CITY COMMISSION
REGULAR MEETING
OFFICIAL AGENDA
August 2, 2016
6:00 p.m.

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

1. INVOCATION

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

4. ROLL CALL

5. MAYOR

6. PRESENTATION/REPORT

6.I. Citrus Connection Transportation System, Update On Routes And Services – Executive Director Tom Phillips & Director Of Government Affairs Erin Killebrew

6.II. U.S. Air Force Auxiliary, Civil Air Patrol Cadet Program – Presentation By Tom Carlin, Winter Haven Airport Manage

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: July 13, 2016, Budget Workshop Meeting

Documents:

2016-07-13BWK.PDF

8.II. Approval Of Minutes: July 19, 2016, Regular Meeting

Documents:

2016-07-19REG.PDF

8.III. Award Master Consulting Agreement For Professional Engineering Services And Approval Of Task Order #1 And Task Order #2
The City Commission will consider awarding a contract for professional engineering services and Task Order #1 & #2, related to the Lake Wales Municipal Airport Runway 6-24 rehabilitation and extension project. The contractor's name is unknown at this time. This agenda item will be updated before the Commission meeting when that information is available.

Documents:

MEMO - AWARD BID FOR PROFESSIONAL ENGINEERING SERVICES.PDF
STATEMENT OF FISCAL IMPACT - ENGINEERING AND CONSTRUCTION - AIRPORT IMPROVEMENTS 07-26-16.PDF

8.IV. Award Dickerson Florida The Construction Contract For The Rehabilitation And Extension Of Runway 06-24 At The Lake Wales Municipal Airport

The City Commission will consider awarding Dickerson Florida, Inc. the construction contract in the amount of $3,793,429.05 for the rehabilitation and extension of runway 06-24 at the Lake Wales Municipal Airport.

Documents:

MEMO- DICKERSON FLORIDA CONSTRUCTION CONTRACT 07-15-2016.PDF
CONTRACT-DICKERSON.PDF

8.V. Agreement Renewal With The BoCC Fleet Management Division For City Vehicle And Equipment Maintenance Services.

Staff is requesting Commission approval to renew our existing maintenance agreement with the BoCC for an additional twelve month period.

Documents:

AGENDA MEMO FINAL2016.PDF
MOU_EXTENSION2016.PDF

8.VI. Write-Off Uncollectible Receivable Accounts

The City Commission is asked to authorize the write-off of noncollectable accounts receivables totaling $48,297.26 for utility and solid waste services.

Documents:

001 - AGENDA MEMO - BAD DEBT WRITE OFF.PDF

8.VII. Florida's Natural Growers Foundation Grant

A grant application to the Florida's Natural Growers Foundation for $1,500. The grant requires no match

Documents:

MEMO - FNGF.PDF
FNGF GRANT APPLICATION.PDF
STATEMENT OF FISCAL IMPACT - MUSEUM SUITCASE PROGRAM.PDF

8.VIII. ICMAtv Video Agreement

Agreement with ICMA TV to produce a video on Lake Wales for the ICMA Conference in September.

Documents:

MEMO - ICMATV VIDEO.PDF
LAKE WALES - ICMATV 2016 PROPOSAL.PDF
CONFIRMATION ORDER FORM - ICMATV 2016 - LAKE WALES.PDF

9. OLD BUSINESS

9.I. Ordinance 2016 - 09, FY15'16 Budget Amendment #3, 2nd Reading & Public Hearing

The City Commission will consider approval of the third amendment of FY 15'16 Budget that was adopted on September 15, 2016, modified on February 16, 2016 Ordinance 2016-03, modified on April 16,2016 Ordinance 2016-05

Documents:

001.5 - MEMO - BUDGET AMENDMENT FY 15-16 - NO 3 - SECOND READING.PDF
002 - BUDGET AMENDMENT - ORDINANCE 2016-05.PDF
003 - EXHIBIT - A.PDF
004 - EXHIBIT - B.PDF

10. NEW BUSINESS

10.I. Ordinance 2016-10, Amendment To Airport Authority Board Ordinance - 1st Reading

Documents:

MEMO-2ORD2016-18 AMENDMENT TO AIRPORT AUTHORITY ORDINANCE.PDF
ORD2016-10-AIRPORT ORTHORITY ORDINANCE AMENDMENT.PDF

10.II. Ordinance 2016 –13 Annexation, 16905 US Highway 27 - 1st Reading

Ordinance 2016-13 proposes the annexation of approximately 2.3 acres located at 16905 US Highway 27 and contiguous to the incorporated City limits.

Documents:

CC MEMO 1ST R 16905 US HWY 27.PDF
ORDINANCE 2016-13 16905 US HWY 27.PDF
ATTACHMENT A 2016-13.PDF

10.III. Ordinance D2016-03, CPA/Zoning, 16905 US Highway 27 - 1st Reading & Public Hearing

The proposed amendment will designate land use and zoning for approximately 2.3 acres of property located at 16905 US Highway 27.

Documents:

16905 US HWY 27 - CPA 1ST R AND PH.PDF
ORD D2016-03 - 16905 US HIGHWAY 27.PDF
ATTACHMENT A D2016-03.PDF

10.IV. Appointments – Board Of Zoning Adjustment And Appeals (BOA) / Library Board
Appointments fill vacancies due to resignations, expiration of terms, newly established boards, etc.

Documents:

MEMO-BOARD APPTS.PDF
BOA-RALPH EBERHARD.PDF
LIBRARY-JOLENE LAKE.PDF
LIBRARY-GLENDA MORGAN.PDF
CITY CODE, SEC. 2-26.PDF

11. CITY MANAGER

11.I. Tracking Report

Documents:

TRACKING.PDF

11.II. Social Media Tracking Report

Documents:

SOCIAL MEDIA TRACKING.PDF

11.III. Meeting Schedule - City Commission

Documents:

COMMISSION MEETING SCHEDULE, 08-02-16.PDF

11.IV. Meetings & Events Calendar

Documents:

MEETING AND EVENT CALENDAR.PDF

11.V. Meeting Schedule - City Boards

Documents:

BOARDS-OTHER MEETING SCHEDULE.PDF

11.VI. Information: Boards, Commissions, Committees, Authorities

Documents:

BOARD INFORMATION-8-2-16.PDF
BOARD VACANCIES.PDF
CITY CODE, SEC. 2-26.PDF

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

Documents:

PRWC BOARD MEETING SCHEDULE.PDF

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

Documents:

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

12. CITY COMMISSION COMMENTS

13. MAYOR COMMENTS

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

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

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

A budget workshop meeting of the Lake Wales City Commission was held on July 13, 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. Budgetary Workshop – Proposed Fiscal Year 2016'17 Budget

City Manager Kenneth Fields said the purpose of the workshop is to go over the preliminary budget for Fiscal Year 2016-2017. We got the local tax numbers on July 1 and the budget is not entirely balanced yet He presented a PowerPoint presentation on the proposed Fiscal Year 2016-2017 budget and reported as follows as outlined in the presentation:

[Begin PowerPoint presentation]

- July 1 estimate of Taxable Value has increased by 3.33% - Preliminary Roll Back Millage Rate would be 7.3273 compared to current rate of 7.3638. Existing rate (7.3638 would provide an additional revenue of $ 72,820.
- Recommended September Commission meetings be September 7 (Wednesday) and Sept. 20 (Tuesday).
- School Board meeting is September 6 and BOCC is September 13 and September 15.
- State shared revenues (Communication Tax, Fuel Taxes, and Municipal Sharing Revenues) numbers are not available yet but are expected to increase from prior year.

General Fund Summary:

- General Fund – Expenditure cuts are needed in the amount of $500,000. Capital Outlay requests are $1.6 million (Schedule C – detail listing)
- Total general fund expenditures are $1.269 million over Fiscal Year 2015-16 budgetary amounts.
- Emergency Sinking Fund Reserve is proposed to increase to $700,000 as the City continues to build back the reserve.

Significant Operating Items:

- Continuing funding of $150,000 towards the Emergency Sinking Fund.
- Decrease in Operating Transfer to the Airport of $100,000.
- Additional Public Safety staff of three new Fire Fighters and continuation of two vacant Police Officer positions, contingent on grant and other outside funding.
- Pension costs are projected to increase slightly $10,653 (0.2%); Health insurance is currently budgeted to increase $164,079 (18.4%) as staff waits for final numbers. This is a conservative approach.

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Major Capital Outlays:

- IT Upgrades including Document Management Software $142,000
- Police IT and Building Upgrades $70,000
- Northwest Recreation Complex Improvements - $126,000
- Play Equipment – Crystal Lake and Walker Parks - $53,000
- Lake Wales Piet Rehabilitation - $50,000
- Soccer Complex Improvements - $205,800
- Entryway Signage - $32,000
- Kirkland Gym Improvements - $70,000

Transportation Fund Summary:

- Transportation Fund – Expenditure cuts are needed in the amount of $490,000. Capital Outlay requests are $558,000 (Schedule C – detail listing).

Significant Capital Items:

- Purchase of heavy equipment and vehicles $308,000.
- Increase in sidewalk repairs from $25,000 to $50,000
- Increase in M&R storm water from $20,000 (2013-14) to $30,000 (2014-15)
- Increase Street Resurfacing from $94,360 to $200,000

CRA Fund Summary:

- CRA Fund – This Fund is balanced.
- Provision has been made for an update and rewrite of the Redevelopment Plan - $40,000
- Provision has been made for an allocation to develop a plan for Downtown - $40,000.
- Capital Outlays include Beautification of the Scenic Highway Corridor $74,000 and a Walking Trail from Downtown to Lake Wales $120,000

Library Fund Summary:

- Library Fund – Is balanced.

Debt Service Fund Summary:

- Debt service funding requirement had increase of only $15,000

Utility System Fund Summary

- Utility System Fund – Operating Expenditure cuts are needed in the amount of $162,560. Capital Outlay requests are $15.9 million (Schedule C – detail listing).
- As a result of the rate study done to determine revenue necessary to support the capital program the Utility Capital program is funded through a combination of available impact fees, grant funds, current revenues and debt financing.

Airport Fund Summary:

- Airport operating revenues are budgeted to slightly exceed Operating Expenditures (including allocations) by $10,000
- Capital Outlays are estimated at $4.3 million for the rehabilitation and extension of the main runway 06/24, funded primarily by Federal and State grants.
- The City will have to fund its portion of the capital projects (either 10% or 20% depending on the source) over the next three years as the projects progress and funding is provided. It is expected that the City will use debt service financing for the project as project outlays and reimbursement schedules will not always coincide.

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[End PowerPoint Presentation]

Commissioner Perez said the new airport manager is doing an excellent job at the airport despite the limited resources and asked if we had a provision to award him. Mr. Fields said that although he did not touch on personnel in his presentation it is important that we do something for our employees next year. We have looked at what other cities throughout the county that are comparable to us to see what they have done over the last five years and found that we are falling behind in terms of the amount of increases they received. That issue needs addressing, it will be a challenge for him to come up with the funding to deal with that, and we do not have a formal mechanism for doing that.

Commissioner Perez said he does not know how to answer when people ask him about the fire fee. The county took away over $200,000 so we implemented a fire fee that gave us revenue of close to a million dollars. Mr. Fields said we did not mention that we also reduced the millage rate by one mill, which is a reduction of about $450,000 in revenue. We used the money to replace the millage reduction, the loss of money from the county, additional debt service of about $150,000, and as a result, there was about an $11,000 difference. He explained the rate reductions made this year to single-family homes and mobiles home and said there will be a significant drop in the rate for multi-family properties.

Deputy Mayor Thornhill said he does not want to be a training ground for employees and they go elsewhere to work for better pay. To keep good employees we need a policy program to retain them and asked if we can do a salary survey. The Human Resources Director said we do one every year.

Commissioner Perez said he is on the Sheriff's Advisory Council and a couple of weeks ago he spent the day riding with a deputy around Polk County. A conversation came up about retention and the deputy said he believed the greatest reason people leave is the proximity of Tampa and Orlando and they pay better salaries. Mr. Fields said he and the human resources director talked about base salaries, where we are as compared to other cities, ways to retain employees, and how to reward superior performance etc.

Deputy Mayor Thornhill said he does not see anything needing cut in the budget. Mr. Fields said there would be some personnel increases, such at the museum because you cannot run that with one person. Deputy Mayor Thornhill commended Officer David Black for being good to the kids at the movies. He said when he and his grandson walked in he opened the door for them. Although he is a public servant, he is not supposed to go beyond that so he does commend him for doing what he did.

The Mayor said he attended two meetings in the community about all the turmoil that is going on in our country and about police relationship in the community. We have one of the best in central Florida. The crime rate has gone down about 24%, about 48 percent of the cases are being resolved which is the highest of any of the cities around us, and we have better race relationships between the Police Department in the City now since he has lived in Lake Wales. We are not where we need to be yet but we are heading there.

Commissioner Gibson said his concern is the CRA and there are past sins but he is trying to right the ship. His goal for downtown is to bring us back to where we were. Over the past 15 years when we previously occupied a pace setter position we have been outclassed mainly because of the mismanagement of our CRA funds. He is looking to have a strong downtown organization, he is in favor of non-profit organizations not bound by political boundaries or City politics, and the downtown needs such an organization. He said on p. 146 of the budget it shows $40,000 budgeted for a redevelopment plan consultant and $40,000 budgeted for main street contract services, which is $80,000 short of $100,000. That should go for a strong organization and he is not convinced that a strong organization presently exists. We have a main street program not sanctioned or recognized by the State. We lost the one we had and as a result, lost 20 years growth. To be re-installed we need a strong board. The original plan was to create a CRA and have a downtown organization that would build the tax base to create the increment to fund the downtown organization. It would not be a call on general revenue. He believes in collective judgment and is willing to

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work with anybody to come up with the right organization. CRA 1 has declined to the point that it does have $50,000 or $60,000. If we could have a board in the bylaws, we could require at least one member with educational training experience in finance, one in law, and one in business, and have people with the capacity to invest. The City should have a contract with the organization that is going to do this and see that we get our $100,000 worth. That contract would be specific and set some measures by which the organization would be accountable. The present organization could be the promotions segment of that main street program for it is capable and qualified in doing that but we need to recruit people with capacity to make up the rest of this board that we would be dealing with. Bartow operates their CRA separately from the City Commission. The City Commission has not done a good job at handling CRA funds. There are too many pressures to reach in and offset the deficiencies in general revenue to keep the millage down. It is very difficult to be true to a CRA trust fund. If it is misspent outside the purpose, that is a violation of trust and violation of fiduciary duty. We should spend $100,000 on a solid organization that will assure us we are getting our monies worth and held accountable for their performance. The budget indicates $40,000 for contract services and $40,000 for Main Street. He needed convincing that planners are worth it. Planners do not live in the community, they survey the community, they come up with what they think will work and then blow town. They are not here to be accountable and responsible for they have done their job. We have a plan done about 8 or 9 years ago. It was a good plan at the time but never implemented so for a starting point for us, rather than starting over again we could update that plan. The important thing is not planning but economic development, new business, investment downtown, and increase of the tax base. If a group in the City looked at the Martin Vargas plan that we have and then took that $40,000 and put it toward the project we would have $80,000. Elsewhere with the CRA he is in favor with what is listed on p. 147 of the budget and asked about the walking trail and asked how far the $125,000 would take us and where do we begin and where do we end. Finance Director Dorothy explained that on p. 143 there is $90,000 of un-appropriated excess reserve within the CRA. Commissioner Gibson said he saw that but he did not know if that was a reserve we wanted to keep or available for allocation elsewhere. Ms. Ecklund explained that is available for allocation elsewhere unless the Commission decided it wanted to keep it. Public/Support Services Director James Slaton told a little about the project and explained Phase 1 starting and ending locations and said the overall project cost is about $250,000 with the rest of the project paid for with parks impact fees. He then explained the starting and ending locations for Phase 2. He said it will not be just a trail but will have a gathering place as well. Commissioner Gibson asked if we had some type of drawing to see what the project would look like and Mr. Slaton said he only has an incomplete preliminary one but he does not have one with him. Mr. Fields said Lake Wailes is a major access to Lake Wales so if we can find a way to link that to downtown it will be significant and explained that we will eventually link all our trails together. The Mayor asked the advantage of calling it a trail and Mr. Fields said there is a lot of grant money that we can apply for trails in terms of walking and biking of that nature.

