CITY COMMISSION
REGULAR MEETING
OFFICIAL AGENDA
July 5, 2016
6:00 p.m.

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

1. INVOCATION

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

4. ROLL CALL

5. MAYOR

6. PRESENTATION/REPORT

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

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

8.I. Approval Of Minutes: June 14, 2016, Special Meeting

Documents:

2016-06-14SP.PDF

8.II. Approval Of Minutes: June 14, 2016, Budget Workshop Meeting

Documents:

2016-06-14BWK.PDF

8.III. Approval Of Minutes: June 21, 2016, Regular Meeting

Documents:

2016-06-21REG.PDF

9. OLD BUSINESS

10. NEW BUSINESS

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

Documents:

SKYDIVING DONATION REQUEST.PDF

10.II. Resolution 2016-16 – Resolution To Utilize The Uniform Method Of Collecting Non- Ad Valorem Assessments And Adopting The Special Assessment Roll.

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

Documents:

MEMO RESOLUTION 2016-16 ASSESSMENT ROLL - SERVICE LIENS.PDF
RESOLTUION 2016- NON-AD VALOREM COLLECTION.PDF
EXHIBIT A - RESOLUTION 2016-16.PDF

11. CITY MANAGER

11.I. TRACKING REPORT

Documents:

TRACKING.PDF

11.II. Meeting Schedule - City Commission

Documents:

COMMISSION MEETING CALENDA, 07-05-16.PDF

11.III. Other Meetings & Events Calendar

Documents:

MEETING AND EVENT CALENDAR.PDF

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

Documents:

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

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

Documents:

PRWC BOARD MEETING SCHEDULE.PDF

11.VI. Meeting Schedule - City Boards

Documents:

BOARDS-OTHER MEETING SCHEDULE.PDF

11.VII. City Boards Information

Documents:

BOARD INFORMATION-7-5-16.PDF

12. CITY COMMISSION COMMENTS

13. MAYOR COMMENTS

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

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

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

A special meeting of the Lake Wales City Commission was held on June 14, 2016 in the Commission Chambers at the Municipal Administration Building at approximately 5:45 p.m. The meeting was called to order by Mayor Eugene Fultz.

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

COMMISSIONERS ABSENT: None

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

1. ROLL CALL

2. Resolution 2016-13(A), Correcting the date of the Public Hearing previously authorized in Resolution 2016-13, Amended and Restated Initial Assessment Resolution adopted by the City Commission on June 7, 2016

[There was no agenda memo prepared for Agenda Item 2]

City Clerk Clara VanBlargan read Resolution 2016-13(A) by title only:

A RESOLUTION OF THE CITY OF LAKE WALES, FLORIDA, RELATING TO THE PROVISION OF FIRE PROTECTION SERVICES, FACILITIES AND PROGRAMS; PROVIDING AUTHORITY, PURPOSE, AND DEFINITIONS; PROVIDING LEGISLATIVE FINDINGS; DESCRIBING THE METHOD OF ASSESSING FIRE SERVICES ASSESSMENT COSTS AGAINST PROPERTIES WITHIN THE CITY OF LAKE WALES; DETERMINING THE FIRE ASSESSMENT COST AND INITIAL FIRE SERVICES ASSESSMENTS; DIRECTING THE PREPARATION OF AN ASSESSMENT ROLL; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREFOR; CORRECTING THE DATE OF THE PUBLIC HEARING PREVIOUSLY AUTHORIZED IN RESOLUTION 2016-13; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

Mr. Fields said this resolution corrects the resolution passed at the last Commission meeting. The resolution had the wrong public hearing date of September 6 on it and the amended resolution reflects the correct public hearing date of September 7, so the proper public hearing date will be noticed. The date is the only thing that had to be corrected.

Commissioner Gibson said he was kind of surprised that this came up because he was the one that raised the fire fee issue in the budget session which a budget is like an interlocking puzzle if you have one piece of it that affects the other pieces, so a fire fee would be impacted by what revenues and expenses are on the other items as to what is needed or makes sense. He said he had no idea that it would be brought up in a regular Commission meeting because it is a budget issue going forward. The fire fee was there to be rescinded and when the decision was declared invalid by the court it was still on the ballot so it turned out to be a referendum. We got a chance to learn what our constituents thought about the fire fee and the City lost it so that means we should take a look at it. If we handle it before the City Commission in a public hearing all by itself without any fill for where it fits in the rest of the budget, that is lousy politics because if it is isolated the people are not going to like it but if it is part of a budget and it is has been fully considered and balanced with everything else and can be demonstrated that it suits the needs there is a better chance for an

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intelligent evaluation of the fire fee. He believes in putting everything on the table and therefore, favors broadening the tax base with the hope that it might lower the millage. Everybody should pay something but it ought to be equitable. We had a real issue with a flat fee as opposed to a graduated fee. In terms of broadening the tax base the fire fee reaches everybody and it is not homestead exempt. It seems as though the ad valorem tax is about 20% of the budget, much less than it used to be. He does not know how many are escaping ad valorem tax because of homestead exemption and that has a direct relationship to the impact that a fire fee would have. There was a $255,000 hole in the budget and it was plugged by a fire fee that generated $1.2 million. He fully appreciated the fact that nobody had a party with the excess money and it worked to reduce the millage, which is commendable but we all need to know what the performance on the fire fee is to this point, how many delinquencies we have, and what collection rate has been. Next year, it will appear on the tax bill which will make things a lot easier. We should be upfront about what our purpose is in regards to the fire fee. Is it to plug the hole or is it to find a way to bring in more revenue as painlessly as possible? Lake Wales is at a revenue disadvantage because we don't have some of the better enterprise funds that other cities have. Lakeland has a power company and their millage is low. We don't have a power company so we struggled to get revenue, water and sewer, and he does not know to what extent those enterprise funds spill over into the general revenue budget to help us, but they should spill over some. The important thing, which is the reason he raised it in the budget discussion as opposed to a City Commission meeting, is what the impact is on the rest of the budget because it should all fit together and we should consider it with our budget considerations. Mr. Gibson said he would like see this tabled and made part of the budget consideration.

Mr. Fields responded that this particular resolution is only procedural. It is a requirement of State law that we pass an initial assessment amount similar to the not-to-exceed millage that we will deal with at the end of July. If we don't pass this resolution we will not be able to do any fire assessment at all. Commissioner Gibson said when he heard the title read all he heard was fire fee and not anything else. Mr. Fields said this is the initial rate for next year which is a not-to-exceed rate. When we come back in September for the final public hearing, which is the date that we are changing today the Commission can lower the amount from whatever amounts are in here now or eliminate it if the Commission really wanted to do so, but it cannot be raised above whatever rate is set today.

Commissioner Gibson asked what the discussion was about the fire fee and Mr. Fields explained that this continues the existing fire fee, it sets the amount that will be printed on the TRIM notice, it sets the date for the hearing on the TRIM notice, and then in September there will be a public hearing that will then formerly adopt a fire assessment amount for the next fiscal year.

Commissioner Gibson said what it says is the fire fee becomes part of our overall budget consideration for the TRIM notice and that we still retain the full discretion with regard to the fire fee so that it can be considered with all the rest of the budget. Mr. Fields said at the July workshop on the budget we will present a full operating budget to the Commission and at that time and how that interacts with everything else you have to do the same thing with the millage rate for next year or set the rate necessarily other than the not-to-exceed rate. We can come back in September and adjust it.

Mr. Gibson said, so in an effort to table the fire fee from a City Commission resolution so it can become part of the full budget discussion would be unnecessary and Mr. Fields said that was correct, and that it will definitely be part of the full budget discussion. Mr. Gibson said the only benefit then of what he had to say was to just fully explain why he brought it up in the first place and that he appreciated the explanation.

Mr. Fields said the schedule is driven by the property appraiser's office and that he wished Commissioner Gibson had been present for the initial discussion and if he had known that he would not be here he would have postponed the discussion to another day. Commissioner Gibson said it was unavoidable because it was a preplanned trip before becoming a Commissioner. Mr. Fields said we are having the special meeting because we did not have time to postpone this to the next meeting.

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Commissioner Perez said we had a two hundred and something thousand dollar fire fee that was taken away by the County and we then assessed $1.2 million, so from the beginning he had a problem trying to understand what justification we had to get an additional $800,000 from our folks when we were only losing two hundred and something thousand dollars, which is really all we had to make up. Mr. Fields said the assessment amount was only $1.2 million and the actual estimated collections because it was not on the ballot were going to be roughly a little over a million dollars, which is the actual amount we had budgeted this year, the actual collections expected. The hole is $256,000 or little more than that, and on top of that there were an additional $150,000 that we added to the budget this past year because of the short-term cash flow requirements and the remaining $600,000 roughly was used to reduce the millage. So, it was a loss of revenue from the County, a dollar for dollar reduction in the millage rate, and then there was a small budget hole to fill up of roughly $150,000 for debt service plus some. That is the current year budget and we are on target to collect about 80% of what was assessed, which is roughly what we had budgeted for this year.

