

The meeting of the Lake Wales City Commission was held on March 7, 2017 in the Commission Chambers at the Municipal Administration Building. Mayor Eugene Fultz called the meeting to order at approximately 6:02 p.m. following the Invocation and the Pledge of Allegiance.

#### **INVOCATION**

Dr. James Moyer gave the invocation.

#### **PLEDGE OF ALLEGIANCE**

**COMMISSIONERS PRESENT:** Pete Perez; Robin Gibson; Jonathan Thornhill, Deputy Mayor; Eugene Fultz, Mayor

Commissioner Perez arrived to the meeting late.

**COMMISSIONERS ABSENT:** Terrye Y. Howell

**CITY REPRESENTATIVES PRESENT:** Kenneth Fields, City Manager; Jennifer Nanek, Assistant to City Manager; City Attorney Albert C. Galloway, Jr.

### **5. MAYOR**

**Agenda Item 5.1. Certificate of Completion Awarded to the Commissioner Pete Perez and Commissioner Robin Gibson from the John Scott Daily Florida Institute of Government and the Florida League of Cities for their Completion of 18 Hours of Instruction at the Institute for Elected Municipal Officials in Cocoa Beach, Florida on January 20-22, 2017**

The Mayor presented Certificates of Completion to Commissioner Perez and Commissioner Gibson for their completion of 18 hours of Instruction at the Institute for Elected Municipal Officials in Cocoa Beach, Florida on January 20-22, 2017.

### **6. PRESENTATION/REPORT**

### **7. COMMUNICATIONS AND PETITIONS**

Charlene Bennett, AAUW Co-President, announced a City Commission Candidate Forum sponsored by AAUW to be held at 5:30 p.m., on March 20, 2017 at the James P. Austin Community Center.

Michael, resident, shared some of his ideas on how to resolve issues that can cure poverty, health related issues, etc. to put people back to work, and to bring restaurants and businesses into town.

Nicolas Smith, resident, told why he opposed to re-electing the current Mayor, why he thought the Mayor conspired with the City Attorney and the City Manager to close Mimi Hardman's museum, and why he thought the Mayor, City Manager, and the City Attorney conspired to illegally alter and place into the public record a revised version of Resolution 2015-08, Lake Wales fire assessment resolution. The Mayor showed a letter from the State Attorney's Office absolving the City from those allegations and said that it was the responsibility of the City Clerk to verify that the documents were correct and in order before any signatures were obtained.

Courtney Greene asked if the City had any pop-out tents, chairs, and tables that they could use to set up some type of tutoring session in front of the projects for two days a week or if the City might know someone she could contact. The City Manager explained that the City doesn't have anything like that but there are a number of non-profit organizations that are working with the kids or looking for recreational opportunities.

He said James Slaton and Teresa Allen handled all the recreational activities for the City and asked that Ms. Greene get one of their cards on the front desk in the Lobby on her way out.

Susan Smith, resident, inquired about the status of Intrepid Precast and the 100 jobs they proposed a couple of years ago. The City Manager said that company is no longer on line to come into the City but that property has been bought by a private investor who is marketing it for sale in the Lake Wales Commerce and Technology Park. Ms. Smith said she heard that the City Clerk needed some help so she was willing to volunteer up to 10 hours a week. The Mayor said any information Jennifer can share with the City Clerk would be great and thanked Ms. Smith for that offer.

## **8. CONSENT AGENDA**

**Agenda Item 8.I. Approval of Minutes: February 7, 2017, Regular Meeting; February 17, 2017, Special Meeting; February 21, 2017, Regular Meeting**

**Agenda Item 8.II. Approval of Election Workers**

[Begin Agenda Memo]

### **SYNOPSIS**

It is necessary for the City Commission to approve a list of election workers provided by the Supervisor of Elections to work in the City of Lake Wales Municipal Election on April 4, 2017.