Commissioner Gibson said he does not have a problem with redirecting the $40,000 from a planner to the core downtown project for a solid board and then taking $20,000 out of the reserve to come up with the $100,000. The Commission can hold them accountable for that money through a contract. Mr. Fields said one of the reasons he allocated the $40,000 for a consultant is because the basic CRA plan that controls the CRA needed updating. There are many technical and compliance issues in writing a CRA plan. Therefore, the idea was to hire a professional consultant that knows the law and what is required and get a lot of community input. The second thing is that we have to recognize that the CRA covers a large section in the City so the idea of writing the plan is that it reflects the diversity in the entire CRA and identifies the different needs in the CRA areas, so that needed addressing in a comprehensive type. It is going to take time to get the type of main street organization in place so it would not be reasonable to set aside $100,000 for a main street organization right up front. They could not spend that kind of money in one year. Therefore, $40,000 is just a starting point and it is not enough to get an organization up and going. It is not a City main street organization and you cannot build one overnight. Commissioner Gibson said the hotel should be part of this organization. Mr. Fields said we first need to update the plan to reflect what we want to do in the future. He would like to use the reserves for unforeseen emergencies. Commissioner Gibson said he is going to push for the $100,000 although we do not have to spend it. It should be there for a purpose and it

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demonstrates that we are serious and it is a statement of priority. $30,000 was budgeted for news racks and it has not been spent yet.

The Mayor asked Commissioner Gibson if he thought about who would be running the main street organization as far as a director is concerned because that is going to be a big deal. Commissioner Gibson said he has heard criticism about that and he does not want to create a job for somebody, we just need management and the best we can get. The first thing to do is form a strong board and the board hires the manager, which worked very well with the EDC because it was non-political. He does not intend to be on that board and he has no agenda but believes in having a strong downtown. He was the Chairman of the downtown development commission that began in 1969 and the downtown still has been a priority with him since then. Out of all the downtowns he visited over the years, the one in Greensville South Caroline is the best. He has been insulted in the past and he does believe we have achievement here, we have some expertise, and we have a lot of good people that don't have any personal agendas. They just want what is best for the community.

Commissioner Perez said he does not necessarily disagree with Commissioner Gibson, but we have to look at the big picture and he has always advocated that we needed to do something about the downtown since he moved here 12 years ago. The fact of the matter is that the Care Center owns three quarters of the downtown. We do not know what is going to happen with that whole issue. He has been to several main street meetings and they are very nice and he has coffee there but he is not sure if they have accomplished anything besides the farmers market there on Saturdays. Therefore, we have to make sure the EDC, the main street group, and the CRA understands that we have a big issue and he is not prepared to set aside $100,000 for the downtown. He would like to see the Martin Vargas study because he is not familiar with that at all. We don't need to be doing anything until we discuss it at length and having those people that have a vested interest in it to participate in a lengthily discussion.

Deputy Mayor Thornhill agreed and said when he came on board the money was gone and he too realized that we needed to do something about the downtown but being the chair of the CRA for 9 years he always wondered where the money would come from. The money is gone and we have neglected M&R for many years. We cannot spend the money until it comes before the CRA, which he is the chair of and the final decision is made there.

The Mayor said the CRA plan needed updating first before we do anything because without an updated plan we are working on 20-year-old initiatives. We need outside people investing in what is happening inside the town. The $100,000 does show that the City is serious but how serious are they. Commissioner Gibson said it takes 1/3, 1/3, 1/3 but it is incumbent upon the City to take the first step and it is not a total first step but it is putting it in reserve and saying here it is. The contract can talk about matching funds or distribution if matched by a private contribution. We are not putting it out there without making sure it is properly spent.

Commissioner Gibson said according to the law, the county portion of the CRA sunsets, it can be extended, and he does not know where we are with that and if we have enough time to extend it. It is important to put the responsibility on the Commission to build the tax base and the increment. He would like to know if one of the three CRAs could have a separate board whereas with the other two the City Commission would remain the board. Ms. Ecklund said when former City Manager David Greene was here he created the last CRA they all three were one. Although, she shows it on the financials as three different phases, CRA 1, 2 & 3, the City only has one CRA, each created at a different time. All three phases sunset the same year at the same time because they are one. Ms. Ecklund said she would give the information to Clara to send to the Commission. Commissioner Gibson said he also wanted to know what is available in terms of extensions. Ms. Ecklund said the extension would have to come from the City Attorney because it is a legal issue. Commissioner Gibson said he also needed to know if the CRA, the City Commission, can delegate responsibility for area one. Mr. Fields said based on his prior experience, you can have more than one CRA within the City's boundaries but we have only one CRA although three different phases were created, which

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is different from having three different CRAs and subdividing them would require the county attorney's permission because they have to authorize whatever you decide to do. He said CRAs do have a sunset provision but very often, if there is outstanding debt the CRA lasts at least as long as the outstanding debt especially when bonds are involved.

Commissioner Howell said giving $100,000 to anyone to make the downtown better sounds great but if the businesses out there closes up before the elementary children get out of school it is ridiculous and she would not give them a dollar. So perhaps, the committee would be able to get some of them to stay open until the banks close and giving that kind of money, that committee had better have something out there staying open for adults like when the lights come on because when the lights come on everybody else is closed. It is not right if one part of the CRA gets $100,000 and the other part gets zero. The Mayor said the purpose of the consultant is to make sure that all of these things are addressed and in a fair and equitable manner. Commissioner Howell said she just wanted to make sure that would be addressed and she personally does not agree in giving all that money to a consultant because one came from West Palm Beach one time and took beautiful pictures and nothing happened but we still had to give them money. That has happened repeatedly and she never understood that because nothing happens.

Commissioner Howell said she read the summary of the budget and asked if the Commission voted on everything listed in it would we have the funds to cover it. Mr. Fields explained that in the operations point of view we are currently short by $500,000. Some of the capital projects listed will need deferring to the following year. We will come back to the Commission with some recommendations. We would like to hear what the Commission's priorities are on the capital outlay projects listed. Commissioner Howell said she hoped that staff already cut down to the bone. Mr. Fields said there are things listed that staff would like to have this year but they do understand that some of them could get deferring. The Mayor suggested that each Commissioner ask staff why they needed the items they listed. Mr. Fields said they can come back on August 9 with a priority list of what the existing needs are and then the Commission can rearrange them how they want.

The Mayor explained that the auto allowance he gets is sufficient for what he does in the county but not for what he does outside the county. He gets no reimbursement for fuel or the meals that he buys. The other Commissioners needed reimbursed as well, for what they do so the only fair thing to do is to make it reimbursable for all the Commissioners for anything outside and inside the county. Commissioner Gibson said he was going to bring that up and that he listed three responsibilities as a City Commissioner and that is the city manager's salary, the compensation for the city attorney, and looking out for the expenses incurred by the Mayor. The Mayor is doing a wonderful job representing this City in many different venues and it should not cost him out of pocket to do it. We should reimburse him for that no matter where incurred. The Mayor said he would like to stay in his position and do a good job. If he started slaking in what he is doing now he feels as though he is letting the people down. Some of the good things that are happening now are because he has connections in the county, State of Florida, and now in the National League of Cities. He tells everybody about Lake Wales and encourages them to come here. Mr. Fields said budgetary adjustments could be made and because we are covered under the City Charter, there are ways we can deal with that in the future.

Mr. Fields said we will not be hosting the Ridge League of Cities dinner next year but he did put $10,000 in the budget for the City's 100-year anniversary, which falls on Memorial Day weekend next year so we are all going to be doing some planning in recognition of that. Deputy Mayor commented on the fireworks asked if the fireworks budget was increased and Jennifer Nanek said yes.

The Mayor commented on the good job Monica Drake-Pierce is doing at the museum and said to the Commission not to get uptight if they see money in that budget.

The Commission talked the need in replacing the Spook Hill sign.

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Commissioner Gibson commented on the debt service schedule and Ms. Ecklund explained the decline in funds. She said she would provide information about that to Clara to send to the Commission.

Mr. Fields received consensus on what he needed to bring back to the Commission at the August 9 budget workshop.

3. COMMUNICATIONS AND PETITIONS

The meeting was adjourned at 7:48 p.m.

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Mayor/Deputy Mayor

ATTEST:

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City Clerk Clara VanBlargan, MMC

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The meeting of the Lake Wales City Commission was held on July 19, 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 Commissioner Terrye Y. Howell.

PLEDGE OF ALLEGIANCE

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

COMMISSIONERS ABSENT:

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

5. MAYOR

6. PRESENTATION/REPORT

7. COMMUNICATIONS AND PETITIONS

Terry Christian, member of Lake Wales Lodge #880, said he attended a meeting that was called by Code Enforcement but led and directed by the Police Department. He was disappointed that he was not invited to that meeting because it was concerning his lodge. Negative allegations were made against the Lodge about them not doing anything for the community and that it is just a club. Mr. Christian explained the good things the Lodge is doing for the community such as doing things for the families and the children like summer tutoring. He said the Police Department said they received calls that they are disturbing the peace, parking in people's driveways, etc. which are not true. He said that since 2012, they have been trying to purchase some lots on B Street from the City so they can put in a nice parking lot to avoid any parking problems. The cost of mowing maintenance that the City does there in a year is more than what that property is worth so he does not understand why that is not materializing. The Police Department had printed some pages from off someone's Facebook page and was blaming him for what was said on there. He said they help the community and when it comes license renewal time they want to renew that and keep doing what they are doing. Mr. Christian said the code enforcement guy has been with the City only five months and he scheduled a meeting with the state president of the organization and complained about the Lodge and he has never met the guy. He said they do summer tutoring which was mentioned at the meeting and Lt. Joe Elrod said the children do not need tutoring in the summer time so he thought since the City Manager was present at that meeting he would have contacted the police chief and put him on administrative leave until they evaluated him for making such statement. Education is the key to answering all these bad decisions that people make in the world. The Lodge is doing their part and the Police Department and the other departments should join hands and help them so a lot would get done.

Commissioner Howell said the Commission has heard this before and asked the City Manager to explain what is happening now. Mr. Fields said they did meet with the state president of their Lodge about the issues concerning the operations there and he does not recall Lt. Elrod making any statement about kids not needing tutoring. At that meeting, there were a number of code issues raised and certain actions that Mr. Christian would have to take. There is a problem with Facebook advertising about the events that are going on there continuously and some of which Mr. Christian does not have control of but it is his responsibility for what does go on at the Lodge and if there is an issue we have to enforce the law or close it appropriately. If he can control what goes on there he can operate. Mr. Fields said they are happy to sit

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down with Mr. Christian at any time and talk about the operation of the Lodge and the issues there. The meeting held was called as a response to complaints about the issues taking place at the Lodge. As long as they stay within the rules of what zoning allows and what the Club allows he is fine but if things start happening that go beyond that we have to take some kind of action. It has required significant police presence at times although there have been no major incidents and nothing has happened on the Club grounds of that nature. It is a situation that requires constant monitoring on the City's part.

Commissioner Howell said if Mr. Christian is in the wrong then he needed to straighten that out but if we are working on past discussion things then we needed to make sure that we are not in the wrong. Mr. Fields said we have to monitor the situation but he does want to make sure we are not harassing him either. He is happy to sit down with Mr. Christian again in terms of any recent issues that have risen at the Club. Since the meeting they had with him was some time ago he had to refer to his notes to see what was said there but there were some things that Mr. Christian was supposed to do as a result of that meeting but he does not know where we stand as a result of that. Commissioner Howell said whether he did or did not he needs to be accountable for that and we need to make sure we are also accountable so Mr. Christian does not have to come back before the Commission talking about the same stuff.

The Mayor said a specific date and time needed to be set for that since it is not on the agenda because we will not go back and forth discussing it at this time and said he would love to have Commissioner Howell at that meeting since it is in her district and Commissioner Howell said she did not have a problem with that. Mr. Fields said he will have a meeting set up with Mr. Christian and he will give a report to the Commission on where thing currently stand.

Terrance Horne, non-resident, said he is with an organization called "Make A Difference Foundation, Inc." and he is also with another Lodge called "St. Paul Lodge, 77" out of Lake Wales and he would love to see the City become a part of the Obama program called, "My Brother's Keeper" because it changes the lives of young men. We have to find a way that we can get a grass root effort in this town that can help children of all nationalities and he would love to see something started here. He explained the program and gave some examples. The Mayor said Mr. Horne already has a community meeting set up and asked him to let us know when that will be and said getting the buy-in from the community will be the key to actually reaching those young people and actually doing something with that. Mr. Horne said the meeting will be held at the James P. Austin Community Center on July 29 at 7:00 p.m. He said he wanted it to be a town hall meeting in the northwest section for everyone to come and not just those residing in the northwest section. It will be an opportunity to get dialogue and come together with solutions. Commissioner Howell said July 29th is on a Friday and not many people will attend on a Friday. She asked if the meeting could be changed to a Monday instead. Mr. Horne explained why he did not want to have it on a Monday and said he would try and see what other day would work. The Mayor asked Mr. Horne to keep the City informed if the meeting date should change.

8. CONSENT AGENDA

Agenda Item 8.I. Approval of Minutes: July 5, 2016, Regular Meeting

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

By Voice Vote:

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

DRAFT

The motion carried 5-0.

9. OLD BUSINESS

10. NEW BUSINESS

Agenda Item 10.I. Ordinance 2016-09, FY15'16 Budget Amendment #3 – 1st Reading

[Begin Agenda Memo]

SYNOPSIS

The City Commission will consider approval of the third amendment of FY 15'16 Budget that was adopted on September 15, 2016, modified on February 16, 2016 Ordinance 2016-03, modified on April 16,2016 Ordinance 2016-05.

BACKGROUND

Ordinance 2015-09 estimating revenues and appropriating funds for Fiscal Year 2015-16 was adopted by the City Commission September 15, 2015, modified February 16, 2016 by ordinance 2016-03, April 16, 2016 by ordinance 2016-05.

We are presenting Ordinance 2016-09 to modify the estimates of revenues and appropriations budgeted in various funds. This is primarily a housekeeping ordinance to conform the adopted budget to realized or expected changes within the current fiscal year. Explanation of change, for significant items, has been provided on both Exhibit A and B.

OTHER OPTIONS

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

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

FISCAL IMPACT

The fiscal impact is shown in Exhibit A and Exhibit B of Ordinance 2016-09.

[End Agenda Memo]

Finance Director Dorothy Ecklund reviewed Agenda Item 10.I.

City Clerk Clara VanBlargan read Ordinance 2016-09 by title only.

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING ORDINANCE 2015-09 AS AMENDED BY ORDINANCE 2016-03 AND ORDINANCE 2016-05 TO

DRAFT

MODIFY THE ESTIMATES OF EXPENDITURES FOR THE OPERATION OF THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE 2015-2016 FISCAL YEAR AND TO MODIFY THE APPROPRIATION OF FUNDS RAISED AND COLLECTED FROM ALL SOURCES SET FORTH IN THE ESTIMATE OF REVENUES FOR SAID FISCAL YEAR; REPEALING ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE.

OPENED TO PUBLIC COMMENT

There were no comments made by the public.

CLOSED TO PUBLIC COMMENT

Commissioner Howell made a motion to approve Ordinance 2016-09 after first reading. Deputy Mayor Thornhill seconded the motion.

By Roll Call Vote:

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

The motion carried 5-0.

Agenda Item 10.II. Resolution 2016-17, Certification of 2016 Taxable Value, Interim Millage & FY16'17 Budget Hearing Dates

[Begin Agenda Memo]

SYNOPSIS

The City Commission will consider approval of the Polk County property appraiser's certification of taxable value for 2016, set the interim millage rate, and set the dates for the public hearings to adopt the final millage rate and the FY16'17 budget.

RECOMMENDATION

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

1. Approve Resolution 2016-17.
2. Approve the Property Appraiser's Certification of Taxable Value for 2016.
3. Set the interim millage rate at 7.3273 mills.
4. Set the dates for the required public hearings for the final millage rate and adoption of the FY15'16 Budget as Wednesday, September 7 and Tuesday, September 20.

BACKGROUND

<u>Certification of Taxable Values</u>
Attached for your review and approval is the Polk County property appraiser's Certification of Taxable Value for 2016. As indicated, the City's gross taxable value for operating purposes is $641,350,463. Lake Wales has experienced an increase in taxable value of $20,959,384, since the 2015 certification. The

DRAFT

certification for 2016 is 3.38% above 2015's final gross taxable value of $620,391,079. It is recommended that the City Commission approve the Certification of Taxable Value for 2015.

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.

We are recommending that the interim millage rate be set current year rolled-back rate of 7.3273. The final adopted millage rate may not exceed the interim millage rate, but it may be lower than the interim millage rate.

Date and Time for Public Hearings:

State law requires that the county property appraiser notify each property owner of the interim millage rate and the dates of the meetings for adoption of the millage and budget. To give time for the mailing of this notice to the property owner, the City must, by law, adopt an interim millage rate no later than August 4.

Florida Statutes stipulate that the first public hearings can be held no sooner than 65 days after the Certification of Taxable Value by the Property Appraiser or July 1, whichever is later. Certification occurred on July 1, therefore the first public hearings can be held no sooner than Thursday, September 3 (65 days after July 1).
This year, the Board of County Commissioners has scheduled its public hearings on Monday, September 12 and Monday, September 19. The School Board's final public hearing is scheduled for Tuesday, September 6.