Next year the dollar amount collection rate will go up into the low 90% rate because it will be on the tax bill. However, because it will be on the tax bill there will be a 4% discount and a 1% collection fee for the property appraiser so that means the most we will get is about 95% of whatever it is we levy. We will lose maybe 2% or 3% at the most, so if we did the full amount we would be collecting about $1.2 million or so but what the Commission decided on this preliminary one was to reduce the total dollar amount of the assessment for next year by reducing the fee for single-family residential, for multi-family, and mobile homes so that we are going to net next year exactly the same amount as this year which is little over a million dollars. That is the current proposed amount in this preliminary resolution. We can revisit that in July and then we will formerly revisit that at the September public hearing. What is proposed for next year is to collect roughly the same amount but because the collection rate will be higher the overall rates were reduced and there was a reallocation so that mobile homes and multi-family homes will be paying less because we now updated it to split them out separately, which was explained at the last Commission meeting.

Commissioner Howell asked Commissioner Gibson not to imply that they are trying to hide something with this fire fee although she is in agreement with a lot of people that they might not have gotten it out right, didn't explain everything like they should have, didn't educate the people enough, and they could have had more meetings but they did not hide anything or keep anything in the dark. We have to do this again and she would love for the millage rate to be lower so we can get a company like Coca-Cola and others to come in. If we are going to have more meetings this time that is fine. People are still fussing about the $150.00 and we are going to do better at trying to explain it and even if it was $20 we still cannot explain it to some people no more than what we did.

The Mayor said the fire assessment is not going to disappear just because people come here and say they don't like it and according to what the City Manager said it was only a hundred and something thousand dollars that the City actually used for debt services. Everything else went back into what was necessary to plug the hole in the fire area that was taken by the County and also giving them a reduction in the millage rate so the City did not come out with party money.

Deputy Mayor Thornhill made a motion to approve Resolution 2016-13(A) and the motion was seconded by Commissioner Howell.

By Voice Vote:

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

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The motion carried 5-0.

3. COMMUNICATIONS AND PETITIONS

The meeting was adjourned at 6:06 p.m.

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Mayor/Deputy Mayor

ATTEST:

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City Clerk Clara VanBlargan, MMC

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A budget workshop meeting of the Lake Wales City Commission was held on June 14, 2016 in the Commission Chambers at the Municipal Administration Building at approximately 6:06 p.m. The meeting was called to order by Mayor Eugene Fultz.

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

COMMISSIONERS ABSENT: None

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

1. ROLL CALL

2. DISCUSSION ITEMS

Agenda Item 2.I. 5-Year Capital Outlay Discussion
Budget Workshop – Commission Priorities - Fiscal Year 2016'17 Budget

[Begin Agenda Memo]

BACKGROUND

Timeline for Budget Process:

- May 16 Workshop – City Commission Budgetary Priority Setting.
  - June 1st – Estimate of Taxable Value provided by Polk County Property Appraiser.
- May 17 – Regular City Commission Meeting
- June 7 – Regular City Commission Meeting
- June 14 Workshop – City Commission Five-Year Capital Outlay Discussion.
  - July 1st – Certification of Taxable Value provided by Polk County Property Appraiser.
- June 21 – Regular City Commission Meeting
- July 5 – Regular City Commission Meeting
  - July 5th – Preliminary Fire Assessment Ordinance is presented as an agenda item to the Commission so that it may be included on the TRIM notice and not require a separate mailing.
  - July 7th Commission to receive a draft budget document.
- July 13 - First Commission Budget workshop.
  - July 15 – Preliminary Estimates of State Shared Revenue <u>may</u> be available.
- July 19 – Regular City Commission Meeting
  - City Commission to set the "Interim Millage Rate". In order for the Property Appraiser to proceed with the mailing of the required TRIM notices, it will be necessary for the Commission to set an interim millage rate and establish the required public hearing dates for adoption of the final 2016 millage rate and the FY16'17 budget.
- August 2 – Regular City Commission Meeting
- August 9 –Second Commission budget workshop.
- August 16 – Regular City Commission Meeting
- Tentative August 17 – Additional budget workshop if necessary should there be the need for continued budgetary discussions.
- September 7 – Regular City Commission Meeting and First Budget Hearing
  - In order to comply with Florida Statute (200.065(2)(e)2), tentative and final hearing dates cannot be used by any other taxing authority for public hearings. During the July 19th meeting, the City will be able to setting the dates to be used for the September millage and

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budgetary acceptance dates. The City will schedule around the dates selected by the Polk County School Board and also Board of County Commission.
    - Annual Fire Assessment Ordinance is presented to the Commission as an agenda item at the budget hearings.
- September 20 – Regular City Commission Meeting and Second Budget Hearing (unless conflicts with a scheduled budget hearing of the Polk County Commission or Polk County School Board.)

Material Provided by Staff for Commission Priority Setting and Capital Outlay Discussion Workshops:

- FY 2015-16, Budget Summary
- City Debt Schedule
- 5-Year Capital Improvement Plan, Utility System
- 5- Year Capital Improvement Plan, All Funds Excluding the Utility System

[End Agenda Memo]

City Manager Kenneth Fields said the purpose of this workshop is similar to the one we had a few weeks ago on the operating budget. We are trying to get Commission input into our capital plan for next year. The Commission had distributed to them the current five year plan which is a listing of all the projects that the City hopes to undertake over the next five years or so. This plan is what was adopted last year and we have a new commission now and are looking for additional input as to what projects the Commission might want to see moved up and what projects it might want to see added to this list. Last year we went over the utilities budget five year plan extensively because we did that as part of our rate sufficiency analysis. We looked at what the capital plans were in utilities and the funding sources that were available with the assistance of an outside firm and came up with a five year plan with designed rates that would accommodate that. The SR 60 expansion project is moving forward and we are in the final stages of getting our easements for that. The C Street project, the largest project going on right now is close to being completed. It is a major upgrade to the northwest area. There are a number of other utility projects that are replacement or repair. A lot of our utilities are in the range of 50 to 100 years old, so a lot of what we are doing is basically trying to maintain those systems and upgrading them to current standards. We recently had three water line breaks in a two week period because the water lines were 50 years old. Mr. Fields said the utilities department had a very good handle on their current needs and future replacement needs. So that is not an area of discussion today.

Mr. Fields said the discussion today is the operating budget and the biggest in line currently planned is for the Lake Wales Airport, the runway extension and the expansion there. We recently were notified by FDOT and FAA that they will be providing us the necessary funding for those projects so we are working on the details of the cash flow now. The extension of the runway project and the rehabilitation of the existing runway project have to go on at the same time but are funded differently because one project is mainly a FDOT project and the other is mainly a FAA project. The completion of both projects is expected to run over about a two year period. We already have FDOT approval and hope to get FAA approval soon. The construction can start as early as this fall for that project, which will probably run over two fiscal years for us but the funding from FDOT and FAA might actually run over three fiscal years. So we are trying to have in place what they are going to reimburse us and what we are going to have to pay out. Those projects are an opportunity for the City and to get FDOT and FAA on board at the same time to move those projects forward is pretty significant. Mr. Fields said we will come back with a detailed financial plan when those projects come forward although he does not know how we are going to pay for them but those projects are really a high priority. The interest in the airport and the capabilities of really providing an economic boost to the area are significant both in terms of the current operators out there and the future operators, which has already been discussed.

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Mr. Fields reviewed Schedule C, "Summary by Asset Type – All funds Excluding Utility System," that was distributed to the Commission in the agenda packet. He pointed out some of the big items that were accomplished this year which included replacing A/C units in the Municipal Administration Building; installing an A/C unit in the Depot Museum building; some major improvements to the Hardman Complex at the Kirkland Gymnasium; sidewalk repair emergency work done on Third Street and Domaris Avenue; and IT network server updates and network switch replacement. He said this year we are doing some demolition using the $75,000 budgeted this year for that and the money the County contributed toward that demolition. We are in the process of getting some equipment in place for streaming commission meetings, installing some safety lighting in school zones, and replacing some newspaper racks in front of the Post Office.

