CITY COMMISSION
REGULAR MEETING
OFFICIAL AGENDA
November 1, 2016
6:00 p.m.

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

1. INVOCATION

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

4. ROLL CALL

5. MAYOR

5.I. PROCLAMATION: National American Indian Heritage Month; November 2016

Documents:

NATIONAL AMERICAN INDIAN HERITAGE MONTH.PDF

5.II. PROCLAMATION: Circle Of Friends Ministry Friendship Week; November 6-12, 2016

Documents:

CIRCLE OF FRIENDS MINISTRY FRIENDSHIP WEEK.PDF

5.III. PROCLAMATION: Polk County Family Week; November 11-18, 2016

Documents:

POLK COUNTY FAMILY WEEK.PDF

6. PRESENTATION/REPORT

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

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

8.I. Approval Of Minutes: October 18, 2016, Regular Meeting

Documents:

2016-10-18REG.PDF

8.II. Award Of Bid For Construction SR 60 Western Utilities Expansion

Staff recommends the award of bid to Harris-McBurney Company in the amount of $5,401,130.90 for construction services and Kimley Horn & Associates in the amount of $229,218.00 for engineering construction services for the SR 60 Western Utilities Expansion project.

Documents:

MEMO - AWARD OF BID SR 60 WESTERN UTILIITES EXPANSION.PDF
AWARD RECOMMENDATION WITH BID TAB.PDF
AGREEMENT-SR 60 WESTERN EXPANSION.PDF
CONTRACT-KIMLEY HORN - UTILITY EXTENSION SR 60 CONSTRUCTION PHASE.PDF

8.III. Lease Agreement With Mears Motor Leasing

Staff is requesting Commission approval to lease-purchase six (6) Police vehicles and one (1) Fire vehicle from Mears Motor Leasing under the Master Lease Agreement.

Documents:

MEMO - FY16-17 VEHICLE LEASES.PDF
SCHEDULE - MARKET UNITS 10-25-2016.PDF
SCHEDULE - K9 UNIT - 10-25-2016.PDF
SCHEDULE - FIRE -10-25-2016.PDF

9. OLD BUSINESS

10. NEW BUSINESS

10.I. Ordinance 2016 - 20, FY15'16 Budget Amendment #4, 1st Reading

The City Commission will consider approval of the fourth 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, modified on August 2, 2016 Ordinance 2016-09.

Documents:

001 - MEMO - BUDGET AMENDMENT FY 15-16 - NO 4.PDF
002 - BUDGET AMENDMENT - ORDINANCE 2016-20.PDF
EXHIBIT A.PDF
EXHIBIT B.PDF

10.II. Appointment: Code Enforcement Board; CRA Citizen Advisory Committee

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

Documents:

MEMO-BOARD APPOINTMENT.PDF
CEB-RALPH E. MARINO.PDF
CCAC-CHARLENE BENNETT.PDF

11. CITY MANAGER

11.I. Tracking Report

Documents:

TRACKING.PDF

11.II. Social Media Tracking Report

Documents:

SOCIAL MEDIA TRACKING.PDF

11.III. City Commission Meeting Schedule

Documents:

COMMISSION MEETING SCHEDULE, 11-1-16.PDF

11.IV. Other Meetings & Events Calendar

Documents:

OTHER MEETING AND EVENT CALENDAR.PDF

11.V. Information: Boards, Commissions, Committees

Documents:

BOARDS INFORMATION-11-1-16.PDF
BOARD VACANCIES.PDF
BOARD APPLICATION.PDF
BOARDS-MEETING SCHEDULE.PDF
CITY CODE, SEC. 2-26.PDF

12. CITY COMMISSION COMMENTS

13. MAYOR COMMENTS

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

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

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

PROCLAMATION

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

WHEREAS, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today, and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

WHEREAS, Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November as National American Indian Heritage Month;

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

National American Indian Heritage Month

and urge all our citizens to observe this month with appropriate programs, ceremonies and activities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Lake Wales, Florida to be affixed this 1st day of November 2016.

_____

Mayor/Deputy Mayor
City of Lake Wales

PROCLAMATION

WHEREAS, the Circle of Friends Ministry was organized in 1995; and

WHEREAS, the Circle of Friends Ministry provides support to families of children with disabilities of all ages; and

WHEREAS, the Circle of Friends Ministry is a Christian organization that has grown to include many volunteers who give unselfishly of their time; and

WHEREAS, the Circle of Friends Ministry through much hard work and perseverance has resulted in a permanent home for its special Circle of Friends at 105 East Stuart Avenue; and

WHEREAS, the Circle of Friends Ministry, its Board and it's Friends have declared the week of November 6 – 12, 2016 as "Friendship Week" and is extending their hand of friendship to the community requesting their participation to help raise awareness and support for special friends throughout our community with intellectual challenges.

WHEREAS, the Circle of Friends Ministry and their noble effort deserves the highest recognition and support of our entire community;

NOW, THEREFORE, I, Eugene Fultz, by virtue of the authority vested in me as Mayor of the City of Lake Wales, in the State of Florida, do hereby proclaim November 6 - 12, 2016 as

"Circle of Friends Ministry Friendship Week"

and encourage the entire community and beyond to participate in this observance.

IN WITNESS WHEREOF, I have set my hand and caused the Official Seal of the City of Lake Wales, Florida to be affixed this 1st November 2016.

_____

Mayor/Deputy Mayor

Proclamation

Whereas, the quality of our community life begins within the homes of individual families; and

Whereas, families are indispensable to a stable and free society; and

Whereas, family traditions and values help make America compassionate, and hopeful; and

Whereas, corporations, non-profit agencies, government entities, faith based groups, schools and families themselves, have an important role to play in building successful families;

Now, therefore, I, Eugene Fultz, by virtue of the authority vested in me as Mayor of the City of Lake Wales, in the State of Florida, do hereby proclaim November 11-18, 2016 as

Polk County Family Week

and urge all families to unite, honor and celebrate together.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Lake Wales, Polk County, Florida, to be affixed this 1st day of November 2016.

_____

Mayor/Deputy Mayor

The meeting of the Lake Wales City Commission was held on October 18, 2016 in the Commission Chambers at the Municipal Administration Building. Mayor Eugene Fultz called the meeting to order at approximately 6:00 p.m. following the Invocation and the Pledge of Allegiance.

INVOCATION

Dr. James Moyer gave the invocation.

PLEDGE OF ALLEGIANCE

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

COMMISSIONERS ABSENT: Eugene Fultz, Mayor

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

5. MAYOR

6. PRESENTATION/REPORT

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

Kevin Kieft, Lake Wales Area Chamber of Commerce and Economic Development Council, reported on the progress of economic development programs and activities for the quarter, some future activities, and some upcoming events. He also gave an update on the recent progress made on the Walesbuilt Hotel, which included the continued work on the ground floor and said he continues to meet with Mr. Brown on a bi-weekly basis. There is probably some money currently going into the development from a Palm Beach based financer that is allowing them to do some of the work there. They are working on some tax credits through the State of Florida.

Commissioner Perez asked about the downtown. Mr. Kieft said there are some potential buyers for some of the buildings and there is a new candy show downtown. He is looking forward to Main Street's restructuring and working with them a little closely since a lot of their small business leads do not come through the Chamber office. The Chamber does not have a dedicated Main Street program within because they do not have the resources and it works best with Main Street in a co-work type of relationship so they rely on the Main Street organization to help them with that. They cannot dedicate resources to the downtown; they are available to work on properties, available to meet with business owners, but to act, as a recruiter in the downtown and put on events is much different. Commissioner Perez said Main Street is a priority for him because it encourages people to come to the downtown. Commissioner Perez asked if the City needed to give some the money budget for the EDC to Main Street and Mr. Kieft said yes, if you want to kill the EDC. Commissioner Perez said we keep forgetting about the downtown. It is an absolute necessity to encourage people to come here. He cannot invite anybody to the downtown because there is nothing there so he has to think about a priority of what we are going to do from a budgeting perspective.

Commissioner Gibson said the EDC has been very cooperative with this and we have provided in our last budget for the partner that EDC needs for downtown so we do not need to take anything from the EDC budget to give to Main Street. There is $100,000 in there for contract services and part of that money the Main Street organization will use for the hiring of a Main Street Director, and then they will

get re-qualified for the Main Street program out of the State of Florida. The City will also contract with Main Street and the model of that contract will be the same as the one with EDC, which functions much differently than what downtown needs to do. The two are compatible as partners but different economic development emphasizes. Mr. Gibson asked the status of doing the contract between Main Street and the City. Mr. Fields explained that in a sense there are three players involved in the economic development effort with the City. The focus of EDC is the broad spectrum of economic development, new businesses, and existing businesses in the City. The recent sale of the Longleaf Business Park is one example of that successful effort through the EDC mechanism and we are building links though the EDC through the EDC mechanism and the City established a good relationship with the business community through the EDC mechanism. That was stage one. The other two important players are Main Street and the CRA. The Main Street is going to require some major CRA funding for major organizational things. Money was also budgeted for the rewrite of the CRA plan, which is an important factor in determining the needs and looks of the downtown. A CRA plan must be in place before spending money on doing things in the downtown along with a large amount of community input from the retail business owners and citizens. We have to come up with newer ideas than that from 20 years ago to make the downtown more attractive and a lively place to do all things we have been talking about and we are in the process of writing an RFP to hire a consultant to rewrite the CRA plan. The infrastructure from a large degree had been addressed to jumpstart downtown through the CRA. This Commission sits as the CRA Board when that happens, which is the second player, and the third one is the revised Main Street organization. A Main Streets is typically a partnership between the City and business much like the EDC but with a different focus and very much developing just the downtown. The existing Main Street organization has been around awhile and it is not an official Main Street organization because it does not meet the criteria for that. Currently it is really just for marketing which is a narrow focus and a Main Street has to have more of a focus and a bigger vision.

Mr. Fields said he is meeting with the State Main Street coordinator next week to start developing ideas as to what we would like to see and he will be asking the City Commission for a workshop to determine what we would like the Main Street organization to be doing for us. Therefore, before negotiating a contract he is needing direction from the Commission as to what we would like them to do and what their responsibility and priorities should be. None of this happens overnight but he is hoping that between now and the end of the year we have all the pieces in moving forward in parallel with a CRA plan rewrite and a contract for a downtown Main Street organization. Then, we can move that forward during the rest of the year. The public participation portion of this for both the Main Street organization and the CRA is extremely important. In talking to other city managers, redevelopment coordinators, and planning directors, he learned that you could not hire a consultant and have a plan imposed on you that does not meet the needs of the City. The plan has to involve a large amount of citizen input or it will not be successful. Every city is different with different characteristics and there is no comparison of amenities. We do not have some of the things that some cities have but we do have some aspects that we can build on and citizen input and involvement will help with that.

Commissioner Gibson said that out of those three players there is a strong relationship between two and three because CRA is really the logical funder for downtown development when you have a historic downtown because all of that is redevelopment, which is where we missed out in the past and the CRA plan will get that on the right track. The CRA needs to be a strong partner with the EDC because it all works together. Mr. Kieft said they do need Main Street as a strong partner.

Deputy Mayor Thornhill said he is excited to see in five years what is here because of all the changes being made.

7. ANNUAL REPORT

8. COMMUNICATIONS AND PETITIONS

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There were no comments made by the public.

9. CONSENT AGENDA

Agenda Item 9.I. Approval of Minutes: October 4, 2016, Regular Meeting

Agenda Item 9.II. Special Event Application: House of Prayer October Youth Festival; October 29, 2016

[Begin Agenda Memo]

SYNOPSIS

The approval of the special event permit application will allow the House of Prayer Pentecostal Holiness Church to hold their annual October Youth Festival on October 29, 2016 and allow for the temporary closing of Seminole Avenue.

RECOMMENDATION

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

1. Approve the special event permit application from the House of Prayer Pentecostal Holiness Church for their Annual October Youth Festival event to be held Saturday October 29, 2016

2. Approve the temporary street closing of Seminole Avenue from First Street to Scenic Highway between the hours of 12:00 p.m. and 5:00 p.m.

BACKGROUND

The House of Prayer Church submitted a special event permit application for their annual Church October Youth Festival event to be held October 29, 2016 at 506 North First Street. This application also includes a request for the temporary closing of Seminole Avenue from Scenic Highway (SR17) to First Street between the hours of 12:00 a.m. and 5:00 p.m. The House of Prayer will be having a Bounce House, carnival booths, kids games, and food at their Activity Center located across the street on Seminole Avenue.

In the past the church has requested from the City Commission the temporary closing of Seminole Avenue for this event held each year. This prevented vehicular traffic from entering this area and presenting a serious safety issue for the children and parents crossing Seminole to reach the Activity Center. The closure of Seminole Avenue for this event will eliminate this possibility.

Staff has reviewed the application and has no issues with the street closing. The church is handling all site set ups, sanitary facilities, trash receptacles and trash clean up. Insurance is being provided as required.

OTHER OPTIONS

Do not approve the event or street closing.

FISCAL IMPACT

There is no cost to the City for this event.

[End Agenda Memo]

DRAFT

Agenda Item 9.III. Special Event Application: Make it Magical; December 9, 2016

[Begin Agenda Memo]

SYNOPSIS

The approval of the special event permit application will allow the Lake Wales Art's Council to hold a holiday event "Make It Magical" on December 9, 2016 between the hours of 5:00 p.m. and 8:00 p.m. and allow for the temporary closing of the Marketplace, a portion of Stuart and Park Avenues and several city parking lots in the downtown area.

RECOMMENDATION

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

1. Approve the special event permit application from the Lake Wales Art's Council to hold a holiday event "Make It Magical" on Friday, December 9, 2016 between the hours of 5:00 p.m. and 8:00 p.m. with set up beginning at 9:00 a.m.

2. Approve the temporary closing of the following:

   - Close a portion of Stuart and Park Avenues from First Street to Scenic Highway (SR17).

   - Close the Marketplace, the Marketplace parking lot, and both city lots on the east end of Stuart Avenue at Scenic Highway (SR17)

   - Close the alley between Stuart Avenue and Park Avenue from SR17 to First Street

   - Close Market Street at Park and Central Avenues for food vendors. (Wells Fargo has agreed to close their drive through at 5:00 p.m.)

BACKGROUND

Jean Donaldson, Executive Administrator of the Lake Wales Arts Council submitted a special event permit application to hold their fifth annual holiday event "Make It Magical" on Friday, December 9, 2016 between the hours of 5:00 p.m. and 8:00 p.m. in the downtown area. Set up time for the event will begin at 9:00 a.m. with clean up and take down until 9:00 p.m. This event will provide a holiday destination for the entire family and will feature musicians and vocalists, numerous craft and food vendors in the Marketplace and a horse and carriage ride along Stuart Avenue. Local downtown restaurants will remain open providing a variety of food and refreshments and local shops will stay open as well giving the public an opportunity to shop while attending a special holiday event.

The Lake Wales Arts Council is requesting the temporary closing of a portion of Stuart Avenue from South Market Street to Scenic Highway (SR17), the temporary closing of several parking spaces on the west side of South Market Street at Stuart Avenue, the temporary closing of the Marketplace and the Marketplace parking lot, the temporary closing of the alley between Stuart Avenue and Park Avenue, and the temporary closing of the two city lots on the east end of Stuart Avenue at Scenic Highway (SR17).

The City's special event review staff has reviewed the application and has no issues with the event. The Streets Department will close the streets and parking lots, provide additional trash containers and at the conclusion of the event they will empty the trash containers and transport them back to the storage location. The Arts Council may request the assistance of the Lake Wales Police Department with off-duty officers for

DRAFT

security reasons only. Any trash clean up during the event will be the responsibility of the Arts Council. Insurance has been provided as required. The Arts Council will be responsible for sanitary facilities and a dumpster.

OTHER OPTION

Do not approve this special event permit application or the request for the temporary closing of a portion of Stuart Avenue, the Marketplace or three city parking lots

FISCAL IMPACT

The total cost for in- kind services from the City is in the proposed budget for FY16/17 in the amount of $165 of which the Arts Council would be responsible for 25%.