We are recommending the first public hearings for the millage and budget be set for Wednesday September 7, 2016. We are also recommending that the second public hearings be set for Tuesday September 20, 2016.

OTHER OPTIONS & FISCAL IMPACT

Taxes levied by the various options are as follows:

	2016 millage rate	2016 ad valorem taxes levied	2016 taxes over (under) 2015 taxes 4,568,436	Minimum adoption requirement
current	7.3638	4,722,777	154,341	3-2 vote
rolled-back	7.3273	4,699,367	130,931	3-2 vote

Note: The City does not receive 100% of ad valorem tax levy due to 1) discounts offered for early payment and 2) unpaid delinquent taxes. A 2% reduction is included within budget calculations for ad valorem tax revenues. The 2% reduction has not been applied to the data table listed above.

The City Commission is not required to make a decision on the final millage rate at this meeting. The final decision should be made after we thoroughly review and discuss the budget and all of its implications; however, we do have to make a decision on the interim millage rate at this meeting.

DRAFT

City Clerk Clara VanBlargan read Resolution 2016-17 by title only.

A RESOLUTION OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, ADOPTING A PROPOSED MILLAGE RATE FOR THE LEVY OF AD VALOREM TAXES FOR FISCAL YEAR 2016-2017 ON ALL TAXABLE PROPERTY LOCATED WITHIN THE CITY OF LAKE WALES; SETTING THE DATE FOR THE TENTATIVE BUDGET HEARING; AND PROVIDING FOR AN EFFECTIVE DATE.

Finance Director Dorothy Ecklund reviewed Agenda Item 10.II.

OPENED TO PUBLIC COMMENT

There were no comments made by the public.

CLOSED TO PUBLIC COMMENT

Deputy Mayor Thornhill made a motion to adopt Resolution 2016-17. Commissioner Howell seconded the motion.

By Roll Call Vote:

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

The motion carried 5-0.

Agenda Item 10.III. Appointment – Airport Authority Board

[Begin Agenda Memo]

SYNOPSIS

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

RECOMMENDATION

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

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

BACKGROUND

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

DRAFT

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, resident

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
	Dale Marks, resident	06/17/08 - 07/01/17, 3
	Erick Farewell, resident	08/18/15 - 07/01/18, 1
	Vacant, resident	- 07/01/17, partial
	Vacant, resident	- 07/01/19,
	Commissioner Perez, non-voting member	05/19/15 - 05/02/17, 1

Applying for Appointment: Charles N. Clegg, resident, term expiring 07/01/19
Travis Burns, resident, partial term expiring 07/01/17

Airport Manager (City Code Sec. 2-41(f)(5)) – Alexander Vacha, employee, City Manager appointed

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

DRAFT

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.

OPTIONS

None

FISCAL IMPACT

These are volunteer boards

[End staff agenda memo]

Commissioner Howell made a motion to appoint Charles N. Clegg to serve as a member to the Airport Authority for a term expiring 07/01/19 and Travis Burns to serve as a member to the Airport Authority for a partial term expiring 07/01/17. Deputy Mayor Thornhill seconded the motion.

By Voice Vote:

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

The motion carried 5-0.

Commissioner Gibson said when looking at the agenda item on the website he did not see the background information on the applications but that information is listed on the copies made available to him at the meeting so he must have missed that somehow. He said he hoped that we go out and get qualified people to serve on the various boards, commissions, and committees as opposed to people just applying. He suggested going after the qualified people. The Mayor said the individuals that apply for the boards are interviewed by those boards and that is where the determination is made as to whether they are qualified or not to serve on that board. Commissioner Gibson said in accordance with the City Charter the Mayor makes

DRAFT

the appointments with the approval the Commission and the Mayor said that just happened on this. Commissioner Gibson said the boards can nominate and not appoint.

Commissioner Gibson explained why the City needed qualified people to serve. He said these are very important positions and many of which are not filled. The Mayor said he has talked to many people and encouraging them to serve they were not interested or had the time to spend serving on them.

The City Manager said he hoped the Commission would continue encouraging more people to serve on the various boards especially on the policy making ones. Some positions are limited to city residents and we are looking into broadening the membership requirement on some of the boards and that we are currently doing that for the Airport Authority to allow persons to serve that have aviation experience and those that are business owners and property owners in the City.

Commissioner Gibson said this is a community where some of the people that reside outside the City limit consider themselves part of the community and we need to take full advantage of their expertise. He said he would like to look at the board descriptions and memberships so he can try doing something about that and asked where that information could be located. The City Manager said the City Clerk can provide that and the City Clerk said the information is also made part of every regular Commission agenda packet and posted on the City's website. The Mayor said it is important that we let the ones serving on the boards know they are important and necessary and the City recently did that by hosing its first annual board appreciation dinner recent and we will continue doing that annually.

Commissioner Gibson suggested having a roster of people with expertise and qualifications to serve on the various boards, commissions and committees that we can pull from to fill the vacancies. The City administration can put that list together and the Mayor said that all the Commissioners can help put that list together. Commissioner Gibson said we can start with the people that are already serving on the boards and City administration can ask each one of them if they know anybody that would like to serve that has the same expertise and qualifications as they do.

Agenda Item 11. CITY MANAGER

Agenda Item 11.I. City Commission Tracking Report

City Manager Kenneth Fields reported on the FDOT project going on at the Vanguard School where utility lines are being relocated. The project has started and we ran into some problems but we are working with FDOT on that and on some other projects going on although FDOT does not move as fast as we want them to. We do have a good working relationship with them and we are continuing to make progress.

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

13. MAYOR COMMENTS

The Mayor said because of the kind of questions being asked and some of the things being said at the town hall meetings already taking place around town that Mr. Horn mentioned he would like us to have a quarterly district town hall meeting as well. Every quarter a Commissioner can have a town hall meeting in

DRAFT

their district and invites everyone to come, not just the people living in that district and talk about anything going on in the City. He said he will be attending one each month because if each Commissioner has a meeting every quarter, there will be a meeting held each month. The City Manager said it is worth giving it a try because we can get feedback from the community regarding a recreation facility, the downtown etc.

The meeting was adjourned at 6:43 p.m.

_____
Mayor/Deputy Mayor

ATTEST:

_____
City Clerk Clara VanBlargan, MMC

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MEMORANDUM

July 27, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Teresa Allen, Assistant Public/Support Services Director

SUBJECT: Award Master Consulting agreement for professional engineering services and approval of task order #1 and task order #2

Synopsis: The City Commission will consider awarding a contract for professional engineering services and Task Order #1 & #2, related to the Lake Wales Municipal Airport Runway 6-24 rehabilitation and extension project.

RECOMMENDATION

Staff recommends that the City Commission take the following action(s):

1. Award the bid for professional engineering services to a firm for the rehabilitation and extension of runway 6-24 at the Lake Wales Municipal Airport.

2. Approve Task Order #1: Runway 6-24 Rehabilitation in the amount of $139,200.00

3. Approve Task Order #2: Runway 6-24 Extension in the amount of $242,950.00

BACKGROUND

Hoyle, Tanner & Associates, Inc. currently has an agreement with the City for professional engineering services related to the airfield improvements project for the Lake Wales Municipal Airport. These services included the design and construction phase to rehabilitate Airport Road, rehabilitate and realign taxiway A, runway 6-24 safety improvement and the design update for the environmental assessment, mitigation, permitting, and related activities necessary to bid the runway 6-24 rehabilitation and extension project.

Although Hoyle, Tanner & Associates, Inc. has provided the for mentioned services for the airfield improvements project, to meet the requirements of Florida Statute 287.055 Section 4(a) (b), both state that for projects in excess of two million dollars, the city is required to go out for competitive bidding. The statute also requires that there be a minimum of three firms bid in order for the bid to be considered a competitive selection.

On April 25, 2015 the City of Lake Wales advertised an Invitation to Bid that the City was seeking proposals for qualified professional engineering services related to the Lake Wales Municipal Airport Runway 6-24 rehabilitation and extension.

A mandatory pre-bid meeting was held on July 10, 2016 at 10:00 a.m. and bids were opened on Wednesday, May 25, 2016 at 2:00 p.m.

Hoyle, Tanner & Associates, Inc. was the only company that submitted a proposal for these services therefore, the city was required re-advertise.

FISCAL IMPACT

This project will be funded in the FY 16/17 budget

OPTIONS

The City Commission has accepted grant funding from FDOT and FAA for this project.

ATTACHMENTS
Master Consulting Agreement
Task Order #1 & #2
Fiscal Impact Statement

STATEMENT OF FISCAL IMPACT
Lake Wales Municipal Airport Runway 6-24 Rehabilitation and extension.
PREPARED BY

CITY OF LAKE WALES
FINANCE DEPARTMENT

Nature of Statement and Information Disclosed

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

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

- **Agenda Memo-Construction and Engineering**

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

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

General Assumptions

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

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

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

Current Fiscal Impacts

Impacts on Revenues and Expenditures

Summary of Expenses:

Administrative Expenses/ Fee Estimate		$ 37,000.00
Hoyle, Tanner & Assoicates	Engineering	382,150.00
Dickerson Florida, Inc.	Construction	3,793,429.05
Debt Issuance & Capitalized Interest		50,000.00
		$ 4,262,579.05

Funding Sources:

FAA (Federal)	$ 1,232,767.34
FDOT (State)	2,343,713.79
City Matching	686,097.92
	$ 4,262,579.05

Any cost overruns would be borne by the General Fund as the airport currently does not have a funding source for capital outlay items.

Future Fiscal Impacts

Impacts on Revenue
N/A

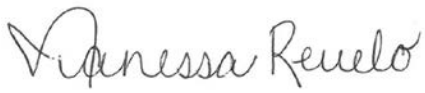
Impacts on Expenditures
Future repair and maintenance cost associated with the airfield improvements will be the responsibility of the airport enterprise fund. Should funding within the airport be insufficient to cover all these costs, the General Fund would bear the cost overrun.

Other Future Commitments
There are no other material future commitments, encumbrances, stipulations, or covenants that represent a significant fiscal impact in connection with the grant.

Disclosures of Possible Material Future Events
N/A

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

Approved By:



Vanessa Revelo
Accountant III
City of Lake Wales

MEMORANDUM

July 26, 2016

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Teresa Allen, Assistant Public/Support Services Director

SUBJECT: Award Dickerson Florida the construction contract for the rehabilitation and extension of Runway 06-24 at the Lake Wales Municipal Airport.

SYNOPSIS: The City Commission will consider awarding Dickerson Florida, Inc. the construction contract in the amount of $3,793,429.05 for the rehabilitation and extension of runway 06-24 at the Lake Wales Municipal Airport.

RECOMMENDATION

Staff recommends that the City Commission approve the following action:

1. Award Dickerson Florida, Inc. the construction contract for the rehabilitation and extension of runway 06-24 at the Lake Wales Municipal Airport in the amount of $3,793,429.05 (Schedule A: $2,604,776.45 to extend, mark and light runway 06-24 and taxiway alpha; Schedule B: $1,138,652,.60 to rehabilitate runway 06-24; and Schedule C: $50,000.00 for portable runway closure markers).

BACKGROUND

In November 2015 the city approved task order #17 with Hoyle, Tanner and Associates for professional services to perform environmental assessment, mitigation, permitting, design updates and related activities necessary to bid the Runway 06-24 rehabilitation and extension project at the Lake Wales Municipal Airport.

On Monday, April 18, 2016 notice was given that the City of Lake Wales was seeking a qualified contractor to extend, mark, and light runway 06-24 and taxiway alpha and rehabilitate runway 06-24 at the Lake Wales Municipal Airport. A mandatory pre-bid meeting was held on April 27, 2016 and bids were opened on Tuesday, May 16, 2016.

Bids were as follows:

Dickerson Florida, Inc.	$3,793,429.05
O-A-K Florida, Inc.	$4,693,937.62
Ranger Construction	$4,085,883.71

FISCAL IMPACT

Funding is as follows:

<u>Schedule A: $2,604,776,.45</u>
FAA: $0 FDOT: 80% $2,083,821.16 City: 20% $520,955.29

<u>Schedule B: $1,138,652,.60</u>
FAA: 90% $1,024,787.34 FDOT: 5% $56,932,63 City: 5% $56,932.63

<u>Schedule C: $50,000.00</u>
FAA: 90% $45,000.00 FDOT: 5% $2,500.00 City: 5% $2,500.00

OPTIONS

The Commission has already accepted the grant from the Florida Department of Transportation for environmental assessment, mitigation, permitting, design updates and related activities necessary to bid the runway 06-24 rehabilitation and extension project.

ATTACHMENTS
Dickerson Florida, Inc. contract
Bid Tabulation and recommendation to award letter
Fiscal Impact Statement

CONTRACT AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____

in the year of 20__, by and between The City of Lake Wales, Florida hereinafter together called the OWNER, and DICKERSON FLORIDA, INC., hereinafter called the CONTRACTOR.

WITNESSETH, that the CONTRACTOR, for and in consideration of the payments hereinafter specified and agreed to be made by the OWNER, hereby covenants and agrees to procure, furnish and deliver all of the materials and supplies and to do and perform all of the work and labor required to:

Project Description:

Project Description: The Lake Wales Airport Development project includes but not limited to the following items:

Item 1 - Bid Schedule A: Extend, Mark, and Light Runway 6-24 and Taxiway Alpha including all grading, drainage, and signage. This includes full depth P-401 asphalt with P-211 base course for a 1401' extension of Runway 6-24 and associated Taxiway Alpha.

Item 2 - Bid Schedule B: Rehabilitate Runway 6-24 including P-101 milling and P-401 asphalt paving.

Item 3 - Bid Schedule C: Portable Lighted Runway Closure Markers.

... all in accordance with current Federal Aviation Administration and/or Florida Department of Transportation design standards and construction specifications.

Work shall be completed for the Unit Prices Bid within 300 (three hundred) Calendar Days. The work shall be in conformity with the Technical Specifications and Contract Documents on file at the Office of the Airport Manager, at the City of Lake Wales, Florida, (designated **FAA AIP No. TBD and FDOT FM No. TBD)** and which Construction Plans, Technical Specifications, and Contract Documents including, but not limited to, those documents contained in Volumes 1, 2, and 3 are incorporated herein and made a part of this Agreement with the same effect as if they had been set forth fully in the body of this Agreement, and CONTRACTOR agrees to and shall be bound by all of the terms, conditions, and requirements of the Contract Documents.

The CONTRACTOR agrees to make payment of all proper charges for labor, materials, supplies and services required in the aforementioned work, and to defend, indemnify, and save harmless the OWNER and all their members, officers, agents, employees and servants, and each and every one of them, against and from all suits and costs of every kind and description, and against and from all damages to which the OWNER or any of its members, officers, agents, employees or servants may be put, by reason of injury to the persons or property of others resulting from the performance of the Work, or through the Negligence of the CONTRACTOR, or through any improper or defective machinery, implements or appliances used by the CONTRACTOR, its agents, employees, servants or any other person or entity for whom the CONTRACTOR is responsible.

If the CONTRACTOR shall fail to comply with any of the terms, conditions, provisions, or stipulations of this Contract, according to the true intent and meaning thereof, then the OWNER may avail itself of any or all remedies provided in the Contract and shall have the right and power to proceed in accordance with the provisions thereof. However, as a minimum, liquidated damages

will be assessed in the sum of $500.00 for each consecutive calendar day past the date of completion.

In consideration of the premises, the OWNER will pay to the CONTRACTOR for the said Work, when fully completed, the Contract Price of $3,793,429.05.

for the Unit Price Bid subject to such additions and deductions as provided for in the Contract Documents. Payments shall be made at the Unit Price amount, as provided for and upon the terms set forth in the Contract Documents. It is understood that the total amount to be paid shall be based on the said Unit Price bid made a part of this Agreement for the work actually completed in accordance with the Contract Documents.

Unless otherwise declared in an addendum hereto, CONTRACTOR warrants to OWNER that no member, officer or employee of the OWNER has any material interest (as defined in Section 112.312 (1) Florida Statutes) either directly or indirectly, in the business of the CONTRACTOR to be conducted hereunder, and that no such person shall have any such interest at any time during the term hereof.

The Contractor hereby warrants that all labor furnished under this Contract shall be competent in performing the tasks undertaken, that the product of such labor shall yield only first-quality results, that all materials and equipment provided shall be new and of first quality, that the completed work will be complete, of first quality, without defect, and that all work strictly complies with the requirements of this Contract. The Contractor warrants the work completed under this Contract to be free from defects and shall correct any defects found for a period of at least one calendar year beginning upon final acceptance of the work by the Owner. Contractor shall complete and submit the Certificate of Warranty (Section CW) prior to final payment.