Commissioner Perez asked why the City was responsible for replacing the newspaper racks and not the publisher or the person selling newspapers because $30,000 is a lot of money. Mr. Fields said it was a question of whether we can improve the appearance of our downtown by getting rid of all those individual racks that are not well maintained by the vendors and replacing them with permanent ones that they can use to distribute their newspapers. Commissioner Perez said it appears as though we are giving people a break because of their inability to provide us with that we need. Mr. Fields said there is no way we can force them and you cannot ban the racks. You either allow them to put their racks there or we provide them with a facility to distribute their newspapers. Commissioner Gibson asked why we cannot ban the racks and Mr. Fields said because of the First Amendment. It's been tried in other cities and you cannot do it. Commissioner Gibson said newspapers yes, but not for other types of advertisements. Mr. Fields said it is an ad but apparently it comes under the distribution the same for the newspapers. He will double check it with Mr. Galloway but other cities that have litigated it basically have found that if you allow a newspaper or something else that is an advertisement newspaper the law doesn't necessarily distinguish in that regards. If we try to ban those the Ledger would not be very happy about it either. Commissioner Gibson said he is not talking about a newspaper. A lot of these free things that are nothing but advertisements junk up the place. Mr. Fields said they are still protected up to some degree under the First Amendment and Commissioner Gibson said he would like to see that. Mr. Fields said it has been litigated in other cities and he is trying to avoid the cost of litigation in that issue, and that he will get back with him on the cases that are involved. Mayor Fultz said they might feel it is a discriminatory issue because the newspapers also advertise when they put their periodicals out. Mr. Fields said for example, the Wednesday paper of the Lake Wales News, now the Polk County Sun Democrat is a paid subscription but their Saturday paper is a freebie so how would he distinguish when they are allowed or not allowed to be there. Those are the kind of issues where the courts say you cannot make that distinction. Commissioner Howell asked if we could ask the Post Office if they could put their newspapers inside their building. The Mayor said absolutely not, it will then junk up their property and they do not want that junk inside the Post Office and that liability coming their way. Mr. Fields said we had numerous complaints about the appearance outside the Post Office because of that and the other spot on Market Street. It does tend to visually improve the looks of downtown so this is one approach, a onetime expenditure to put those newsstands in and it doesn't cost us very much to maintain them. Deputy Mayor Thornhill asked if the money had already been spent on the newspaper racks, maybe we can do something else. Mr. Fields said no, it is in the process of being spent but that can be canceled if it needs to be. Commissioner Gibson said he would love to see the law on it and see what the limitations are. Deputy Mayor Thornhill said they needed an answer to determine how much to spend on them and the Mayor said it should be the minimum to clean them up to make them look good and presentable without absorbing a lot of money. Deputy Mayor Thornhill said he likes the idea of centralizing them in one place.

Commissioner Perez said he did not realize the City owned mausoleums in its Cemetery. Assistant Public/Support Services Director Teresa Allen explained that they are owned by the City and just as you purchase a burial space you can also purchase a mausoleum space. She said all the single spaces are sold, all the niches for cremations are sold, and all that remain is what you call true companion, where two people can go into the same mausoleum space.

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Deputy Mayor Thornhill said he thought that everything for FY'2015-2016 was done and we are just looking at FY'2016-2017. Mr. Fields said he was just highlighting some of the things that were done in 2015 and 2016 but some of the things are still in progress.

Commissioner Perez said he agrees with vehicles for the Police Department and questioned the grant part. Mr. Fields explained that it is grant eligible but we don't always get the grant. He said it is a minimum level we could provide without a grant but we can do more with a grant. Finance Director Dorothy Ecklund pointed out that the box the Commission is looking at that says "grant/finance," the "yes" marked there could mean that it is grant eligible or finance eligible such as lease purchase.

Mayor Fultz explained that the things that are a high priority to him are IT security; streaming commission meetings so everyone can see the them; the police department because that is our first line of defense; and completion of the airport projects because they are going to be the key to economic development in Lake Wales.

Commissioner Gibson said regarding the 1919 Hardman school building there has apparently been some discussion that the Charter Schools can get State funding for that location for its future Bok Academy North. The City would convey it to the school system just like they did with the old City Hall to the community colleges and they would have the responsibility of keeping it up, renovating it, and everything else. The Charter School was successful in getting an allocation for this coming fiscal year here and they have high hopes for another allocation in the second year and another for the third year. The City is showing some expenditures during those years and he is sure the Charter Schools would welcome the City's contribution to renovating those buildings and if the City is going to make that contribution it would need to coordinate with the Charter School's architect on what is done there so we don't do something to waste money and if the Charter Schools is going to be successful, which they feel they have a good chance in doing so, then that will be a savings the City could realize and not have to put any money into the building. Commissioner Howell asked what person told someone on the Charter School that the City was going to give them that entire complex and Commissioner Gibson said he was not told who said it. Commissioner Howell said she would like to know who said it because if that person is planning to build something for the community they had no right to say that. Mayor Fultz said he didn't say it because he did not have the authority to do so but there were some discussion about them wanting that complex which was the gymnasium and the Little Theatre. There was some feedback that went back saying that there was no way they were going to take away something that was meant for the citizens of this City and that we could not give it to a private entity without the citizens having something to replace that with, which means a recreational facility that is going to encompass the theatre and the recreational aspect of the Kirkland gymnasium. The Charter School system would have to pay into that to see it happen because that has to be in place before any of those things would be turned over to them. Deputy Mayor Thornhill said the discussion he remembers is that if they get that they will build a replacement for that which is 100% of what we need. He asked who the City's representative is on the Charter School Board, the Mayor said he was, and Deputy Mayor Thornhill said he would like to hear that discussion. The Mayor said they never had a discussion like that on the Charter School Board because he cannot sit there and discuss City business on that Board as the City's representative. Any discussion that goes on about that property happens at the Commission meeting.

Mr. Fields explained that about a year and half or two years ago when the idea of the 1919 Hardman School Complex would be converted to the Bok Academy North came about, Superintendent Jesse Jackson was invited to come to a City Commission meeting to talk about it, which he did and presented plans to the Commission of what was hoped for. The City Commission at that time clearly indicated and made it very clear to Mr. Jackson that the City supported the idea but no transfer of the building would take place until a replacement building with a Kirkland gym was in place because that building is being utilized in the daytimes, evenings, and on the weekends, and until that building's replacement was available nothing could be turned over to them because they would need that gymnasium for P. E., Physical Education of the school and that is really where the conversation ended, the one presentation made by Mr. Jackson. Mr. Fields said that Mr. Jackson met with him and the Mayor before the legislative session and indicated that

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the Charter Schools would be going to Tallahassee to seek funding, and that they would be looking to get some grants to move the project forward. At that time he and the Mayor reiterated to him that basically the City was supportive of the project in terms of having another Bok Academy but again the building would not be available until a replacement was in place for the Kirkland gym. There have been no formal discussions with the Charter Schools. Deputy Mayor Thornhill asked if the mayor could speak to them while he is there and Mayor Fultz said he cannot speak for the Commission in the School Board of Directors meeting other than letting them know what the Commission had already said. But, as far as him making promises and telling people otherwise, no. No one is sending him to jail. Mr. Fields said the Mayor can say it at the Commission meeting because it is a public meeting. Deputy Mayor Thornhill said he wanted to know what is currently being said about what the ideas and plans are, etc.

The Mayor said now that Mr. Gibson is one of our Commissioners we dare not get into too much of any kind of discussion about what is coming before this Commission at that Charter School Board. He said that yesterday when Commissioner Gibson spoke and gave his ideas about what he was going to be advocating for here he was smart enough to keep his mouth closed and not say a word about what was said there because it could have been conceived as an ethics or sunshine law violation.

Mr. Fields said the Charter School Board meetings are public meetings and are noticed. The fact that the Mayor and Commissioner Gibson are present at the meetings is not a problem. The Mayor said they still need to watch what they say in the sunshine meetings back and forth. Deputy Mayor Thornhill said he is only trying to get this issue resolved and somebody has to say something to somebody. The Mayor said that Dr. Jackson should already know because he had sat down with him and the City Manager and was told that we knew about them getting the funding and that they need not forget what was discussed about those facilities having to be replaced and actually ready for use before these other entities can be turned over to him. Dr. Jackson heard and understood that.

Commissioner Howell said she wanted to make sure that all the people in the City of Lake Wales understand that we are very proud of all our educational school systems and what they have done in Lake Wales and we want to make sure everyone in the City is able to use the facilities because if it becomes a Charter school or a Polk County school it is a school system property that just anybody cannot walk or play on. They cannot do it because it is for the safety of the children. So that has been the scary part, if we are going to lose the gym and the theatre to the school system.

Commissioner Gibson said as far as the Charter Schools go they are a public school system, their meetings are under the sunshine, and we are talking about public money, and as far as his participation is concerned he is not on the Board but he is the general counsel for the Board. He explained that he has done a lot for the Charter Schools and primarily responsible for the design of the Charter School system which is unique in the country and has worked very well for us. When the Board was established he wanted a seat on that board for the City because what he had envisioned was if our schools got to be good schools, which they are, they were then an asset for the community and the City would be proud of that and the Chamber and the EDC would promote that asset for the City because everybody knows that if you have good schools you have higher property values and people would want to live there. His incentive for this is for the benefit of the community. It would be advantageous for the City as far as that 1919 building is concerned. It is a liability and a black hole as far as money is concerned for the City and that is also true of the adjacent building which also used to be the cafeteria for the old high school. There should be no difficulty getting that off the City's books and that is also maintaining that property that is there which used to be a playground for the high school. We need to get that responsibility off the City's books. It is a very useful piece of property when you can go from the school to the gym. The best thing to do there is enter into some type of cooperative arrangement for the any potential use of it in exchange for maintaining it to help with the maintenance cost. He does not know how the Charter School would ever use the Little Theatre. That seems to be spoken for. It is important to realize and talk about it building by building and see how the City is going to be better off by saving some money and also getting some State money into some property there in building up the value of some property around it so that is a plus he would think.