[End Agenda Memo]

Agenda Item 9.IV. Special Event Application: Lake Wales Art Show; February 17-19, 2016

[Begin Agenda Memo]

SYNOPSIS

Approval of this Special Event Application will allow the 46th Annual Lake Wales Art Show to be held in Lake Wailes Park Friday, February 17, 2017 to Sunday, February 19, 2017.

RECOMMENDATION

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

1. Approve the Special Event Permit Application for the 46th Annual Lake Wales Art Show to be held February 17 -February 19, 2017 in Lake Wailes Park.

2. Approve the request to allow for a designated area for alcohol consumption.

3. Approve the hours as follows: February 16 - set up at 7:00 a.m. and evening festivities beginning on February 17 at 6:00 p.m. and ending at 8:00 p.m., February 18 and February 19 – 10:00 a.m. to 5:00 p.m.

4. Approve the request for set up by the artists on Friday February 17, 2017 at approximately 10:00 a.m.

BACKGROUND

The Lake Wales Art Council, Inc. submitted a Special Event Permit Application for the 45th Annual Lake Wales Art Show to be held February 17 to February 19, 2017 in Lake Wailes Park. This event would begin on Friday evening, February 17, 2017 at 5:00 p.m. with a barbeque and musical entertainment for the entire family and it will conclude at 8:00 p.m. This event includes a designated area to sell and consume alcohol.

On Saturday and Sunday, the day's activities will begin at 10:00 a.m. and end at 5:00 p.m. The Special Event Permit Application includes a request for the artists to set up on Friday, February 17 at approximately 10:00 a.m.

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The Art Council will be using the services of off-duty officers from the Lake Wales Police Department each evening during the entire event. The Art Council will pay this at 100%. The Field Operations Division will be providing clean up services on Saturday and Sunday with the Art Council paying 25% of those costs. The Arts Council will also be responsible for site set up, obtaining tent permits, providing licensing for food vendors, acquiring sanitary facilities and dumpsters and providing liability insurance for the event.

OTHER OPTIONS

Do not approve the event

FISCAL IMPACT

In-kind services provided by the City were budgeted for FY'16-17 in the amount of $882. The Arts Council will be responsible for 25% or $220. Private security will be provided by the Lake Wales Police Department and will be paid at 100% by the Arts Council.

[End Agenda Memo]

Agenda Item 9.V. FRDAP Grant Application: Lake Wales Park Gazebo

[Begin Agenda Memo]

SYNOPSIS

This is a grant application for $50,000 towards the construction of a picnic gazebo at Lake Wailes Park**.** Deadline for submittal is October 28. There is no match requirement.

RECOMMENDATION

Staff recommends that City Commission take the following action:

1. Approve the Florida Recreation Development Assistance (FRDAP) grant application to be submitted to the Department of Environmental Protection for a picnic gazebo at Lake Wailes Park.

2. Authorize the City Manager to execute the applications on the City's behalf.

BACKGROUND

The need for additional picnic areas and an entertainment venue has been frequently identified for Lake Wailes Park. The proposed 36'x36' gazebo will be constructed to the south of the Pram Shed. This gazebo will be rented out similar to the facilities at Crystal Lake Park and Kiwanis Park for private events but will also be available for special events.

OTHER OPTIONS

Do not submit the application.

FISCAL IMPACT

No match required.
Prepared by the Finance Department and attached.

DRAFT

[End Agenda Memo]

Agenda Item 9.VI. FRDAP Grant Application: Soccer Field Lighting

[Begin Agenda Memo]

SYNOPSIS

This is a grant application for $50,000 toward the improvements of the Soccer Complex on Hunt Brothers Road. These funds will be for additional lighting on two fields. Deadline for submittal is October 28. There is no match requirement but the total cost of two light poles is $74,000 so a match is listed at $25,000.

RECOMMENDATION

Staff recommends that City Commission take the following action:

1. Approve the Florida Recreation Development Assistance (FRDAP) grant application to be submitted to the Department of Environmental Protection for lighting improvements to the Soccer Complex.

2. Authorize the City Manager to execute the applications on the City's behalf.

BACKGROUND

When the Soccer Complex was completed in 2008 only 25% (approximately) of the necessary field lighting was installed. As a result, the majority of the complex is not usable after daylight hours. The fields that are currently lit require much more maintenance as they are overused due to the unavailability of the lights on the remaining fields. This next phase of lighting will be strategically installed in the center of the complex in an effort to light as many of the fields as possible, maximizing the dollars spent. This complex facilitates recreation for approximately 600 children annually.

This application is for the last phase of an effort to light all of the fields. If awarded, the City will receive the grant agreement in July 2017. A match is not required but the cost of two light poles is $74,000 so if this grant is awarded the $50,000 will need a match of $25,000 to install the last two needed poles on the fields.

OTHER OPTIONS

Do not submit the application.

FISCAL IMPACT

A match of $25,000
Prepared by the Finance Department and attached.

[End Agenda Memo]

Agenda Item 9.VII. Contract: law Enforcement Services at Lake Wales Housing Authority

[Begin Agenda Memo]

SYNOPSIS

DRAFT

The City Commissioners will consider approving a contract with the Lake Wales Housing Authority to continue providing supplemental law enforcement services at the Grove Manor public housing complex.

RECOMMENDATION

It is recommended that the City Commission:

1. Authorize the Mayor to execute a Contract for Services with the Lake Wales Housing Authority for Fiscal Year 2016-2017.

BACKGROUND

Since 2011/2012 the CRA Board of Commissioners have approved funding a law enforcement officer position to provide supplemental law enforcement services toward designated CRA areas and the Lake Wales Housing Authority, Grove Manor Complex.

In an effort to continue providing these supplemental law enforcement services to the Lake Wales Housing Authority, Grove Manor Complex residents, the Lake Wales Police Department seeks approval to enter into a new contract for FY'2016/2017. This contract for supplemental law enforcement services provides for a monthly payment due the City in the amount of $2,580.00 from the Housing Authority.

[End Agenda Memo]

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

By Voice Vote:

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

The motion carried 4-0.

10. OLD BUSINESS

Agenda Item 10.I. Ordinance 2016-19, Amendment to Chapter 23 Zoning, Land Use and Development Regulations, Article VI Resource Protection Standards, Division 1, Development in Flood Prone Areas – 2nd Reading & Public Hearing

[Begin Agenda Memo]

SYNOPSIS

The adoption of Ordinance 2016-19 repeals and replaces Chapter 23, Article VI, Division 1, Development in Flood Prone Areas.

RECOMMENDATION

It is recommended that the City Commission approve after second reading and public hearing.

DRAFT

BACKGROUND

In accordance with F.S., Chapter 166, the Legislature of the State of Florida authorized local governments to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry. The City of Lake Wales accepted participation in the National Flood Insurance Program on March 16, 1988.

The Federal Emergency Management Agency has identified special flood hazard areas within the boundaries of City of Lake Wales that may be subject to periodic inundation and could result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. This could adversely affect the public health, safety, and general welfare of those living in the City of Lake Wales.

To better protect the public health, safety, and general welfare of the citizens of the City of Lake Wales, it necessary to repeal the current language in the Lake Wales Code of Ordinances regarding flood prone areas and replace it with language compatible to the Florida Building Code. This will establish minimum requirements to safeguard the public health, safety, and general welfare and to minimize public and private losses due to flooding through regulation of development in flood hazard areas.

FISCAL IMPACT

The fiscal impact of implementing this ordinance is the cost of a public hearing advertisement.

OTHER OPTIONS

If the City Commission chooses not to adopt Ordinance 2016-19 the City is at risk of being removed from the National Flood Insurance Program. This means the citizens would not be able to purchase flood insurance and would not be eligible for post disaster relief.

[End Agenda Memo]

City Clerk Clara VanBlargan read **Ordinance 2016-19** by title only:

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA AMENDING THE CITY OF LAKE WALES CODE OF ORDINANCES BY REPEALING CHAPTER 23 ZONING, LAND USE AND DEVELOPMENT REGULATIONS, ARTICLE VI RESOURCE PROTECTION STANDARDS, DIVISION 1 DEVELOPMENT IN FLOOD PRONE AREAS TO ADOPT A NEW DIVISION 1 DEVELOPMENT IN FLOOD PRONE AREAS; TO ADOPT FLOOD HAZARD MAPS, TO DESIGNATE A FLOODPLAIN ADMINISTRATOR, TO ADOPT PROCEDURES AND CRITERIA FOR DEVELOPMENT IN FLOOD HAZARD AREAS, TO FORMAT AMENDMENTS TO THE FLORIDA BUILDING CODE, AND FOR OTHER PURPOSES; PROVIDING FOR APPLICABILITY; REPEALING ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Building Official Cliff Smith reviewed Agenda Item 10.I and said in order to comply with FEMA's regulations this ordinance must be adopted by December 22, 2016.

OPENED PUBLIC HEARING

There were no comments from the public.

CLOSED PUBLIC HEARING

DRAFT

Commissioner Howell made a motion to adopt Ordinance 2016-19 after second reading and public hearing. Commissioner Gibson seconded the motion.

By Roll Call Vote:

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

The motion carried 4-0.

10. NEW BUSINESS

11. CITY MANAGER

The City Manager provided the following updates:

- The issue with the Bombers and Independence has been resolved in terms of sharing a field.
- The EOC was activated for Hurricane Matthew and everything turned out okay. We incurred about $30,000 in overtime costs, he will continue pushing Polk County, and he is sure that Polk County is pushing to be included in the Disaster Declaration so we can be reimbursed for those costs but for now it will be out of pocket.

Mr. Fields requested the Mayor's car allowance be raised to $300 a month, the same as his, since he is on the road a lot doing business for the City. The City Commission provided consensus.

Mr. Fields said on Thursday, he will be attending the Florida City and County Management Association meeting at the Haines City Lake Eva Complex and he is the host of that meeting. The topic will be "Medical Marijuana and What it Means to Your City." It is a meeting for the professionals to start looking at potential impacts. For those attending from out of town Lake Wales was designated as the hotel site.

Agenda Item 11.I. City Commission Tracking Report

Agenda Item 11.II. Social Media Report

Agenda Item 11.III. City Commission Meeting Calendar

Agenda Item 11.IV. Other Meetings & Events Calendar

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

12. CITY COMMISSION COMMENTS

Commissioner Perez thanked the City Manager for resolving the ball field issue.

Commissioner Gibson commented on an event he attended on education and said technology will play a big part in the future. He asked where the City stood with getting fiber optic cable and getting internet and Wifi in the downtown. Mr. Fields said he would put on a future agenda the IT Plan to address that. Commissioner Gibson said everybody will have it and this could be an opportunity for us to have it first or who does the best job of it.

DRAFT

Commissioner Gibson said that since the City Manager is meeting with the State Director of Main Street we should consider moving ahead with the contract with the Main Street Director for that person would be very helpful in the revision of the CRA plan.

13. MAYOR COMMENTS

Deputy Mayor Thornhill invited everyone to attend the upcoming Pioneer Days event and the walking tour at the Depot Museum. He asked that everyone keep Mimi Hardman in their prayers so she can attend the Pioneer Day event. He also made complement on the City Parks and said that they are used by a lot of people.

The meeting was adjourned at 6:44 p.m.

_____
Mayor/Deputy Mayor

ATTEST:

_____
City Clerk Clara VanBlargan, MMC

DRAFT

MEMORANDUM

October 25, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Sarah B. Kirkland, Utilities Director

SUBJECT: Award of Bid for Construction SR 60 Western Utilities Expansion

SYNOPSIS: Staff recommends the award of bid to Harris-McBurney Company in the amount of $5,401,130.90 for construction services and Kimley Horn & Associates in the amount of $229,218.00 for engineering construction services for the SR 60 Western Utilities Expansion project.

STAFF RECOMMENDATION

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

1. Approve the award of bid to Harris-McBurney Company in the amount of $5,401,130.90 for the SR 60 Western Utilities Expansion Project.

2. Approve the engineering construction services contract to Kimley Horn & Associates in the amount of $229,218.00 for the SR 60 Western Utilities Expansion Project.

3. Authorize the City Manager to execute the appropriate documents, on the City's behalf in regards to this service.

BACKGROUND

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

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

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

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

The project was set out to bid on August 5, 2016 and a mandatory pre-bid conference was held on August 15, 2016. The closing date for all submittals was September 29, 2016. There were six responsive bidders that ranged from $5,401,130.90 to $10,456,405.96 to which Harris-McBurney Company was the lowest responsive bidder.

Staff is recommending the City Commission approve the following actions, the award of bid to Harris-McBurney Company in the amount of $5,401,130.90 for the construction of the SR 60 Western Utilities Expansion Project and approve the contract for construction services to Kimley Horn & Associates in the amount of $229,218.00 for engineering construction services for the SR 60 Western Utilities Expansion project.

OPTIONS

Not go forward with the awarding of both contracts at this time which would delay the start of construction.

FISCAL IMPACT

Funding for this project is through the State Revolving Fund Loan program and a Legislative Appropriations Grant in the following amounts:

Clean Water Funding	$3,247,515.00
Drinking Water Funding	$2,132,834.00
Legislative Appropriations Grant	$ 250,000.00

ATTACHMENTS
Bid Recommendation Letter
Bid Tally Sheet
Kimley Horn & Associates Construction Services Contract
Harris-McBurney Construction Contract

Kimley»Horn

MEMORANDUM

To: Mrs. Sarah Kirkland, City of Lake Wales, Public Works Director

From: Elisa Harden, P.E., Kimley-Horn and Associates, Inc.

Date: October 17, 2016

Subject: Contract Award Recommendation

ELISA TURNER HARDEN LICENSE No. 65710 STATE OF FLORIDA PROFESSIONAL ENGINEER

Reference is made to the bids opened on September, 29, 2016, Bid Number 16-419 for the State Road 60 and Airport Road Water and Sewer Extension.

Six bids ranging from $5,401,130.90 to $10,456,405.96 were received. Five of the bids ranged from $5,401,130.90 to $6,957,142.45, which reflects a competitive bidding process.

The engineers estimate was $5,393,495.66.

Attached for your review and approval is a copy of the tabulation of bids for all bidders. The apparent lowest responsive, responsible bidder is HARRIS-MCBURNEY COMPANY at $5,401,130.90. Kimley-Horn recommend that the City of Lake Wales accept the bid and recommends award to Harris-McBurney Company.

It should be noted that Mr. Gerry Gilbert, President of Harris-McBurney Company met with Kimley-Horn and Associates and the City of Lake Wales on October 12, 2016 to discuss his bid and he has confirmed that he is satisfied with the bid and that the bid contained no errors or omissions. We specifically discussed the dewatering and Davis Bacon compliance tasks and Mr. Gilbert felt that his fees were sufficient and that no additional monies would be requested to complete these or other tasks per the bid documents.

It was discussed that the City of Lake Wales would award both Phase 1 and Phase 2 of the project to Harris-McBurney Company and that the utility extension work would stop just west of West Lake Wales Road (due to future FDOT) and that any work not completed by Harris-McBurney would not get charged to the City of Lake Wales or Kimley-Horn and Associates, Inc.

Attachment: Bid Analysis Spreadsheet

CITY OF LAKE WALES

S.R. 60 Westerly Expansion

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

KIMLEY-HORN AND ASSOCIATES, INC.