### **RECOMMENDATION**

It is necessary that the City Commission appoint the following list of election workers provided by the Supervisor of Elections to keep the polling place open from 7:00 a.m. to 7:00 p.m. for the City of Lake Wales Municipal Election on Tuesday, April 4, 2017 at the Municipal Administration Building:

#### **Working:**

Patricia "Tish" O. Pike, Precinct Clerk  
Susan J. Giacherio, Voter Information Specialist  
Marietta K. Burbank, Voting Equipment Operator  
Cynthia Leeson, Deputy  
Doris Powell, Book Inspector  
Donna Ewing, Book Inspector  
Rosana Rivera, Book Inspector  
Lori Hudson, Book Inspector

#### **Alternates:**

H. Borden Deane, Alternate Voter Information Specialist  
Diane Rivera, Alternate Book Inspector  
Mildred "Jean" Scott, Alternate Deputy  
William Rapp, Alternate Voting Equipment Operator

### **BACKGROUND**

On February 3, 2004, the City Commission approved the consolidation of 7 polling locations into one (1) polling location in the Municipal Administration Building for City elections only. By consolidating the City Clerk does not have to staff all polling locations. The persons selected by the Supervisor of Elections are registered voters and will receive mandatory training from the Supervisor of Elections prior to Election Day. The alternates will only work on Election Day if needed.

#### **OTHER OPTIONS**

None

#### **FISCAL IMPACT**

The necessary funds covering the cost of election workers are provided for in the FY2016-2017 Budget.

[End Agenda Memo]

#### **Agenda Item 8.III. Special Event Permit: Quivering Quads Races March 17-18, 2017**

[Begin Agenda Memo]

#### **SYNOPSIS**

The Rotary Club of Lake Wales is requesting a special event permit for a series of 5K races on March 17-18, 2017. This event includes a road closure of a portion of N. Wales Drive that includes Spook Hill.

#### **RECOMMENDATION**

Staff recommends approving the permit for the Quivering Quads races to be held March 17-18 and the closure of Spook Hill on the morning of March 18 from 6:45 a.m.-7:45 a.m.

#### **BACKGROUND**

The Quivering Quads event is a series of 4 races within 24 hours. It includes a 5K on Friday and Saturday evenings, a race up Spook Hill at 7:00 a.m. on Saturday morning and later an 8:15am race on the Lake Wailes Trail. The permit requests closure of Spook Hill at 6:45 a.m. - 7:45 a.m. on the morning of Saturday March 18th.

#### **OTHER OPTIONS**

Do not approve the permit.

#### **FISCAL IMPACT**

None. All costs will be borne by the sponsor

[End agenda memo]

#### **Agenda Item 8.IV. Firearms Replacement**

[Begin Agenda Memo]

#### **SYNOPSIS**

Approval of this item will allow the police department to replace our current service pistols with the latest, most reliable and cost effective service pistols.

#### **RECOMMENDATION**

Staff recommends that the Honorable Mayor and City Commission authorize the Police Department to dispose of 50 Sig Sauer duty pistols through S.S.D International and replace them with 50 new Glock 17 9mm duty pistols from the Polk County Sheriff's Office.

### **BACKGROUND**

The Police Department currently utilizes the Sig Sauer P220, P230, P245 and P250 service pistols chambered in .380acp, 9mm and .45acp. These firearms have been in use since 2003, are carried daily in the field and used regularly in training. Although they continue to function, we have begun experiencing additional maintenance expenses and expect those to increase as the inventory continues to age. We have determined that replacing the current inventory of service pistols would be the safest and most cost effective decision at this time.

The Polk County Sheriff's Office has also determined that their service pistols are in need of replacement and have offered to allow the city to piggyback on their order of Glock 17 9mm pistols for \$409.00 each. We have worked with the Sheriff's Office to ensure this model and caliber pistol will provide the safest, most reliable and cost effective solution to both agencies.

The Police Department has sought competitive bids to purchase our current duty pistols and provide the greatest reduction in overall expense for this transition. Of those that responded, S.S.D. International provided the highest offer of \$250.00-\$400.00 each depending on the model, caliber and overall condition for a total of \$18,900.00. The total due to the Sheriff's Office for the 50 Glock 17 9mm service pistols will be \$20,450.00, leaving a balance of \$1,550.00 which the Police Department would pay from forfeiture funds if approved

### **OTHER OPTIONS**

The Commission may choose not to authorize the replacement of Police Department duty pistols.