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The Mayor said that the 1919 building and the cafeteria would absolutely be a plus for the Charter Schools and for us to get it off the City's books. As far as making some type of cooperative agreement for the Kirkland gym that would be hard to schedule everything that is happening there now when they are turning people down for certain events that are happening there and still have recreation or a gym there for the students. That is why it was brought up that that the gym would be part of that deal. The reason the Little Theatre and the YMCA came in is because all of that was one complex at one time and if that whole complex was going then we have to have some way to replace those things that are in that complex for our citizens that are useful. The Mayor asked Commissioner Gibson if there was any kind of way that he did not run into scheduling conflicts for the students going into to do their P. E. along with all the citizens that is already there using it he would like to see what that schedule looks like. Commissioner Gibson said he is not advocating that and he does not know what the usage is and he is sure the schools could get along without a gymnasium like they do everywhere else except for the high school. He said he was only making the City aware that there is some State money probably coming in. He is all for spending money on the gym because he has been in there and it is like a wind tunnel in there, you can't have a meeting in there, and the a/c doesn't work very well and it makes a heck of a racket. Maybe they can play pickle ball in the mist of that and was told they do. We need to talk to the school about all the money coming in because they might be able to save us the money.

Deputy Mayor Thornhill asked what the $43,000 was for and Public/Support Services Director James Slayton said yes, that money is not for the 1919 building. The Little Theatre and the gym share a parking lot so that money has been on the books for a while to resurface it this year. Deputy Mayor Thornhill said he was in favor of that because people have complained to him about the pot holes there.

Mr. Fields said the Recreation Commission has been discussing this for a while now as part of the City's overall recreational plan and it really all ties together. The Kirkland gym is way past its useful life and we have done a lot there. What the City needs in terms of recreational facilities in the City is a multi-purpose facility that will serve all people and not just athletes and kids. We don't need a Lake Eva complex but in terms of meeting space we need a place to have our dinners like the Ridge League Dinner without having them at a non-city facility like at the Lake Wales Country Club. It is about time the City start seriously looking at the idea of a multi-purpose center with athletic facilities, after school tutoring rooms, computer rooms, yoga studio, etc. There are all sorts of ideas the community can give us in terms of what they would like to see more in these facilities. We are fortunate to have the space. The City owns a huge piece of land behind the existing Kirkland gym between Scenic Highway and the high school that is available for us to do something with. It's a major project, the largest non-utility project that we can come up with, which could cost as low as $3 million and as high as $6 million or $7 million. He would propose getting citizen input and getting the citizens to vote on this. We could put this on as a referendum in terms of a bond issue to put forth a project of this nature. It is something we should start thinking about and getting public input on because it is a facility that the City needs and could use when the other property becomes available to the Charter Schools. The new facility will replace all three of the buildings: the high school, cafeteria, and the boys and girls club which is a City owned building. This is an idea for the Commission to consider, start thinking about, and start getting feedback from the community on. It is doable and the City's financial position proves that it is not the kind of debt that we can support in the future but it truly should be up to the citizens to make the final decision which would be his recommendation for something like that.

Deputy Mayor Thornhill said we just had our board appreciation banquet at the Woman's Club. It worked out for what we had but was a little tight. Mr. Fields said we have the Austin Center which seats about 200 people but it doesn't have the modern catering system that we need.

Mayor Fultz said the Lake Wales Charter School system is a great asset to the City of Lake Wales. It helps to bring attention to young families and industries that want to move here. He spoke to Mr. Kendrick yesterday and he was talking about the recreational side of it, not just sports but having an educational recreational facility that can encompass everything needed whether it is for mentoring, tutoring, and

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everything that is encompassed within the school system now and it will be centrally located so students would not have to go way out to different schools etc. to get that. A bond referendum might be a good way to get something like that. If that were to come about we would definitely need the Charter Schools involved in that because they have access to the parents and they could stress to them how important this would be to them and to the young people. We have to partner in a way that it will benefit those students as well.

Commissioner Gibson said he likes the idea but it would concern him if the City attempted to go in this alone and we don't have the ability to do that for the whole community. He is concerned about the Detroit syndrome. The reality is that a lot, if not a majority of the talent and expertise and investment capital is outside the City limits, so we need to work on a way to bring in all those assets to the table and pull the resources that are in this community. The Charter Schools and the Care Center has done that. The majority of the kids in the Little League program reside outside the City limits. We can do this for a community center. City government is the leader in public civic governmental functions in this entire community by default, there is no other. Country Oaks, Mountain Lake, and Bok Tower are outside the City limits. In order to get anything done that everybody is going to benefit equitably from they need to contribute. We should be the catalysts for that and the one thing the City needs to come to grips with is that if it is done in the form of a public service non-profit corporation that expands political boundaries and goes to what the real boundaries are in this community and is not hampered by City politics it's going to be that non-profit corporation. The City can contribute to that but we cannot afford to do it. The City can probably contribute the significant part of it to where while not funding the whole thing would have control over it because if the City pulls its part out the thing collapses. There are a lot of people out there that identify themselves as being from Lake Wales and we are in the position to perform leadership responsibilities for that but to undertake the finances for the whole community we cannot do it so we have to organize the community.

Mayor Fultz said it is public private partnerships, which he has been preaching for three years but it takes the people to form that. It is the City, the people in the unincorporated part of the City, and the citizens of the City to come together and say this is what we want. The biggest part is getting everyone to agree.

Commissioner Gibson said right now the biggest loss in the school system is summer. The achievement levels go down and they spend the next two or three months trying to bring them back up. All the pieces are here, it is just the ability to do it, so enticing that all we need is organization and leadership and all the facilities and schools that are unused during the summer when the kids need it the most when vandalism and temptations of drugs and crime are at the highest after school, unsupervised kids, we as a community have a manageable situation because we are small enough, we can do this. A person in Mountain Lake with the McCance Foundation really helped the Charter School system a lot. He had a project this past year where he put up $10,000 to have students to do research on how to retain students so that a higher percentage of them would graduate. Lake Wales is as far off the charts as the rest of the high schools in Polk County. Only 84% of the kids that enter the schools graduate. The McCants was the final judge and they have put more money for next year's competition and that is going to be recreation in Lake Wales.

The Mayor said he felt that Commissioner Gibson has the knowledge and the grasp of the people living on the fringe of this City in unincorporated areas that have the finances to come in and be good partners in something like this. He said he sort of joked a little bit at the Commission meeting when he said they would put that in Commissioner Gibson's hands to talk with them and try to bring them in. With the kids doing the McCance challenge they are stepping up to let us know what they want to see in this City. He talked to the Chamber for years to get young business leaders to talk about that and get their ideas to come in. Even with the greatest of ideas we are still going to need somebody that is going to bring the entities together for that public private partnership in order to get something done. Commissioner Gibson would be a good person to make that happen because he did a great job in reaching out to that school to get benefactors to come in and support what was happening in that system. That fits into recreation which is something we need to do for the young people to keep them involved and keep them out of trouble.

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Mr. Fields said there is a lot of staff work that has to take place to get these ideas moving which is one the reasons he put this idea out here today so we can get the Commission's blessing in moving this idea forward in getting some kind of multi-purpose center in the City. He is glad to hear about the McCance challenge and recreation and we are willing to work with them. We have a recreation advisory commission and to his knowledge the charter school has not participated in that. The group meets regularly to help plan for future recreational activities and coordinate them among them all so we would welcome the charter school system to play a role in that committee. We need to have a place for kids to go after school and during the summer as well as having programs for our retirees. We do a lot at the Library and they can do a lot more if they had more space and facilities available. We can do a lot more for our citizens but not with the lack of space and facilities. It is a long term issue, it is not something we will have in the next year or two but in the next three years we might be able to have something by pulling together the local people, the Charter schools, the City, and the Chamber of Commerce to increases that likelihood. There is Polk County MSTU grants and State money to help with that.

In Polk County if we have a MSTU for recreation that serves a heck of a lot of county residents we can go to the legislature to let them know that we built this coalition locally and ask them to have the Polk County delegation step up and get some of the State money. Then the financial burden on the City would be reduced significantly and we can get a first class facility that we can be proud of. Mr. Fields said he and the mayor have taken heat from the County Commissioners at times because they have not been afraid to get up in front of them and ask where the Lake Wales' share is. We got a little push back at first but now they are realizing that Lake Wales deserves a share from the County and the State. If we can build that coalition among the parties it would reduce the cost on our tax payers and we could have the type of facility that would put Lake Wales on the map as a place for young families and senior citizens. It will really make this a great place to live and have people begging to be annexed into the City. We could make that happen if we all work together. With the Commission's permission he will start moving this forward and start getting some planning and ideas going.

Commissioner Perez said let's not to forget our Little Theatre. The mayor said that would be encompassed in that same facility as well.

Commissioner Gibson said we need to give the program a more appropriate name because it is much more than recreation, athletes, and young people. It is recreation, enrichment, education, tutoring etc. and older people and it is going to take leadership. In a project like this if you have a Rob Quam, Donna Dunson or a Tina Peak you have a project. In their successes you find the leadership which is what it will take. We can set up our organization but it is going to take leadership to make it happen, personal leadership.

The Mayor said as far as the Charter Schools being involved now after talking to Mr. Kendrick today, he is sold on the idea of being part of the recreation advisory board because he agrees with what we are talking about today.