116 SOUTH KENTUCKY AVENUE, LAKELAND, FL 33813

OFFICE 863-701-8702 FAX 863-701-9832

Engineers Project Number: 046149024

CONTRACTORS PROPOSAL FORM		HARRIS-MCBURNEY				KILLEBREW				METRO				POSPIECH				COMMERCIAL INDUSTRIAL CORP				TUCKER			
DESCRIPTION		QUANTITY	UNITS	UNIT PRICE	TOTAL	QUANTITY	UNITS	UNIT PRICE	TOTAL	QUANTITY	UNITS	UNIT PRICE	TOTAL	QUANTITY	UNITS	UNIT PRICE	TOTAL	QUANTITY	UNITS	UNIT PRICE	TOTAL	QUANTITY	UNITS	UNIT PRICE	TOTAL
Item No.	**I. Underground Utilities Water Main Phase 1**																								
1050 11224	12" Water Main PVC	9,320	LF	$34.00	$316,880.00	9,320	LF	$37.80	$352,296.00	9,320	LF	$65.00	$605,800.00	9,320	LF	$38.25	$356,490.00	9,320	LF	$42.01	$391,533.20	9,320	LF	$94.48	$880,553.60
1050 11224	10" Water Main PVC	548	LF	$33.00	$18,084.00	548	LF	$33.90	$18,577.20	548	LF	$50.00	$27,400.00	548	LF	$41.50	$22,742.00	548	LF	$40.71	$22,309.08	548	LF	$59.33	$32,512.84
1050 11324	12" Water Main HDPE	3,398	LF	$26.00	$88,348.00	3,398	LF	$27.35	$92,935.30	3,398	LF	$20.00	$67,960.00	3,398	LF	$39.50	$134,221.00	3,398	LF	$37.26	$126,609.48	3,398	LF	$23.39	$79,479.22
1050 11324	10" Water Main HDPE	268	LF	$20.00	$5,360.00	268	LF	$27.00	$7,236.00	268	LF	$15.00	$4,020.00	268	LF	$28.25	$7,571.00	268	LF	$35.56	$9,530.08	268	LF	$17.33	$4,644.44
0555 13	Directional Bore 12" Water	3,598	LF	$50.00	$179,900.00	3,598	LF	$39.00	$140,322.00	3,598	LF	$60.00	$215,880.00	3,598	LF	$41.00	$147,518.00	3,598	LF	$80.90	$291,078.20	3,598	LF	$53.67	$193,104.66
0555 13	Directional Bore 10" Water	268	LF	$48.00	$12,864.00	268	LF	$38.00	$10,184.00	268	LF	$50.00	$13,400.00	268	LF	$41.50	$11,122.00	268	LF	$74.91	$20,075.88	268	LF	$55.66	$14,916.88
	Directional Bore 6" Water	45		$58.00	$2,610.00	45		$99.00	$4,455.00	45		$50.00	$2,250.00	45		$80.00	$3,600.00	45		$59.93	$2,696.85	45		$47.97	$2,158.65
0556 15	12" Jack & Bore Water	275	LF	$123.00	$33,825.00	275	LF	$205.00	$56,375.00	275	LF	$200.00	$55,000.00	275	LF	$370.00	$101,750.00	275	LF	$527.92	$145,178.00	275	LF	$342.66	$94,231.50
1050 11515	24" Steel Sleeve	275	LF	$579.00	$159,225.00	275	LF	$472.00	$129,800.00	275	LF	$40.00	$11,000.00	275	LF	$84.00	$23,100.00	275	LF	$104.06	$28,616.50	275	LF	$56.94	$15,658.50
	200 L.F. 12" DIP AND VALVE BOX/MH PER SHEET C42	1	LS	$27,651.00	$27,651.00	1	LS	$36,100.00	$36,100.00	1	LS	$25,000.00	$25,000.00	1	LS	$40,000.00	$40,000.00	1	LS	$32,123.37	$32,123.37	1	LS	$25,584.42	$25,584.42
1080 11404	12" Gate Valve	28	EA	$2,884.00	$80,752.00	28	EA	$2,335.00	$65,380.00	28	EA	$3,000.00	$84,000.00	28	EA	$3,400.00	$95,200.00	28	EA	$3,041.78	$85,169.84	28	EA	$3,375.64	$94,517.92
1080 11404	10" Gate Valve	5	EA	$2,547.00	$12,735.00	5	EA	$2,100.00	$10,500.00	5	EA	$2,500.00	$12,500.00	5	EA	$2,755.00	$13,775.00	5	EA	$2,053.01	$10,265.05	5	EA	$1,991.80	$9,959.00
1080 11304	6" Gate Valve	3	EA	$1,470.00	$4,410.00	3	EA	$1,245.00	$3,735.00	3	EA	$700.00	$2,100.00	3	EA	$1,665.00	$4,995.00	3	EA	$1,557.91	$4,673.73	3	EA	$1,622.29	$4,866.87
	12x12x2" tee, 2" service connection (sheet C47)	1	LS	$3,335.00	$3,335.00	1	LS	$2,388.00	$2,388.00	1	LS	$1,500.00	$1,500.00	1	LS	$3,200.00	$3,200.00	1	LS	$2,033.44	$2,033.44	1	LS	$4,555.17	$4,555.17
1080 11405	Blowoff Valve 12" and 10" Water Main	2	EA	$3,909.00	$7,818.00	2	EA	$1,700.00	$3,400.00	2	EA	$2,000.00	$4,000.00	2	EA	$4,800.00	$9,600.00	2	EA	$1,641.84	$3,283.68	2	EA	$3,514.60	$7,029.20
	Bends and Fittings and Mechanical Joints and Stub/Cap/Reducers	1	LS	$54,397.00	$54,397.00	1	LS	$67,000.00	$67,000.00	1	LS	$70,000.00	$70,000.00	1	LS	$68,600.00	$68,600.00	1	LS	$68,460.58	$68,460.58	1	LS	$63,983.03	$63,983.03
1080 11406	Air Release Assembly 12" and 10" Water	9	EA	$8,022.00	$72,198.00	9	EA	$7,100.00	$63,900.00	9	EA	$700.00	$6,300.00	9	EA	$5,300.00	$47,700.00	9	EA	$7,614.64	$68,531.76	9	EA	$7,317.17	$65,854.53
	Fire Hydrant	1	EA	$6,884.00	$6,884.00	1	EA	$4,020.00	$4,020.00	1	EA	$7,000.00	$7,000.00	1	EA	$4,300.00	$4,300.00	1	EA	$4,525.66	$4,525.66	1	EA	$15,704.12	$15,704.12
	Tees (10"x10"x6", 12"x12"x10" , 12"x12"x12", 6"x6"x12")	1	LS	$7,515.00	$7,515.00	1	LS	$7,520.00	$7,520.00	1	LS	$10,000.00	$10,000.00	1	LS	$10,000.00	$10,000.00	1	LS	$13,183.67	$13,183.67	1	LS	$12,238.77	$12,238.77
	Connect existing 6"to New 12" and cut/cap exist. 6" main	1	LS	$2,507.00	$2,507.00	1	LS	$1,700.00	$1,700.00	1	LS	$3,000.00	$3,000.00	1	LS	$2,300.00	$2,300.00	1	LS	$1,258.28	$1,258.28	1	LS	$25,562.93	$25,562.93
1080 11403	Tapping sleeve and valve 12" Water	1	EA	$10,381.00	$10,381.00	1	EA	$9,050.00	$9,050.00	1	EA	$6,000.00	$6,000.00	1	EA	$12,300.00	$12,300.00	1	EA	$7,670.17	$7,670.17	1	EA	$14,574.91	$14,574.91
	SUBTOTAL				**$1,107,679.00**				**$1,086,873.50**				**$1,234,110.00**				**$1,120,084.00**				**$1,338,806.50**				**$1,661,691.16**
	II. Miscellaneous Water Main Phase 1																								
0104 10 3	Silt Fence	6,500	LF	$1.70	$11,050.00	6,500	LF	$2.00	$13,000.00	6,500	LF	$1.00	$6,500.00	6,500	LF	$1.25	$8,125.00	6,500	LF	$1.83	$11,895.00	6,500	LF	$2.81	$18,265.00
0110 1 1	Clearing & Grubbing (including tree removal) & All other Restoration	1.0	LS	$82,000.00	$82,000.00	1.0	LS	$91,550.00	$91,550.00	1.0	LS	$2,000.00	$2,000.00	1.0	LS	$67,000.00	$67,000.00	1.0	LS	$88,112.18	$88,112.18	1.0	LS	$46,387.41	$46,387.41
	Utility Pole Holds	8.0	EA	$800.00	$6,400.00	8.0	EA	$630.00	$5,040.00	8.0	EA	$500.00	$4,000.00	8.0	EA	$1,075.00	$8,600.00	8.0	EA	$1,212.78	$9,702.24	8.0	EA	$2,553.97	$20,431.76
0102 1	Maintenance of Traffic (MOT)	1	LS	$26,000.00	$26,000.00	1	LS	$29,500.00	$29,500.00	1	LS	$100,000.00	$100,000.00	1	LS	$25,000.00	$25,000.00	1	LS	$33,512.05	$33,512.05	1	LS	$61,965.95	$61,965.95
0550 10228	Fence Restoration	1	LS	$5,000.00	$5,000.00	1	LS	$44,000.00	$44,000.00	1	LS	$2,000.00	$2,000.00	1	LS	$39,000.00	$39,000.00	1	LS	$4,993.82	$4,993.82	1	LS	$11,183.66	$11,183.66
0700 1 50	Sign Relocation/Replacement/New (including Pillar removal/replacement)	7	EA	$600.00	$4,200.00	7	EA	$950.00	$6,650.00	7	EA	$50.00	$350.00	7	EA	$680.00	$4,760.00	7	EA	$214.02	$1,498.14	7	EA	$443.44	$3,104.08
0101 1	Mobilization (includes bonds and insurance and NPDES)	1	LS	$177,000.00	$177,000.00	1	LS	$68,286.00	$68,286.00	1	LS	$265,000.00	$265,000.00	1	LS	$38,000.00	$38,000.00	1	LS	$53,933.22	$53,933.22	1	LS	$138,274.73	$138,274.73
	Tree/Hedge Replacement and Hand excavation next to building	1	LS	$1,000.00	$1,000.00	1	LS	$8,232.00	$8,232.00	1	LS	$1,000.00	$1,000.00	1	LS	$9,600.00	$9,600.00	1	LS	$27,710.13	$27,710.13	1	LS	$7,981.99	$7,981.99
	Pavement Open Cut /Pavement Repair/Asphalt Overlay/Concrete remove	1	LS	$10,000.00	$10,000.00	1	LS	$46,700.00	$46,700.00	1	LS	$7,000.00	$7,000.00	1	LS	$49,000.00	$49,000.00	1	LS	$36,296.20	$36,296.20	1	LS	$47,712.17	$47,712.17
0522 2	Concrete Restoration (to nearest joint)/Gravel Drive Restoration	1	LS	$2,500.00	$2,500.00	1	LS	$8,930.00	$8,930.00	1	LS	$1,000.00	$1,000.00	1	LS	$8,500.00	$8,500.00	1	LS	$5,482.00	$5,482.00	1	LS	$1,583.72	$1,583.72
	Dewatering	1	LS	$21,000.00	$21,000.00	1	LS	$65,000.00	$65,000.00	1	LS	$2,000.00	$2,000.00	1	LS	$132,000.00	$132,000.00	1	LS	$119,009.78	$119,009.78	1	LS	$415,413.32	$415,413.32
	Davis Bacon Compliance	1	LS	$100.00	$100.00	1	LS	$45,000.00	$45,000.00	1	LS	$1,000.00	$1,000.00	1	LS	$9,000.00	$9,000.00	1	LS	$35,670.12	$35,670.12	1	LS	$7,380.18	$7,380.18
	As-Built Survey and project closeout and testing	1	LS	$8,000.00	$8,000.00	1	LS	$11,500.00	$11,500.00	1	LS	$3,000.00	$3,000.00	1	LS	$15,000.00	$15,000.00	1	LS	$9,274.23	$9,274.23	1	LS	$14,570.30	$14,570.30
	Construction Testing and Staking	1	LS	$32,000.00	$32,000.00	1	LS	$22,575.00	$22,575.00	1	LS	$4,000.00	$4,000.00	1	LS	$15,000.00	$15,000.00	1	LS	$24,255.68	$24,255.68	1	LS	$28,561.60	$28,561.60
	SUBTOTAL				**$386,250.00**				**$465,963.00**				**$398,850.00**				**$428,585.00**				**$461,344.79**				**$822,815.87**
Item No.	**III. Underground Utilities Water Main Phase 2 (Bid Alternate)**																								
1050 11224	12" Water Main PVC	10,300	LF	$30.00	$309,000.00	10,300	LF	$28.00	$288,400.00	10,300	LF	$60.00	$618,000.00	10,300	LF	$43.50	$448,050.00	10,300	LF	$42.29	$435,587.00	10,300	LF	$93.61	$964,183.00
1050 11324	12" Water Main HDPE	510	LF	$32.00	$16,320.00	510	LF	$40.00	$20,400.00	510	LF	$30.00	$15,300.00	510	LF	$48.00	$24,480.00	510	LF	$56.52	$28,825.20	510	LF	$23.35	$11,908.50
0555 13	Directional Bore 12" Water	510	LF	$44.00	$22,440.00	510	LF	$47.25	$24,097.50	510	LF	$60.00	$30,600.00	510	LF	$41.00	$20,910.00	510	LF	$72.74	$37,097.40	510	LF	$55.28	$28,192.80
1080 11404	12" Gate Valve	13	EA	$2,884.00	$37,492.00	13	EA	$2,335.00	$30,355.00	13	EA	$3,000.00	$39,000.00	13	EA	$3,400.00	$44,200.00	13	EA	$3,658.00	$47,554.00	13	EA	$7,259.15	$94,368.95
1080 11405	Blowoff Valve 12" Water	1	EA	$3,909.00	$3,909.00	1	EA	$1,980.00	$1,980.00	1	EA	$2,000.00	$2,000.00	1	EA	$4,800.00	$4,800.00	1	EA	$3,184.81	$3,184.81	1	EA	$2,484.43	$2,484.43
1080 11406	Air Release Assembly 12" Water	4	EA	$8,022.00	$32,088.00	4	EA	$7,100.00	$28,400.00	4	EA	$1,000.00	$4,000.00	4	EA	$5,300.00	$21,200.00	4	EA	$6,401.91	$25,607.64	4	EA	$7,305.64	$29,222.56
1080 11409	Bends and Fittings and Mechanical Joints and Stub/Cap	1	LS	$27,481.00	$27,481.00	1	LS	$33,900.00	$33,900.00	1	LS	$15,000.00	$15,000.00	1	LS	$29,000.00	$29,000.00	1	LS	$38,010.08	$38,010.08	1	LS	$30,742.62	$30,742.62
	SUBTOTAL				**$448,730.00**				**$427,532.50**				**$723,900.00**				**$592,640.00**				**$615,866.13**				**$1,161,102.86**
	IV. Water Main Miscellaneous Phase 2 (Bid Alternate)																								
0104 10 3	Silt Fence	5,500	LF	$1.70	$9,350.00	5,500	LF	$2.00	$11,000.00	5,500	LF	$1.00	$5,500.00	5,500	LF	$1.25	$6,875.00	5,500	LF	$1.83	$10,065.00	5,500	LF	$3.04	$16,720.00
0110 1 1	Clearing & Grubbing & Right of Way Restoration & Stabilization	1.0	LS	$35,000.00	$35,000.00	1.0	LS	$62,300.00	$62,300.00	1.0	LS	$1,000.00	$1,000.00	1.0	LS	$83,000.00	$83,000.00	1.0	LS	$93,810.77	$93,810.77	1.0	LS	$17,267.08	$17,267.08
0102 1	Maintenance of Traffic (MOT)	1	LS	$9,500.00	$9,500.00	1	LS	$17,808.00	$17,808.00	1	LS	$35,000.00	$35,000.00	1	LS	$32,300.00	$32,300.00	1	LS	$11,653.40	$11,653.40	1	LS	$19,931.14	$19,931.14
0550 10228	Fence Restoration	1	LS	$1,500.00	$1,500.00	1	LS	$9,500.00	$9,500.00	1	LS	$500.00	$500.00	1	LS	$22,800.00	$22,800.00	1	LS	$3,567.01	$3,567.01	1	LS	$11,166.04	$11,166.04
0522 2	Concrete Restoration (to nearest joint)/Gravel Drive Restoration	2	LS	$800.00	$1,600.00	2	LS	$3,000.00	$6,000.00	2	LS	$500.00	$500.00	2	LS	$1,700.00	$3,400.00	2	LS	$1,996.37	$3,992.74	2	LS	$790.61	$1,581.22
	Pavement Open Cut /Pavement Repair/Repaint Stop Bar/Hand Digging	1	LS	$5,100.00	$5,100.00	1	LS	$15,730.00	$15,730.00	1	LS	$2,000.00	$2,000.00	1	LS	$33,500.00	$33,500.00	1	LS	$34,841.00	$34,841.00	1	LS	$47,637.01	$47,637.01
0700 1 50	Sign Relocation/Replacement/	2	AS	$600.00	$1,200.00	2	AS	$950.00	$1,900.00	2	AS	$500.00	$1,000.00	2	AS	$200.00	$400.00	2	AS	$2,853.61	$5,707.22	2	AS	$442.75	$885.50
0101 1	Mobilization (includes bonds and insurance and NPDES)	1	LS	$5,000.00	$5,000.00	1	LS	$15,400.00	$15,400.00	1	LS	$10,000.00	$10,000.00	1	LS	$54,000.00	$54,000.00	1	LS	$53,933.22	$53,933.22	1	LS	$111,604.44	$111,604.44
	Tree Removal and Tree Replacement	1	LS	$3,800.00	$3,800.00	1	LS	$840.00	$840.00	1	LS	$500.00	$500.00	1	LS	$3,284.00	$3,284.00	1	LS	$27,710.13	$27,710.13	1	LS	$632.49	$632.49
	Dewatering	1	LS	$26,000.00	$26,000.00	1	LS	$66,300.00	$66,300.00	1	LS	$1,000.00	$1,000.00	1	LS	$110,000.00	$110,000.00	1	LS	$119,980.00	$119,980.00	1	LS	$480,001.92	$480,001.92
	Remove Stub and Cap sewer and Water from Phase 1	1	LS	$400.00	$400.00	1	LS	$2,625.00	$2,625.00	1	LS	$500.00	$500.00	1	LS	$2,000.00	$2,000.00	1	LS	$321.27	$321.27	1	LS	$758.79	$758.79
	Davis Bacon Compliance	1	LS	$100.00	$100.00	1	LS	$25,000.00	$25,000.00	1	LS	$500.00	$500.00	1	LS	$9,000.00	$9,000.00	1	LS	$35,670.12	$35,670.12	1	LS	$5,593.77	$5,593.77
	Hold Poles	3	EA	$800.00	$2,400.00	3	EA	$630.00	$1,890.00	3	EA	$500.00	$1,500.00	3	EA	$1,075.00	$3,225.00	3	EA	$1,212.78	$3,638.34	3	EA	$2,529.97	$7,589.91
	As-Built Survey and project closeout and testing	1	LS	$5,500.00	$5,500.00	1	LS	$9,100.00	$9,100.00	1	LS	$1,000.00	$1,000.00	1	LS	$11,000.00	$11,000.00	1	LS	$9,274.23	$9,274.23	1	LS	$8,728.41	$8,728.41
	Construction Testing and Staking	1	LS	$25,600.00	$25,600.00	1	LS	$17,430.00	$17,430.00	1	LS	$2,000.00	$2,000.00	1	LS	$19,500.00	$19,500.00	1	LS	$24,255.68	$24,255.68	1	LS	$28,516.61	$28,516.61
	SUBTOTAL				**$132,050.00**				**$262,823.00**				**$62,500.00**				**$394,284.00**				**$438,420.13**				**$758,614.33**
	I Water Main (Phase 1)				$1,107,679.00				$1,086,873.50				$1,234,110.00				$1,120,084.00				$1,338,806.50				$1,661,691.16
	II Water Main Miscellaneous (Phase 1)				$386,250.00				$465,963.00				$398,850.00				$428,585.00				$461,344.79				$822,815.87
	TOTAL:				**$1,493,929.00**				**$1,552,836.50**				**$1,632,960.00**				**$1,548,669.00**				**$1,800,151.29**				**$2,484,507.03**
	10% contingency				$ 149,392.90				$155,283.65				$163,296.00				$154,866.90				$180,015.13				$248,450.70
	WATER MAIN PHASE 1 INCLUDING CONTINGENCY				$1,643,321.90				$1,708,120.15				$1,796,256.00				$1,703,535.90				$1,980,166.42				$2,732,957.73
	III Water Main (Phase 2) (Bid Alternate)				$448,730.00				$427,532.50				$723,900.00				$592,640.00				$615,866.13				$1,161,102.86
	IV Water Main (Phase 2) (Bid Alternate)				$132,050.00				$262,823.00				$62,500.00				$394,284.00				$438,420.13				$758,614.33
	TOTAL:				**$580,780.00**				**$690,355.50**				**$786,400.00**				**$986,924.00**				**$1,054,286.26**				**$1,919,717.19**
	10% contingency				$58,078.00				$69,035.55				$78,640.00				$98,692.40				$105,428.63				$191,971.72
	WATER MAIN PHASE 2 INCLUDING CONTINGENCY				$638,858.00				$759,391.05				$865,040.00				$1,085,616.40				$1,159,714.89				$2,111,688.91
	GRAND TOTAL WATER MAIN PHASE 1 AND 2 INCLUDING CONTINGENCY				**$2,282,179.90**				**$2,467,511.20**				**$2,661,296.00**				**$2,789,152.30**				**$3,139,881.31**				**$4,844,646.64**

