term expiring on 07/01/19

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.

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

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 1 vacancies (Seat 4, District 27); 1 expiring term (Seat 2, District 19)

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,P3-Final
	Christopher Lutton (Seat 5 – District 28)	05/03/16 - 07/01/18, 1
	Jean Kincaid Scott (Seat 1 – At Large)	05/03/16 - 07/01/19
	Vacant (Seat 4 – District 27)	– 07/01/18

Applying for Reappointment: Mark Bennett, resident, term expiring on 07/01/2019

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

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

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

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; 1 expiring term

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

Applying for Appointment: Christopher C. Lutton, resident, for a term expiring on 07/01/18
Applying for Reappointment: Diane Armington, owns property in City, term expiring on 07/01/19

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

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: 3 vacancies, includes a final expiring term
-

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

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

Applying for Appointment: Jacquie Hawkins, resident, for a partial term expiring on 07/01/18
Margaret Swanson, resident, for a term expiring on 07/01/19

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.

OPTIONS

None

FISCAL IMPACT

These are volunteer boards

ATTACHMENTS
Applications

APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

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

Board/Commission/Committee: Airport Authority

Applying for:
- [ ] reappointment
- [x] new appointment

City Resident? Yes Full-time [x] Yes Part-time [ ] No [ ]

Registered Voter? Yes, Florida [x] Yes, Other [ ] No [ ]

City Business Tax? Yes [ ] No [x]

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

Name: Ryan C. Michalkiewicz	
Home Address: 344 E. Park Ave, Lake Wales, 33853	Home Phone: 863-258-2599
Business Address:	Business Phone:
Employer: Lockheed Martin, Missiles and Fire Controls	Occupation/Type of Business: Inspection/Cal, Aerospace/Defense

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

Special knowledge or experience applicable to function of board/commission/committee:
Degree - Professional Pilot Technologies - Multi Engine Land, Commercial Pilot, Instrument Rating, Tailwheel endorsement, Previous aircraft owner, Current aircraft builder. Experience with Aircraft Management and Maintenance Cessna Citation III to C150. Experience First Officer Charter Pilot, King Air 200 #Line Service

Other community involvement:
Deacon at First Presbyterian Church LW.
Spouse Board Member - Library Board
Children attending YMCA, Hillcrest Elementary and Bok Academy (fall 2016)

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

Race/Ethnicity
- African-American [ ]
- Asian-American [ ]
- Hispanic-American [ ]
- Native-American [ ]
- Caucasian [x]

Gender
Male [x] Female [ ]

Physically Disabled?
Yes [ ] No [x]

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

applicant initials

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

applicant signature

date: 6/9/2016

List 3 references who reside in the city:

name	phone
Daniel Hart	863-287-6269
Kay Weaver	863-585-8732
Eric Farewell	863-272-9907

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

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

e-mail: Ryan.Michalkiewicz@Gmail.com

(0037) 5/08

APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

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

Board/Commission/Committee: Library Board

Applying for:

- [ ] reappointment
- [x] new appointment

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

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

Name: Jacquie Hawkins

Home Address: 1441 Thousand Roses Dr. N.

Home Phone: 863-676-0185

Business Address:

Business Phone:

Employer:

Occupation/Type of Business:

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

Special knowledge or experience applicable to function of board/commission/committee

Other community involvement
Care Center Volunteer
Thrift Store Volunteer
Literacy Council Tutor.

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

Race/Ethnicity
- African-American [ ]
- Asian-American [ ]
- Hispanic-American [ ]
- Native-American [ ]
- Caucasian [x]

Gender
Male [ ] Female [x]

Physically Disabled?
Yes [ ] No [x]

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

JH
applicant initials

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

Jacquie Hawkins
applicant signature

5-30-16
date

List 3 references who reside in the city:

name	phone
Clara VanBlagan	678-4182
Rob Quan	676-6678
Martha Hammock	676-4345

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

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

e-mail: jacquie.hawkins@hotmail.com

APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

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

Board/Commission/Committee: Library Board

Applying for:
- [ ] reappointment
- [x] new appointment

City Resident? Yes Full-time [x] Yes Part-time [ ] No [ ]