Commissioner Gibson told about how they got the Charter Schools which included a task force and a steering committee to make that happen and told the steps involved in designing a successful system. He said it takes a conservative effort and if he were putting together a task force and steering committee he would suggest that instead of going into a niche with a preconceived idea and preconceived program which is only a segment of what we are talking about he would form an organization that is going to do it all. There are entities within this town that can all bring something to the table and if you have a task force that is composed of those entities on that board there will be a lot more buy in.

Mr. Fields said he needed a consensus to move forward and the Mayor said he definitely had the consensus.

Deputy Mayor Thornhill said his priorities are the parking lot at the Little Theatre, IT, airport, and police public safety.

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Commissioner Howell said her priorities are road repair and a maintenance schedule after the repair, fencing of the play park playgrounds to keep alligators out, completion of the airport extension, replacement of the dugouts at Frasier field, upgrading the Little League fields for tournaments, soccer field lighting, refurbishing the pram fleet building, repairing the boating ramp pier, repairing alley ways located near Mr. Tonjes where there is bad drainage and big pot holes are, formation of a task force, and the recreation idea as discussed.

Commissioner Perez said his priorities are public safety and the maintenance and enhancement of the Little Theatre because a lot of people would rather come here to the theatre instead of the one in Winter Haven.

Commissioner Gibson said he does not know enough to have a list but he will be looking at where the money will be coming from and that the Commission will be hearing from the CRA Citizen Advisory Board on how CRA funds should be used for redevelopment. He will be alert to where these funds are coming from because CRA funds have been abused in the past.

Mr. Fields said the City does not pay attention to infrastructure until the pothole complaints start coming in. Money for alleyways is in the current plan although not enough but we are starting to address the issues and some money will be put in this year's budget for repaving of roads to start addressing that issue. He said it would be great if we got more gas tax from the County and the State but we do not so it is an area continuously looked at.

Mr. Fields said we are currently in competition for a two-year State partner's grant to start developing a strategic plan. Although it is an economic development grant we are targeting it for the downtown. In talking to other cities and consultants there is no magic one way for the City to develop this downtown. Every city's circumstance is different, it has to start with citizen participation and input, and that the plan must start from bottom up. The first step in that direction was the open meeting AAUW had about a year or so ago on the downtown and we need to follow up on that. The Main Street organization is trying to reformulate itself, so the broader the involvement along with involvement of the citizens, business district, and the City to generate ideas we can attack the issues on how to revitalize our downtown and start implementing that plan. It will take capital investment and other kinds of investment on the City's part, but if we get the grant we can hit the ground running with a lot of assistance from State agencies in that regards. We will start doing some kind of citizen data collection analysis and getting the citizen input needed to come up with a brand new downtown plan because the one from seven years ago is worthless in the current economic environment. Things have changed. This is not something we are ignoring, we are working on it, and it is being addressed.

Commissioner Gibson said he does not want the downtown redevelopment to be contingent on receiving a grant and does not want to hear it, and that there will be one vote to address downtown now. Mr. Fields said the bottom line is that we have to get citizen input to facilitate it a lot. It is only a $40,000 grant, but more importantly it requires the State agencies focus on Lake Wales and they said they are technical experts and would do the day-to-day data collection for us, which is the nice thing about it. We will move forward regardless of whether we get the grant or not. Getting the grant would be a turbo charge in the effort in some respect because we will be getting that kind of technical assistance essentially free from the State agencies involved. We have a pretty good shot at getting the grant and are working toward that goal.

The Mayor asked Mr. Fields if he knew the formula for the revitalization of a downtown area like this as far as what the City's portion should be, the downtown merchants portion should, etc. in partnering to get that done. Mr. Fields said it varies and in a study he did when working in one of the previous positions it showed that private sector investment in the downtown lags public investment in the downtown by about 12 to 15 months. Whatever dollars the City puts into the downtown, the private sector return will be about 2 or 3 times as much. Where a Main Street organization is involved the formula is usually 1/3 fundraising, 1/3 City, and 1/3 private sector. CRA investment is about 80% to 90% city money in terms of being invested with

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some programming money coming back in. The idea is to get all the parties involved, the business community, city government, and citizens in general, in agreement that this is the direction we want go and the things we want to do regardless of a grant. We have to start working on that effort immediately or as soon as we can in the upcoming fiscal year and have workshops similar to what the AAUW did but with a little bit more focus on doing some planning for downtown and bringing in a consultant that has some experience in those kind of efforts to facilitate that. Commissioner Gibson said it is like everything else, it is leadership.

Deputy Mayor Thornhill said he will not be in attendance at the second meeting in September, he will be in Hawaii. He will be leaving on September 14 and will return on October 1. The Mayor said he will not be at the second meeting in October because that is when his annual trip to Honduras is. Mr. Fields reminded the Commission that phone participation is allowed and that he will try scheduling agenda items around the Commission's vacation schedule.

3. COMMUNICATIONS AND PETITIONS

The meeting was adjourned at 7:19 p.m.

_____
Mayor/Deputy Mayor

ATTEST:

_____
City Clerk Clara VanBlargan, MMC

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The meeting of the Lake Wales City Commission was held on June 21, 2016 in the Commission Chambers at the Municipal Administration Building. The meeting was called to order by Mayor Eugene Fultz at approximately 6:00 p.m. following the Invocation and the Pledge of Allegiance.

INVOCATION

The invocation was given by Dr. Jim Moyer.

PLEDGE OF ALLEGIANCE

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

COMMISSIONERS ABSENT: Jonathan Thornhill

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

5. MAYOR

6. PRESENTATION/REPORT

Agenda Item 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

Kevin Kieft, President/CEO of the Lake Wales Area Chamber of Commerce and EDC gave a PowerPoint presentation on the economic development programs and activities for the last quarter and answered questions from the Commission.

Agenda Item 6.II. Summer Of Safety Program, Free Rides to Polk Kids – Sponsored By Citrus Connection and the Polk County Sheriff's Charities

The Mayor announced the Summer of Safety Program sponsored by Citrus Connection and the Polk County Sheriff's Charities organization and said it is a program that offer free bus rides to over 4,000 people, many of which are students all summer long to where ever it is they want to go where there are activities going on so they can stay out of trouble and be occupied.

7. COMMUNICATIONS AND PETITIONS

Bob Kelly, resident, asked the procedure for cutting off water in a neighborhood when doing waterline tests etc. and if the citizens are notified. Sarah Kirkland, Utilities Director, answered that if it is something planned or an emergency where they have to shut the line down customers are notified and boil water notices are given, but if it is just for an isolation test, which last only a minute, then no one is notified. Mr. Kelly stressed concern that customers are not notified of isolation tests because of all the problems he and other residents encountered during a recent test. He said he doesn't know what would have happened if he had not been home at the time because the pressure caused the toilets to overflow and the water could have gone into the bedroom area. He said he had to get a plumber out and if he submitted the bill it would still be coming out of his pocket.

Mr. Kelly thanked Police Chief Velasquez for listening and trying to do something about the people on Stuart Avenue that have dance parties around 9:00 p.m. or 10 p.m. at night and even in the day time. It is really bad.

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8. CONSENT AGENDA

Agenda Item 8.I. Approval of Minutes: June 7, 2016 Regular Meeting

Agenda Item 8.II. COPS Grant Application

[Begin Agenda Memo]

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 one new entry level police officer. 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.

[End Agenda Memo]

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

By Voice Vote:

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

The motion carried 4-0.

9. OLD BUSINESS

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

[Begin Agenda Memo]

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-1, Industrial 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 utilize 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

[End Agenda Memo]

City Clerk Clara VanBlargan read **Ordinance 2016-07** by title only:

(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

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PARK TO CITY OF LAKE WALES DESIGNATION LCI LIMITED COMMERICAL INDUSTRIAL; AND PROVIDING FOR AN EFFECTIVE DATE.

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

OPENED PUBLIC HEARING

There were no comments made by the public.

CLOSED PUBLIC HEARING

Commissioner Howell made a motion to adopt Ordinance 2016-07 after second reading and public hearing. Commissioner Gibson seconded the motion.

By Voice Vote:

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

The motion carried 4-0.

Agenda Item 9.II. **Ordinance 2016-08, Amendments to Chapter 12, Health Sanitation, Nuisances, and Minimum Property Maintenance Standards – 2nd Reading & Public Hearing**

[Begin Agenda Memo]

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.

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FISCAL IMPACT
The amendments have no identifiable fiscal impact themselves.

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

[End Agenda Memo]

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

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

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING LAKE WALES CODE OF ORDINANCES, 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 THROUGH 12-41, DIVISION 4. MOTOR VEHICLES 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.

Planning & Development Director Kathy Bangley reviewed Agenda Item 9.II. She said this ordinance puts back in the Code a couple things that were inadvertently removed and it also rearranges it in the Code to make it a little more understandable for citizens to know what is and what is not a nuisance, etc. It is housekeeping in nature and we are not adding anything that the City has not done or have asked to have done over the last several years.

Commissioner Perez asked about the motor vehicles or vessels section in Division 4 and Ms. Bangley said since we deal with abandoned vehicles and those types of things that section was moved to a section by itself to make it clearer and easier for people to find in the Code.

OPENED PUBLIC HEARING

There were no comments made by the public.