This Contract shall be binding upon the OWNER, its successor or successors, and upon the CONTRACTOR and its heirs, executors, administrators, successors, and assigns, and is voidable and may be terminated by the OWNER, in accordance with the provisions of the Contract Documents which are made a part of this Agreement, or if the provisions of the statutes relative thereto are not complied with.

(Use this page if the CONTRACTOR is a Corporation)

IN WITNESS WHEREOF, the said City of Lake Wales, Florida has caused this Contract to

be executed in its name by _____ and has caused the seal of said OWNER to be hereto attached; and the said CONTRACTOR has caused this Contract to be

executed in its name by LARRY T. DALE,

attested by ANTOINETTE PETERSON, and has caused the seal of said corporation to be hereunto attached, all on the day and year first above written.

Signed, sealed and delivered
in the presence of:

_____

_____
OWNER

_____

By: _____

ATTEST:

By: _____

_____

_____
CONTRACTOR

By: _____
President

ATTEST:

By: _____
(CONTRACTOR)

MEMORANDUM

DATE: July 28, 2015

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: James Slaton, Public/Support Services Director

SUBJECT: Agreement renewal with the BoCC Fleet Management Division for City vehicle and equipment maintenance services.

SYNOPSIS: *Staff is requesting Commission approval to renew our existing maintenance agreement with the BoCC for an additional twelve month period.*

RECOMMENDATION

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

1. Approve the agreement to extend the existing contract for an additional twelve month period

2. Authorize the City Manager to execute the agreement on behalf of the City

BACKGROUND

In August of 2009, the City entered into an agreement with the Polk County Board of County Commissioners for fleet maintenance services. Per the agreement, BoCC's Fleet Management Division provides maintenance services on all City-owned vehicles and equipment at the City's fleet facility located on Crystal Avenue. The initial term of the agreement was for a twelve month period with the option to renew annually upon mutual agreement between the City and the BoCC. The agreement has been renewed each consecutive fiscal year since the initial agreement in 2009.

Under the terms of the agreement, Polk County Fleet Management provides:

- Preventative and breakdown maintenance on all City-owned vehicles and equipment
- Management of accident and abuse related repairs in conjunction with City management
- Tire maintenance, replacement and repair
- Parts and Lubricants
- 24 hours/day service and breakdown support
- Maintenance reporting
- Access to and service from Polk County Fleet's entire network of maintenance facilities
- City Fire Apparatus maintenance by EVT certified technicians

The Polk County Fleet Management Division provides the City with a fixed-rate fee schedule for maintenance services prior to the beginning of each fiscal year. These fees are based on historical equipment repair costs incurred by Polk County Fleet Management throughout the previous year.

Prior to the agreement with Polk County Fleet Management, the City operated its own Fleet Maintenance Department. A twelve year summary of the City's total fleet maintenance costs are outlined below:

Fiscal Year Actual (Pre-County Contract)	Salaries	M&R Vehicles	Operating Supplies Vehicles	M&R Vehicles Refurbishment	Fleet Operating Budget	Total
2004/2005	137,477	72,127	4,537	0	20,179	234,320
2005/2006	110,969	155,834	30,848	4	21,703	319,358
2006/2007	100,978	168,051	38,952	5,932	27,379	341,292
2007/2008	131,822	185,353	49,251	5,665	143,894	515,985
2008/2009	152,472	186,492	46,052	7,440	35,735	428,191
5 Year Average	**126,744**	**153,571**	**33,928**	**3,808**	**49,778**	**367,829**
Fiscal Year Actual (Post- County Contract)		**M&R Fleet Contract**	**Operating Supplies Vehicles/M&R Fleet Non-Contract**	**M&R Vehicles Refurbishment**	**Fleet Operating Budget**	**Total**
2009/2010	N/A	308,076	10,860	7,792	41.270	367,998
2010/2011	N/A	210,577	30,974	2,669	19,893	264,113
2011/2012	N/A	250,391	16,255	200	13,393	280,329
2012/2013	N/A	272,083	33,605	0	15,198	320,886
2013/2014	N/A	289,656	22,000	0	15,387	329,069
2014/2015	N/A	283,252	19,900	0	15,941	319,093
2015/2016	N/A	295,050	22,300	0	14,165	331,515
2016/2017	N/A	324,851	22,300	0	17,083	364,234
8 Year Average	**N/A**	**279,242**	**22,274**	**1,333**	**19,053**	**321,902**

Staff solicited a proposal from Vector Fleet Management, a private-sector company that provides a similar service to Polk County Fleet Management, for cost comparison purposes. Their proposal was $554,380 annually.

OTHER OPTIONS

The City Commission may choose not to enter into this agreement and 1) direct staff to develop a request for proposal for fleet maintenance services or 2) direct staff to assume the responsibility of our own fleet maintenance services.

FISCAL IMPACT

The annual maintenance fee for FY2016/17 is $324,851.

ATTACHMENTS

MOU Extension

Florida's Crossroads of Opportunity

Board of County Commissioners

2490 Bob Phillips Road
PO Box 9005 • Drawer AS03
Bartow, Florida 33831-9005

POLK COUNTY

PHONE: 863-534-5660
FAX: 863-534-0390
www.polk-county.net

FLEET MANAGEMENT DIVISION

AGREEMENT TO EXTEND

DATE: June 23, 2015

RE: EXTENSION OF MEMORANDUM OF UNDERSTANDING BETWEEN POLK COUNTY BOARD OF COUNTY COMMISSIONERS AND THE CITY OF LAKE WALES FOR FLEET MAINTENANCE SERVICES

VENDOR: Polk County Board of County Commissioners

As confirmation that the CITY OF LAKE WALES is interested in extending the MOU listed above with the Polk County Board of County Commissioners, please complete this form and return it to our office no later than July 31, 2015.

The undersigned agrees to extend the above referenced MOU, for the period October 1, 2015 through September 30, 2016 with the terms and conditions stipulated in the 2009 agreement and updated Exhibit A information.

If you are not interested in extending the MOU for the above-mentioned period, please note "not interested" on this letter and fax back to (863) 534-0390, Attention Chuck Cheatham. If you have any questions please feel free to contact me at (863)534-5660.

POLK COUNTY Board of County Commissioners

By: _____ Date: _____
Chairman

Attest: Stacy M. Butterfield, County Clerk

By: _____
Deputy Clerk

Reviewed as to form and legal sufficiency
Thomas Nazworth 7/7/15
County Attorney's Office Date

CITY OF LAKE WALES

By: _____ Date: _____

MEMORANDUM

August 2, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Leslie A Hernandez, Billing/Collection Manager

RE: Write-off Uncollectible Receivable Accounts

SYNOPSIS: *The City Commission is asked to authorize the write-off of uncollectible accounts receivables totaling $48,297.26 for utility and solid waste services.*

RECOMMENDATION

It is recommended that City Commission authorize the Finance Director to write-off a total of $48,297.26 in 280 uncollectible accounts receivables for utility and solid waste services for the period of 10/01/14 through 9/30/15.

BACKGROUND

The Utilities Fund and General Fund list accounts receivable as an asset. These amounts are the total unpaid billing of utility and waste disposal services. These Funds also list an offsetting account called Allowance for Uncollectible Accounts, which is an estimate of uncollectible accounts based upon accounts receivable balances past 90 days old. The Allowance for Uncollectible Accounts is adjusted annually by an offsetting adjustment to bad debt expense. If the write-off is approved, each account's balance will be adjusted off and each account will be coded as a write-off. Applications for new service are checked against our current database. If the applicant has a coded write-off account in our system, the applicant must pay the old debt before new service is activated.

Open accounts prior to October 1, 2015 have been sent to Penn Credit, the collection agency for the City. Penn Credit will continue to attempt collection efforts relating to these accounts.

FISCAL IMPACT

Accounts receivables will be reduced by $48,297.26 but this will have no impact on the City's bottom line because the amount has been accruing in the Allowance for Uncollectible Accounts.

ATTACHMENTS

A list of write-off accounts is available for public inspection in the City Clerk's Office. (58 Pages)

MEMORANDUM

July 20, 2016

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Monica Drake Pierce, Museum Director

RE: Florida's Natural Growers Foundation grant

SYNOPSIS

A grant application to the Florida's Natural Growers Foundation for $1,500. The grant requires no match.

STAFF RECOMMENDATION

Staff recommends that the City Commission approve a grant application to the Florida's Natural Growers Foundation for money that will be allocated to developing a museum suitcase program. Museum suitcases are travelling exhibits that can be used off-site at schools and educators to support learning.

BACKGROUND

The Florida's Natural Growers Foundation provides organizations serving the Central Florida Citrus area an opportunity to apply for funding each year that supports education.

If our application is accepted, the grant money will be used to develop the necessary components of the museum suitcase. This includes objects, photographs, and documents; lesson plans and activities; and a teacher's manual. The Lake Wales Museum & Cultural Center will develop four museum suitcase themes:

- Early Lake Wales and Pioneering Families
- Pre-history Lake Wales
- Turpentine, Citrus, and Cattle in Lake Wales
- The Railroad comes to Lake Wales

There is no fiscal impact from this grant; there are no matching funds required.

OTHER OPTIONS

Do not apply for this grant

FISCAL IMPACT

See attached statement.

ATTACHMENTS
Grant application
Fiscal Impact statement

Florida's Natural Growers Foundation Application

The foundation will **not** consider:
Annual or building campaigns, operating expenses, membership dues or fees, individuals, religious or sectarian projects, municipal services commonly the responsibility of the government, public or private school services required by state law, political campaigns, tickets for events or advertising of any kind

Organization Name: Lake Wales Museum & Cultural Center

Mailing Address: 325 S. Scenic Highway

City: Lake Wales State: FL Zip: 33853

Description of organization and impact made in community:
The mission of the Lake Wales Museum & Cultural Center is to preserve Lake Wales' heritage and inspire, educate, and unite the public with our story. The museum holds the heritage of the area for future generations to explore & learn from.

Areas Served by Organization
The Museum serves all areas and all demographics

How many volunteer hours are spent in the community by your organization? _____

Did your organization participate in the Florida's Natural Charity Classic or the 5K? Description of participation may include providing volunteers prior to or during tournament week, playing on a Pro-Am team or running, but please do not include spectator participation.
No, unfortunately we were not able to participate

Are you (Exempt) / Non-Exempt / 501c(3) organization *Please attach IRS Determination letter

Amount Requested: $1,500

Description of the manner in which the funds will be used and supply measurable objectives:
If awarded the grant, The Lake Wales Museum will use the funds towards the development of a museum suitcase program. Suitcases will be available to educators off-site of the museum in order to buttress education.

References:
References may include community leaders or individuals who are familiar with the work of your organization in the community it serves.

1. Robert Connors, Lake Wales Museum Association
2. Ken Fields, City Manager
3. Tina Peak, Lake Wales Public Library

Please attach a copy of the organization's Articles of Incorporation, Mission Statement or Charter

For Office Use Only

Approved by Board of Directors _____ Date: _____

STATEMENT OF FISCAL IMPACT
FLORIDA'S NATURAL GROWERS FOUNDATION

PREPARED BY

CITY OF LAKE WALES
FINANCE DEPARTMENT

Nature of Statement and Information Disclosed

This is a statement of fiscal impact for the Florida's Natural Growers Foundation Application for a $1,500 grant on behalf of the Historic Lake Wales Society, preformed as required by and in accordance with Section 2-802, Article VIII of the City of Lake Wales Code of Ordinances. It is a statement solely for the purpose of analyzing and reporting the fiscal impact on the City of either applying or not applying for this grant, using certain Assumptions as indicated herein. No attempt is made to evaluate the Grant Application for suitability to City objectives.

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

- Florida's Natural Growers Foundation Application
- Museum Suitcase Budget Spreadsheet
- Agenda Memo

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

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

General Assumptions

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

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

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

Current Fiscal Impacts

Impacts on Revenue
The grant application amount is for $1,500.

Impacts on Expenditures
If awarded, the $1,500 grant amount would go towards Museum Suitcase Program.

Future Fiscal Impacts

Impacts on Revenue
No net future revenue impact is expected from accepting the grant.

Impacts on Expenditures
No net future expenditures are expected from accepting the grant.

Other Future Commitments
There are no other material future commitments, encumbrances, stipulations, or covenants that represent a significant fiscal impact in connection with the grant.

Disclosures of Possible Material Future Events
N/A

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

Approved By:

Vanessa Revelo

Vanessa Revelo
Accountant III
City of Lake Wales

MEMORANDUM

DATE: July 27, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Jennifer Nanek, Assistant to the City Manager

RE: Agreement with ICMA TV to produce a video on Lake Wales for the ICMA Conference in September.

SYNOPSIS

The City of Lake Wales has been selected to be featured in a program on small cities that will be shown at the ICMA conference in September. This agreement with ICMA TV for $17,500 is for the production of the video that will be shown at the conference. The cost will be split with the Chamber of Commerce / EDC.

RECOMMENDATION

Staff recommends that the City Commission approve the agreement.

BACKGROUND

The City of Lake Wales has been selected to be one of several small cities featured as a great example of "livability" at the annual ICMA Conference in September. This involves the production of a 5-6 minute video about Lake Wales. This program would air as part of the official ICMAtv Annual Conference programming and the video can be used afterwards for our own purposes.

The production of the video will result in 10 hours of footage, which can be used by the city for other purposes such as videos on economic development and tourism.

OTHER OPTIONS

Do not approve the agreement.

FISCAL IMPACT

Total cost is $17,500. The Chamber / EDC has agreed to pay half the cost. The fiscal impact to the City would be $8,750.

ATTACHMENTS

ICMA TV Proposal and agreement

Proposal prepared for the City of Lake Wales, FL

For the production, broadcast & distribution of a five minute film at the 102nd ICMA Annual Conference and afterwards online

Background
This proposal is to profile the City of Lake Wales, FL in a pre-recorded film about your work in city management within the official broadcast at the 102nd ICMA Annual Conference 2016 in Kansas City, MO in September.

As the wider economy continues to improve, ICMAtv will be focusing on how experienced & emerging leaders in local government can seize the initiative by highlighting a number of cities as examples of leadership excellence & innovation in the field.

We have featured a number of "smaller" communities over the past few years, and invariably they prove to be the most popular films. You can view examples of those films at:

- Mankato, MN (Pop. 41k): http://www.websedge.com/videos/government/an_economic_engine_of_the_midwest
- Anniston, AL (Pop. 22k): http://www.websedge.com/videos/government/a_bright_future_for_the_model_city_
- Decatur, GA (Pop. 22k): http://www.websedge.com/videos/government/doing_the_right_things_the_right_way
- Colleyville, TX (Pop. 25k): http://www.websedge.com/videos/government/success_in_the_suburbs
- Danville, KY (Pop. 17k): http://www.websedge.com/videos/government/city_of_firsts_danville
- Queen Creek, AZ (Pop. 34k): http://www.websedge.com/videos/government/celebrating_25_years_of_community

The role of professional city managers has changed from a "delivery model" to one of facilitating, empowering, and enabling communities to make important and challenging service-delivery choices.

As such, local governments have a unique opportunity right now to take the lead in strengthening, developing, and achieving prosperity & growth for their communities through sound fiscal management, economic & community development initiatives, public safety & health programs, municipal partnerships, new redevelopment & infrastructure projects, innovative civic engagement programs, collaborative service delivery models, increased use of new technology, priority-based budgeting, and professional development initiatives.

ICMAtv will engage the conference audience about these issues, and will profile a number of cities that are at the forefront of this opportunity, and delivering successful programs in one or more of the above themes.

Format
The film will be shot in high definition 16:9 widescreen ratio. The finished edited film can be supplied to you in any file format (e.g. .mp4, .mov, .fov). WebsEdge will supply master copies of the final edited film as above, and all the raw material from the shoot on an electronic hard drive.
Editorial Control
You will have editorial oversight over the content of the film. WebsEdge will not broadcast any footage on the City of Lake Wales, FL until you have signed off the final proof of the film.

Production & Filming Schedule
Stage 1: Preproduction consultation between the City of Lake Wales, FL and WebsEdge Producer to discuss the details and messages of the film, potential interviewee's, visuals, case study material, filming locations and dates for the filming to take place

Stage 2: The producer will provide a filming schedule for you to approve

Stage 3: The filming will take place on the selected date for filming (latest being September 9th 2016)

Stage 4: WebsEdge will produce a 1st Edit of the Film.

Stage 5: You will then be able to view the film on a secure location online and dictate any changes required for the film.