Registered Voter? Yes, Florida [x] Yes, Other [ ] No [ ]

City Business Tax? Yes [ ] No [x]

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

Name: Margaret Joan Swanson	
Home Address: 311 Hillcrest Drive	Home Phone: 863 676 5438
Business Address:	Business Phone: Cell 221-1601
Employer: Retired	Occupation/Type of Business:

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

Special knowledge or experience applicable to function of board/commission/committee:
Bachelors degree in English Literature
City government experience - 35 yrs

Other community involvement:
Volunteer tutor - Lake Wales Family Literacy Academy
American Association of University Women

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

Race/Ethnicity
- African-American [ ]
- Asian-American [ ]
- Hispanic-American [ ]
- Native-American [ ]
- Caucasian [x]

Gender
Male [ ] Female [x]

Physically Disabled?
Yes [x] No [ ]

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

MHS
applicant initials

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

Margaret J Swanson
applicant signature

6.4.16
date

List 3 references who reside in the city:

name	phone
Charlene Bennett	676 9231
Teddi Williams	528 0329
Sharon Allen	241 3702

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

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

e-mail: magjs@yahoo.com

APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

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

Board/Commission/Committee: Historic District Regulatory Board

Applying for:

- [ ] reappointment
- [x] new appointment

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

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

Name: Christopher C. Lutton	
Home Address: 437 S. 9th Street	Home Phone: 863-632-2487
Business Address:	Business Phone: none
Employer: Bok Tower Gardens	Occupation/Type of Business: Facility Manager

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

Special knowledge or experience applicable to function of board/commission/committee

4 years City Commissioner
6 years Planning and Zoning Board, Chair
Professional Construction Manager since 1983

Other community involvement

Boy Scouts of America
LW Breakfast Rotary
Volunteer Soccer Coach

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

Race/Ethnicity

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

Gender

Male [x] Female [ ]

Physically Disabled?

Yes [ ] No [x]

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

applicant initials

Have you ever been convicted of a felony?

- [ ] Yes
- [x] No

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

applicant signature

date 5/3/16

List 3 references who reside in the city:

name	phone
Terrye Howell	
Mark Parlier	
Alex Wheeler	

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

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

e-mail wstdknight@gmail.com

From:	Kathy Bangley
To:	Clara VanBlargan
Subject:	Appointment
Date:	Thursday, June 09, 2016 10:26:59 AM

Please put Chris Lutton on the agenda to be appointed to the Historic Regulatory Board. Chairman Bossarte and I recommend this action.

Kathy

Kathy Bangley, Director
Department of Planning and Development
City of Lake Wales
863.678.4182 xt. 714
kbangley@cityoflakewales.com

APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

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

Board/Commission/Committee: Historic District Regulatory Board

Applying for:

- [x] reappointment
- [ ] new appointment

City Resident? Yes Full-time [ ] Yes Part-time [ ] No [x]

Registered Voter? Yes, Florida [x] Yes, Other [ ] No [ ]

City Business Tax? Yes [x] No [ ]

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

Name: Diane Armington	
Home Address: 2640 Fairway Ct., LW 33898	Home Phone: 863-221-1208
Business Address: 257 E. Stuart Ave., Lake Wales	Business Phone: 679-1146
Employer: Self	Occupation/Type of Business: Retail

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

Special knowledge or experience applicable to function of board/commission/committee

Other community involvement:
Main Street member
" " Design Committee

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

Race/Ethnicity
- African-American [ ]
- Asian-American [ ]
- Hispanic-American [ ]
- Native-American [ ]
- Caucasian [x]

Gender
Male [ ] Female [x]

Physically Disabled?
Yes [ ] No [x]

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

D. A.
applicant initials

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

Diane Armington
applicant signature

5/24/2016
date

List 3 references who reside in the city:

name	phone
Current Historic Regulatory Board	
members	

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

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

e-mail: Noahcorp@msn.com

APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

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

Board/Commission/Committee: Community Redevelopment Agency Advisory Board

Applying for:
- [x] reappointment
- [ ] new appointment

City Resident? Yes Full-time [x] Yes Part-time [ ] No [ ]