THE CONTRACTORS AND FEES ON THIS SPREAD SHEET REPRESENT A COMPILATION OF THE FOUR PERCEIVED LOWEST BIDS RECEIVED BY THE CITY OF LAKE WALES ON SEPTEMBER 29. ELISA HARDEN 10/7/2016

Tucker Paving with a Grand Total price (for both water and sewer) of $10,456,405.00 and Commercial Industrial Corporation with a Grand Total price (for both water and sewer) of $6,957,142.45 are not represented on this spreadsheet.

CITY OF LAKE WALES

S.R. 60 Westerly Expansion

BID NUMBER 16-419

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

Engineers Project Number: 046149024

	CONTRACTOR'S PROPOSAL FORM DESCRIPTION	HARRIS-MCBURNEY				KILLEBREW				METRO			
		QUANTITY	UNITS	UNIT PRICE	TOTAL	QUANTITY	UNITS	UNIT PRICE	TOTAL	QUANTITY	UNITS	UNIT PRICE	TOTAL
Item No.	**I. Underground Utilities Force Main Phase 1**												
1050 11222	3" Sewer Force Main PVC	5,570	LF	$4.00	$22,280.00	5,570	LF	$11.00	$61,270.00	5,570	LF	$15.00	$83,550.00
1052 11224	8" Sewer Force Main PVC	3,250	LF	$33.00	$107,250.00	3,250	LF	$30.35	$98,637.50	3,250	LF	$50.00	$162,500.00
1053 11224	12" Sewer Force Main PVC	5,570	LF	$34.00	$189,380.00	5,570	LF	$38.85	$216,394.50	5,570	LF	$65.00	$362,050.00
1050 11224	8" Gravity Sewer PVC	1,310	LF	$115.00	$150,650.00	1,310	LF	$71.00	$93,010.00	1,310	LF	$130.00	$170,300.00
0555 12	Directional Bore 3" Sewer	2,447	LF	$7.00	$17,129.00	2,447	LF	$37.90	$92,741.30	2,447	LF	$22.00	$53,834.00
0555 12	Directional Bore 8" Sewer	1,020	LF	$39.00	$39,780.00	1,020	LF	$45.90	$46,818.00	1,020	LF	$40.00	$40,800.00
0555 12	Directional Bore 12" Sewer	2,447	LF	$47.00	$115,009.00	2,447	LF	$56.00	$137,032.00	2,447	LF	$44.00	$107,668.00
1050 11322	3" Sewer Force Main HDPE	2,247	LF	$5.00	$11,235.00	2,247	LF	$7.50	$16,852.50	2,247	LF	$4.00	$8,988.00
1050 11324	8" Sewer Force Main HDPE	1,290	LF	$14.00	$18,060.00	1,290	LF	$18.50	$23,865.00	1,290	LF	$15.00	$19,350.00
1050 11324	12" Sewer Force Main HDPE	2,247	LF	$28.00	$62,916.00	2,247	LF	$28.00	$62,916.00	2,247	LF	$24.00	$53,928.00
0556 14	8" Jack & Bore Sewer	437	LF	$99.00	$43,263.00	437	LF	$70.00	$30,590.00	437	LF	$150.00	$65,550.00
1050 11514	18" Steel Sleeve	437	LF	$864.00	$377,568.00	437	LF	$600.55	$262,440.35	437	LF	$25.00	$10,925.00
	3" DIP	200	LF	$45.00	$9,000.00	200	LF	$75.00	$15,000.00	200	LF	$80.00	$16,000.00
	12" DIP	200	LF	$75.00	$15,000.00	200	LF	$167.00	$33,400.00	200	LF	$130.00	$26,000.00
1080 11404	12" Gate Valves	14	EA	$2,884.00	$40,376.00	14	EA	$2,335.00	$32,690.00	14	EA	$3,000.00	$42,000.00
1080 11404	8" Gate Valves	16	EA	$1,748.00	$27,968.00	16	EA	$1,430.00	$22,880.00	16	EA	$1,000.00	$16,000.00
1081 11204	3" Gate Valves	14	EA	$1,111.00	$15,554.00	14	EA	$950.00	$13,300.00	14	EA	$700.00	$9,800.00
0425 2 41	Gravity Sewer Manholes	9	EA	$9,960.00	$89,640.00	9	EA	$4,700.00	$42,300.00	9	EA	$8,000.00	$72,000.00
1080 11406	2" Air Release Assembly Sewer	5	EA	$8,183.00	$40,915.00	5	EA	$6,500.00	$32,500.00	5	EA	$1,500.00	$7,500.00
	0.5" Air Release Valve	4	EA	$7,595.00	$30,380.00	4	EA	$6,100.00	$24,400.00	4	EA	$1,000.00	$4,000.00
	Pigging Ports	5	EA	$5,099.00	$25,495.00	5	EA	$2,800.00	$14,000.00	5	EA	$800.00	$4,000.00
	Bends and Fittings and Mechanical Joints and Stub/Cap	1	LS	$56,795.00	$56,795.00	1	LS	$45,600.00	$45,600.00	1	LS	$128,000.00	$128,000.00
	8"x8"x8" Tee	1	LS	$1,170.00	$1,170.00	1	LS	$1,000.00	$1,000.00	1	LS	$2,000.00	$2,000.00
	Connection to Headworks (12" and 3")	1	LS	$8,742.00	$8,742.00	1	LS	$9,500.00	$9,500.00	1	LS	$10,000.00	$10,000.00
	Fiberglass Lift Station w/ electrical panel	1	EA	$76,076.00	$76,076.00	1	EA	$58,900.00	$58,900.00	1	EA	$50,000.00	$50,000.00
1501 1	Complete Lift Station package w/electric components, per detail	1	EA	$380,250.00	$380,250.00	1	EA	$358,700.00	$358,700.00	1	EA	$400,000.00	$400,000.00
	SUBTOTAL				**$1,971,881.00**				**$1,846,737.15**				**$1,926,743.00**
	II. Force Main Miscellaneous Phase 1												
0104 10 3	Silt Fence	6,500	LF	$1.70	$11,050.00	6,500	LF	$2.00	$13,000.00	6,500	LF	$1.00	$6,500.00
0110 1 1	Clearing & Grubbing (including tree removal) & All other Restoration	1.0	LS	$102,000.00	$102,000.00	1.0	LS	$37,680.00	$37,680.00	1.0	LS	$2,000.00	$2,000.00
	Utility Pole Holds	8.0	EA	$800.00	$6,400.00	8.0	EA	$630.00	$5,040.00	8.0	EA	$500.00	$4,000.00
0102 1	Maintenance of Traffic (MOT)	1	LS	$26,000.00	$26,000.00	1	LS	$19,300.00	$19,300.00	1	LS	$100,000.00	$100,000.00
0550 10228	Fence Restoration	1	LS	$12,000.00	$12,000.00	1	LS	$39,000.00	$39,000.00	1	LS	$2,000.00	$2,000.00
0700 1 50	Sign Relocation/Replacement/New (including Pillar removal/replacement)	7	EA	$600.00	$4,200.00	7	EA	$950.00	$6,650.00	7	EA	$50.00	$350.00
0101 1	Mobilization (includes bonds and insurance and NPDES)	1	LS	$177,000.00	$177,000.00	1	LS	$119,000.00	$119,000.00	1	LS	$265,000.00	$265,000.00
	Tree/Hedge Replacement and Hand excavation next to building	1	LS	$1,000.00	$1,000.00	1	LS	$2,700.00	$2,700.00	1	LS	$1,000.00	$1,000.00
	Pavement Open Cut /Pavement Repair/Asphalt Overlay/Concrete remove	1	LS	$10,000.00	$10,000.00	1	LS	$11,800.00	$11,800.00	1	LS	$7,000.00	$7,000.00
0522 2	Concrete Restoration (to nearest joint)/Gravel Drive Restoration	1	LS	$2,500.00	$2,500.00	1	LS	$5,600.00	$5,600.00	1	LS	$1,000.00	$1,000.00
	Dewatering	1	LS	$50,000.00	$50,000.00	1	LS	$199,500.00	$199,500.00	1	LS	$2,000.00	$2,000.00
	Davis Bacon Compliance	1	LS	$100.00	$100.00	1	LS	$50,000.00	$50,000.00	1	LS	$1,000.00	$1,000.00
	As-Built Survey and project closeout and testing	1	LS	$12,000.00	$12,000.00	1	LS	$14,000.00	$14,000.00	1	LS	$3,000.00	$3,000.00
	Construction Testing and Staking	1	LS	$41,000.00	$41,000.00	1	LS	$45,700.00	$45,700.00	1	LS	$4,000.00	$4,000.00
	SUBTOTAL				**$455,250.00**				**$568,970.00**				**$398,850.00**
Item No.	**III. Underground Utilities Force Main Phase 2 (Bid Alternate)**												
1051 11223	6" Sewer Force Main PVC	5,818	LF	$17.00	$98,906.00	5,818	LF	$16.00	$93,088.00	5,818	LF	$35.00	$203,630.00
1052 11224	8" Sewer Force Main PVC	4,780	LF	$20.00	$95,600.00	4,780	LF	$24.30	$116,154.00	4,780	LF	$48.00	$229,440.00
0555 12	Directional Bore 6" Sewer	100	LF	$28.00	$2,800.00	100	LF	$50.00	$5,000.00	100	LF	$35.00	$3,500.00
0555 12	Directional Bore 8" Sewer	195	LF	$39.00	$7,605.00	195	LF	$46.00	$8,970.00	195	LF	$45.00	$8,775.00
1050 11323	6" Sewer Force Main HDPE	100	LF	$20.00	$2,000.00	100	LF	$18.00	$1,800.00	100	LF	$20.00	$2,000.00
1050 11324	8" Sewer Force Main HDPE	195	LF	$23.00	$4,485.00	195	LF	$19.00	$3,705.00	195	LF	$30.00	$5,850.00
	6" Gate Valves	7	EA	$1,670.00	$11,690.00	7	EA	$1,200.00	$8,400.00	7	EA	$1,000.00	$7,000.00
1080 11404	8" Gate Valves	4	EA	$1,748.00	$6,992.00	4	EA	$1,500.00	$6,000.00	4	EA	$1,500.00	$6,000.00
1080 11406	2" Air Release Assembly Sewer	2	EA	$8,183.00	$16,366.00	2	EA	$7,100.00	$14,200.00	2	EA	$1,500.00	$3,000.00
1080 11409	Bends and Fittings and Mechanical Joints and Stub/Cap	1	LS	$19,554.00	$19,554.00	1	LS	$46,483.00	$46,483.00	1	LS	$15,000.00	$15,000.00
	Pigging Ports	2	EA	$5,099.00	$10,198.00	2	EA	$2,700.00	$5,400.00	2	EA	$800.00	$1,600.00
	8"x6" Reducer	1	EA	$833.00	$833.00	1	EA	$415.00	$415.00	1	EA	$700.00	$700.00
	SUBTOTAL				**$277,029.00**				**$309,615.00**				**$486,495.00**
	IV. Force Main Miscellaneous Phase 2 (Bid Alternate)												
0104 10 3	Silt Fence	5,500	LF	$1.70	$9,350.00	5,500	LF	$2.00	$11,000.00	5,500	LF	$1.00	$5,500.00
0110 1 1	Clearing & Grubbing & Right of Way Restoration & Stabilization	1.0	LS	$35,000.00	$35,000.00	1.0	LS	$18,900.00	$18,900.00	1.0	LS	$1,000.00	$1,000.00
0102 1	Maintenance of Traffic (MOT)	1	LS	$9,500.00	$9,500.00	1	LS	$22,000.00	$22,000.00	1	LS	$35,000.00	$35,000.00
0550 10228	Fence Restoration	1	LS	$1,500.00	$1,500.00	1	LS	$10,000.00	$10,000.00	1	LS	$500.00	$500.00
0522 2	Concrete Restoration (to nearest joint)/Gravel Drive Restoration	1	LS	$1,600.00	$1,600.00	1	LS	$27,000.00	$27,000.00	1	LS	$500.00	$500.00
	Pavement Open Cut /Pavement Repair/Repaint Stop Bar/Hand Digging	1	LS	$5,100.00	$5,100.00	1	LS	$8,300.00	$8,300.00	1	LS	$2,000.00	$2,000.00
0700 1 50	Sign Relocation/Replacement/	2	AS	$600.00	$1,200.00	2	AS	$950.00	$1,900.00	2	AS	$500.00	$1,000.00
0101 1	Mobilization (includes bonds and insurance and NPDES)	1	LS	$5,000.00	$5,000.00	1	LS	$41,100.00	$41,100.00	1	LS	$10,000.00	$10,000.00
	Tree Removal and Tree Replacement	1	LS	$3,800.00	$3,800.00	1	LS	$2,800.00	$2,800.00	1	LS	$500.00	$500.00
	Dewatering	1	LS	$26,000.00	$26,000.00	1	LS	$42,900.00	$42,900.00	1	LS	$1,000.00	$1,000.00
	Remove Stub and Cap sewer and Water from Phase 1	1	LS	$400.00	$400.00	1	LS	$3,430.00	$3,430.00	1	LS	$500.00	$500.00
	Davis Bacon Compliance	1	LS	$100.00	$100.00	1	LS	$28,000.00	$28,000.00	1	LS	$500.00	$500.00
	Hold Poles	2	EA	$800.00	$1,600.00	2	EA	$630.00	$1,260.00	2	EA	$500.00	$1,000.00
	As-Built Survey and project closeout and testing	1	LS	$5,500.00	$5,500.00	1	LS	$12,600.00	$12,600.00	1	LS	$1,000.00	$1,000.00
	Construction Testing and Staking	1	LS	$25,600.00	$25,600.00	1	LS	$16,500.00	$16,500.00	1	LS	$2,000.00	$2,000.00
	SUBTOTAL				**$131,250.00**				**$247,690.00**				**$62,000.00**