CLOSED PUBLIC HEARING

Commissioner Gibson made a motion to adopt Ordinance 2016-08 after second reading and public hearing. Commissioner Howell seconded the motion.

By Roll Call Vote:

Commissioner Gibson "YES"
Commissioner Howell "YES"
Commissioner Perez "YES"

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Mayor Fultz "YES"

The motion carried 4-0.

Agenda Item 9.III. Ordinance D2016-02, CPA/Zoning - Wheeler Properties LLC – Waverly Village, north of CF Kinney, west of Scenic Highway (SR17) and south of Lake Annie – 2nd Reading & Public Hearing

[Begin Agenda Memo]

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

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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

[End Agenda Memo]

City Clerk Clara VanBlargan read **Ordinance D2016-02** by title only:

(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.

Planning & Development Director Kathy Bangley reviewed Agenda Item 9.III. She said the Commission approved the ordinance after first reading back in February and it was then transmitted to the State for their blessing and review based on the fact that it is for a parcel greater than 10 acres. It came back from the State with no comments or objections so it is before the Commission for approval and adoption.

OPENED PUBLIC HEARING

There were no comments made by the public.

CLOSED PUBLIC HEARING

Commissioner Gibson made a motion to adopt Ordinance D2016-02 after second reading and public hearing. Commissioner Howell seconded the motion.

By Roll Call Vote:

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

The motion carried 4-0.

10. NEW BUSINESS

Agenda Item 10.I. Appointments – Various Boards, Commissions & Committees

[Begin Agenda Memo]

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SYNOPSIS

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

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,
	Eric 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.

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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

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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 <u>are</u> 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;

DRAFT

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
7.

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

[End Agenda Memo]

Commissioner Howell made a motion to appoint Ryan Michalkiewicz to the Airport Authority Board for a term expiring on 07/01/2019. Commissioner Perez seconded the motion.

By Voice Vote:

Commissioner Howell	“YES”
Commissioner Perez	"YES"
Commissioner Gibson	“YES”
Mayor Fultz	“YES”

DRAFT

The motion carried 4-0.

Commissioner Gibson made a motion to reappoint Mark J. Bennett to the CRA Citizen Advisory Committee for a term expiring on 07/01/2019. Commissioner Howell seconded the motion.

By Voice Vote:

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

The motion carried 4-0.

Commissioner Gibson made a motion to appoint Christopher C. Lutton to the Historic District Regulatory Board for a term expiring on 07/01/2018. Commissioner Howell seconded the motion.

By Voice Vote:

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

The motion carried 4-0.

Commissioner Gibson made a motion to re-appoint Diane Armington to the Historic District Board for a term expiring on 07/01/2019. Commissioner Howell seconded the motion.

By Voice Vote:

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

The motion carried 4-0.

Commissioner Howell made a motion to appoint Jacquie Hawkins to the Library board for a term expiring on 07/01/2018 and appoint Margaret Joan Swanson to the Library Board for a term expiring on 07/01/2019. Commissioner Gibson seconded the motion.

By Voice Vote:

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

The motion carried 4-0.

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11. CITY MANAGER

City Manager Kenneth Fields said the City recently had its first annual board member recognition dinner and it was well attended, well appreciated, and very successful. He thanked all the City employees who volunteered their time in helping to make that event very successful including our City Clerk who organized the event. It was very nice and it was a small gratitude by the City for all those who served without pay on one the various boards, commissions, and committees.

Mr. Fields reminded everyone to visit the Depot Museum if they haven't already. He said it is something worthwhile to see and that we continue to make improvements there and that we are having an official grand opening in the fall. The Friends of the Museum just got their 501(c)(3) letter so they are officially recognized as a non-profit organization. They will be partnering with the City on events like Pioneer Days.

Mr. Fields invited everyone to come to the City's Fourth of July event down at Lake Wailes Lake on Monday, July 4th from 2:00 p.m. to 9:00 p.m. with the fireworks starting at 9:15 p.m. Assistant to the City Manager Jennifer Nanek told about some of the exciting activities including food and craft vendors that will be taking place at the event.

Agenda Item 11.II. City Commission Meeting Calendar

Agenda Item 11.III. Other Meetings & Events Calendar

Agenda Item 11.IV. City Boards Meeting Schedule

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

12. CITY COMMISSION COMMENTS

Commissioner Perez said he was recently appointed to the Polk Regional Water Cooperative Board. He attended two meetings and it is a lot more involved than he thought. The Mayor has been part of that from the beginning so he understands what is taking place and it would take him a while to catch up. Because decisions are made that need to be done by someone more knowledgeable about them he would like the Commission to consider making the Mayor the appointee and him the alternate. The Mayor said he is willing to do that if the Commission does not mind. Commissioner Howell agreed. Mr. Fields said we need a vote by the Commission so the notes can be transmitted to the Water Cooperative.

Commissioner Howell asked Commissioner Perez if that was his motion and he said yes. Commissioner Howell seconded the motion.

By Voice Vote:

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

The motion carried 4-0.

Commissioner Perez asked the Commission to consider adopting an ordinance limiting City Commission terms whether it is three or four terms and be off a term but it needs to be discussed by the Commission. It takes two or three terms to really recognize what is going on in the City but other than that, it gives people the impression that a Commissioner will be here forever without a term limit.

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Commissioner Howell asked Commissioner Gibson if he was on the Charter Committee. Commissioner Gibson said he was the chair of that Committee, he does not remember the specific discussion about it, and that they did not set a term limit. Commissioner Howell asked if the topic came up and Commissioner Gibson said he does not remember but it can come up again.

Commissioner Howell asked who the topic would need to come up with, the Commission or a Charter review committee. Mr. Fields explained that City charter amendments can be proposed by the Commission itself in the form of an ordinance and passed and then put on the ballot for the electorate to vote on. Ways to amend the Charter is either through a Charter Review Committee which is what was done in the past but individual things that we might want to address can be proposed in an ordinance by the Commission, passed, and then put on the ballot.

City Attorney Chuck Galloway said he recalls it being considered in conjunction with changing the terms from four years to two years and then the comment was, if you are going to only have a two-year term limitation you will be running again soon if you are going to continue to serve. He said he believed for that reason they did not set a term limit.

Commissioner Perez said he was open to discussion on setting term limits and that they follow the regulations for that and that if it requires an ordinance they do that. He asked the Commission to think about it and then move forward from there.

Mr. Fields said in the next few Commission meetings we will be involved in budget items so his recommendation would perhaps do some Commission workshops in the fall. There are some other things we can consider that came up such as changing the name from City Commission to City Council. We do not have time to put it on the November ballot but whatever is decided in the fall can be put on the spring ballot. He asked the deadline to do that and the City Clerk said the deadline to submit the ballot language to the Supervisor of Elections Office is in February on the last day of qualifying. Mr. Fields said he does not want to mix that discussion up with the budget discussions so we do have time to talk it in the fall in workshops and get community involvement in that. The Commission consented to do that in the fall.

13. MAYOR COMMENTS

The Mayor said he visited the Depot Museum and was pleased at how meticulous everything was laid out. It told the complete history of Lake Wales from the conception to today. He said he did a post today stating how elated he was to see what has taken place there and he thanked Ms. Mimi Hardman for her hard work and the collections of the items that were there and thanked Monica Drake-Pierce for the great job she had done in setting everything up in there. The Mayor encouraged everyone to visit the Depot Museum.

The meeting was adjourned at 7:04 p.m.

_____

Mayor/Deputy Mayor

ATTEST:

_____

City Clerk Clara VanBlargan, MMC

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MEMORANDUM

June 23, 2016

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manger

FROM: Alex Vacha, Airport Manager

RE: Request for Donation to LW High School Band Volunteers

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

STAFF RECOMMENDATION

It is recommended that the City Commission take the following action authorize a donation of $300.00 in appreciation for Lake Wales High School Band students' assistance during the 2016 National Sky Diving Competition.

BACKGROUND

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

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

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

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

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

OTHER OPTIONS

Not give the donation.

FISCAL IMPACT

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

ATTACHMENTS

None

MEMORANDUM

June 27, 2016

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Kathy Bangley, Director
Department of Planning and Development Services

RE: Resolution 2016-16 – Resolution to utilize the Uniform Method of collecting non-ad valorem assessments and adopting the special assessment roll.