### **FISCAL IMPACT**

The total cost to the city will be \$1,550.00, which will come from Police Department forfeiture funds.

[End Agenda Memo]

### **Agenda Item 8.V. Approval of Tractor purchase from Florida Coast Equipment, Inc.**

[Begin Agenda Memo]

### **SYNOPSIS**

Staff requests commission approval to purchase a tractor from Florida Coast Equipment Inc with all necessary attachments for the maintenance of the Rapid Infiltration Basin Site (RIBS) located on Ray Martin Road.

### **STAFF RECOMMENDATION**

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

1. Approve the tractor purchase from Florida Coast Equipment Inc through state contract in the amount of \$67,707.94.

### **BACKGROUND**

The current budget provides for the purchase of a tractor and all necessary attachments to replace what is currently being used by staff to maintain the RIBS. The tractor that is being used has been in service for quite some time. Due to the age of the equipment repair parts are getting harder to find making it difficult to keep up with the maintenance of the RIBS. The RIBS are a necessary part of the wastewater operating permit and must be maintained accordingly.

Staff recommends the commission take the following action of approving the purchase of a tractor and all necessary attachments from Florida Coast Equipment, Inc using State Contract No 21100000-15-1 Agriculture and Lawn Equipment in the amount of \$67,707.94.

#### **OTHER OPTIONS**

The Commission could chose to instruct staff not to use the state contract pricing and go out for pricing using the Invitation to Bid process.

#### **FISCAL IMPACT**

\$50,000 was placed in the current Capital Improvement Plan for the replacement of the tractor. There was an additional \$20,000 placed in the Capital Improvement Plan to purchase all attachments required in order for the RIBS to be properly maintained.

[End Agenda Memo]

#### **Agenda Item 8.VI. FLAWarn Utilities Mutual Aid Agreement**

[Begin Agenda Memo]

#### **SYNOPSIS**

Staff requests commission approval to enter into a mutual aid agreement with FLAWarn, which would allow staff to request aid in the event of natural or manmade disasters from other utility providers.

#### **STAFF RECOMMENDATION**

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

Approve for staff to enter into a FLAWarn Utilities Mutual Aid Agreement.

#### **BACKGROUND**

The Water/Wastewater Mutual Aid Program was established to provide a method whereby water/wastewater utilities sustaining physical damage from natural or manmade disasters could obtain emergency assistance, in the form of personnel, equipment, and materials and other associated services necessary, from other water/wastewater utilities. The purpose of the Agreement is to formally document the program. All agreements will be housed at the TREEO Center located in Gainesville, Florida. The TREEO Center provides various valuable utilities training and licensure programs.

Therefore, staff recommends the commission take the following action of approving for staff to participate in the mutual aid program by the signing of a FLAWarn Mutual Aid Agreement.

#### **OTHER OPTIONS**

Chose not to enter into a mutual aid agreement with other utility providers and possibly be short of personnel or equipment if the need arises.

### **FISCAL IMPACT**

There are no expenditures associated with the approval of this agreement.

[End agenda memo]

### **Agenda Item 8.VII. Sewer Infrastructure Pipe Lining Repair**

[Begin Agenda Memo]

### **SYNOPSIS**

Staff requests commission approval to enter into an agreement to piggyback the contract that City of Sarasota has with LMR Construction, Inc of Frostproof for Sewer Infrastructure Pipe Lining repair.

### **STAFF RECOMMENDATION**

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

2. Approve staff to enter into an agreement to piggyback the contract that the City of Sarasota has with LMR Construction for Sewer Infrastructure Pipe Lining Repair.
3. Authorize the City Manager to execute the appropriate documents, on the City's behalf.

### **BACKGROUND**

Staff is seeking approval to use the piggyback process that has been established by the city ordinance to enter into a contract with LMR Construction, Inc for sewer infrastructure pipe lining repair. These services were competitively bid by the City of Sarasota.

Therefore, staff is seeking commission approval to enter into a contract with LMR Construction for Sewer Infrastructure Pipe Lining Repair through the piggybacking process.

### **OTHER OPTIONS**

Chose not to enter into a contract with LMR Construction for Sewer Infrastructure Pipe Lining Repair, have staff go through the competitive bid process for sewer infrastructure repair projects, thus requiring staff to seek a consulting engineer to create the bid specifications.