	CONTRACTOR'S PROPOSAL FORM DESCRIPTION	POSPIECH				COMMERCIAL INDUSTRIAL CORP				TUCKER			
		QUANTITY	UNITS	UNIT PRICE	TOTAL	QUANTITY	UNITS	UNIT PRICE	TOTAL	QUANTITY	UNITS	UNIT PRICE	TOTAL
Item No.	**I. Underground Utilities Force Main Phase 1**												
1050 11222	3" Sewer Force Main PVC	5,570	LF	$11.50	$64,055.00	5,570	LF	$10.26	$57,148.20	5,570	LF	$35.29	$196,565.30
1052 11224	8" Sewer Force Main PVC	3,250	LF	$33.00	$107,250.00	3,250	LF	$30.80	$100,100.00	3,250	LF	$123.08	$400,010.00
1053 11224	12" Sewer Force Main PVC	5,570	LF	$38.00	$211,660.00	5,570	LF	$42.19	$234,998.30	5,570	LF	$63.26	$352,358.20
1050 11224	8" Gravity Sewer PVC	1,310	LF	$40.00	$52,400.00	1,310	LF	$94.48	$123,768.80	1,310	LF	$134.88	$176,692.80
0555 12	Directional Bore 3" Sewer	2,447	LF	$27.00	$66,069.00	2,447	LF	$32.30	$79,038.10	2,447	LF	$33.24	$81,338.28
0555 12	Directional Bore 8" Sewer	1,020	LF	$38.00	$38,760.00	1,020	LF	$66.08	$67,401.60	1,020	LF	$40.89	$41,707.80
0555 12	Directional Bore 12" Sewer	2,447	LF	$55.00	$134,585.00	2,447	LF	$79.29	$194,022.63	2,447	LF	$52.63	$128,785.61
1050 11322	3" Sewer Force Main HDPE	2,247	LF	$10.00	$22,470.00	2,247	LF	$7.30	$16,403.10	2,247	LF	$1.81	$4,067.07
1050 11324	8" Sewer Force Main HDPE	1,290	LF	$37.00	$47,730.00	1,290	LF	$20.89	$26,948.10	1,290	LF	$11.55	$14,899.50
1050 11324	12" Sewer Force Main HDPE	2,247	LF	$58.00	$130,326.00	2,247	LF	$45.20	$101,564.40	2,247	LF	$23.39	$52,557.33
0556 14	8" Jack & Bore Sewer	437	LF	$442.00	$193,154.00	437	LF	$466.15	$203,707.55	437	LF	$299.83	$131,025.71
1050 11514	18" Steel Sleeve	437	LF	$60.00	$26,220.00	437	LF	$41.95	$18,332.15	437	LF	$42.03	$18,367.11
	3" DIP	200	LF	$85.00	$17,000.00	200	LF	$115.47	$23,094.00	200	LF	$44.63	$8,926.00
	12" DIP	200	LF	$131.00	$26,200.00	200	LF	$164.42	$32,884.00	200	LF	$74.56	$14,912.00
1080 11404	12" Gate Valves	14	EA	$3,130.00	$43,820.00	14	EA	$2,674.60	$37,444.40	14	EA	$3,375.64	$47,258.96
1080 11404	8" Gate Valves	16	EA	$2,000.00	$32,000.00	16	EA	$1,424.35	$22,789.60	16	EA	$2,288.17	$36,610.72
1081 11204	3" Gate Valves	14	EA	$1,350.00	$18,900.00	14	EA	$950.97	$13,313.58	14	EA	$1,781.36	$24,939.04
0425 2 41	Gravity Sewer Manholes	9	EA	$5,050.00	$45,450.00	9	EA	$9,523.75	$85,713.75	9	EA	$5,807.71	$52,269.39
1080 11406	2" Air Release Assembly Sewer	5	EA	$5,150.00	$25,750.00	5	EA	$9,491.68	$47,458.40	5	EA	$5,342.38	$26,711.90
	0.5" Air Release Valve	4	EA	$4,200.00	$16,800.00	4	EA	$6,098.78	$24,395.12	4	EA	$4,634.73	$18,538.92
	Pigging Ports	5	EA	$6,900.00	$34,500.00	5	EA	$5,156.38	$25,781.90	5	EA	$8,509.90	$42,549.50
	Bends and Fittings and Mechanical Joints and Stub/Cap	1	LS	$85,000.00	$85,000.00	1	LS	$37,657.62	$37,657.62	1	LS	$62,961.47	$62,961.47
	8"x8"x8" Tee	1	LS	$1,204.00	$1,204.00	1	LS	$1,143.96	$1,143.96	1	LS	$994.88	$994.88
	Connection to Headworks (12" and 3")	1	LS	$6,100.00	$6,100.00	1	LS	$2,749.42	$2,749.42	1	LS	$1,015.42	$1,015.42
	Fiberglass Lift Station w/ electrical panel	1	EA	$92,000.00	$92,000.00	1	EA	$87,470.00	$87,470.00	1	EA	$171,923.66	$171,923.66
1501 1	Complete Lift Station package w/electric components, per detail	1	EA	$317,000.00	$317,000.00	1	EA	$348,500.00	$348,500.00	1	EA	$418,617.47	$418,617.47
	SUBTOTAL				**$1,856,403.00**				**$2,013,828.68**				**$2,526,604.04**
	II. Force Main Miscellaneous Phase 1												
0104 10 3	Silt Fence	6,500	LF	$1.25	$8,125.00	6,500	LF	$1.79	$11,635.00	6,500	LF	$2.81	$18,265.00
0110 1 1	Clearing & Grubbing (including tree removal) & All other Restoration	1.0	LS	$67,000.00	$67,000.00	1.0	LS	$59,295.65	$59,295.65	1.0	LS	$47,654.40	$47,654.40
	Utility Pole Holds	8.0	EA	$1,075.00	$8,600.00	8.0	EA	$1,188.71	$9,509.68	8.0	EA	$2,533.97	$20,271.76
0102 1	Maintenance of Traffic (MOT)	1	LS	$24,500.00	$24,500.00	1	LS	$44,677.97	$44,677.97	1	LS	$77,195.08	$77,195.08
0550 10228	Fence Restoration	1	LS	$39,000.00	$39,000.00	1	LS	$3,496.20	$3,496.20	1	LS	$22,367.32	$22,367.32
0700 1 50	Sign Relocation/Replacement/New (including Pillar removal/replacement)	7	EA	$200.00	$1,400.00	7	EA	$699.24	$4,894.68	7	EA	$443.44	$3,104.08
0101 1	Mobilization (includes bonds and insurance and NPDES)	1	LS	$50,000.00	$50,000.00	1	LS	$105,725.23	$105,725.23	1	LS	$138,350.75	$138,350.75
	Tree/Hedge Replacement and Hand excavation next to building	1	LS	$10,000.00	$10,000.00	1	LS	$27,160.07	$27,160.07	1	LS	$7,981.99	$7,981.99
	Pavement Open Cut /Pavement Repair/Asphalt Overlay/Concrete remove	1	LS	$49,000.00	$49,000.00	1	LS	$123,476.37	$123,476.37	1	LS	$47,712.17	$47,712.17
0522 2	Concrete Restoration (to nearest joint)/Gravel Drive Restoration	1	LS	$8,500.00	$8,500.00	1	LS	$21,956.17	$21,956.17	1	LS	$1,583.72	$1,583.72
	Dewatering	1	LS	$186,600.00	$186,600.00	1	LS	$34,962.05	$34,962.05	1	LS	$487,766.16	$487,766.16
	Davis Bacon Compliance	1	LS	$9,000.00	$9,000.00	1	LS	$30,766.60	$30,766.60	1	LS	$7,380.18	$7,380.18
	As-Built Survey and project closeout and testing	1	LS	$14,800.00	$14,800.00	1	LS	$15,000.00	$15,000.00	1	LS	$14,570.30	$14,570.30
	Construction Testing and Staking	1	LS	$14,800.00	$14,800.00	1	LS	$47,548.38	$47,548.38	1	LS	$34,129.04	$34,129.04
	SUBTOTAL				**$491,325.00**				**$540,104.05**				**$928,331.95**
Item No.	**III. Underground Utilities Force Main Phase 2 (Bid Alternate)**												
1051 11223	6" Sewer Force Main PVC	5,818	LF	$25.50	$148,359.00	5,818	LF	$25.90	$150,686.20	5,818	LF	$69.29	$403,129.22
1052 11224	8" Sewer Force Main PVC	4,780	LF	$34.75	$166,105.00	4,780	LF	$29.79	$142,396.20	4,780	LF	$80.16	$383,164.80
0555 12	Directional Bore 6" Sewer	100	LF	$41.00	$4,100.00	100	LF	$58.74	$5,874.00	100	LF	$46.38	$4,638.00
0555 12	Directional Bore 8" Sewer	195	LF	$38.00	$7,410.00	195	LF	$66.08	$12,885.60	195	LF	$41.70	$8,131.50
1050 11323	6" Sewer Force Main HDPE	100	LF	$34.00	$3,400.00	100	LF	$29.69	$2,969.00	100	LF	$7.11	$711.00
1050 11324	8" Sewer Force Main HDPE	195	LF	$52.00	$10,140.00	195	LF	$48.82	$9,519.90	195	LF	$11.53	$2,248.35
	6" Gate Valves	7	EA	$1,600.00	$11,200.00	7	EA	$1,199.20	$8,394.40	7	EA	$2,241.47	$15,690.29
1080 11404	8" Gate Valves	4	EA	$2,200.00	$8,800.00	4	EA	$1,497.07	$5,988.28	4	EA	$2,950.38	$11,801.52
1080 11406	2" Air Release Assembly Sewer	2	EA	$5,150.00	$10,300.00	2	EA	$7,953.35	$15,906.70	2	EA	$6,611.23	$13,222.46
1080 11409	Bends and Fittings and Mechanical Joints and Stub/Cap	1	LS	$17,000.00	$17,000.00	1	LS	$37,657.62	$37,657.62	1	LS	$24,942.33	$24,942.33
	Pigging Ports	2	EA	$5,900.00	$11,800.00	2	EA	$5,156.38	$10,312.76	2	EA	$2,816.61	$5,633.22
	8"x6" Reducer	1	EA	$740.00	$740.00	1	EA	$1,033.48	$1,033.48	1	EA	$568.09	$568.09
	SUBTOTAL				**$399,354.00**				**$403,624.14**				**$873,880.78**
	IV. Force Main Miscellaneous Phase 2 (Bid Alternate)												
0104 10 3	Silt Fence	5,500	LF	$1.25	$6,875.00	5,500	LF	$1.79	$9,845.00	5,500	LF	$3.04	$16,720.00
0110 1 1	Clearing & Grubbing & Right of Way Restoration & Stabilization	1.0	LS	$83,000.00	$83,000.00	1.0	LS	$59,295.65	$59,295.65	1.0	LS	$17,267.08	$17,267.08
0102 1	Maintenance of Traffic (MOT)	1	LS	$32,500.00	$32,500.00	1	LS	$44,677.97	$44,677.97	1	LS	$19,931.14	$19,931.14
0550 10228	Fence Restoration	1	LS	$23,000.00	$23,000.00	1	LS	$3,496.20	$3,496.20	1	LS	$11,166.04	$11,166.04
0522 2	Concrete Restoration (to nearest joint)/Gravel Drive Restoration	1	LS	$3,500.00	$3,500.00	1	LS	$53.74	$53.74	1	LS	$1,581.23	$1,581.23
	Pavement Open Cut /Pavement Repair/Repaint Stop Bar/Hand Digging	1	LS	$32,000.00	$32,000.00	1	LS	$123,476.37	$123,476.37	1	LS	$47,637.01	$47,637.01
0700 1 50	Sign Relocation/Replacement/	2	AS	$200.00	$400.00	1	AS	$699.24	$699.24	2	AS	$442.75	$885.50
0101 1	Mobilization (includes bonds and insurance and NPDES)	1	LS	$54,000.00	$54,000.00	1	LS	$105,725.23	$105,725.23	1	LS	$111,604.44	$111,604.44
	Tree Removal and Tree Replacement	1	LS	$3,300.00	$3,300.00	1	LS	$27,160.07	$27,160.07	1	LS	$632.49	$632.49
	Dewatering	1	LS	$120,500.00	$120,500.00	1	LS	$21,956.17	$21,956.17	1	LS	$439,516.54	$439,516.54
	Remove Stub and Cap sewer and Water from Phase 1	1	LS	$1,800.00	$1,800.00	1	LS	$650.00	$650.00	1	LS	$1,412.46	$1,412.46
	Davis Bacon Compliance	1	LS	$9,000.00	$9,000.00	1	LS	$34,962.05	$34,962.05	1	LS	$5,593.77	$5,593.77
	Hold Poles	2	EA	$1,075.00	$2,150.00	2	EA	$1,188.71	$2,377.42	2	EA	$3,794.95	$7,589.90
	As-Built Survey and project closeout and testing	1	LS	$11,000.00	$11,000.00	1	LS	$30,766.60	$30,766.60	1	LS	$8,728.41	$8,728.41
	Construction Testing and Staking	1	LS	$19,300.00	$19,300.00	1	LS	$47,548.38	$47,548.38	1	LS	$28,516.61	$28,516.61
	SUBTOTAL				**$402,325.00**				**$512,690.09**				**$718,782.62**

	I Underground Utilities Force Main (Phase 1)				$1,971,881.00				$1,846,737.15				$1,926,743.00				$1,856,403.00				$2,013,828.68				$2,526,604.04
	II Force Main Miscellaneous (Phase 1)				$455,250.00				$568,970.00				$398,850.00				$491,325.00				$540,104.05				$928,331.95
	TOTAL:				**$2,427,131.00**				**$2,415,707.15**				**$2,325,593.00**				**$2,347,728.00**				**$2,553,932.73**				**$3,454,935.99**
	10% contingency				$ 242,713.10				$241,570.72				$232,559.30				$234,772.80				$255,393.27				$345,493.60
	TOTAL FORCE MAIN PHASE 1 INCLUDING CONTINGENCY				$2,669,844.10				$2,657,277.87				$2,558,152.30				$2,582,500.80				$2,809,326.00				$3,800,429.59
	III Underground Utilities Force Main (Phase 2) (Bid Alternate)				$277,029.00				$309,615.00				$486,495.00				$399,354.00				$403,624.14				$873,880.78
	IV Force Main Miscellaneous (Phase 2) (Bid Alternate)				$131,250.00				$247,690.00				$62,000.00				$402,325.00				$512,690.09				$718,782.62
	TOTAL:				**$408,279.00**				**$557,305.00**				**$548,495.00**				**$801,679.00**				**$916,314.23**				**$1,592,663.40**
	10% contingency				$40,827.90				$55,730.50				$54,849.50				$80,167.90				$91,631.42				$159,266.34
	TOTAL FORCE MAIN PHASE 2 INCLUDING CONTINGENCY				$449,106.90				$613,035.50				$603,344.50				$881,846.90				$1,007,945.65				$1,751,929.74
	GRAND TOTAL FORCE MAIN PHASE 1 AND 2 INCLUDING CONTINGENCY				**$3,118,951.00**				**$3,270,313.37**				**$3,161,496.80**				**$3,464,347.70**				**$3,817,271.66**				**$5,552,359.33**

THE CONTRACTORS AND FEES ON THIS SPREAD SHEET REPRESENT A COMPILATION OF THE FOUR PERCEIVED LOWEST BIDS RECEIVED BY THE CITY OF LAKE WALES ON SEPTEMBER 29. ELISA HARDEN 10/7/2016

Tucker Paving with a Grand Total price (for both water and sewer) of $10,456,405.00 and Commercial Industrial Corporation with a Grand Total price (for both water and sewer) of $6,957,142.45 are not represented on this spreadsheet.