Registered Voter? Yes, Florida [x] Yes, Other [ ] No [ ]

City Business Tax? Yes [ ] No [x]

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

Name: Mark J. Bennett	
Home Address: 1106 Voncile Street, Lake Wales, FL, 33853	Home Phone: (863) 528-9165
Business Address: 4425 US Highway 92 East, Lakeland, FL 33801	Business Phone: (863) 669-0108
Employer: Ridge Professional Group	Occupation/Type of Business: Urban Planner/Land Development

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

Special knowledge or experience applicable to function of board/commission/committee

Certified Urban Planner (American Institute of Certified Planners #11241)
Attended Florida Redevelopment Association & Florida League of Cities conferences/workshops regarding CRAs
Experience in local government Planning & Community Development Departments

Other community involvement

City of Lake Wales Planning Board
Numerous veteran's organizations
Legislative Affairs Representative, Heart of Florida Chapter, American Planning Association - Florida

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

Race/Ethnicity
- African-American [ ]
- Asian-American [ ]
- Hispanic-American [ ]
- Native-American [ ]
- Caucasian [x]

Gender
Male [x] Female [ ]

Physically Disabled?
Yes [ ] No [x]

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

MJB
applicant initials

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

applicant signature

6-16-16
date

List 3 references who reside in the city:

name	phone

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

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

e-mail markjohnbennett66@gmail.com

CITY OF LAKE WALES PROJECT TRACKING LIST 2015-2016

PROJECT NAME	BUDGET	COMMISSION APPROVAL	SCHEDULED COMPLETION	CURRENT STATUS	STATUS UPDATED
AIRPORT					
Runway Extension	$5,300,000 - $4,300,000	Yes		Plans at 90%. FAA Grant application has been submitted. FDOT funding has been approved. Begin Construction October 1st.	6/15/2016
RECREATION					
New park signage in all City parks	$13,000		6/30/2016	All signs installed except for Kiwanis which will be installed on 6/17/2016	6/13/2016
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 and submitted April 25. DEO Site visit planned for June 23rd.	6/13/2016
Relocation of Water/Sewer Lines on HWY 27 near Vanguard	$300,000	10/20/2015		Preconstruction meeting held on 11/12/2015.	6/13/2016
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.	6/13/2016
Street Resurfacing	$100,000	4/6/2016		A section of Russell Ave., including the intersection at Delmar St. was resurfaced in February, 2016. Commission approved on 4/6 to move forward with the repair of the Central Avenue railroad crossing and the surrounding street. Project will be completed in Mid June. Capital Streets funds are depleted for this year.	6/13/2016
ADA sidewalk access on 3rd street	$15,000	5/3/2016	6/30/2016	Project is complete.	6/13/2016
Network Server Virtualization	$40,000	4/6/2016	8/1/2016	VMware license and software have been obtained. Commission approved purchase on 4/6. The hardware components have been ordered and staff is already in possession of the software components.	6/13/2016
Live Streaming of Commission meetings	$7,000		7/1/2016	Staff is working out the contract details with the vendor. Once the details are worked out the hardware components will be shipped and installed.	6/13/2016
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.	5/25/2016

Library Statistics (May)				Total Circulation Books-by-Mail: 45,784 Total Circulation BookMobile: 5,957 Total In-house circulation: 179,686 Total new borrowers: 1087 Total attendance at programs: 11,854 Computer users: 34,354 People Counter: 108,183	6/6/2016
COMPLETED PROJECTS					
Skate Park Improvements	$50,000	7/15/2014	9/30/2015	This project is complete.	6/13/2016
ADA access and handicap parking installation at the soccer complex.	$30,000		2/29/2016	Completed	6/13/2016
Airfield Improvements (Task Order #15)	$161,000	yes - 7/2/13	9/30/2015	Final reimbursement received March 8. This Project is complete.	6/13/2016
Road Improvements (N Market ST & W. Central Ave.)	$91,253	7/7/2015	8/17/2015	Project is completed.	6/13/2016
Cemetery			4/30/2015	Project complete	6/13/2016
Resurfacing of the Scenic Highway from Mt. Lake Cutoff to Ray Martin Rd.			10/31/2015	This Project is complete.	6/13/2016