Stage 6: WebsEdge will implement any changes and continue the process until you sign off the final proof of the film

Stage 7: The final edit of the film is taken to the 102nd ICMA Annual Conference 2016 on 25th September 2016 for broadcast as detailed below

Distribution
The film will be included in the unique and exclusive ICMAtv broadcast at the 102nd ICMA Annual Conference 2016 as follows:

- Broadcast every day on large screens in the film show-reel at the ICMAtv Studio
- Broadcast in the news programs throughout the conference on large branded screens situated in high traffic locations
- On dedicated cable channels in official delegates' hotel rooms in the Kansas City, MO area
- In all social media conducted by ICMAtv at the event
- In the online coverage during the event on the ICMA Home Page, ICMAtv website, WebsEdge website and the WebsEdge Government YouTube channel

The film will also be broadcast on the media player on the ICMA Home Page, ICMAtv website, WebsEdge website and the WebsEdge Government YouTube channel for at least 12 months after the 102nd ICMA Annual Conference 2016. ICMAtv achieves an audience of over 250,000 viewers per year across these online channels.

Rights & Benefits

WebsEdge will grant the City of Lake Wales, FL a royalty-free, indefinite license to use the final edited film and all material shot your behalf for any purpose you wish. All material will be delivered to the City of Lake Wales, FL shortly after the 102nd ICMA Annual Conference 2016.

Other cities, towns & villages have found this particularly valuable & beneficial in the following areas:

Economic development initiatives
Attracting businesses to relocate
Attracting inward investment
Building partnerships with other local governments
Building partnerships with Not-for-Profits
Building partnerships with private sector service providers
Securing grant funding for projects
Civic engagement programs
Recruitment and retention of staff

Invoicing
Once the initial paperwork confirming the City of Lake Wales, FL as a participant is completed and returned to us, WebsEdge will send an invoice for the full amount which is payable 30 days from receipt of that invoice.

Cost
The cost of this package is fixed at $17,500USD for a one-day shoot, which is fully inclusive and covers all aspects of the pre-production, filming, editing, post-production, broadcasting and distribution, including travel, sustenance, equipment hire, insurance, etc.

Proposal prepared on July 21st 2016 by:

David Sparks | **Program Director – ICMAtv - A WebsEdge Channel**

A: 2 London Bridge
London, SE1 9RA
T: +44(0)207 630 4900
F: +44(0)207 630 4929
W: www.websedge.com

DUNS Number: 235 211 278
Registered number: 3520183
Registered office: 6th Floor, Charlotte Building, 17 Gresse Street, London, W1T 1QL.

Confirmation Order Form

Client Name:	City of Lake Wales, FL **("*Client*")**
Event:	102nd ICMA Annual Conference Kansas City, MO. September 25th – 28th , 2016 **("*Event*")**

WebsEdge/ICMAtv will:

- Produce a film of around five (5) to six (6) minutes in length which will include interviews with Client spokespeople and location based case study material;
- Produce a series of news programs at the Event and include the Client's film in one or more of these programs;
- Broadcast this film to attendees of the Event on television screens;
- Make copies of the program available to delegates upon request;
- Stream and host the Client's film online for 12 months after the Event;
- Screen the Client's film at the Event via a dedicated television channel in selected delegate's hotels in the area;
- Provide the Client with a link to their film for marketing purposes.

Agreement guarantees:

- Pre-production consultation on the Client's topic and schedule;
- One (1) day of filming
- Final approval of film before broadcast;
- Inclusion in any social media activities carried out by ICMAtv for the conference;
- Use of any rushes / B-Roll (including unused footage) for Client's own purposes via a royalty-free, indefinite license;
- Delivery of all assets including footage from the shoot, a high quality master digital file, plus a file in a format suitable to your marketing needs.

.

The cost of this agreement is $17,500 USD.

The cost is to be paid on receipt by the Client of an invoice in respect of the sum due ("Agreement Fee").

Client Details

Address 1	201 W. Central Ave	Tel	863-678-4182
Address 2	Lake Wales, FL	Fax	863-678-4180
Address 3		Accounts Dept. Name	Jennifer Nanek
Zip Code	33853	Account Dept. Email	jnanek@cityoflakewales.com
Country	USA	Accounts Tel	863-678-4182x270

Signed by WebsEdge		**Signed by Client**	
Date		Date	7/27/2016
Name	Stephen Horn - CEO	Name	Kenneth Fields, City Manager
Signed		Signed	

Return of this order form constitutes a binding order rendering you liable for the Agreement Fee specified above.
It also signifies your acceptance of our Terms & Conditions available at:
http://www.websedge.com/webmedia/Terms_Conditions/USA_TermsandConditions2016.pdf

PLEASE COMPLETE, SIGN & RETURN THIS FORM VIA EMAIL

WebsEdge is a trading name of WebsEdge Limited: 2 London Bridge, London, SE1 9RA, UK.
Registered in England: No. 3520183 Registered office: 6th Floor, Charlotte Building, 17 Gresse Street, London, W1T 1QL

CAPTURING ISSUES + AUDIENCES

MEMORANDUM

August 2, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Dorothy Ecklund, Finance Director

RE: Ordinance 2016 - 09, FY15'16 Budget Amendment #3, 2nd Reading & Public Hearing

SYNOPSIS: *The City Commission will consider approval of the third amendment of FY 15'16 Budget that was adopted on September 15, 2016, modified on February 16, 2016 Ordinance 2016-03, modified on April 16,2016 Ordinance 2016-05*

RECOMMENDATION

It is recommended that the City Commission approve Ordinance 2016-09 after second reading and public hearing.

The City Commission approved first reading of the ordinance on July 19, 2016. The advertisement requirement for second reading and public reading has been met.

BACKGROUND

Ordinance 2015-09 estimating revenues and appropriating funds for Fiscal Year 2015-16 was adopted by the City Commission September 15, 2015, modified on February 16, 2016 Ordinance 2016-03, modified on April 16,2016 Ordinance 2016-05.

We are presenting Ordinance 2016-09 to modify the estimates of revenues and appropriations budgeted in various funds. This is primarily a housekeeping ordinance to conform the adopted budget to realized or expected changes within the current fiscal year. Explanation of change, for significant items, has been provided on both Exhibit A and B.

OTHER OPTIONS

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

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

FISCAL IMPACT
See Exhibit A and Exhibit B attached to Ordinance 2016-09

ATTACHMENTS

Ordinance 2016-09; Exhibit A and Exhibit B.

ORDINANCE 2016-09

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING ORDINANCE 2015-09 AS AMENDED BY ORDINANCE 2016-03 AND ORDINANCE 2016-05 TO MODIFY THE ESTIMATES OF EXPENDITURES FOR THE OPERATION OF THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE 2015-2016 FISCAL YEAR AND TO MODIFY THE APPROPRIATION OF FUNDS RAISED AND COLLECTED FROM ALL SOURCES SET FORTH IN THE ESTIMATE OF REVENUES FOR SAID FISCAL YEAR; REPEALING ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE.

SECTION 1. Ordinance 2015-09 as amended by Ordinance 2016-03 and Ordinance 2016-05 is hereby amended to modify the estimates of anticipated revenues for the Fiscal Year 2015-2016 which are hereunto attached as Exhibit "A" and made a part of this ordinance. Such anticipated revenue of said City is hereby appropriated for the several items set forth in the budget and is hereby appropriated proportionately in the amounts as shown in the schedule hereto attached, which said amounts are to be appropriated and allocated to the different funds as collected.

SECTION 2. Ordinance 2015-09 as amended by Ordinance 2016-03 and Ordinance 2016-05 is hereby amended to modify the estimates of expenditures contemplated for the operation of the several departments of the City of Lake Wales, Polk County, Florida, for the Fiscal Year 2015-2016 which are hereunto attached as Exhibit "B" and made a part of this ordinance. Such amended expenditures shall be and the same are hereby ratified, approved, confirmed, accepted and adopted as the Budget for said Fiscal Year.

SECTION 3. All other parts of Ordinance 2015-09 as amended by Ordinance 2016-03 and Ordinance 2016-05 remain unchanged and in full force and effect.

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

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

_____
Mayor/Commissioner

ATTEST:

_____
City Clerk

EXHIBIT "A"
ORDINANCE 2016 - 09
SCHEDULE OF ESTIMATED REVENUES & BALANCES

	Adopted Budget	Changes	Amended Budget	Explanation of Change
GENERAL FUND				
Balance Forward	275,000	-	275,000	
Ad Valorem Taxes	3,541,400	-	3,541,400	
Sales & Use Taxes	1,507,400	-	1,507,400	
Licenses & Permits	1,258,500	-	1,258,500	
Special Assessments	1,020,000	-	1,020,000	
Intergovernmental Revenue	1,570,989	12,009	1,582,998	Various Grants
Charges for Services	1,601,018	-	1,601,018	
Fines & Forfeitures	42,250	-	42,250	
Miscellaneous Revenues	129,845	15,000	144,845	Donation 13,000 Police Dept., 2,000 Building Dept.
Other Financing Sources	612,941	-	612,941	
Transfer from Other Funds	1,157,500	-	1,157,500	
Total	12,716,843	27,009	12,743,852	
TRANSPORTATION FUND				
Balance Forward	1,500	-	1,500	
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	722,881	-	722,881	
Licenses & Permits	-	-	-	
Special Assessments	-	-	-	
Intergovernmental Revenue	130,642	-	130,642	
Charges for Services	132,672	-	132,672	
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	800	-	800	
Other Financing Sources	-	-	-	
Transfer from Other Funds	76,244	-	76,244	
Total	1,064,739	-	1,064,739	
STREET LIGHTING FUNDS				
Balance Forward	6,500	-	6,500	
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	-	-	-	
Licenses & Permits	-	-	-	
Special Assessments	14,500	-	14,500	
Intergovernmental Revenue	-	-	-	
Charges for Services	-	-	-	
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	-	-	-	
Other Financing Sources	-	-	-	
Transfer from Other Funds	-	-	-	
Total	21,000	-	21,000	

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

DEBT SERVICE FUND			
Balance Forward	1,076,100	-	1,076,100
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	1,011,400	-	1,011,400
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	-	-	-
Charges for Services	-	-	-
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	10,000	-	10,000
Other Financing Sources	-	-	-
Transfer from Other Funds	853,028	-	853,028
Total	2,950,528	-	2,950,528
CAPITAL PROJECTS FUND			
Balance Forward	445,000	-	445,000
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	-	-	-
Charges for Services	-	-	-
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	26,900	-	26,900
Other Financing Sources	-	-	-
Transfer from Other Funds	-	8,000	8,000
Total	471,900	8,000	479,900
CEMETERY (LWMG) FUND			
Balance Forward	-	-	-
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	-	-	-
Charges for Services	40,250	-	40,250
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	-	-	-
Other Financing Sources	88,928	-	88,928
Transfer from Other Funds	-	-	-
Total	129,178	-	129,178

UTILITY SYSTEM FUND			
Balance Forward	1,683,000	-	1,683,000
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	650,000	-	650,000
Charges for Services	7,673,000	-	7,673,000
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	367,480	-	367,480
Other Financing Sources	12,750,000	-	12,750,000
Transfer from Other Funds	-	-	-
Total	23,123,480	-	23,123,480
AIRPORT FUND			
Balance Forward	-	-	-
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	1,167,634	-	1,167,634
Charges for Services	67,030	-	67,030
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	17,834	-	17,834
Other Financing Sources	-	-	-
Transfer from Other Funds	134,483	-	134,483
Total	1,386,981	-	1,386,981
TOTAL ESTIMATED REVENUES & BALANCES	44,311,519	35,009	44,346,528

EXHIBIT "B"
ORDINANCE 2016 - 09
SCHEDULE OF ESTIMATED APPROPRIATIONED EXPENDITURES & RESERVES

	Adopted Budget	Changes	Amended Budget	Explanation of Change
GENERAL FUND				
City Commission	96,576	-	96,576	
City Manager	205,434	-	205,434	
City Clerk	113,288	-	113,288	
Finance	294,235	-	294,235	
Human Resources	143,740	-	143,740	
City Attorney	66,375	-	66,375	
Planning	209,969	-	209,969	
Fleet Maintenance	-	-	-	
Facilities Maintenance	108,985	-	108,985	
Information Technology	203,279	-	203,279	
Insurance/Risk Mgt	-	-	-	
Support Services	86,796	-	86,796	
Municipal Admin Bldg	30,017	-	30,017	
Non-Departmental	183,200	-	183,200	
Police	4,579,010	16,393	4,595,403	$12,500 K-9, $500 Training, $3,393 Safety Equip
Fire	2,705,169	-	2,705,169	
Building Permits & Inspections	217,414	2,000	219,414	Travel & Training (Grant)
Code Enforcement	55,262	2,000	57,262	Mowing Services
Waste Disposal	872,405	-	872,405	
Lake Conservation	8,000	-	8,000	
Field Operations	6,736	-	6,736	
Cemetery	145,448	-	145,448	
Public Service Admin	467	-	467	
Other Transportation	5,433	-	5,433	
Economic Environment	130,800	-	130,800	
Other Human Services	13,500	-	13,500	
Library	-	-	-	
Parks Division	651,268	-	651,268	
Recreation Facilities	736,669	-	736,669	
Special Events	45,175	4,700	49,875	Advertising - Pioneer Days
Depot Complex	136,242	13,200	149,442	$10,000 Walking Tour, $2,000 R&M, $1,200 Advertising
Interfund Transfers	299,655	8,000	307,655	
Summary - General Fund Expenditures	12,350,547	46,293	12,396,840	
Reserve & Contingencies	366,296	(19,284)	347,012	
Total General Fund	12,716,843	27,009	12,743,852	
TRANSPORTATION FUND				
Street Operations	785,647	-	785,647	
Stormwater Division	34,600	-	34,600	
Transportation - Capital Outlay	187,307	-	187,307	
Interfund Transfer	57,185	-	57,185	
Summary - Transportation Fund Expenditures	1,064,739	-	1,064,739	
Reserve & Contingencies	0	-	0	
Total	1,064,739	-	1,064,739	
STREET LIGHTING FUNDS				
Expenditures	14,602	-	14,602	
Reserve & Contingencies	6,398	-	6,398	

	Total	21,000	-	21,000	
CRA FUND					
	CRA - Industry Development	50,320	-	50,320	
	CRA - Community Redevelopment	150,742	-	150,742	
	CRA - Capital Outlay	120,000	-	120,000	
	Interfund Transfers	795,843	-	795,843	
	Summary - CRA Fund Expenditures	1,116,905	-	1,116,905	
	Reserve & Contingencies	131,977	-	131,977	
	Total	1,248,882	-	1,248,882	
POLICE FOREFEITURE FUND					
	Expenditures	25,359	-	25,359	
	Reserve & Contingencies	30,641	-	30,641	
	Total	56,000	-	56,000	
LIBRARY FUND					
	Books by Mail	274,149	-	274,149	
	Library	583,296	-	583,296	
	Bookmobile	94,308	-	94,308	
	Library - Capital Outlay	79,500	10,000	89,500	(2) Air Conditioners
	Summary - Library Fund Expenditures	1,031,253	10,000	1,041,253	
	Reserve & Contingencies	96,735	(10,000)	86,735	
	Total	1,127,988	-	1,127,988	
LAW ENFORCEMENT FUND					
	Expenditures	14,000	-	14,000	
	Reserve & Contingencies	-	-	-	
	Total	14,000	-	14,000	
	Summary Total - Special Revenue	3,532,609	-	3,532,609	
DEBT SERVICE FUND					
	Expenditures	1,870,704	-	1,870,704	
	Reserve & Contingencies	1,079,824	-	1,079,824	
	Total	2,950,528	-	2,950,528	
CAPITAL PROJECTS FUND					
	Capital Outlay	73,000	-	73,000	
	Transfers To Other Funds	17,500	-	17,500	
	Reserve & Contingencies	381,400	8,000	389,400	
	Total	471,900	8,000	479,900	

CEMETERY (LWMG) FUND			
Expenditures	45,328	-	45,328
Transfers	-	-	-
Debt Service	43,600	-	43,600
Summary - Utility Fund Expenditures	88,928	-	88,928
Reserve & Contingencies	40,250	-	40,250
Total	129,178	-	129,178
UTILITY SYSTEM FUND			
Expenditures	4,502,303	300	4,502,603
Capital Outlay	8,685,077	-	8,685,077
Transfers	1,140,000	-	1,140,000
Debt Service	2,327,327	-	2,327,327
Summary - Utility Fund Expenditures	16,654,707	300	16,655,007
Reserve & Contingencies	6,468,773	(300)	6,468,473
Total	23,123,480	-	23,123,480
AIRPORT FUND			
Expenditures	99,434	-	99,434
Debt Service	11,834	-	11,834
Capital Outlay	1,275,713	-	1,275,713
Summary - Airport Fund Expenditures	1,386,981	-	1,386,981
Reserve & Contingencies	-	-	-
Total	1,386,981	-	1,386,981
TOTAL ESTIMATED REVENUES & BALANCES	44,311,519	35,009	44,346,528

MEMORANDUM

July 18, 2016

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Clara VanBlargan, City Clerk

RE: Ordinance 2016-10, Amendment to Ordinance 2005-44, Lake Wales Airport Authority – 1st Reading

RECOMMENDATION

It is recommended that the City Commission approve Ordinance 2016-10 after first reading.