SECTION 00600
AGREEMENT

This Agreement made this _____day of_____, by and between The City of Lake Wales hereinafter called "Owner", and **Harris-McBurney Company** doing business as a corporation hereinafter call "Contractor", for the construction of an approximate 4.6 mile extension of a water and sewer line with gravity services within the airport and a lift station, as described in the Construction Documents and Specification Manual provided by Kimley-Horn and Associates, Inc.

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The Contractor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for construction and completion of the work described in the Contract Documents and comply with the terms therein for the sum of $**5,401,130.90** as detailed in the Bid Schedule.

2. The Contractor will furnish a Performance and Payment Bond, in an amount equal to 100 percent (100%) of the Contract Price, and submit such Bond to the Owner within ten (10) calendar days from the date of the Notice of Award.

3. The Contractor will purchase and maintain such comprehensive general liability and other insurance such as required by the General and Supplementary Conditions and furnish Certificates of Insurance to the Owner within ten (10) calendar days from the date of the Notice of Award.

4. The Contractor will commence the work required by the Contract Documents within ten (10) calendar days after the date of the Notice to Proceed for phase 1 work, and will achieve Substantial Completion (**operational**) within 270 calendar days for phase 1 work and The Contractor will commence the work required by the Contract Documents within ten (10) calendar days after the date of the Notice to Proceed for phase 2 work, and will achieve Substantial Completion (**operational**) within 270 calendar days for phase 2 work. The date of Final Completion will be 10 days following the date of Substantial Completion of each phase. Unless the period for Substantial Completion is extended otherwise by the Contract Documents, the Contractor will be assessed liquidated damages in the amount of $100 per calendar day past the date of Substantial Completion. In addition, for Final Completion, the Contractor will be assessed liquidated damages in the amount of $100 per calendar day past the date of Final Completion.

5. The Owner will pay to the Contractor in the manner and at such times as set forth in the General Conditions such amounts as required by the Contract Documents.

6. Progress payments will be made in an amount equal to 90% (ninety percent) of the value of work completed, and may include 90% (ninety percent) of the value of materials and equipment not incorporated into the work, but delivered and suitably stored, less, in each case, the aggregate of payments previously made. At the sole discretion of the Owner, monthly progress payments may be increased after 50% (fifty percent) of the work is completed to 95% (ninety-five percent) of the value of work completed and materials and equipment not incorporated but delivered and suitably stored (less the aggregate of previous payments) provided that:

   (a) Contractor is making satisfactory progress, and
   (b) There is no specific cause for greater withholding.

   However, the Owner may subsequently resume retaining 10% (ten percent) of the value of work completed and materials delivered if, in sole determination of the Owner, the Contractor is not

performing according to the Contract Documents or not complying with the current progress schedule.

7. The Contractor will provide the Owner with a list of all Sub-contractors and Suppliers used by the Contractor in performing the work covered by this Contract. The Contractor will be required to submit to the Owner appropriate partial Release of Lien from the appropriate Suppliers and Sub-contractors with each Application for Payment before payment is made by the Owner. Final payment will be paid to the Contractor when the Contractor and all Sub-contractors and Suppliers have provided the Owner with their final Release of Lien.

8. The term "Contract Documents" means and includes the following:

   A. Invitation For Bids
   B. Bid
   C. Bid Bond
   D. Agreement
   E. Performance and Payment Bond
   F. Certificate of Insurance
   G. General Conditions
   H. Special Provisions
   I. Notice Of Award
   J. Notice To Proceed
   K. Change Order Form
   L. Application For Payment Form
   M. Certificate of Substantial Completion
   N. Release of Lien Forms
   O. Drawings prepared by Kimley-Horn and Associates, Inc. Survey prepared by Peavey and Associates.

9. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

10. The Contractor agrees that all materials, techniques, methods and safety are exclusively the responsibility of the Contractor and not the Engineer or Owner.

11. Contractor agrees to immediately notify Owner if Contractor is adjudged as bankrupt or insolvent, or makes a general assignment for the benefit of its creditors, or if a trustee or receiver is appointed for the Contractor or for any of its property, or if Contractor files a petition or take advantage of any debtor's act, or to reorganize under the bankruptcy or applicable laws.

12. The Contractor shall indemnify and save harmless The City of Lake Wales its officers, agents and employees from all suits, actions or claims of any character, name and description brought for, or on account of any injuries, deaths or damages received or sustained by any person, persons or property by or from the Contractor, his agents or employees, or by, or in consequence of, any neglect in safeguarding the work or through the use of unacceptable materials in the construction of the improvement, or by, or on account of, any act or omission, neglect, or misconduct of the Contractor, his agents or employees, or by, or on account of, any claims or amounts recovered for any infringement of patent, trademarks, or copyright or from any claims or amounts arising or recovered under the Workmen's Compensation Law or any other laws, by-laws, ordinances, order or other decree, and so much of the money due to Contractor under any virtue of his contract as

shall be considered necessary to the Engineer, may be retained for use of the Owner, or in case of money is due, his Surety shall be held until such suit or lawsuits, action or actions, claim or claims, for injuries, deaths or damages, as aforesaid, shall have been settled and suitable evidence to that effect furnished to the Owner. The Contractor agrees to furnish insurance coverage in the type and amounts stipulated by the Specifications and Contract Documents.

13. The breach of any provision of this contract and those provisions stated more fully in the specifications for the Fire Sub Station located off of Chalet Suzanne Road in Lake Wales, Florida shall entitle Owner to collect damages against Contractor and if necessary, to seek injunctive relief against Contractor, and to collect costs and attorney's fees through all appeals.

14. Public Records. Contractor acknowledges that it is acting on behalf of a Public agency and that this Agreement is subject to the provisions of §119.0701, Florida Statutes, and that Contractor must comply with the public records laws of the State of Florida. Contractor shall:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
(b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements and not.
(d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

IN WITNESS WHEREOF, the parties thereto have executed, or caused to be executed by their duly authorized officials, this Agreement in triplicate each of which shall be deemed an original on the date first above written.

OWNER:

_____

BY: _____

NAME: _____

Please Type/Print

TITLE: _____

DATE: _____

ATTEST:

_____

NAME: _____

Please Type/Print

TITLE: _____

CONTRACTOR: _____

BY: _____

NAME: _____

Please Type/Print

ADDRESS: _____

_____

DATE: _____

ATTEST:

_____

NAME: _____

Please Type/Print

TITLE: _____

END OF SECTION

EXHIBIT A

CONSULTING SERVICES AUTHORIZATION
TO THE
MASTER CONSULTING AGREEMENT #15-392 dated September 23, 2015

CONSTRUCTION PHASE SERVICES FOR
SR 60 WESTERLY POTABLE WATER AND SANITARY FORCE MAIN EXTENSION

PROJECT UNDERSTANDING

1. The City of Lake Wales is proposing to begin construction to extend a sanitary sewer force main and a potable water main approximately 4 miles westerly along SR 60 towards the limits of the Lake Wales utility service area boundary. The utility mains are to be utilized by potential future development and existing customers along the route.
2. The project has completed the public bidding process and it is anticipated that a contractor will be selected once the bids have been reviewed.
3. Kimley-Horn will review and make recommendations to the City when provided reasonable value engineering opportunities from the selected contractor.
4. The City of Lake Wales has requested that Kimley-Horn, as the engineer of record for the utility line extensions, provide construction phase services as specifically described below.

SCOPE OF SERVICES

TASK 1 – CONSTRUCTION PHASE SERVICES

Pre-Construction Conference. Consultant will conduct [*or attend*] a Pre-Construction Conference prior to commencement of Work at the City Office.

Visits to Site and Observation of Construction. Consultant will make an average of 1-weekly visit in order to observe the progress of the Work. Such visits and observations by Consultant are not intended to be exhaustive or to extend to every aspect of Contractor's work. Observations are to be limited to spot checking, selective measurement, and similar methods of general observation. Based on information obtained during such visits, Consultant will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Consultant will keep Client informed of the general progress of the Work.

Consultant shall not, during such visits or as a result of such observations, supervise, direct, or have control over Contractor's work, nor shall Consultant have authority over or responsibility for the means, methods, techniques, equipment choice and usage, sequences, schedules, or

procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, nor for any failure of Contractor to comply with applicable laws and regulations. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

Recommendations with Respect to Defective Work. Consultant will recommend to Client that Contractor's work be disapproved and rejected while it is in progress if, on the basis of such observations, Consultant believes that such work will not produce a completed Project that conforms generally to Contract Documents.

Clarifications and Interpretations. Consultant will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents to Client as appropriate to the orderly completion of Contractor's work. Any orders authorizing variations from the Contract Documents will be made by Client.

Change Orders. Consultant may recommend Change Orders to Client, and will review and make recommendations related to Change Orders submitted or proposed by the Contractor.

Shop Drawings and Samples. Consultant will review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.

Substitutes and "or-equal." Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor in accordance with the Contract Documents, but subject to the provisions of applicable standards of state or local government entities.

Inspections and Tests. Consultant may require special inspections or tests of Contractor's work as Consultant deems appropriate, and may receive and review certificates of inspections within Consultant’s area of responsibility or of tests and approvals required by laws and regulations or the Contract Documents. Consultant’s review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Consultant shall be entitled to rely on the results of such tests and the facts being certified.

Disagreements between Client and Contractor. Consultant will, if requested by Client, render written decision on all claims of Client and Contractor relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the progress of Contractor's work. In rendering such decisions, Consultant shall be fair and not show partiality to Client or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.

Applications for Payment. Based on its observations and on review of applications for payment and accompanying supporting documentation, Consultant will determine the amounts that Consultant recommends Contractor be paid. Such recommendations will be based on Consultant’s knowledge, information and belief, and will state whether in Consultant’s opinion Contractor’s

work has progressed to the point indicated, subject to any qualifications stated in the recommendation. In the case of unit price work, Consultant's recommendations of payment will include determinations of quantities and classifications of Contractor's work, based on observations and measurements of quantities provided with pay requests. Consultant's recommendations will not be a representation that its observations to check Contractor's work have been exhaustive, extended to every aspect of Contractor's work, or involved detailed inspections.

Substantial Completion. Consultant will, promptly after notice from Contractor that it considers the entire Work ready for its intended use, in company with Client and Contractor, conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list. If after considering any objections of Client, Consultant considers the Work substantially complete, Consultant will notify Client and Contractor.

Final Notice of Acceptability of the Work. Consultant will conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list so that Consultant may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Consultant shall also provide a notice that the Work is generally in accordance with the Contract Documents to the best of Consultant's knowledge, information, and belief based on the extent of its services and based upon information provided to Consultant upon which it is entitled to rely.

Specific Services: Consultant will provide the following construction phase services as part of this agreement. These services are provided based on the understanding that the proposed construction schedule is approximately 270 days (9 months). Site meetings, observations, and any retesting beyond those listed below will be provided as additional services:

1. A maximum of 36 site visits to be conducted approximately 1 per week. Additional visits shall include the following:
    a. Attendance at the pre-construction meeting
    b. One visit for substantial completion
    c. Two visits for lift station start-up
    d. One visit for final completion

The consultant will review the record drawings as provided by the Contractor and prepared by a licensed Florida Land Surveyor.

The consultant will submit the as-built drawings and applicable clearance forms to the Polk County Health Department and The Florida Department of Environmental Protection, and the FDOT. The consultant shall provide the City a final package of closeout documents.

TASK 2– Easement Coordination

Under this Task KHA will work with the City and the City's retained Attorney to secure easements as required to construct the utility lines. According to Mr. Tom Drage, the consultant will be required to testify on October 11, 2016 regarding the necessity of the easements. Mr. Drage has also requested the engineer of record be present at a meeting on October 4 at the City office. Additional meetings would be considered additional services.

TASK 3– SRF Loan Assistance and Davis-Bacon and Related Acts Coordination

A. KHA will continue to assist the City with coordination with the State Revolving Fund (SRF) department regarding project funding issues.

B. KHA will provide the SRF program manager with revised plans, specifications, change orders, and construction estimates as necessary through the construction phase of this project.

C. KHA will work with the selected contractor to identify all contractors involved in the project that need to comply with the Davis-Bacon and Related Acts (DBRA). KHA will work with the City of Lake Wales staff and funding agency staff to review the weekly certified payrolls and statement of compliance signed by the contractor or sub contractor for the 36-week construction period. KHA will maintain a copy of all payroll for a minimum period of three years as required.

D. KHA will conduct and document random contract employee interviews to ensure that contractors and subcontractors adhere to provisions contained within the DBRA.

E. KHA will provide compliance documentation of DBRA on a monthly basis (if requested) to the City of Lake Wales for proper oversight of contractors and its subcontractors.

F. KHA will review request for payment submittals from the contractor and coordinate submittals with the SRF department for loan disbursements.

TASK 4 – Coordination with FDOT and Re-permitting for Phase 2

A. It is understood that from approximate Station 2421+00 and then westerly along the new water and sewer force main route, a PD&E study has been prepared by FDOT. Plans to acquire right of way and then widen the roadway and construction a bridge is planned.

B. KHA will coordinate with FDOT provide revised Phase 2 construction plans that consider the new right of way proposed by the FDOT. The fee for a surveyor is not included and will be an additional service if required. It is anticipated that FDOT may have a survey that can be utilized if needed.

C. KHA will submit the revised plans to the FDOT as required and coordinate with FDOT for approval.

Additional Services

KHA will, at the request of the City, perform additional services not included in the above scope. The additional services will be billed on an hourly plus expenses basis, in accordance with the previously approved KHA rate schedule. Written requests from the Client will be considered as authorization to invoice for time and materials to perform any such services. These services may include, but are not limited to the following:

A. Attendance at meetings or any other coordination not specifically included in the Scope of

Services.