### **FISCAL IMPACT**

None at this time. When such time becomes necessary, the action for expenditures will be brought before the City Commission.

[End agenda memo]

### **Agenda Item 8.VIII. Consent of Lease Assignment to Phoenix Air, Inc.**

[Begin Agenda Memo]

### **SYNOPSIS**

Staff is requesting Commission approval of the reassignment of the current lease with Lake Wales Aviation, Inc. to Phoenix Air, Inc.

### **RECOMMENDATION**

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

1. Approve the attached Consent of Lessor to Assignment of the Lease.

### **BACKGROUND**

Attached is a proposed Assignment and Assumption of Lease from Lake Wales Aviation, Inc., of its interest in the lease for a portion of the Airport Administration Building and other real property at the Lake Wales Municipal Airport, to Phoenix Air, Inc., a related entity.

Lake Wales Aviation, Inc. was previously contracted by the City of Lake Wales to provide Fixed Based Operator services for the Lake Wales Municipal Airport. After dissolution of the FBO contract, the City of Lake Wales entered into a lease agreement with Lake Wales Aviation, Inc. on May 17, 2016 for the lease of a portion of the Airport Administration Building and additional real property located at the Airport.

Betty Hill, the owner of both entities, has requested the reassignment of the lease from Lake Wales Aviation, Inc. to Phoenix Air, Inc. City staff supports Mrs. Hill's request as the airport facilities leased under the current agreement are used for Mrs. Hill's skydiving business, Phoenix Air, Inc., and not for Fixed Based Operator services previously provided by Lake Wales Aviation, Inc.

### **OTHER OPTIONS**

Paragraph 22 of the Lease provides that approval of an assignment may not be unreasonably withheld City staff is unaware of any basis to withhold approval of the requested assignment.

### **FISCAL IMPACT**

None.

[End agenda memo]

### **END CONSENT AGENDA**

Commissioner Gibson commended the Police Chief for the purchases being made at the Police Department and the group price that was obtained with the Sheriff's Department for the upgrade and cost savings.

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

By Voice Vote:

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

The motion carried 4-0.

### **9. OLD BUSINESS**

## 10. NEW BUSINESS

### Agenda Item 10.I. Ordinance 2017-04, FY16'17 Budget Amendment #1 - 1<sup>st</sup> Reading

[Begin Agenda Memo]

#### SYNOPSIS

The City Commission will consider approval of the first amendment of FY 16'17 Budget that was adopted on September 20, 2016.

#### RECOMMENDATION

It is recommended that the City Commission approve Ordinance 2017-04 after first reading.

#### BACKGROUND

Ordinance 2016-17 estimating revenues and appropriating funds for Fiscal Year 2016-17 was adopted by the City Commission September 20, 2016.

We are presenting Ordinance 2017-04 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 2017-04

[End agenda memo]

Jennifer Nanek, Assistant to the City Manager, read Ordinance 2017-04 by title only:

**AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING ORDINANCE 2016-17 TO MODIFY THE ESTIMATES OF EXPENDITURES FOR THE OPERATION OF THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE 2016-2017 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.**

Finance Director Dorothy Ecklund reviewed Agenda Item 10.I.



Deputy Mayor Thornhill made a motion to approve Ordinance 2017-04 after first reading. Commissioner Gibson seconded the motion.

By Roll Call Vote:

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

The motion carried 4-0.

Deputy Mayor Thornhill mentioned a typographical error in Agenda Item 8.VI. The word Mutual is spelled wrong.

### **Agenda Item 10.II. Rescheduling First City Commission Meeting in April and in July**

[Begin Agenda Memo]

#### **SYNOPSIS**

It is necessary for the City Commission to reschedule its first meeting in April due to the April 4, 2017 Municipal Election and in July due to the 4th of July City Holiday.

#### **RECOMMENDATION**

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

1. Reschedule the first City Commission meeting in April from 6:00 p.m., Tuesday, April 4, 2017 to 6:00 p.m., Wednesday, April 5, 2017 due to the April 4, 2017 Municipal Election.
2. Reschedule the first City Commission meeting in July from 6:00 p.m., Tuesday, July 4, 2017 to 6:00 p.m., Wednesday, July 5, 2017 due to the July 4, 2017 City Employee Holiday.