BACKGROUND

On September 29, 2005, the City Commission adopted Ordinance 2005-44 creating the Lake Wales Airport Authority. Since its adoption the City Commission has made modifications as follows:

> Ordinance 2005-48; December 6, 2005, expanded membership from five members to seven members
>
> Ordinance 2006-10; April 4, 2006, expanded membership requirement to include a City Commissioner as a non-voting member. Commissioner Pete Perez currently serves as that member.
>
> Ordinance 2007-07; March 20, 2007, added duties of oversight of airport operations, and the provision of input and advice to the City Manager in his capacity of Airport Manager

The Airport Authority meets monthly and at times the quorum requirement becomes an issue due to the lack of members or attendance on the Board. Ordinance 2005-44 that created the Airport Authority requires that at least four voting members be qualified electors of the City of Lake Wales but does not specify a requirement for the other members. Therefore, those members are appointed in accordance with the membership requirement in Chapter 2, Section 2-26(1)(a), which limits persons serving on City boards, commissions and committees to persons who are residents of the City of Lake Wales or owners of property located in the City of Lake Wales or persons having a business tax receipt issued from the City of Lake Wales.

Although, the Airport Authority currently does not have vacancies it has encountered problems in the past with vacancies being filled in a timely manner due to the lack of applications received. The Board recently voted to recommend that the Commission expand its membership requirement to allow persons to serve on the Airport Authority that have general aviation experience and who are airport tenants regardless of where they live, inside or outside the City limits. Ordinance 2016-10 was prepared for that purpose and to also incorporate in the ordinance the membership requirement set forth in Chapter 2, Section 2-26(1)(a) of the Lake Wales Code of Ordinances.

In accordance with the authority granted by Sec. 4.04 of the City Charter, the Airport Authority Ordinance designated the City Manager as airport manager with the input and advice of the Airport Authority. However, for purposes of administration of the day to day operation of the airport and the enforcement of FAA rules the Airport Authority Ordinance allows a fixed base operator to be designated as airport manager. The City of Lake Wales no longer has a fixed base operator and the City Manager recently hired employee Alexander Vacha to take over the operations at the airport and designated him to be the airport manager. Adoption of Ordinance 2016-10 makes that change to the Airport Authority Ordinance and to Section 3-26 in the City's Code.

In accordance with 3.06 of the City Charter, it is the Mayor's duty to make appointments to the various citizen advisory and regulatory boards, commissions, committees and authorities. Approval of Ordinance 2016-10 makes that change in the Airport Authority Ordinance.

FISCAL IMPACT

No fiscal impact for this action.

OPTIONS

The City Commission can choose not to approve Ordinance 2016-10 or it can modify the recommended changes made in the ordinance.

ATTACHMENTS
Ordinance 2016-10

ORDINANCE 2016-10

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA AMENDING ORDINANCE 2005-44 KNOWN AS THE "LAKE WALES AIRPORT AUTHORITY" ORDINANCE AS AMENDED BY ORDINANCE 2005-48, ORDINANCE 2006-10 AND ORDINANCE 2007-07; EXPANDING MEMBERSHIP REQUIREMENTS; ALLOWING FOR AN AIRPORT MANAGER DESIGNEE; ALLOWING FOR FILLING AUTHORITY VACANCIES IN COMPLIANCE WITH THE CITY CHARTER; PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1. Ordinance 2005-44 known as the "LAKE WALES AIRPORT AUTHORITY" Ordinance, as amended by Ordinance 2005-48, Ordinance 2006-10 and Ordinance 2007-07 is hereby amended to read as follows:

Section 1. Pursuant to section 189.4041, Florida Statutes, this Ordinance serves to create a dependent special district as set forth therein and constitutes the codification of all Ordinances relating to the Lake Wales Airport Authority. It is the intent of the City Commission in enacting this Ordinance to provide a comprehensive Ordinance for the authority, including prior authority granted to the authority by the City's prior enactments and any additional authority granted by this Ordinance, the dependent special district presenting the best alternative to any of the City's prior enactments concerning the Lake Wales Airport. It is further the intent to preserve all authority powers and authority.

Section 2. Ordinances 82-9, 84-13, 86-1, 96-02, and 2004-19, Lake Wales Code of Ordinances, are codified, reenacted, amended, and repealed as herein provided.

Section 3. The Lake Wales Airport Authority is re-created and the charter for the authority is re-created and reenacted to read:

Section 1. This Ordinance shall be known and may be cited as the "Lake Wales Airport Authority Ordinance."

Section 2. There is hereby created an authority to be known as the Lake Wales Airport Authority which shall be a body politic and corporate. The Lake Wales Airport Authority is hereby constituted a public instrumentality and the exercise of said authority of the powers conferred by this Ordinance shall be deemed and held to be the performance of essential governmental functions.

Section 3. (1)(a) The Lake Wales Airport Authority shall exercise its powers and jurisdiction over the property now known as the "Lake Wales Airport," as follows:

The Northeast 1/4 and the East ½ of the Northwest 1/4 of Section 9, Township 30 South, Range 27 East, Polk County, Florida.

AND

The South ½ of the Northwest 1/4 of the Southwest 1/4, West of the Peace Creek Drainage Canal, and the Southwest 1/4 of the Southwest 1/4 lying West of the Peace Creek Drainage Canal, in Section 3, Township 30 South, Range 27 East, Polk County, Florida.

AND

The East 3/4 of the South ½, lying South of the railroad, less begin 2001.38 feet South of the Northwest corner of the Northeast 1/4 of the Southwest 1/4 run east 830 feet, Northwesterly 786.49 feet, North 30° 17' East 415 feet, North 24° 9' 6" West 736.21 feet, South 60° 57' 14" West 834.25 feet, South 1435.28 feet to the Point of Beginning, and less the West 3 feet thereof, and less the West 30 feet of the Northeast 1/4 of the Southwest 1/4, North of railroad and West of the Airport Road in Section 4, Township 30 South, Range 27 East, Polk County, Florida.

(b) All of that property now owned by the City of Lake Wales and known as the Lake Wales Airport shall be under the jurisdiction of the Lake Wales Airport Authority, subject to any reservations or restrictions of record or existing leases, including but not limited to the Fixed Base Operator's Franchise Agreement approved by the Lake Wales City Commission on October 31, 1995, and subject to the restriction that none of said property may be sold or in any way encumbered at any time without the consent of the City of Lake Wales by and through its City Commission.

(2) The Lake Wales Airport Authority is authorized to exercise its powers over 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.

Section 4. (a) The Lake Wales Airport Authority shall be governed by a board of seven (7) members known as the Lake Wales Airport Authority Board. At the expiration of each term, a successor shall be appointed to fill such vacancies for terms of three (3) years each, except the initial terms of the members shall be staggered so as to provide three (3) vacancies at the end of the initial first year, two vacancies at the end of the initial second year, and two (2) vacancies at the end of the initial third year. A City Commission member shall serve as a non-voting member of the said Board. The non-voting City Commission member may serve for the duration of his or her term as City Commissioner to serve in the same manner. Vacancies in office shall be filled by appointment of the Mayor with the advice and consent of the city commission ~~said city commission~~ for the remainder of the unexpired term. All such appointments after the initial ones provided for in this Ordinance shall be selected by the City Commission from a list of applicants for any such vacancy or vacancies. At least four voting members of the board shall be qualified electors of the City of Lake Wales. The remaining members chosen may be persons owning property located within the City of Lake Wales or persons having a business tax receipt issued by the City of Lake Wales, or are airport tenants, with general aviation experience. Should the said City Commission be unable by a majority vote to select a successor from the original list submitted to it by said board, the board shall submit to said City Commission an additional list containing additional applicants for the vacancy or vacancies. Upon the reconsideration, the City Commission may select from the initial or replacement list. The original list shall be submitted to said City Commission within 10 days from the expiration of the term of any member of said authority, and within 20 days from the resignation, death, or removal for cause of any member of said authority. During any vacancy or vacancies for any reason or reasons, the remaining members of said board shall constitute said board with full power and authority to act as though there were no vacancy in the membership of said board. Members shall receive reimbursement for verified travel and other expenses as shall be provided for by general policy of the City of Lake Wales governing service on its voluntary boards. Four members shall constitute a quorum for meetings and an affirmative vote of a majority of the members present shall be necessary for any action taken by the authority.

(b) The seven (7) longest tenured members of the Airport Advisory Committee created by Ordinance 96-02 are hereby designated to serve as the Board for a period of up to ninety (90) days to allow appointment of a successor Board in accordance with the provisions of this ordinance.

Section 5. The Lake Wales Airport Authority shall select one of its members as chair of the authority and another of its members to act as secretary of the authority, both of whom shall serve as such at the pleasure of the authority, and the authority may select such other members for such offices as it deems necessary.

Section 6. 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 or her 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 this Ordinance 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 therefor.

Section 7. The City of Lake Wales, a Florida municipal corporation, acting through its duly elected City commission, is hereby authorized to make grants of money to the Lake Wales Airport Authority and to lease, lend, grant, or convey to the Lake Wales Airport Authority, with or without consideration, real and personal property, or such sums of money for operating expenses as may be deemed necessary by the said City for the use by the authority for any of its corporate purposes; provided, however, that if the approval at an election by the freeholders, who are qualified electors of the City of Lake Wales, shall be required by the State Constitution, such election shall be called, noticed, and conducted and the results thereof determined and declared, in the manner required by general law.

Section 8. No contracts for the construction, repair, or alteration of any facility or part of the same, or the purchase of equipment, services, or supplies involving an expenditure of more than $10,000, shall be awarded by the authority unless the authority advertises for sealed bids at least once a week for 2 consecutive weeks and such contract is awarded to the lowest responsible bidder. However, the authority may reject all bids.

Section 9. The Lake Wales Airport Authority, as hereby created, is authorized and empowered to enter into contracts with any individual, corporation, political subdivision, or agency of the state, and the United States of America, and to enter into operating contracts and/or leases for facilities owned by said airport authority and any and all other contracts for furthering the business, operation, and maintenance of said facilities as hereinbefore provided, including the right to lease any or all of such facilities and appurtenances to individuals, corporations, or government entities. The authority is further authorized to fix and revise from time to time rate, fees, and other charges for the use of and for the services furnished or to be furnished by any facilities owned or operated by the authority. Such rates, fees, and charges shall be fixed and revised so that the revenues of the authority, together with any other available funds, will be sufficient at all times to pay the cost, including salaries, for maintaining, operating, and repairing the airport facilities owned or operated by the authority, including reserves for such purposes, and to pay the principal or interest on all bonds or revenue certificates issued by the authority under the provisions of this Ordinance as the same shall become due and payable and to provide reserves therefor. Notwithstanding any of the foregoing provisions of this section, the authority may enter into contracts relating to the use of or for the services furnished or to be furnished by any such facilities which shall not be subject to revision except in accordance with their terms.

Section 10. (1) The authority is hereby authorized to issue, at one time or from time to time, bonds or revenue certificates of the authority for the purpose of paying the cost of acquiring, constructing, reconstructing, improving, extending, enlarging, or equipping any of its facilities. The bonds of each issue shall be dated, shall mature at such time or times not exceeding 40 years from their date or

dates, and shall bear interest at such rate or rates as may be determined by the authority, not exceeding the maximum rate of interest on bonds allowed by the state, and may be made redeemable before maturity, at the option of the authority, at such price or prices and under such terms and conditions as may be fixed by the authority prior to the issuance of the bonds. The authority shall determine the form and the manner of execution of the bonds, including any interest to be attached thereto, and shall fix the denomination or denominations of the bonds and the place or places of payment of principal and interest, which may be at any bank or trust company within or without the state. In case any officer whose signature or a facsimile of whose signature shall appear on any bonds or coupons shall cease to be such officer before the delivery of such bonds, such signature or such facsimile shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until such delivery. Notwithstanding any of the other provisions of this Ordinance or any recitals in any bonds issued under the provisions of this Ordinance, all such bonds shall be deemed to be negotiable instruments under the laws of the State of Florida. The bonds may be issued in coupon or registered form, or both, as the authority may determine, and provisions may be made for the registration of any coupon bonds as to principal alone and also as to both principal and interest, and for the reconversion into coupon bonds of any bonds registered as to both principal and interest. The authority may sell such bonds in such manner, either at public or private sale, and for such price as it may determine to be for the best interests of the authority, but no such sale shall be made at a price so low as to require the payment of interest on the money received therefor at more than the maximum rate of interest on bonds allowed by the state, computed with relation to the absolute maturity or maturities of the bonds in accordance with standard tables of bond values, excluding, however, from such computation the amount of any premium to be paid on redemption of any bonds at more than the maximum rate of interest on bonds allowed by the state, computed with relation to the absolute maturity or maturities of the bonds in accordance with standard tables of bond values, excluding, however, from such computation the amount of any premium to be paid on redemption of any bonds prior to maturity.

(2) The proceeds of the bonds of each issue shall be used solely for the purpose for which such bonds shall have been authorized and shall be disbursed in such manner and under such restrictions, if any, as the authority may provide in the resolution authorizing the issuance of such bonds or in the trust agreement hereinafter mentioned securing the same. Unless otherwise provided in the authorizing resolution or in the trust agreement securing such bonds, if the proceeds of such bonds, by error of estimates or otherwise, shall be less than such costs, additional bonds may in like manner be issued to provide the amount of such deficit and shall be deemed to be of the same issue and shall be entitled to payment from the same fund without preference or priority of the bonds first issued for the same purpose.

(3) The resolution providing for the issuance of bonds, and any trust agreement securing such bonds, may also contain such limitations upon the issuance of additional bonds as the authority may deem proper, and such additional bonds shall be issued under such restrictions and limitations as may be prescribed by such resolution or trust agreement.

(4) Prior to the preparation of definitive bonds, the authority may, under like restrictions, issue interim receipts or temporary bonds, with or without coupons, exchangeable for definitive bonds when such bonds shall have been executed and are available for delivery. The authority may also provide for the replacement of any bonds which shall become mutilated or be destroyed or lost.

(5) Bonds may not be issued under the provisions of this Ordinance without obtaining the prior consent of the City Commission.

(6) Bonds issued by the authority under the provisions of this Ordinance shall not be deemed to

constitute a debt of the City of Lake Wales or a pledge of the faith and credit of the City, but such bonds shall be obligations of the authority payable solely from the funds herein provided therefor, and a statement to that effect shall be recited on the face of the bonds.

(7) The maximum rate of interest on bonds allowed by the state is determined pursuant to the provisions of section 215.84, Florida Statutes.

Section 11. (1) In the discretion of the authority, each or any issue of bonds may be secured by a trust agreement by and between the authority and a corporate trustee, which may be made by a trust company or bank having the powers of a trust company within or without the state. The resolution authorizing the issuance of the bonds or such trust agreement may pledge the revenues to be received from any airport facilities of the authority but shall not convey or mortgage any such facilities, and may contain such provisions for protecting and enforcing the rights and remedies of the bondholders as may be reasonable and proper and not in violation of law, including covenants setting forth the duties of the authority in relation to the acquisition, construction, reconstruction, improvement, maintenance, repair, operation, and insurance of any such facilities, the fixing and revising of rates, fees, and charges, and the custody, safeguarding, and application of all moneys, and for the employment of consulting engineers in connection with such acquisition, construction, reconstruction, or operation. It shall be lawful for any bank or trust company incorporated under the laws of the state which may Ordinance as depositary of the proceeds of bonds or of revenues to furnish such indemnifying bonds, or to pledge such securities as may be required by the authority. Such resolution or trust agreement may set forth the rights and remedies of the bondholders and of the trustee, if any, and may restrict the individual right of action by bondholders. Such resolution or trust agreement may contain such other provisions in addition to the foregoing as the authority may deem reasonable and proper for the security of the bondholders. The authority may provide for the payment of the proceeds of the sale of the bonds and the revenues of any airport facilities to such officer, board, or depositary as it may designate for the custody thereof, and for the method of disbursement thereof, with such safeguards and restrictions as it may determine. All expenses incurred in carrying out the provisions of such resolution or trust agreement may be treated as a part of the cost of operation.

(2) All pledges of revenues under the provisions of this Ordinance shall be valid and binding from time to time when such pledges are made. All such revenues so pledged and thereafter received by the authority shall immediately be subject to the lien of such pledges without any physical delivery thereof or further action, and the lien of such pledges shall be valid and binding as against all parties having claims of any kind in tort, contract, or otherwise, against the authority, irrespective of whether such parties have notice thereof.