B. Any engineering consulting service that is not specifically identified in the above Scope of Services.

C. Construction Survey services (Construction Layout, etc.)

D. Work to prepare legal descriptions and sketches for utility or construction easements.

E. Wetland flagging and/or flood studies.

F. Geotechnical Services

G. Structural Design

H. Additional Hydraulic Studies

I. Booster Pumping Systems

COMPLIANCE WITH LAW AND CODES

The Consultant shall exercise the professional standard of care in its efforts to comply with laws and regulations in effect as of the date of this Agreement. Design changes made necessary by unexpected interpretations or changes in laws or regulations shall entitle the Consultant to reasonable adjustments in schedule and compensation. The Client acknowledges that the laws and regulations of various governmental entities having jurisdiction over the project are sometimes in conflict, and in that circumstance the Consultant's sole obligation is to exercise the professional standard of care in an effort to resolve such conflicts.

Consultant And Client Agree To The Following General Schedule:

KHA will provide the services described in the scope of services in an expeditious manner based upon an agreed schedule.

For the Services set forth above, Client shall pay Consultant the following compensation:

KHA will perform the Services described in the Scope of Services for the labor fees described below:

Task	***Labor Fee***
Task 1 – Construction Phase	Lump Sum: $128,470.00
Task 2 – Easement Coordination	Lump Sum: $2,915.00
Task 3 – SRF Loan Assistance and David Bacon Coordination	Lump Sum: $55,365.00
Task 4 – Design for FDOT Improvements	Lump Sum: $21,630.00

KHA will perform the Scope of Services in Tasks 1-4 for a lump sum labor fee of **$229,218.00

Reimbursable expenses will be billed based upon the City reimbursable schedule provided in Master Consulting Agreement #15-392 dated September 23, 2015

**An allowance in the amount of 10% is included for additional services. This allowance shall only be used at the direction of the City. Any unused portion of the allowance shall be returned to the City.

All permitting, application, and similar project fees will be paid directly by the Client.

Consultant's fees shall be paid per the master consulting agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written

CITY OF LAKE WALES	**KIMLEY-HORN AND ASSOCIATES, INC.**
BY: _____	BY: _____ Mark E. Wilson, P.E.
ITS: _____	ITS: Vice-President
ATTEST: _____	ATTEST: _____ Elisa Harden, P.E.
DATE: _____	DATE: October 6, 2016

DATE: October 26, 2016

TO: Honorable Mayor and City Commission

VIA: Christopher Velasquez, Chief of Police; Joseph Jenkins, Fire Chief; Kenneth Fields, City Manager

FROM: Lieutenant Griffin Crosby, Support Services Commander

SUBJECT: Lease Agreement with Mears Motor Leasing

SYNOPSIS: Staff is requesting Commission approval to lease-purchase six (6) Police vehicles and one (1) Fire vehicle from Mears Motor Leasing under the Master Lease Agreement.

RECOMMENDATION

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

1. Approve the sixty (60) month lease of five (5) fully equipped 2017 Ford Police Interceptor vehicles and one (1) fully equipped 2017 Ford Police Interceptor K9 vehicle from Mears Motor Leasing based upon the Florida Sheriff Association Fleet competitive bid pricing.

2. Approve the sixty (60) month lease of one (1) fully equipped 2017 Ford Interceptor fire vehicle from Mears Leasing based upon the Florida Sheriff Association Fleet competitive bid pricing.

3. Authorize the City Manager to execute the necessary documents on behalf of the City.

BACKGROUND

Within the FY 2016/17 annual budget, the City Commission approved $250,352.00 for additional Police Department vehicles and $42,405.00 for an additional Fire Department vehicle. The FY 2016/17 annual budget indicated the vehicles would be leased versus purchased with commission approval.

Staff recommends the lease-purchase of these vehicles for the following reasons:

<u>Police Department</u>

- The five (5) fully equipped 2017 Ford Police Interceptor vehicles and one (1) fully equipped 2017 Ford Police Interceptor K9 vehicle include equipment up-fitting. These vehicles can be lease-purchased using the Florida Sheriff Association competitive bid pricing. The capital cost of these vehicles, if purchased outright, would be $254,378.00. Under the lease-purchase agreement, the monthly lease payment is $4,669.11 for sixty (60) months, with a total cost of $280,146.60. These vehicles will replace marked police vehicles being removed from service through reassignment, sale, or other means of disposal.

- Under the Mears Motor Leasing agreement the annual cost of these vehicles is $56,029.32 with an overall cost of $280,146.60 at the end of 60 months. A full purchase would result in a current-year decrease in cash flow of $254,378.00 as compared to $56,029.32 per year.

- Mears Motor Leasing's proposal has an APR of 3.85% over the sixty (60) month term with a one (1) dollar residual buyout price for each vehicle.

- Six vehicles to be replaced will be sold via an online auction or traded for equivalent value in future vehicle equipment. Based upon the anticipated sale price of the vehicles that will be taken out of service this year, the expected revenue would be approximately $12,000.00.

Fire Department

- The one (1) fully equipped 2017 Ford Interceptor Utility fire vehicle will include equipment up-fitting. This vehicle can be lease-purchased using the Florida Sheriff Association competitive bid pricing. The capital cost of this vehicle, if purchased outright, would be $42,402.44. Under the lease-purchase agreement, the monthly lease payment is $778.30 for sixty (60) months, with a total cost of $46,698.00.

- Under the Mears Motor Leasing agreement the annual cost of this vehicle is $9339.60 with an overall cost of $46,698.00 at the end of 60 months. A full purchase would result in a current-year decrease in cash flow of $42,402.44 as compared to $9339.60 per year.

- Mears Motor Leasing's proposal has an APR of 3.85% over the sixty (60) month term with a one (1) dollar residual buyout price for each vehicle.

OTHER OPTIONS

1) Purchase the seven (7) public safety vehicles outright at a cost of $296,780.44.

2) Retain the existing vehicles.

FISCAL IMPACT

The proposed FY16/17 lease obligation of $49,031.69 (9 months) provided by Mears Motor Leasing is based upon a lease-purchase option for public safety vehicles. An additional $12,000.00 or more income and savings should be realized during the first year based upon sale of vehicles taken out of service. Additionally, fleet maintenance costs will be reduced as a result of replacing the aged vehicles currently in use.

If the City Commission approves the vehicle lease agreement, the City is committed to a yearly lease payment of $65,368.92 for the sixty (60) month leases. If revenues are insufficient in future years, an option would be to return the vehicles under the non-appropriation of funds clause. If it becomes necessary to exercise this option, however, the Police and Fire Departments would suffer the loss of the vehicles.

ATTACHMENTS

Schedule "A" of the Lease Agreement

OPEN-END LEASE SCHEDULE

The following vehicle is hereby added to the Master Lease Agreement dated _____, between The Bancorp Bank (Lessor) and

City of Lake Wales (Lessee).

Customer # _____

Date 10/24/2016 Unit # _____

Year, Make & Model	VIN
2017 Ford Interceptor Utility -Marked	TBD

Exterior Color	Interior Color	Optional Equipment	State of Registration	Est. Annual Mileage

Term & Frequency	60	**Security Deposit**	$0.00
Original Value	$41,897.00		$0.00
Base Payment	$769.02	**Termination Value**	$1.00
Sales / Use Tax	0.00	**Estimated Initial Tax & Tags**	TBD
Total Monthly Payment	$769.02		

Additional Terms and Conditions:

LESSEE City of Lake Wales

Signature _____

_____

Signature _____

_____

Signature _____

_____

Signature _____

_____

LESSOR The Bancorp Bank

Signature _____

Title _____

(Rev. December 10, 2015) 10/25/2016 2:16 PM

OPEN-END LEASE SCHEDULE

The following vehicle is hereby added to the Master Lease Agreement dated _____, between The Bancorp Bank (Lessor) and

City of Lake Wales (Lessee).

Customer # _____

Date 10/25/2016 Unit # _____

Year, Make & Model	VIN
2017 Ford Interceptor Utility - K9	TBD

Exterior Color	Interior Color	Optional Equipment	State of Registration	Est. Annual Mileage
			FL	N/A

Term & Frequency	60	**Security Deposit**	$0.00
Original Value	$44,893.00		$0.00
Base Payment	$824.01	**Termination Value**	$1.00
Sales / Use Tax	0.00	**Estimated Initial Tax & Tags**	TBD
Total Monthly Payment	$824.01		

Additional Terms and Conditions:

LESSEE City of Lake Wales

Signature _____

_____

Signature _____

_____

Signature _____

_____

Signature _____

_____

LESSOR The Bancorp Bank

Signature _____

Title _____

OPEN-END LEASE SCHEDULE

The following vehicle is hereby added to the Master Lease Agreement dated _____, between The Bancorp Bank (Lessor) and

The City of Lake Wales (Lessee).

Customer # _____

Date 10/25/2016 Unit # _____

Year, Make & Model	VIN
2017 Ford Interceptor Utility -Fire	TBD

Exterior Color	Interior Color	Optional Equipment	State of Registration	Est. Annual Mileage
			FL	

Term & Frequency	60	**Security Deposit**	$0.00
Original Value	$42,402.44		$0.00
Base Payment	$778.30	**Termination Value**	$1.00
Sales / Use Tax	0.00	**Estimated Initial Tax & Tags**	TBD
Total Monthly Payment	$778.30		

Additional Terms and Conditions:

LESSEE The City of Lake Wales

Signature _____

_____

Signature _____

_____

Signature _____

_____

Signature _____

_____

LESSOR The Bancorp Bank

Signature _____

Title _____

MEMORANDUM

November 1, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Dorothy Ecklund, Finance Director

RE: Ordinance 2016 - 20, FY15'16 Budget Amendment #4, 1st Reading

SYNOPSIS: *The City Commission will consider approval of the fourth 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, modified on August 2, 2016 Ordinance 2016-09.*

RECOMMENDATION

It is recommended that the City Commission approve Ordinance 2016-20 after first reading.

BACKGROUND

Ordinance 2015-09 estimating revenues and appropriating funds for Fiscal Year 2015-16 was adopted by the City Commission September 15, 2015, modified February 16, 2016 by ordinance 2016-03, April 16, 2016 by ordinance 2016-05, August 2, 2016 by ordinance 2016-09.

We are presenting Ordinance 2016-20 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 2016-20

ATTACHMENTS

Ordinance 2016-20; Exhibit A and Exhibit B.

ORDINANCE 2016-20

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING ORDINANCE 2015-09 AS AMENDED BY ORDINANCE 2016-03, ORDINANCE 2016-05, AND ORDINANCE 2016-09 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, Ordinance 2016-05, and Ordinance 2016-09 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, Ordinance 2016-05, and Ordinance 2016-09 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, Ordinance 2016-05 and Ordinance 2016-09 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 - 20
SCHEDULE OF ESTIMATED REVENUES & BALANCES

	Adopted Budget	Changes	Amended Budget	Explanation of Change
GENERAL FUND				
Balance Forward	275,000	2,029,377	2,304,377	FY 2014'15 - Ending Balance
Ad Valorem Taxes	3,541,400	(84,000)	3,457,400	Adj. various revenues sources to actual revenue
Sales & Use Taxes	1,507,400	(58,000)	1,449,400	received.
Licenses & Permits	1,258,500	29,000	1,287,500	
Special Assessments	1,020,000	74,000	1,094,000	
Intergovernmental Revenue	1,582,998	(48,500)	1,534,498	
Charges for Services	1,601,018	138,200	1,739,218	
Fines & Forfeitures	42,250	4,700	46,950	
Miscellaneous Revenues	144,845	29,500	174,345	
Other Financing Sources	612,941	-	612,941	
Transfer from Other Funds	1,157,500	-	1,157,500	
Total	12,743,852	2,114,277	14,858,129	
TRANSPORTATION FUND				
Balance Forward	1,500	251,752	253,252	FY 2014'15 - Ending Balance
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	722,881	57,200	780,081	Fuel tax revenues adjusted to actual received.
Licenses & Permits	-	-	-	
Special Assessments	-	-	-	
Intergovernmental Revenue	130,642	(2,400)	128,242	8th Cent Motor Fuel adjusted to actual received.
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	306,552	1,371,291	
STREET LIGHTING FUNDS				
Balance Forward	6,500	9,282	15,782	FY 2014'15 - Ending Balance
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	-	-	-	
Licenses & Permits	-	-	-	
Special Assessments	14,500	300	14,800	Revenue adjusted to actual received.
Intergovernmental Revenue	-	-	-	
Charges for Services	-	-	-	
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	-	-	-	
Other Financing Sources	-	-	-	
Transfer from Other Funds	-	-	-	
Total	21,000	9,582	30,582	

CRA FUND				
Balance Forward	100,000	49,586	149,586	FY 2014'15 - Ending Balance
Ad Valorem Taxes	578,924	(7,000)	571,924	Revenue adjusted to actual received.
Sales & Use Taxes	-	-	-	
Licenses & Permits	-	-	-	
Special Assessments	-	-	-	
Intergovernmental Revenue	568,958	(12,700)	556,258	County Increment adjusted to actual received.
Charges for Services	-	-	-	
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	1,000	-	1,000	
Other Financing Sources	-	-	-	
Transfer from Other Funds	-	-	-	
Total	1,248,882	29,886	1,278,768	
POLICE FOREFEITURE FUND				
Balance Forward	36,000	(6,824)	29,176	FY 2014'15 - Ending Balance
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	-	-	-	
Licenses & Permits	-	-	-	
Special Assessments	-	-	-	
Intergovernmental Revenue	-	-	-	
Charges for Services	-	-	-	
Fines & Forfeitures	20,000	36,700	56,700	Adjusted to actual revenue received
Miscellaneous Revenues	-	4,280	4,280	
Other Financing Sources	-	-	-	
Transfer from Other Funds	-	-	-	
Total	56,000	34,156	90,156	
LIBRARY FUND				
Balance Forward	120,000	4,402	124,402	FY 2014'15 - Ending Balance
Ad Valorem Taxes	398,844	(55,700)	343,144	Adjusted to actual revenue received.
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	(3,200)	38,400	
Other Financing Sources	-	-	-	
Transfer from Other Funds	-	-	-	
Total	1,127,988	(54,498)	1,073,490	
LAW ENFORCEMENT FUND				
Balance Forward	-	-	-	
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	-	-	-	
Licenses & Permits	-	-	-	
Special Assessments	-	-	-	
Intergovernmental Revenue	14,000	(150)	13,850	Adjusted to actual revenue received.
Charges for Services	-	-	-	
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	-	-	-	
Other Financing Sources	-	-	-	
Transfer from Other Funds	-	-	-	
Total	14,000	(150)	13,850	

DEBT SERVICE FUND				
Balance Forward	1,076,100	176,576	1,252,676	FY 2014'15 - Ending Balance
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	11,500	21,500	Adjusted to increase in fire impact fees received.
Other Financing Sources	-	-	-	
Transfer from Other Funds	853,028	-	853,028	
Total	2,950,528	188,076	3,138,604	
CAPITAL PROJECTS FUND				
Balance Forward	445,000	(21,025)	423,975	FY 2014'15 - Ending Balance
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	-	-	-	
Licenses & Permits	-	-	-	
Special Assessments	-	-	-	
Intergovernmental Revenue	-	-	-	
Charges for Services	-	-	-	
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	26,900	85,000	111,900	Adjusted for increase in impact fees received.
Other Financing Sources	-	-	-	
Transfer from Other Funds	8,000	-	8,000	
Total	479,900	63,975	543,875	
CEMETERY (LWMG) FUND				
Balance Forward	-	-	-	
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	-	-	-	
Licenses & Permits	-	-	-	
Special Assessments	-	-	-	
Intergovernmental Revenue	-	-	-	
Charges for Services	40,250	21,675	61,925	Adjusted to actual received.
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	-	-	-	
Other Financing Sources	88,928	-	88,928	
Transfer from Other Funds	-	-	-	
Total	129,178	21,675	150,853	

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)	-	CDBG Grant not received.
Charges for Services	7,673,000	238,925	7,911,925	Adjustment for various water/sewer revenues.
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	367,480	184,900	552,380	Adjustment for water/sewer impact fees received.
Other Financing Sources	12,750,000	(10,700,000)	2,050,000	Removal of loans for Hwy 60 and Capital Projects not issued in FY 15'16
Transfer from Other Funds	-	-	-	
Total	23,123,480	(10,926,175)	12,197,305	
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	44,346,528	(8,212,644)	36,133,884	