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

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

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

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

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

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

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

ATTACHMENTS:
Resolution 2016-16
Exhibit A – Assessment Roll

RESOLTUION 2016 – 16

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

WHEREAS, the City of Lake Wales, Florida (the "City") has undertaken to improve various properties throughout the City by adopting a unified set of building and property maintenance standards in order to protect and preserve the health, safety and general welfare of the City and its residents; and

WHEREAS, the City Commission of the City of Lake Wales, Florida (the "Commission") finds that by implementing certain provisions through its Code of Ordinances, and abating and/or correcting any harmful or dangerous buildings, structures, and/or premises not in strict compliance therewith through the code enforcement process would best operate to serve and protect the health, safety and general welfare of the city and its residents; and

WHEREAS, the Commission, on February 19, 2013, adopted Ordinance 2013-04, (the "Ordinance"), authorizing the City, through its code enforcement process, to abate certain nuisances and/or correct certain violation of all applicable City, County, State and Federal Code provisions; and

WHEREAS, the City, through the adoption of the Ordinance, finds that is was fair and equitable to assess against each property benefitted by such abatement and/or corrective actions a non-ad valorem special assessment in an amount equal to the actual costs incurred by the City in improving said property; and

WHEREAS, the Ordinance states that a resolution may be prepared for consideration by the Commission identifying outstanding special assessments owed the city for municipal abatement of nuisances and municipal correction of violations of the minimum property maintenance standards of the city, including municipal demolition of one (1) or more structures, and seeking authorization to collect such special assessments as non-ad valorem property tax pursuant to Chapter 197, Florida Statutes; and

WHEREAS, the uniform method of collecting non-ad valorem assessments, as authorized by Section 197.3632, Florida Statutes, provides for the collection of non-ad valorem assessments by authorizing the inclusion of said assessments on the tax bills issued for the collection of ad valorem taxes; and

WHEREAS, notice was given pursuant to Section 197.3632, Florida Statutes, that the City of Lake Wales would collect the liens imposed for abatement of nuisances, such as removal of

junk, debris, and overgrown lots, by means of the uniform method of collecting non-ad valorem assessments as a properly advertised public hearing held on July 5, 2016; and

WHEREAS, the Commission desires to utilize the uniform method of collecting non-ad valorem assessments to collect the non-ad valorem assessments specified herein; and

WHEREAS, in accordance with the requirements of the Ordinance and Section 197.3632, Florida Statutes, the Commission held a duly advertised public hearing prior to the adoption of this Resolution and a copy of such notice was served upon the property owners by first class mail at the owner's last known address as same appears on the records of the property appraiser of the county; and

WHEREAS, the Commission desires to adopt an Assessment Roll at this time for collection of the special assessment by the Tax Collector on the 2016 tax notices.

NOW, THEREFORE, BE IT RESOLVED by the City commission of Lake Wales, Florida, as follows:

1. The City commission hereby elects to utilize the uniform method of collecting non-ad valorem assessments, as provided in Section 197.3632, Florida Statutes for collecting the non-ad valorem assessments specified herein, which assessments have been levied against the properties described in the Assessment Roll in Exhibit "A" attached hereto and made part of this Resolution.

2. The City Commission hereby adopts Exhibit "A" as the City of Lake Wales Assessment Roll for special assessments imposed against properties for the cost of the City to abate code violations of junk, debris, overgrown lots, and demolition.

THIS RESOLUTION INTRODUCED AND PASSED by the City Commission of the City of Lake Wales, Florida, at its regular meeting on July 5, 2016.

_____
Mayor/Commissioner, City of Lake Wales

ATTEST:

_____
City Clerk

RESOLUTION 2016-16
Exhibit "A"

2016 ASSESSMENT ROLL
CODE ENFORCEMENT LIENS FOR ABATEMENT OF VIOLATIONS OF THE MINIMUM PROPERTY MAINTENANCE STANDARDS

Location #	Property Owner	Address	Parcel ID	Legal Description	Abatement	Total
1	Howard Susie Estate of	480 D St	272935-879500-011060	LOT 6 BLK 11 RESUB OF BLKS 11 & 12 LAKE WALES LAND CO SUB PB 30 PG 35	Demo	$3,000.00
2	Frazier Agnes	610 North Ave	272934-873000-002100	LOTS 10 & 11 WEST 1/2 BLK 2 ROOSEVELT MANOR SUB PB 32 PG 7	Demo	$4,257.40
3	Tax Certificate Redemptions Inc	315 C St	272935-879000-006070	LOT 7 BLK 6 LAKE WALES LAND CO SUB PB 5 PG 11	Demo	$4,257.40
4	Clemons Thomas	365 Nassau Ave	273011-917000-002050	LOTS 5 & 6 BLK B LAKE SIDE SUBDIVISION PB 17 PG 42	Demo	$4,257.40
5	Copeland Rosilyn	206 C St	272935-879000-003110	LOT 11 BLK 3 LAKE WALES LAND CO SUB PB 5 PG 11	Demo	$6,500.00
6	Staton Linell & Irvis Damon C	406 Lincoln Ave	272935-880000-002010	LOT 1 BLK 2 LINCOLN PRK ADD SUB PB 9 PG 19	Demo	$3,800.00
7	Frazier Agnes	536 Washington Ave	272934-872500-003040	LOT 4 BLK 3 WASHINGTON PRK UNIT 2 SUB PB 31 PG 57	Demo	$2,900.00
8	Yarde Derrick R	619 Lincoln Ave	272934-873000-001050	LOT 5 BLK 1 ROOSEVELT MANOR SUB PB 32 PG 7	Demo	$5,421.92
9	Vero Atlantic 1 LLC	138 E St	272935-880000-002110	LOT 11 BLK 2 LINCOLN PRK SUB PB 9 PG 19	Lot Cleaning	$152.60
10	Peterson Arlena G & Lane Constance D	500 Jackson Ave	272934-872000-002010	LOT 1 BLK 2 WASHINTON PRK UNIT 1 SUB PB 31 PG 13	Lot Cleaning	$140.99
11	Gordon Herman D Est	315 Dorsett Ave	273002-899000-008100	LOT 10 BLK 8 THULBERRYS SUB PB 24 PG 21	Demo	$3,343.90
12	LLJ Property Management	490 D St	272935-879500-011010	LOT 1 BLK 11 LAKE WALES LAND CO RESUB PB 30 PG 35	Lot Cleaning	$163.44
13	Talmadge Gerard	110 Alvina Ave	273011-914400-002060	LOT 6 BLK B MCCULLUM ADD SUB PB 45 PG 3	Lot Cleaning	$303.96
14	Tax Certificate Redemptions Inc	315 C St	272935-879000-006070	LOT 7 BLK 6 LAKE WALES LAND CO SUB PB 5 PG 11	Lot Cleaning	$286.96
15	Heilbron Marie Antonia, Arrieta Mirian & Ramirez Patricia Janeth	208 Weaver St	273002-906000-004030	LOT 3 BLK D RESUB OF LOTS 3 & 4 BLK 3 TWIN LAKE PRK SUB PB 5 PG 29	Lot Cleaning	$225.54
16	Lee Marvid D Sr Estate of	509 Marietta St	273012-923000-001470	LOTS 47 & 48 BLK A SHADOW LAWN SUB PB 6 PG 50	Lot Cleaning	$405.98
17	SLK Florida LLC	206 W Stuart Ave	273002-899500-001450	LOTS 45 & 46 BLK 1 BRIGGS ADD SUB PB 25 PG 1	Lot Cleaning	$150.44
18	Yarde Derrick R	619 Lincoln Ave	272934-873000-001050	LOT 5 BLK 1 ROOSEVELT MANOR PB 32 PG 7	Lot Cleaning	$215.98
19	Trustee Investor Services LLC	707 Delmar St	273011-914300-003110	LOT 11, BLK C, WARREN LAKESIDE PARK SUB, PB 38, PG 19	Lot Cleaning	$190.98