#### **BACKGROUND**

Pursuant to authority provided by F.S. § 100.3605, the City adopted the first Tuesday in April as the date for all regular city elections to fill the office of city commissioner. The City's election this year is on Tuesday, April 4, 2017, which is the same day as the first regular scheduled Commission meeting in April. It is necessary for the Commission to reschedule its first Commission meeting in April from 6:00 p.m., Tuesday, April 4, 2017 to 6:00 p.m., Wednesday, April 5, 2017. The polling location for the regular City elections is located at the Municipal Administration Building, 201 W. Central Avenue, Lake Wales, 7:00 a.m. – 7:00 p.m.

The Fourth of July is an annually scheduled City employee Holiday. This year Fourth of July is the first Tuesday in July, which is the same day of the first regular scheduled City Commission meeting in July. It is necessary for the Commission to reschedule its first Commission meeting in July from 6:00 p.m., Tuesday, July 4, 2017 to 6:00 p.m., Wednesday, July 5, 2017.

[End Agenda Memo]

The City Manager reviewed Agenda Item 10.II.

Deputy Mayor Thornhill made a motion to

1. Reschedule the first City Commission meeting in April from 6:00 p.m., Tuesday, April 4, 2017 to 6:00 p.m., Wednesday, April 5, 2017 due to the April 4, 2017 Municipal Election.
2. Reschedule the first City Commission meeting in July from 6:00 p.m., Tuesday, July 4, 2017 to 6:00 p.m., Wednesday, July 5, 2017 due to the July 4, 2017 City Employee Holiday.

Commissioner Gibson seconded the motion.

By Voice Vote:

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

The motion carried 4-0.

### **Agenda Item 10.III. Appointment of Alternate Canvassing Board members**

[Begin Agenda Memo]

#### **SYNOPSIS**

It is necessary for the Commission to appoint alternate members to serve on the City of Lake Wales Canvassing Board.

#### **RECOMMENDATION**

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

1. Appoint residents Jacque Hawkins and Jean Kincaid Scott to serve as alternate members to the Lake Wales Canvassing Board.
2. Designate the City Clerk and Jennifer Nanek to represent the Canvassing Board at the Pre-election Logic and Accuracy Testing of Tabulating Equipment (L&A) on Tuesday, March 28, 2017 at 4:00 p.m. The City Clerk is required to attend the L&A Testing but if unavailable it is necessary to authorize a person to attend on behalf of the City Clerk if a Canvassing board member is unavailable to attend the L&A Testing.

#### **BACKGROUND**

The City Commission serves as the Canvassing Board and has legal responsibilities related to the conduct of the Municipal Election. However, there are legal rules that apply. No member can serve if he or she is a candidate with opposition in the election being canvassed or is actively participating in the campaign or the candidacy of any candidate who has opposition in the election being canvassed. Actively participating means undertaking an intentional effort to demonstrate or generate public support for a candidate beyond merely making a campaign contribution. Refer to DE 8-10; 09-07.

There are three seats up for election and one of the Commission members is an incumbent in the election so that member does not qualify to serve on the Canvassing Board. Although there are four Commission members available to serve as Canvassing Board members and only three is necessary for a quorum it is still necessary for the Commission to appoint alternate members to serve on the Canvassing Board if a lack of a quorum is created on the Canvassing Board due to the legal rules that applies or any other unavoidable cause. In accordance with Sec. 8-26, Lake Wales Code of Ordinances, the City Commission may appoint the city manager, city attorney, or a resident/s to serve as a member to the Canvassing Board in the absence of the Commission member creating the lack of quorum. Jacquie Hawkins and Jean Kincaid Scott

served as alternative members to the Canvassing Board for the 2016 Municipal Election and has volunteered to serve as alternate members again this year. The City Clerk recommends their appointment.

Per Florida Statute, Canvassing Board members are required to attend the following meetings.

**Pre-election Logic and Accuracy Testing of Tabulating Equipment (L&A)**

Tuesday, March 28, 2017; 4:00 p.m.