Gym Floor Replacement	$68,212	6/2/2015	9/30/2015	Project is Complete. Gym is reopened.	6/13/2016
Electrical system upgrades to event area of Lake Wailes park	$20,000			Project Complete	6/13/2016
Additional exercise stations in Lake Wailes park.	$10,000			Project Complete	6/13/2016

CITY COMMISSION ITEMS - STATUS REPORT

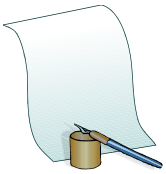
TASK	MEETING DATE	RESPONSIBLE PERSON	REQUEST MADE BY	COMMENTS	DATE OF STATUS
Building Official assessing city's recreation/community buildings	10/30/2012	Cliff Smith, Don Porter & James Slaton	Commission	Due to recent organizational restructuring, the scope of the remaining facility assessments will be re-evaluated. A new schedule of assessments will be presented later in the year.	6/13/2016

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.	6/13/2016
Depot Museum	3/2/2015	Kenneth Fields	Thornhill	Museum opened on May 31st. The museum is now open Tuesdays - Saturdays 9am - 5pm	6/6/2016
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.	6/13/2016
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.	6/13/2016

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 – June 2016

Tues, June 7, 2016	CRA Meeting	5:30 p.m.	Commission Chambers
Tues, June 7, 2016	Regular	6:00 p.m.	Commission Chambers
Tues, June 14, 2016	Special	5:45 p.m.	Commission Chambers
Tues, June 14, 2016	Budget Workshop	6:00 p.m.	Commission Chambers
Tues, June 21, 2016	Regular	6:00 p.m.	Commission Chambers

City Commission Meetings – July 2016

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

City Commission Meetings – August 2016

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

(August 15 is a tentative scheduled budget workshop meeting)

City Commission Meetings – September 2016

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

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

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

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

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

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

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

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
Monday July 4th	2pm-9pm, Fireworks 915pm	4th of July Celebration	Vendors, music, games and fireworks	Lake Wailes Park	
Monday, August 22nd	3:30pm	LW Charter Schools Board of Trustees Meeting		Polk Avenue Elementary, Lake Wales	
Monday, September 26th	3:30pm	LW Charter Schools Board of Trustees Meeting		Edward W. Bok Academy	
Monday, October 24th	3:30pm	LW Charter Schools Board of Trustees Meeting		Dale R. Fair Babson Park Elementary	
October 28-30, 2016	Sat. 9-5, Sun 11-4	Pioneer Days	Vendors, Car Parade, Carriage Tour	Lake Wailes Park	
November 4-5, 2016	Friday 6pm Saturday 7am & 5:30pm	Quivering Quads Races Sponsored by the Rotary Club of Lake Wales	4 races over 24 hours	Kiwanis Park & Lake Wailes Park. Includes Rails to Trails & Lake Wailes Trail	
December 2nd - 3rd, 2016	6pm -10pm Friday; 10am - 10pm Saturday	Orange Blossom Revue	BBQ Competition Sponsored by the Rotary Club of Lake Wales	Lake Wailes Park	
December 6, 2016	5:30pm	Tree Lighting Ceremony		City Administration Building	
December 9th, 2016	4-8:30pm	Make it Magical	Downtown Holiday Event	Downtown Lake Wales Stuart, Park, Marketplace	

BOARDS, COMMISSIONS, & COMMITTEES
Meeting Schedule

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

Board of Zoning Adjustment and Appeals (BOA)
3rd Thursday @ 9:00 a.m.; Commission Chamber

Citizens & Police Community Relations Advisory Committee
3rd Thursday @ 6:00 p.m.; City Hall Lunch Room

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

Community Redevelopment Agency (CRA) Board
Meetings are held as needed

CRA Citizen Advisory Committee
Meetings are called by the chairman or city staff (date, time & location varies)