Section 12. All moneys received pursuant to the authority of this Ordinance shall be deemed to be trust funds, to be held and applied solely as provided in this Ordinance. The resolution authorizing the issuance of bonds or the trust agreement securing such bonds shall provide that any officer to whom, or bank, trust company, or fiscal agent to which, such moneys shall be paid shall Ordinance as trustee of such moneys and shall hold and apply the same for the purposes hereof, subject to such regulation as the resolution or trust agreement may provide.

Section 13. Any holder of bonds issued under the provisions of this Ordinance or of any of the coupons appertaining thereto, and the trustee under any trust agreement, except to extend the rights herein given as may be restricted by the resolution authorizing the issuance of such bonds or such trust agreement, may, either at law or in equity, by suit, action, mandamus, or other proceedings, protect and enforce any and all rights under the laws of the state or granted hereunder or under such resolution or trust agreement, and may enforce and compel the

performance of all duties required by this Ordinance or by such resolution or trust agreement to be performed by the authority or by any officer thereof, including the fixing, charging, and collecting of rates, fees, and charges for the use of or for the services and facilities furnished by any airport facilities.

Section 14. The authority is hereby authorized to issue from time to time refunding bonds for the purpose of refunding any bonds of the authority then outstanding, including the payment of any redemption premium thereon and any interest accrued or to accrue to the date of redemption of such bonds. The authority is further authorized to issue from time to time bonds of the authority for the combined purpose of refunding any bonds of the authority then outstanding, including the payment of any redemption premium thereon and any interest accrued or to accrue to the date of redemption of such bonds, and paying all or any part of the cost of acquiring or constructing any additional facilities or of any improvements. The issuance of such bonds, the maturities and other details thereof, the rights and remedies of the holders thereof, and the rights, powers, privileges, duties, and obligations of the authority with respect to the same, shall be governed by the foregoing provisions of this Ordinance insofar as the same may be applicable.

Section 15. The Lake Wales Airport Authority, as hereby created, shall have no power or authority to bind or commit the City of Lake Wales, a Florida municipal corporation, in any manner directly or indirectly and the City of Lake Wales shall not be liable or responsible in any manner for any of the debts, liabilities, obligations, Ordinances, or omissions of the Lake Wales Airport Authority, or any of its officers or employees. All persons dealing with the said authority are hereby charged with full notice of this limitation of its powers.

Section 16. As a dependent special district, the Lake Wales Airport Authority will comply with the applicable financial reporting requirements of Chap.189, Fla.Stat. and shall maintain acceptable books of account reflecting all income and expenditures and said books shall be open to reasonable public inspection. In addition, the Lake Wales Airport Authority Board shall prepare on or before the first of each year a budget and no money shall be spent or obligations incurred by the board or authority except in accordance with the terms of said budget. An audit of the affairs of the Lake Wales Airport Authority shall be conducted annually by a certified public accountant and shall, at the option of the authority or the City of Lake Wales, be submitted to the Finance Director for his or her review by March of each year. Within 2 weeks after completion of said audit, the authority shall cause to be published once in a newspaper published and circulated in the City of Lake Wales a notice that the audit is available for public inspection at the Lake Wales Airport Authority's office.

Section 17. The Lake Wales Airport Authority shall, with the consent of the City Commission of Lake Wales, evidenced by resolution of said Commission, exercise any powers relating to aviation conferred upon municipalities by general law, including the provisions of chapter 332, Florida Statutes, or the Federal Aviation Administration.

Section 18. 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.

Section 19. This Ordinance shall be deemed to provide an additional and alternative method for the doing of the things authorized hereby and shall be regarded as supplemental and additional to powers conferred by other laws, and shall not be regarded as in derogation of or as repealing any powers now existing under any other law, whether general, special, or local. The issuance of bonds or refunding bonds under the provisions of this Ordinance shall comply with the requirements of any other law applicable to the issuance of bonds.

Section 20. The Lake Wales Airport Authority is authorized from time to time to issue revenue certificates of the authority to fund its operations, acquisitions, construction, or reconstruction, or the improving, enlarging, or equipping of its functions and facilities, under this Ordinance. Revenue certificates shall pay no more than the maximum interest payable upon bonds issued by the state. The interest rate paid may vary provided that it does not exceed the maximum paid by the state. Revenue certificates may pledge only the revenues generated by one or more of the authority's facilities or improvements and shall not be an obligation of the state or the City of Lake Wales.

Section 21. (1) The Lake Wales Airport Authority is authorized to budget and use the funds accruing to it from auxiliary enterprises, gifts, and concessions for promotion and public relations, including expenditures for hospitality of business guests, and industry recruitment (including funds for travel, meals, and lodging at the actual expense, rather than the otherwise legally established per diem rates).

(2) The accrual and expenditures of said funds shall be considered part of the authority's budget and shall be answerable to the provisions as stated in section 16 of this Ordinance.

SECTION 2. Chapter 3, AIRPORT, Lake Wales Code of Ordinances is hereby amended to read:

Sec. 3-26. Definitions.

Airport Authority. The board created pursuant to Section 4. (a) of Ordinance 2005-44 as amended by Ordinance 2005-48 with duties and responsibilities of oversight of airport operations for the purpose of providing input and advice to the city manager in his or her capacity as airport manager.

Airport Manager. In accordance with the authority granted by Sec. 4.04 of the City Charter, the City Manager shall be the airport manager with the input and advice of the Airport Authority. However, for purposes of administration of the day to day operation of the airport and the enforcement of FAA rules and regulations, ~~a fixed base operator may be designated~~ the City Manger may appoint a designee to serve in the capacity of airport manager.

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

SECTION 4. This Ordinance shall become effective immediately upon adoption.

CERTIFIED AS TO PASSAGE AND ADOPTION this ____ day of August 2016.

_____
Eugene Fultz, Mayor
City of Lake Wales, Polk County, Florida

ATTEST:

_____
City Clerk

MEMORANDUM

July 25, 2016

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Kathy Bangley, Planning Director

RE: Ordinance 2016 –13 Annexation – 1st Reading
16905 US Highway 27

Synopsis: Ordinance 2016-13 proposes the annexation of approximately 2.3 acres located at 16905 US Highway 27 and contiguous to the incorporated City limits.

Recommendation:
Staff recommends approval on first reading of Ordinance 2016-13, providing for the annexation of approximately 2.3 acres located at 16905 US Highway 27.

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

Background:
Barbara Douglas, Jeremy Herndon, and Luther Judah, Jr, owners are requesting annexation into the corporate city limits of Lake Wales.

An ordinance assigning Zoning and Future Land Use Map designation is presented later on the agenda for Commission consideration.

“Attachment A” to the ordinance shows the property’s location. It is contiguous to the City Limits on its south boundary to unimproved property and to the west across US 27 to Longleaf Business Park.

Surrounding land uses:
North: County – A/RR Agricultural/Rural Residential
South: City – BPC Business Park Center
East: County – RS Residential Suburban
West: City – BPC Business Park Center

Other options: Decline to annex the property.

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

Attachments:
Ordinance 2016 – 13 with Attachment A

ORDINANCE 2016 – 13

(Annexation – 16905 US Highway 27)

AN ORDINANCE PROVIDING FOR THE ANNEXATION OF APPROXIMATELY 2.3 ACRES OF TERRITORY, CONTIGUOUS TO THE INCORPORATED TERRITORY OF THE CITY OF LAKE WALES SHOWN ON ATTACHMENT "A" AND SPECIFICALLY DESCRIBED HEREIN; GIVING THE CITY OF LAKE WALES JURISDICTION OVER THE LAND ANNEXED; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1 The corporate territory of the City of Lake Wales in Polk County, Florida, is hereby extended to include approximately 2.3 acres of territory located at 16905 US HWY 27 in Section 14, Township 30 South, Range 27 East, as shown on "Attachment A" hereby made part of this ordinance, and specifically described as follows:

PID # 27-30-14-000000-042090 2.3 acres

S ½ of SE ¼ of SE ¼ of SW ¼ lying E of HWY less R/W for US 27

SECTION 2 All of the public property, lots, easements, streets, roads, and public right-of-way, now located and dedicated, acquired, platted or conveyed to the public in the territory described in Section 1, shall be transferred to the City of Lake Wales without consideration for the same uses as originally conveyed.

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

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

SECTION 5 If any portion or portions of the ordinance shall be declared to be invalid, the remaining portion shall have the same force and effect, as though, such invalid portion or portions had not been included.

SECTION 6 This ordinance shall become effective, and the territory shall be considered annexed, immediately upon passage by the City commission.

CERTIFIED AS TO PASSAGE this _____ day of _____ 2016

_____
Mayor/Commissioner, City of Lake Wales

ATTEST:

_____
City Clerk

ORDINANCE 2016-13
ATTACHMENT "A"
(2.3 Acres – 16905 US HWY 27)

N

MEMORANDUM

July 27, 2016

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Kathy Bangley, Director of Planning and Development

RE: Ordinance D2016-03, CPA/Zoning: 1st Reading and Public Hearing
16905 US Highway 27

SYNOPSIS
The proposed amendment will designate land use and zoning for approximately 2.3 acres of property located at 16905 US Highway 27.

RECOMMENDATION
Staff recommends that the City Commission approve, following a public hearing, a first reading of Ordinance D2016-03.

Notice requirements for a public hearing have been met.

The Planning and Zoning Board held a public hearing on July 26, 2016 and voted unanimously to recommend a change in land use designation on the subject property from Polk County Future Land Use designation A/RR Agricultural/Rural Residential to City of Lake Wales Future Land Use designation of BPC Business Park Center.

BACKGROUND
The ordinance proposes land use designation changes for approximately 2.3 acres of property located at 16905 US Highway 27 and owned by Barbara Douglas, et als. The property was annexed into the city by Ordinance 2016-13.

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

Surrounding land use designations:

North: County – A/RR Agricultural/Rural Residential
South: City – BPC Business Park Center
East: County – RS Residential Suburban
West: City – BPC Business Park Center

Proposed development impact:

The owner intends to connect to city sewer when it becomes available. Property is already on city water.

ATTACHMENTS

Ordinance D2016-03 with Attachment A.

ORDINANCE D2016-03

(CPA/Zoning 16905 US Highway 27)

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 2.3 ACRES OF LAND LOCATED ON US HIGHWAY 27 FROM POLK COUNTY DESIGNATION A/RR AGRICULTURAL/RURAL RESIDENTIAL TO CITY OF LAKE WALES FUTURE LAND USE DESIGNATION BPC BUSINESS PARK CENTER AND ZONING DESIGNATION BP BUSINESS PARK; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1 The Future Land Use Map (FLUM) of the Comprehensive Plan and the Zoning Map are hereby amended to change the land use designation on approximately 2.3 acres of property, owned by Barbara Douglas, Jeremy Herndon, and Luther Judah LLC and annexed by Ordinance 2016-13, as follows:

2.3 acres located at 16905 US Highway 27, Lake Wales, FL
Polk County Future Land Use Map designation A/RR Agricultural/Rural Residential to City of Lake Wales Future Land Use Map designation BPC Business Center and City of Lake Wales Zoning map designation BP Business Park.

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

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

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

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

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

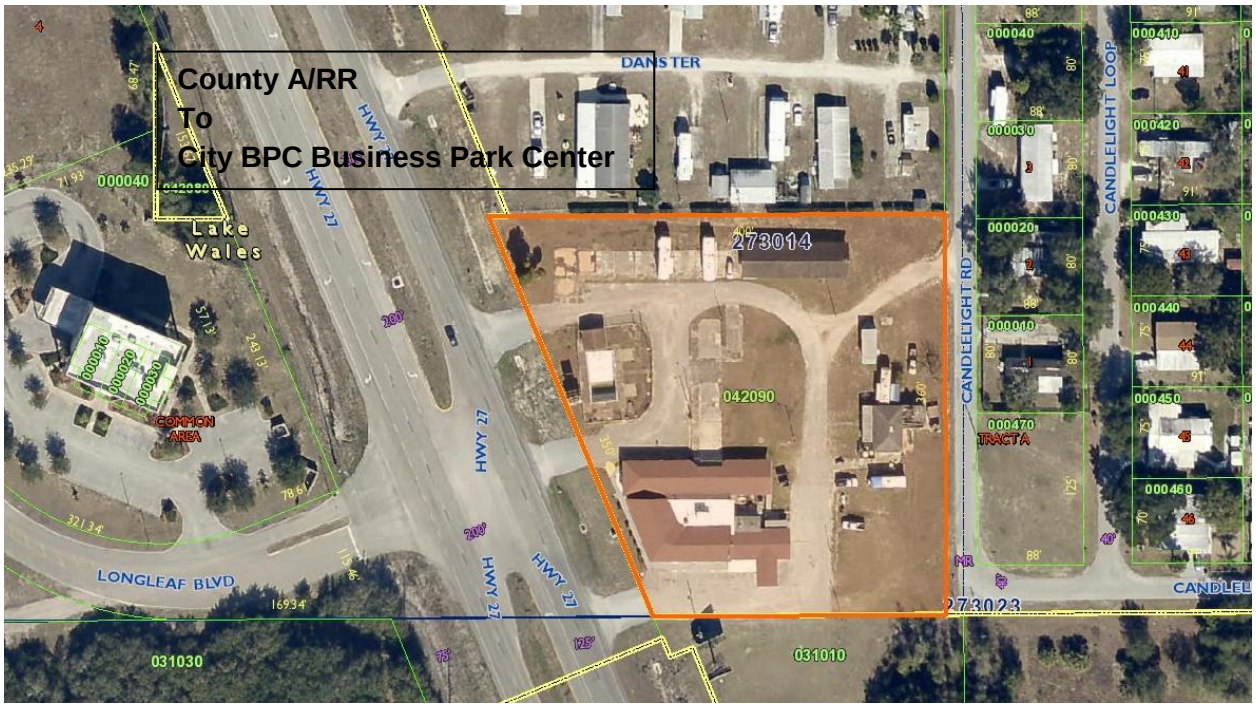
CERTIFIED AS TO PASSAGE this _____ day of _____ 2016.

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

ATTEST:

_____
City Clerk

ATTACHMENT "A"
ORDINANCE D2016-03



MEMORANDUM

July 26, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Clara VanBlargan, City Clerk, MMC

RE: Appointment – Board of Zoning Adjustment and Appeals (BOA) / Library Board

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

RECOMMENDATION

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

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

BACKGROUND

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

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

Applying for Appointment: Ralph William Eberherhard, resident, term expiring 07/01/19

The Director of Planning & Development and the Board Chairman recommended the appointment of Ralph William Eberherhard.

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.

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 (non-resident living in 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

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

Applying for Appointment: Jolene Kay Lake, outside, term expiring 07/01/2021
Glenda Morgan, outside, term expiring 07/01/2021

There is one vacancy on the Library Board and two applicants have applied to fill that vacancy, both of whom meet the membership requirement. Both are a resident of the unincorporated Greater Lake Wales area having a Lake Wales address.

Glenda Morgan has been a member of the Library Board since August 6, 1996. She served three consecutive five-year terms and was appointed to an additional five-year term that term expired on July 1, 2016. Ms. Morgan has applied for a fifth five-year term. The Library Board is not a regulatory board.

Sec. 2-26. Boards, commissions and committees organized under the code.

(3) *Limit on consecutive terms.*

(a) Except as provided in paragraph (b) below, no person shall serve more than three (3) consecutive terms on a single board, commission or committee except that a person appointed to a partial term that is less than one-half (½) of the normal term for that particular board, commission or committee shall be permitted to serve three (3) consecutive terms in addition to the partial term. Members appointed before July 1, 1989, may be permitted to serve three (3) additional consecutive terms. This limit on consecutive terms may be waived for members of regulatory boards (i.e.,

planning and zoning board, board of appeals, code enforcement, etc.) with the recommendation of the city manager where, in the sole discretion of the city manager, special circumstances exist which warrant the appointment of a particular member to an additional term.

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

OPTIONS

None

FISCAL IMPACT

These are volunteer boards

ATTACHMENTS
Application

awaiting inter

APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

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

Board/Commission/Committee (VARIANCE) Board of Adjustment

Applying for:

- [ ] reappointment
- [x] new appointment

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

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

City Business Tax? Yes [ ] No [ ]

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

Name: Ralph William Eberhard	
Home Address: 4174 LIMERICK DR	Home Phone: 863 875 6358
Business Address:	Business Phone:
Employer:	Occupation/Type of Business: RETIRED

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

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

ON BOARD AND PRESIDENT of Home Rock Assn in Roaming Shores, Ohio – Councilman of Roaming Shores Village in Ashtabula, Ohio – Manager of Schindler & Millar Elevator Cos in Cleveland, Ohio and Atlanta, GA.

Other community involvement

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

Race/Ethnicity

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

Gender

Male [x] Female [ ]

Physically Disabled?