EXHIBIT "B"
ORDINANCE 2016 - 20
SCHEDULE OF ESTIMATED APPROPRIATIONED EXPENDITURES & RESERVES

	Adopted Budget	Changes	Amended Budget	Explanation of Change
GENERAL FUND				
City Commission	96,576	3,720	100,296	Volunteer Recog., Equip. IT, and Postage
City Manager	205,434	12,000	217,434	Personnel Services
City Clerk	113,288	-	113,288	
Finance	294,235	1,000	295,235	Supplies, Equip. IT
Human Resources	143,740	-	143,740	
City Attorney	66,375	5,250	71,625	Attorney Fees
Planning	209,969	-	209,969	
Fleet Maintenance	-	-	-	
Facilities Maintenance	108,985	(17,000)	91,985	Alloc. To Admin. Building
Information Technology	203,279	-	203,279	
Insurance/Risk Mgt	-	-	-	
Support Services	86,796	1,850	88,646	
Municipal Admin Bldg	30,017	39,600	69,617	$17k Fac. Maintenance, 7k Electricity, Personnel Services
Non-Departmental	183,200	-	183,200	
Police	4,595,403	172,450	4,767,853	Lease Vehicles approved FY14'15 received 15'16
Fire	2,705,169	40,900	2,746,069	30k Professional Svc, Various
Building Permits & Inspections	219,414	15,300	234,714	Personnel Services
Code Enforcement	57,262	1,500	58,762	Legal
Waste Disposal	872,405	30,000	902,405	Contract Services
Lake Conservation	8,000	-	8,000	
Field Operations	6,736	-	6,736	
Cemetery	145,448	2,800	148,248	1.2k Water/Sewer, 1.5k Supplies IT
Public Service Admin	467	6,720	7,187	Personnel Services (3K health insurance)
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	49,875	-	49,875	
Depot Complex	149,442	6,800	156,242	Personnel Services
Interfund Transfers	307,655	-	307,655	
Summary - General Fund Expenditures	12,396,840	322,890	12,719,730	
Reserve & Contingencies	347,012	1,791,387	2,138,399	
Total General Fund	12,743,852	2,114,277	14,858,129	
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	306,552	306,552	
Total	1,064,739	306,552	1,371,291	
STREET LIGHTING FUNDS				
Expenditures	14,602	-	14,602	
Reserve & Contingencies	6,398	9,582	15,980	

Total	21,000	9,582	30,582	
CRA FUND				
CRA - Industry Development	50,320	59,270	109,590	Move Demolition cost from Capital to Operating Exp.
CRA - Community Redevelopment	150,742	1,000	151,742	Legal
CRA - Capital Outlay	120,000	(75,000)	45,000	Remove Demolition costs from Capital Outlay
Interfund Transfers	795,843	-	795,843	
Summary - CRA Fund Expenditures	1,116,905	(14,730)	1,102,175	
Reserve & Contingencies	131,977	44,616	176,593	
Total	1,248,882	29,886	1,278,768	
POLICE FOREFEITURE FUND				
Expenditures	25,359	-	25,359	
Reserve & Contingencies	30,641	34,156	64,797	
Total	56,000	34,156	90,156	
LIBRARY FUND				
Books by Mail	274,149	-	274,149	
Library	583,296	-	583,296	
Bookmobile	94,308	-	94,308	
Library - Capital Outlay	89,500	-	89,500	
Summary - Library Fund Expenditures	1,041,253	-	1,041,253	
Reserve & Contingencies	86,735	(54,498)	32,237	
Total	1,127,988	(54,498)	1,073,490	
LAW ENFORCEMENT FUND				
Expenditures	14,000	-	14,000	
Reserve & Contingencies	-	(150)	(150)	
Total	14,000	(150)	13,850	
Summary Total - Special Revenue	3,532,609	325,528	3,858,137	
DEBT SERVICE FUND				
Expenditures	1,870,704	-	1,870,704	
Reserve & Contingencies	1,079,824	188,076	1,267,900	
Total	2,950,528	188,076	3,138,604	
CAPITAL PROJECTS FUND				
Capital Outlay	73,000	-	73,000	
Transfers To Other Funds	17,500	-	17,500	
Reserve & Contingencies	389,400	63,975	453,375	
Total	479,900	63,975	543,875	

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	21,675	61,925	
Total	129,178	21,675	150,853	
UTILITY SYSTEM FUND				
Expenditures	4,502,603	38,600	4,541,203	24k Bad Debt Exp., 14.6k Contract Services
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	16,655,007	38,600	16,693,607	
Reserve & Contingencies	6,468,473	(10,964,775)	(4,496,302)	
Total	23,123,480	(10,926,175)	12,197,305	
AIRPORT FUND				
Expenditures	99,434	52,830	152,264	29k Personnel Services, 23k Various Operating Costs.
Debt Service	11,834	-	11,834	
Capital Outlay	1,275,713	-	1,275,713	
Summary - Airport Fund Expenditures	1,386,981	52,830	1,439,811	
Reserve & Contingencies	-	(52,830)	(52,830)	
Total	1,386,981	52,830	1,386,981	
TOTAL ESTIMATED REVENUES & BALANCES	44,346,528	(8,181,489)	36,133,884	

MEMORANDUM

October 21, 2016

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Clara VanBlargan, City Clerk, MMC

RE: Appointment – Code Enforcement Board; CRA Citizen Advisory Committee

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.

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

Applying for Appointment: Ralph E. Marino, resident, term expiring on 07/01/19

The Code Enforcement Board Chairman and the Planning & Development Director interviewed Mr. Marino and recommended his appointment.

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.

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, 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: 2 vacancies (Seat 4, District 27 & Seat 1, At-Large)

Applying for Appointment: Charlene Bennett, resident, term expiring on 07/01/18 (At-Large Seat)

There is no interview process requirement for applicants applying for appointment to this board.

A proposed revision to the CRA Citizen Advisory Committee ordinance was prepared and sent to the City Attorney for review. The revision will make it possible for a person to be appointed to Seat 4, District 19. This area is not within the CRA boundaries.

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

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 or 3rd Thursday @ 5:00 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.

OPTIONS

None

FISCAL IMPACT

These are volunteer boards.

ATTACHMENTS
Applications

APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

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

Board/Commission/Committee: CODE ENFORCEMENT

Applying for:

- [ ] reappointment
- [x] new appointment

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

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

Name: RALPH E. MARINO

Home Address: 4269 BERWICK DR. LK WALES, FL 33859

Home Phone: 863-604-4678

Business Address: RETIRED

Business Phone:

Employer:

Occupation/Type of Business: OPERATIONS MGR.

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: CHAIR LAKE ASHTON ARC (2YRS)

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.

applicant initials

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

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

applicant signature: Ralph E. Marino

date: 10/10/16

List 3 references who reside in the city:

name	phone
PETER PEREZ	318-1000
MURREY ZACHARIA	
RALPH EBERHARD	875-6358

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: TOTENTALPH100@YAHOO.COM

APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

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

Board/Commission/Committee: CRA Advisory 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: Charlene Bennett

Home Address: 929 Carlton Avenue

Home Phone: 863 676-9231

Business Address: Lake Wales, FL 33853

Business Phone:

Employer: Retired

Occupation/Type of Business: Retired College Professor

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: Have followed work of CRA for awhile. Am interested in its relationship to Main Street. Currently serve as Chair of Planning + Zoning Board. Am committed to the concept of redevelopment in downtown + key areas in city

Other community involvement: President of AAUW; Supportive of school system; On board of Main Street; Supportive of environmental issues at local level

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.

CB
applicant initials

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

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

Charlene G. Bennett
applicant signature

10-24-16
date

List 3 references who reside in the city:

name	phone
Carol Emery	676-2993
Jan Gibson	676-4122
Nancy Kahler	676-3255

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: charleneben@earthlink.net

CITY OF LAKE WALES PROJECT TRACKING LIST 2016-2017

PROJECT NAME	BUDGET	COMMISSION APPROVAL	SCHEDULED COMPLETION	CURRENT STATUS	STATUS UPDATED
AIRPORT					
Runway Extension	$5,300,000 - $4,300,000	Yes - Construction Contract 8/2/16		Contract for Professional Engineering Services awarded to Hoyle Tanner and construction contract awarded to Dickerson Florida on August 2nd. Awaiting word on FAA funding. Construction will begin in March. The city commission accepted grant funding from FAA for their funding share of the project on Tuesday, September 13, 2016.	10/25/2016
RECREATION					
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. Construction of current phase is ongoing.	10/25/2016
Relocation of Water/Sewer Lines on HWY 27 near Vanguard	$300,000	10/20/2015	9/30/2017	Permit has been approved. Starting construction in a few weeks	10/25/2016
Other items approved or discussed at Commission Meetings					
Live Streaming of Commission meetings	$7,000		10/31/2016	The contract has been executed and the hardware components have been ordered. The project should be completed by 10/31.	10/25/2016

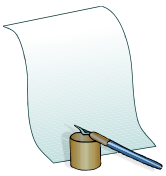
Library Statistics (September - year end)				Total Circulation Books-by-Mail: 72,381 Total Circulation BookMobile: 8,783 Total In-house circulation: 284,563 Total new borrowers: 1757 Total attendance at programs: 14,461 Computer users: 55,299 People Counter: 159,581	10/12/2016
Lake Wales Museum and Cultural Centra				In the month of September the Museum had • 271 visitors • The farthest visitor was from Norwich, UK Since opening on May 31, 2016, the museum has had • • 1,046 visitors The Museum will host the following upcoming events: • • Walking Tour Launch, Saturday, October 29th, 9am to 5pm • • 39 Mile Yard Sale, Saturday, November 5, 8am to 2pm	10/25/2016
COMPLETED PROJECTS					
New park signage in all City parks	$13,000		9/30/2016	Kiwanis Sign installed. This project complete.	10/25/2016

SOCIAL MEDIA TRACKING REPORT			SINCE October 18, 2016 (Social media is now being archived)		
Name	**Likes/Followers**	**Change**	**Top Posts**	**Comments**	
Facebook	3,722	+22	October 20 - Shared a link to a survey for FRDAP Grant, 11 reactions, 28 Shares, 2807 people reached	A beach area would be great with a pavilion picnic area. Beach parking by permit only. A sticker that goes on the vehicle to show you are registered maybe even a waiver signed with permit in case of injury. The fee for the beach permit could be used for upkeep and maintenance. People boat out there all the time. We need a beach on Lake Wailes if possible. Took the survey	
			October 24 - Shared start of Early Voting from Supervisor of Elections , 2 Likes, 362 people reached		
			October 21 - Shared link to FL Humanities Council article about Walking Tour in LW, 8 reactions, 359 people reached	Wonderful!	
			October 19 - Posted photos of Leadership LW visit, 6 likes, 1 Share 245 reached		
Twitter	918	+6	Top Media Tweet - Grand opening of Central Florida Health Care building next to the Fire Station @ChamberWales @g_fultz w/ photo 185 Impressions		
(Commission meetings are Live tweeted)					

SOCIAL MEDIA TRACKING REPORT			SINCE October 18, 2016 (Social media is now being archived)		
Name	**Likes/Followers**	**Change**	**Top Posts**	**Comments**	
			Top Tweet - Deputy Mayor Thornhill announced Pioneer Days Oct 29-30, new walking tour at @LWDepot_Museum on 29th, many people use our parks & facilities 1 retweet, 207 impressions		
			Top Mention - suzie schottelkotte @southpolkscene Oct 18 @CityofLakeWales City Commission meeting: Discussing opportunities for downtown. Renovations to Grand Hotel coming along 1 like, **15**engagements		
	271	+5	Photo of Mayor speaking at opening of Adult Day Care Center. 11 likes		
	10	1	Current job postings 2 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 – 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 – December 2016

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

A Commissioner seeking to run for mayor must give notice of intent to City Clerk no later than December 29, 2016.
Form obtained from the City Clerk. (Sec. 3.05, City Charter)

City Commission Meetings – January 2017

Tues, January 3, 2017	Regular	6:00 p.m.	Commission Chambers
Tues, January 17, 2017	Regular	6:00 p.m.	Commission Chambers

City Commission Meetings – February 2017

Tues, February 7, 2017	Regular	6:00 p.m.	Commission Chambers
Tues, February 21, 2017	Regular	6:00 p.m.	Commission Chambers

City Commission Candidate Packets available beginning 9:00 a.m., Friday, February 3
City Commission Candidate "Qualifying Period": Noon, Monday, February 13 thru Noon, Friday, February 17 (Sec. 8-37, City Code)

City Commission Meetings – March 2017

Tues, March 7, 2017	Regular	6:00 p.m.	Commission Chambers
Tues, March 21, 2017	Regular	6:00 p.m.	Commission Chambers

City Commission Meetings – April 2017

Wed, April 5, 2017	Regular	6:00 p.m.	Commission Chambers
Tues, April 18, 2017	Regular	6:00 p.m.	Commission Chambers

Due to the Tues, April 4, 2017 Municipal Election the City Commission will reschedule its first meeting in April to Wed, April 5.

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
October 28-30, 2016	Sat. 9-5, Sun 11-4	Pioneer Days	Vendors, Car Parade, Carriage Tour	Lake Wailes Park	
October 29, 2016	Saturday 1pm-5pm	Florida Stories: Walk Lake Wales Application Launch	Lake Wales Museum & Cultural Center	Depot Museum	
November 5th	8am - 2pm	Scenic HWY yard Sale	Yard Sale at LW Museum	Lake Wales Museum	
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	
November 5, 2016	Saturday 9:30 am - 1:00 pm	Warner Homecoming Football Game Event	Includes tailgating and games	Lake Wailes Park	
November 11, 2016	1:00pm - 2:00pm	Veterans Day parade		Central Ave to Lake Wailes Park	
November 24th, 2016	8:00am - 9:00am	Turkey Trot 5K	5K fundraiser for YMCA	Downtown, Lake Wailes Park, and various city streets	
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	Christmas Tree Lighting Ceremony		City Administration Building	
December 9th, 2016	4-8:30pm	Make it Magical	Downtown Holiday Event	Downtown Lake Wales Stuart, Park, Marketplace	

December 10th, 2016	6:00pm - 8:00pm	Christmas Parade		Central Avenue
Wed, December 21st	2pm	Polk Regional Water Coop Board Meeting		Lake Myrtle Complex, 905 Lake Myrtle Park Rd, Auburndale 33823

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: 1 Vacancy

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
	Ralph W. Eberhard, resident	08/02/16 - 07/01/19, 1
	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. 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: 2 vacancies (Seat 4, District 27 & Seat 1, At-Large)

Current Members:

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

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 or 3rd Thursday @ 5:00 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: None

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

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

Current Members:	Jolene K. Lake, outside	08/06/96 – 07/01/21, 1
	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: 1 citizen vacancy

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
	Kris T. Fitzgerald, citizen	10//04/16 - 07/01/18, 1
	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
	David Black, police officer	10/14/16 - 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	1	3
Citizens & Police Community Relations Advisory Committee	3	1	2
Code Enforcement Board	7	2	4
CRA Citizen Advisory Committee	5	2	3
Historic District Regulatory Board	5	0	3
Housing Authority Board	5	0	3
Library Board	5	0	3
Planning & Zoning Board	7	0	4
Recreation Commission	13	1	6
Firefighters' Retirement Board	5	1	3
General Employees' Retirement Board	5	0	3
Police Officers' Retirement Board	5	0	3
TOTAL	**77**	**8**	

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

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 _____

Applying for:

☐ reappointment

☐ new appointment

	Yes Full-time	Yes Part-time	No
City Resident?	☐	☐	☐
Registered Voter?	☐ Yes, Florida	☐ Yes, Other	☐ No

	Yes	No
City Business Tax?	☐	☐
Own Property in City?	☐	☐

Name	
Home Address	Home Phone
Business Address	Business Phone
Employer	Occupation/Type of Business

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

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

Other community involvement

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 ☐

Gender

Male ☐ Female ☐

Physically Disabled?

Yes ☐ No ☐

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

_____ applicant initials

Have you ever been convicted of a felony? ☐ Yes ☐ No

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

applicant signature

date

List 3 references who reside in the city:

name	phone
name	phone
name	phone

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

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

e-mail _____

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

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)