Historic District Regulatory Board
3rd Thursday @ 5:00 p.m.; Commission Chamber

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

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

Planning & Zoning Board
4th Tuesday @ 5:30 p.m.; Commission Chamber

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

Firefighters' Retirement Board
Quarterly @ 4:00 p.m.; Fire Department meeting room

General Employees' Retirement Board
Quarterly @ 8:30 a.m.; City Manager's conference room

Police Officers' Retirement Board
Quarterly @ 4:00 p.m.; Fire Department meeting room

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

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

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

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

Current Members:	Charles Keniston, resident	03/06/12 - 07/01/18, 2
	Katherine Rogers, resident, chairman	09/18/12 - 07/01/18, 2
	Vacant, resident	- 07/01/16,
	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 serves as ex officio members. At least five (5) regular members and two (2) alternate members must reside within the City limits. Members who are not City residents must reside within the City's utilities service area in a residence served by the City's utilities system, receiving either water or sewer service. (3-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 3 alternate vacancies; 2 expiring terms

Current Members:	Evelyn Pabon, resident	08/21/12 – 07/01/16, P+1
	Lorraine McIntosh, resident	06/15/10 – 07/01/19, 3
	Jaime Rivera, resident	03/05/13 – 07/01/16, 1
	Roberto Maldonado, resident	07/17/12 – 07/01/17, 2
	Vacant, Alternate	– 07/01/17
	Vacant, Alternate	– 07/01/17
	Vacant, Alternate	– 07/01/18

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

Current Meeting Schedule: 1st Thursday @ 5:30 PM; Commission Chamber
[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-Final
	Curtis Gibson, resident	05/03/16 – 07/01/18, 1
	Joseph VanBlarcom, police officer	05/03/11 – 07/01/17, 3

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

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

Duties - The Committee shall:

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

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

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

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

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

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

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

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

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

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

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

Current Members: City Commission

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

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 1 vacancies (Seat 4, District 27); 1 expiring term (Seat 2, District 19)

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,P3-Final
	Christopher Lutton (Seat 5 – District 28)	05/03/16 - 07/01/18, 1
	Jean Kincaid Scott (Seat 1 – At Large)	05/03/16 - 07/01/19
	Vacant (Seat 4 – District 27)	– 07/01/18

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

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

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

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

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

Current Members: None / Inactive Board

Vacant, resident	– 12/01/15
Vacant, resident	– 12/01/15
Vacant, resident	– 12/01/15
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; 1 expiring term

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

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

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

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

Current Meeting Schedule: Inactive Board

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

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

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are **not** required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 3 vacancies (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 - 07/01/21, P+1
	Vacant	– 07/01/18
	Vacant	– 07/01/19

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

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

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

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

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

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

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

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

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

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

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

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

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

- Current Vacancies: 2 citizen vacancies

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

Current Members:	Keri Hunt, citizen	11/01/11 - 07/01/17, 2
	Vacant	– 07/01/18
	Vacant	– 07/01/18
	Eileen Farchmin, Webber 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 Trustee

Current Members:	***Vacant***, 5th Seat	- 09/30/19,
	Glen Gest, resident	01/04/07 - 09/30/18, 3
	James (Jerry) Brown, resident	03/18/14 - 09/30/18, 1
	Joe Jenkins, Fire Chief	10/01/98 - 09/30/18, 4
	Christopher Whidden, Firefighter	09/15/14 - 09/30/18, 1

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

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

Powers and duties (City Code Sec. 16-163 (I)) – The powers, duties and responsibilities of the board shall include the power and duty to:
(1) Construe the provisions of the system and determine all questions arising thereunder;
(2) Determine all questions relating to eligibility and participation;
(3) Determine and certify the amount of all retirement allowances or other benefits hereunder;
(4) Establish uniform rules and procedures to be followed for administrative purposes, benefit applications and all matters required to administer the system;
(5) Distribute to members at regular intervals information concerning the system;
(6) Receive and process all applications for participation and benefits;

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

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

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

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

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

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

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

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

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

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

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

Current Members:	Joe Elrod, 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.

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

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

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

July 2016 (No Meeting)

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

December 2016 (No Meeting)

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

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

Board approved: _____