Yes [ ] No [x]

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

RE
applicant initials

Have you ever been convicted of a felony? [ ] Yes

If yes, please explain on separate paper and attach to application. [x] No

Ralph W. Eberhard
applicant signature

6/28/16
date

List 3 references who reside in the city:

name	phone
LARRY ERD	863 949 4097
GEORGE EVANS	770 714 8793
HARRY WEIGAND	

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

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

e-mail CHERAL126@TAMPABAY.RR.COM

APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

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

Board/Commission/Committee: Library Board

Applying for:

- [ ] reappointment
- [x] new appointment

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

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

Name: Jolene Kay Lake

Home Address: 1300 Mountain Lake Cutoff Rd.

Home Phone: 863 205 2534

Business Address:

Business Phone:

Employer: Kelly Services

Occupation/Type of Business: Substitute Teacher

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

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

I have been a member of the Lake Wales Library since I was a toddler. I have watched the library grow and change over the years. I have bulit relationships with the people who work at library and I believe I understand how to serve the people of Lake Wales when it comes to the library.

Other community involvement

I am involved with the city commission and have brought multiple issues before the commission. Everything I have spoken on has been acted upon. From the fireworks at the lake, to the handicap accessible sidewalks at the Lake Wales Gardens and villas which I was responsible for bringing to the commission's attention, I seek to have a positive affect on my hometown in every way I can.

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

Race/Ethnicity

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

Gender

Male [ ] Female [x]

Physically Disabled?

Yes [ ] No [x]

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

JL
applicant initials

Have you ever been convicted of a felony?

- [ ] Yes
- [x] No

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

Jolene Lake
applicant signature

07/01/2016
date

List 3 references who reside in the city:

name	phone
Marcia Loveman	8636784004 ext 5
Eugene Fultz	8636784182
Sharron Hutton	8636621040

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

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

e-mail: Jolenelake8@gmail.com

APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

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

Board/Commission/Committee: LAKE WALES LIBRARY BOARD

Applying for:

- [X] reappointment
- [ ] new appointment

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

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

City Business Tax? Yes [ ] No [X]

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

Name: Glenda G Morgan	
Home Address: 3351 Harbor Beach Dr	Home Phone: 863-638-3355
Business Address:	Business Phone:
Employer: Retired	Occupation/Type of Business:

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

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

President, Lake Wales Library Asso Friends of the Library - 4 years, Board member since the 1980's. City Library Board member since the 1980's

Other community involvement

Board member - Free Health Clinic
Special events member - L.W. Care Center
Board member - Choices Pregnancy Program
Member Good Shepherd Episcopal Church

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

Race/Ethnicity

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

Gender

Male [ ] Female [X]

Physically Disabled?

Yes [ ] No [X]

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

GM
applicant initials

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

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

Glenda G. Morgan
applicant signature

5-14-16
date

List 3 references who reside in the city:

name	phone
Tina Peak	863-678-4004
Chip Thalberry	863-676-3534
Kathy Maury Smith	632-0424

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

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

e-mail: jdgmorgan@AOL.com

Division 1. Generally

§ 2-26. Boards, commissions and committees organized under the code.

Several boards, commissions and committees have been organized pursuant to various provisions of the Code. The following general regulations apply to all of these boards, commissions or committees:

(1) *Residency.*

(a) Unless the ordinance creating a board, commission or committee provides otherwise or as provided in the following paragraph (b), membership on these boards, commissions and committees shall be limited to persons who are residents of the City of Lake Wales or owners of property located in the City of Lake Wales or persons having a business tax receipt issued from the City of Lake Wales.

(b) The Lake Wales Library Board consists of five (5) members appointed by the city commission. Four (4) members shall be appointed as provided in paragraph (a) above. One (1) member may be a resident of the unincorporated Greater Lake Wales area or a resident of the City of Lake Wales provided that the Lake Wales Public Library is a member of the Polk County Library Cooperative and receives operating funds from the Polk County Board of County Commissioners. For the purposes of this paragraph, the term "resident of the unincorporated Greater Lake Wales area" shall mean "any resident outside of the City of Lake Wales having a Lake Wales mailing address."

(2) *Voter registration.* Membership on boards, commissions and committees shall be limited to persons who are legally registered to vote.

(3) *Limit on consecutive terms.*

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

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

(4) *Limit on concurrent appointments.* No person shall serve on more than two (2) boards, commissions or committees at the same time with the following exceptions:

A. No person shall serve on more than one (1) pension board.

B. No person shall serve on more than one (1) regulatory board.

(5) *Appointment to regulatory boards.* All applicants seeking appointment to a regulatory board such as planning and zoning board, zoning board of appeals, code enforcement board, nuisance abatement board, and the like, shall be interviewed by the board chairman and the head of the department providing staff support to the particular board to ensure that the applicants understand the duties and responsibilities of the board, are capable of performing such duties and responsibilities and are willing to fulfill the requirements of serving on the board. Said interviews shall be open to the public. Following the interviews, the board chairman and department head shall provide the city commission with their recommendations for appointment.

(6) *Applications for appointment.* The city manager may, in his/her sole discretion, delay the forwarding of applications to the city commission until there are a sufficient number of applicants to fill all vacant positions on a particular board, committee or commission.

(7) *Nepotism.* Members of the immediate family of elected officials shall not be appointed to serve on a board, commission or committee. Members of the immediate family of a municipal officer shall not be appointed to serve on a board, commission or committee which relates to the area of responsibility of that municipal officer. Board, commission or committee members shall be required to resign if a member of the immediate family becomes an elected official or municipal officer with duties relating to business conducted by that board, commission or committee. Such members appointed before July 1, 1989, shall be permitted to serve until the expiration of their current term.

(8) *Attendance.* Absence from three (3) consecutive meetings of a board, commission or committee shall operate automatically to vacate the seat of that member, unless such absence is excused by that board, commission or committee by motion duly passed and recorded in the official minutes.

(9) *Sunset provision.* Inactive boards, commissions and committees may be discontinued by the city commission provided there is no statutory requirement that such board, commission or committee exists. Boards, commissions and committees shall be declared inactive if no meeting is called or no official business is conducted at least once in a twelve (12) month period.

(Code 1962, § 1-10; Ord. No. 89-14, § 1, 6-20-89; Ord. No. 2002-27, § 1, 10-15-02; Ord. No. 2004-20, § 1, 8-3-04; Ord. No. 2005-16, § 1, 5-3-05; Ord. No. 2006-19, § 1, 5-16-06; Ord. No. 2006-47, § 3, 12-5-06; Ord. No. 2008-07, § 1, 2-19-08; Ord. No. 2008-09, § 1, 3-18-08; Ord. No. 2008-27, § 1, 9-2-08; Ord. No. 2009-11, § 1, 5-5-09)

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.	7/25/2016
RECREATION					
New park signage in all City parks	$13,000		7/31/2016	All signs installed except for Kiwanis which will be installed on 7/31/2016	7/25/2016
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.	7/25/2016
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	7/25/2016
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.	7/25/2016
Network Server Virtualization	$40,000	4/6/2016	8/1/2016	Server Virtualization - The servers are setup and currently running in a test environment. IT staff will begin to transition the production servers to the virtua environment over the next few weeks. The anticipated completion date is 9/1.	7/25/2016
Live Streaming of Commission meetings	$7,000		7/1/2016	We could not reach an agreement with the original provider we selected and are in the process of having the city attorney review the contract documents from another provider.	7/25/2016
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.	7/25/2016
Library Statistics (May)				Total Circulation Books-by-Mail: 45,784 Total Circulation BookMobile: 5,957 Total In-house circulation: 179,686 Total new borrowers: 1087 Total attendance at programs: 11,854 Computer users: 34,354 People Counter: 108,183	7/25/2016
COMPLETED PROJECTS					
Skate Park Improvements	$50,000	7/15/2014	9/30/2015	This project is complete.	7/25/2016

ADA access and handicap parking installation at the soccer complex.	$30,000		2/29/2016	Completed	7/25/2016
Airfield Improvements (Task Order #15)	$161,000	yes - 7/2/13	9/30/2015	Final reimbursement received March 8. This Project is complete.	7/25/2016
Road Improvements (N Market ST & W. Central Ave.)	$91,253	7/7/2015	8/17/2015	Project is completed.	7/25/2016
Cemetery			4/30/2015	Project complete	7/25/2016
Resurfacing of the Scenic Highway from Mt. Lake Cutoff to Ray Martin Rd.			10/31/2015	This Project is complete.	7/25/2016
Gym Floor Replacement	$68,212	6/2/2015	9/30/2015	Project is Complete. Gym is reopened.	7/25/2016
ADA sidewalk access on 3rd street	$15,000	5/3/2016	6/30/2016	Project is complete.	7/25/2016
Street Resurfacing	$100,000	4/6/2016		Completed	7/25/2016
Electrical system upgrades to event area of Lake Wailes park	$20,000			Project Complete	7/25/2016
Additional exercise stations in Lake Wailes park.	$10,000			Project Complete	7/25/2016

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.	7/25/2016
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.	7/25/2016
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. 365 visitors since the opening on May 31st.	7/25/2016

COMPLETED ITEMS					
STRATEGIC PLAN ITEMS - STATUS REPORT					
TASK	**MEETING DATE**	**RESPONSIBLE PERSON**	**REQUEST MADE BY**	**COMMENTS**	**DATE OF STATUS**

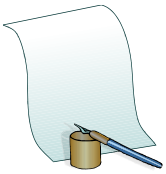
Green Initiatives	1/12/2013	Slaton		1. Police department arrest packets are now digitally transmitted. 2. Traffic crash reports are now digitally transmitted. 3. Traffic citations are in the testing phase of being digitally transmitted. (These will save paper & eliminate the need to drive to Bartow to deliver them) 4. Human Resources/Finance is has transitioned to electronic time sheets.	7/25/2016
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.	7/25/2016

SOCIAL MEDIA TRACKING REPORT			SINCE JULY 19, 2016 (Social media is now being archived)	
Name	**Likes/Followers**	**Change**	**Top Posts**	**Comments**
Facebook	3,554	+8	July 20, Shared Polk State College's Backpack Drive flyer. 7 likes, 1 comment w/ 1 tag, 13 share w/ reach of **1,768**	
			July 21 - photos/video of closing ceremony of SEAR Summer Program at B Street Community Center - a total of 11 likes, 1 comment w/ total reach of **2,246**	"Looks like a nice turn out and many happy faces."
			July 22 - Shared Allen Temples AME Church's Community Garden Forum flyer - 7 reactions, 1 comment w/ reach of **2933**	"Super Great idea"
			July 25 - Shared Savannah Court's "Back to School Bash" Flyer 4 likes with a reach of **2,079**	
Twitter	820	+13	Top Media Tweet - The summer camp kids from the Tae Kwon Do School came to visit the City Admin bldg today and met Mayor @g_fultz (with photo) 3 likes, 2 retweets 471 Impressions	
(Commission meetings are Live tweeted)				

SOCIAL MEDIA TRACKING REPORT			SINCE JULY 19, 2016 (Social media is now being archived)	
Name	**Likes/Followers**	**Change**	**Top Posts**	**Comments**
			Top Mention - by NuJakCompanies "Risk Club's Teen Business Camp toured the Merlin Magic Making Hub yesterday @CityofLakeWales!" 1 like.	
Instagram	219	+14	Photos of Tae Kwon Do visit - 9 likes each	
			Photo of Mayor speaking at Closing Ceremony of SEAR summer program at B Street Community Center - 9 likes	
LinkedIn	8	+1	Job posting Parks Dept Maintenance Worker - 11 impressions	

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

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
(Meeting time will be 5:30 p.m. if the Historic District Regulatory Board is meeting the same night in the Chamber at 5:00 p.m.)

Historic District Regulatory Board
3rd Thursday @ 5:00 p.m.; Commission Chamber (board does not meeting regularly)

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: None

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
	Charles N. Clegg, resident	07/19/16 - 07/01/19, 1
	Eric Farewell, resident	08/18/15 - 07/01/18, 1
	Dale Marks, resident	06/17/08 - 07/01/17, 3
	Travis Burns, resident	07/19/16 - 07/01/17, P
	Commissioner Perez, non-voting member	05/19/15 - 05/02/17, 1

Airport Manager (City Code Sec. 2-41(f)(5)) – Alexander Vacha, employee, City Manager appointed

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 (non-resident living in 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

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.

TITLE	MEMBERS	VACANCIES	QUORUM
Airport Authority Board	7	0	4
Board of Zoning Adjustment & Appeals	5	2	3
Citizens & Police Community Relations Advisory Committee	3	1	2
Code Enforcement Board	7	2	4
CRA Citizen Advisory Committee	5	1	3
Historic District Regulatory Board	5	0	3
Housing Authority Board	5	0	3
Library Board	5	1	3
Planning & Zoning Board	7	0	4
Recreation Commission	13	2	6
Firefighters' Retirement Board	5	1	3
General Employees' Retirement Board	5	0	3
Police Officers' Retirement Board	5	0	3
TOTAL	**77**	**10**	

INACTIVE BOARDS:

Bicycle/Pedestrian Advisory Commission
Investment Committee
Drug & Prostitution-Related Nuisance Abatement Board
Enterprise Zone Development Agency
Fire & Building Code Administration Board
Historic Preservation Board
Lakes Advisory Commission
Parks & Community Appearance Advisory Board

Division 1. Generally

§ 2-26. Boards, commissions and committees organized under the code.

Several boards, commissions and committees have been organized pursuant to various provisions of the Code. The following general regulations apply to all of these boards, commissions or committees:

(1) *Residency.*

(a) Unless the ordinance creating a board, commission or committee provides otherwise or as provided in the following paragraph (b), membership on these boards, commissions and committees shall be limited to persons who are residents of the City of Lake Wales or owners of property located in the City of Lake Wales or persons having a business tax receipt issued from the City of Lake Wales.

(b) The Lake Wales Library Board consists of five (5) members appointed by the city commission. Four (4) members shall be appointed as provided in paragraph (a) above. One (1) member may be a resident of the unincorporated Greater Lake Wales area or a resident of the City of Lake Wales provided that the Lake Wales Public Library is a member of the Polk County Library Cooperative and receives operating funds from the Polk County Board of County Commissioners. For the purposes of this paragraph, the term "resident of the unincorporated Greater Lake Wales area" shall mean "any resident outside of the City of Lake Wales having a Lake Wales mailing address."

(2) *Voter registration.* Membership on boards, commissions and committees shall be limited to persons who are legally registered to vote.

(3) *Limit on consecutive terms.*

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

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

(4) *Limit on concurrent appointments.* No person shall serve on more than two (2) boards, commissions or committees at the same time with the following exceptions:

A. No person shall serve on more than one (1) pension board.

B. No person shall serve on more than one (1) regulatory board.

(5) *Appointment to regulatory boards.* All applicants seeking appointment to a regulatory board such as planning and zoning board, zoning board of appeals, code enforcement board, nuisance abatement board, and the like, shall be interviewed by the board chairman and the head of the department providing staff support to the particular board to ensure that the applicants understand the duties and responsibilities of the board, are capable of performing such duties and responsibilities and are willing to fulfill the requirements of serving on the board. Said interviews shall be open to the public. Following the interviews, the board chairman and department head shall provide the city commission with their recommendations for appointment.

(6) *Applications for appointment.* The city manager may, in his/her sole discretion, delay the forwarding of applications to the city commission until there are a sufficient number of applicants to fill all vacant positions on a particular board, committee or commission.

(7) *Nepotism.* Members of the immediate family of elected officials shall not be appointed to serve on a board, commission or committee. Members of the immediate family of a municipal officer shall not be appointed to serve on a board, commission or committee which relates to the area of responsibility of that municipal officer. Board, commission or committee members shall be required to resign if a member of the immediate family becomes an elected official or municipal officer with duties relating to business conducted by that board, commission or committee. Such members appointed before July 1, 1989, shall be permitted to serve until the expiration of their current term.

(8) *Attendance.* Absence from three (3) consecutive meetings of a board, commission or committee shall operate automatically to vacate the seat of that member, unless such absence is excused by that board, commission or committee by motion duly passed and recorded in the official minutes.

(9) *Sunset provision.* Inactive boards, commissions and committees may be discontinued by the city commission provided there is no statutory requirement that such board, commission or committee exists. Boards, commissions and committees shall be declared inactive if no meeting is called or no official business is conducted at least once in a twelve (12) month period.

(Code 1962, § 1-10; Ord. No. 89-14, § 1, 6-20-89; Ord. No. 2002-27, § 1, 10-15-02; Ord. No. 2004-20, § 1, 8-3-04; Ord. No. 2005-16, § 1, 5-3-05; Ord. No. 2006-19, § 1, 5-16-06; Ord. No. 2006-47, § 3, 12-5-06; Ord. No. 2008-07, § 1, 2-19-08; Ord. No. 2008-09, § 1, 3-18-08; Ord. No. 2008-27, § 1, 9-2-08; Ord. No. 2009-11, § 1, 5-5-09)

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)

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: _____