20	Kastelrock Management LLC	330 Twin Lake Blvd	273002-903500-012304	Lot 3 W1/2 Less N 199 Ft, Blk 12, Twin Lake Park Sub, PB 3, PG 8	Lot Cleaning	$500.98
21	Peterson Arlena G & Lane Constance D	500 Jackson Ave	272934-872000-002010	LOT 1, BLK 2, WASHINGTON PRK UNIT 1 SUB, PB 31, PG 13	Lot Cleaning	$181.96
22	Highsmith Alonzo W	425 D St	272935-879500-012200	LOT 20, BLK 12, RESUB OF BLKS 11 & 12, LAKE WALES LAND CO SUB, PB 30, PG 35	Lot Cleaning	$215.98
23	McCall Trinity & Peterson Krissy	473 D St	272935-879500-012240	LOT 24, BLK 12, LAKE WALES LAND CO SUB, PB 30, PG 35	Lot Cleaning	$1,230.46
24	Vero Atlantic 1 LLC	138 E St	272935-880000-002110	LOT 11 BLK 2 LINCOLN PRK SUB, PB 9, PG 19	Lot Cleaning	$224.04
25	Shakespear Henry & Shakespear James	440 E St	272935-879500-012060	LOT 6, BLK 12, LAKE WALES LAND CO RESUB, PB 30, PG 35	Demo	$3,800.00
26	SLK Florida LLC	206 W Stuart Ave	273002-899500-001450	LOTS 45 & 46 BLK 1 BRIGGS ADDITION SUB PB 25 PG 1	Demo	$2,575.00
27	Highsmith Alonzo W	425 D St	272935-879500-012200	LOT 20, BLK 12, RESUB OF BLKS 11 & 12, LAKE WALES LAND CO SUB, PB 30, PG 35	Demo	$2,890.00
28	Mina Eleftheria N E	517 Greenview Ter	272935-880010-000211	LOT 21 W 1/2, GREENBRIAR PHASE ONE SUB, PB 67, PG 25	Lot Cleaning	$174.48
29	Mina Amirissa M	517 A Greenview	272935-880010-000212	Lot 21 E 1/2, Greenbriar Phase One Sub, PB 67, PG 25	Lot Cleaning	$174.48
30	Tarpon IV LLC	311 W Bullard Ave	273002-903500-010105	LOT 1, E 60FT OF W 130FT, BLK 10, TWIN LAKE PRK SUB, PB 3, PG 8	Lot Cleaning	$390.00
31	Mina Eleftheria N E	517 Greenview Ter	272935-880010-000211	LOT 21 W 1/2, GREENBRIAR PHASE ONE SUB, PB 67, PG 25	Lot Cleaning	$154.63
32	Mina Amirissa M	517 A Greenview	272935-880010-000212	Lot 21 E 1/2, Greenbriar Phase One Sub, PB 67, PG 25	Lot Cleaning	$154.63
33	Copeland Rosilyn	206 C St	272935-879000-003110	LOT 11 BLK 3 LAKE WALES LAND CO SUB PB 5 PG 11	Lot Cleaning	$245.66
34	434 Tillman Ave Lake Wales Trust	434 Tillman Ave E	273001-883000-042040	LOT 4, BLK 42, LAKE WALES SUB, PB 1, PG 88A & 88B	Lot Cleaning	$350.88
35	Kastelrock Management LLC	330 Twin Lake Blvd	273002-903500-012304	Lot 3 W1/2 Less N 199 Ft, Blk 12, Twin Lake Park Sub, PB 3, PG 8	Lot Cleaning	$584.94
36	Tax Certificate Redemptions Inc	315 C St	272935-879000-006070	Lot 7, BLk 6, Lake Wales Land Co Sub, PB 5, PG 11	Lot Cleaning	$291.81
37	LLJ Property Management	490 D St	272935-879500-011010	LOT 1 BLK 11 LAKE WALES LAND CO RESUB PB 30 PG 35	Lot Cleaning	$181.38
38	Vero Atlantic 1 LLC	138 E St	272935-880000-002110	LOT 11 BLK 2 LINCOLN PRK SUB PB 9 PG 19	Lot Cleaning	$131.70
39	Holy Ghost Church of God Purchased with his Blood Inc	111 W Sessoms Ave Apt 2	273002-900500-001030	LOTS 3 & 4, BLK A, FRANCIS SUB, PB 16, PG 50	Lot Cleaning	$517.28
41	Yarde Derrick R	619 Lincoln Ave	272934-873000-001050	LOT 5 BLK 1 ROOSEVELT MANOR PB 32 PG 7	Lot Cleaning	$227.10
42	Blue Acre LLC	0 Euclid Ave	273012-921500-001100	RESBU OF PART OF BLK A OF LAKE WALES HIGHLAND HEIGHTS PB 10, PG 2, BLK 1, LOTS 10 & 11	Lot Cleaning	$326.03

43	Peterson Arlena G & Lane Constance D	500 Jackson Ave	272934-872000-002010	LOT 1 BLK 2 WASHINGTON PRK UNIT 1 SUB PB 31 PG 13	Demo	$2,695.00
44	Ellis David	516 Edgewater Dr	273001-892500-001030	LOT 3, BLK 1 OF ATKINSON'S SUBDIVISION PB 23, PG 333	Lot Cleaning	$90.46

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.	6/27/2016
RECREATION					
New park signage in all City parks	$13,000		7/31/2016	All signs installed except for Kiwanis which will be installed on 7/15/2016	6/27/2016
SEWER SYSTEM					
C Street Project	$6,695,751	yes -11/3/2015 phase 2 Grant Application on Feb 16, 2016		Grant application approved by commission on 2/16 and submitted April 25. DEO Site visit was on June 23rd. Will be notified if awarded grant.	6/27/2016
Relocation of Water/Sewer Lines on HWY 27 near Vanguard	$300,000	10/20/2015	9/30/2016	Under Construction. They are well-pointing trying to dry the site out. Contractor meeting with DOT	6/27/2016
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.	6/27/2016
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.	6/27/2016
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.	6/27/2016
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.	6/27/2016
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.	6/27/2016

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	6/27/2016
COMPLETED PROJECTS					
Skate Park Improvements	$50,000	7/15/2014	9/30/2015	This project is complete.	6/27/2016
ADA access and handicap parking installation at the soccer complex.	$30,000		2/29/2016	Completed	6/27/2016
Airfield Improvements (Task Order #15)	$161,000	yes - 7/2/13	9/30/2015	Final reimbursement received March 8. This Project is complete.	6/27/2016
Road Improvements (N Market ST & W. Central Ave.)	$91,253	7/7/2015	8/17/2015	Project is completed.	6/27/2016
Cemetery			4/30/2015	Project complete	6/27/2016
Resurfacing of the Scenic Highway from Mt. Lake Cutoff to Ray Martin Rd.			10/31/2015	This Project is complete.	6/27/2016

Gym Floor Replacement	$68,212	6/2/2015	9/30/2015	Project is Complete. Gym is reopened.	6/27/2016
ADA sidewalk access on 3rd street	$15,000	5/3/2016	6/30/2016	Project is complete.	6/27/2016
Electrical system upgrades to event area of Lake Wailes park	$20,000			Project Complete	6/27/2016
Additional exercise stations in Lake Wailes park.	$10,000			Project Complete	6/27/2016

CITY COMMISSION ITEMS - STATUS REPORT

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

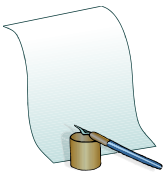
Building Official assessing city's recreation/community buildings	10/30/2012	Cliff Smith, Don Porter & James Slaton	Commission	Due to recent organizational restructuring, the scope of the remaining facility assessments will be re-evaluated. A new schedule of assessments will be presented later in the year.	6/27/2016
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.	6/27/2016
Lake Wales Museum and Cultural Central	3/2/2015	Kenneth Fields	Thornhill	Museum opened on May 31st. The museum is now open Tuesdays - Saturdays 9am - 5pm. 215 visitors since the opening on May 31st.	6/27/2016
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.	6/27/2016
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.	6/27/2016

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 – July 2016

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

City Commission Meetings – August 2016

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

(August 15 is a tentative scheduled budget workshop meeting)

City Commission Meetings – September 2016

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

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

City Commission Meetings – October 2016

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

City Commission Meetings – November 2016

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

City Commission Meetings – November 2016

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

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

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

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

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

Appeals concerning decisions on issues requiring a public hearing:

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

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	
Wed, August 17th	2pm	Polk Regional Water Coop Board Meeting		Lake Myrtle Complex, 905 Lake Myrtle Park Rd, Auburndale 33823	
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	
Wed, October 19th	2pm	Polk Regional Water Coop Board Meeting		Lake Myrtle Complex, 905 Lake Myrtle Park Rd, Auburndale 33823	
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
Wed, December 21st	2pm	Polk Regional Water Coop Board Meeting		Lake Myrtle Complex, 905 Lake Myrtle Park Rd, Auburndale 33823

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

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

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

July 2016 (No Meeting)

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

December 2016 (No Meeting)

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

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

Board approved: _____

POLK REGIONAL WATER COOPERATIVE BOARD
MEETING SCHEDULE

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

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

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

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

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

BOARDS, COMMISSIONS, & COMMITTEES
Meeting Schedule

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

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

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

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

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

CRA Citizen Advisory Committee
3rd Thursday @ 5:00 p.m.; Commission Chamber

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Current Vacancies: 1 vacancy

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

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

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

Duties - The Committee shall:

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

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

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

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

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

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

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

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

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

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

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

Current Members: City Commission

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

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

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

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

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

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

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

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

Current Members: None / Inactive Board

Vacant, resident	– 12/01/15
Vacant, resident	– 12/01/15
Vacant, resident	– 12/01/15
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: None

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

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

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

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

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

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

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

Current Members: None

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

Current Meeting Schedule: Inactive Board

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

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

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

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

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

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

Current Members:	Janice Snell, resident	04/17/12 – 07/01/18, 2
	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: 1 vacancy (resident of the unincorporated Greater Lake Wales area)

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

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

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

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

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

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

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

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

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

1. *Lake Wailes Park System.* Maintaining and upgrading the park around Lake Wailes and nearby parks including adjacent athletic facilities, Crystal Lake Park, North Lake Wailes Park, and Lake Alta.

2. *Neighborhood park system.* Maintaining and expanding the neighborhood park system to provide neighborhood and mini parks to all existing neighborhoods within the city in compliance with the policies of the comprehensive plan; establishing guidelines for developers regarding neighborhood and mini parks required in new developments.

3. *Community parks.* Maintaining and upgrading existing community parks and facilities; developing new community parks and facilities to serve the expanding population of the city in compliance with the policies of the comprehensive plan; budgeting recreation impact fees in compliance with city ordinances and policies; securing grants and other funding to provide such facilities.

4. *Streets and city entrances.* Upgrading the appearance of city streets through landscaping, signage control and other measures; creating attractive entrances to the city through landscaping and signage; providing consistent and attractive signage to guide visitors to landmarks, parks, civic buildings, and other features throughout the city.

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

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

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

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

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

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

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

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

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

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

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

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

- Current Vacancies: 2 citizen vacancies

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

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