Elections Operations Center, 70 Florida Citrus Blvd. Winter Haven, FL 33880 (behind the Auburndale Speedway).

*-At least member of the Canvassing Board must attend the L&A Testing.*

**Election Night Canvassing of Ballots**

Tuesday, April 4, 2017, time to be scheduled by SOE (5:00 p.m. or later)

Elections Operations Center, 70 Florida Citrus Blvd. Winter Haven, FL 33880

*-A quorum must be present and must remain until all ballots are tabulated.*

**Certification of Election**

City of Lake Wales Municipal Administration Building

Thursday, April 6, 2017; 5:00 p.m.

*-A Quorum must be present.*

**Post-Election Manual Audit**

Date & Time to be determined – April 10, 2017 through April 13, 2017

Elections Operations Center, 70 Florida Citrus Blvd. Winter Haven, FL 33880

*-A quorum must be present.*

[End Agenda Memo]

The City Manager reviewed Agenda Item 10.III.

Deputy Mayor Thornhill made a motion to:

1. Appoint residents Jacque Hawkins and Jean Kincaid Scott to serve as alternate members to the Lake Wales Canvassing Board.
2. Designate the City Clerk and Jennifer Nanek to represent the Canvassing Board at the Pre-election Logic and Accuracy Testing of Tabulating Equipment (L&A) on Tuesday, March 28, 2017 at 4:00 p.m. The City Clerk is required to attend the L&A Testing but if unavailable, it is necessary to authorize a person to attend on behalf of the City Clerk if a Canvassing board member is unavailable to attend the L&A Testing.

Commissioner Gibson seconded the motion.

By Voice Vote:

Deputy Mayor Thornhill "YES"

Commissioner Gibson "YES"

Commissioner Perez "YES"

Mayor Fultz "YES"

The motion carried 4-0.

**Agenda Item 10.IV. Appointments: Code Enforcement Board; CRA Citizen Advisory Committee**

[Begin Agenda Memo]

## SYNOPSIS

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

## RECOMMENDATION

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

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

## BACKGROUND

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

**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

<b>Current Members:</b> Melissa Konkol, resident	01/19/10 – 07/01/18, 3
Wilena Vreeland, resident	10/04/11 – 07/01/18, P+2
Curtis Gibson, resident	05/03/16 - 07/01/18, 1
Murray Zacharia, resident	06/18/13 – 07/01/19, 2
Ralph E. Marino,	11/01/16 – 07/01/17, P
***Vacant***, resident	– 07/01/18
***Vacant***, resident	– 07/01/19

**Applying for Appointment:** Angella Knapstein, resident, former Code Enforcement Officer  
Employee (term expiring 7/1/2019)

An interview process is necessary for new applicants. However, because Angela Knapstein is a former employee working as a Code Enforcement Officer, the Code Enforcement Board Chairman and the Director of Planning & Development felt it was not necessary for Ms. Knapstein to be interviewed. Both recommended appointment.

**Current Meeting Schedule:** 2<sup>nd</sup> 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 CRA citizen advisory committee will consist of five (5) members appointed by the Mayor with the advice and consent of the city commission. Any person may be appointed to serve if he or she resides or is engaged in business, which means owning a business, practicing a profession or performing a service for compensation, or serving as an officer or director of a corporation or other business entity so engaged, within the area of operation of the agency, which shall be coterminous with the area of operation of the City. One (1) qualified person appointed shall reside or be engaged in business within voting District 19, one (1) qualified person appointed shall reside or be engaged in business within voting District 122, one (1) qualified person appointed shall reside or be engaged in business in voting District 27, one (1) qualified person appointed shall reside or be engaged in business in voting District 28, and one (1) qualified person shall be appointed at-large and shall reside or be engaged in business in any of the four voting districts of the City stated above. (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 (Seat 4, District 27)

**Current Members:** Charlene Bennett (Seat 1 – At Large) 11/01/16 - 07/01/18, 1  
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

**Applying for Appointment:** Murray S. Zacharia, resident, term expiring on 07/01/17 (Seat 4, District 27)

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

**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:** 2<sup>nd</sup> Thursday or 3<sup>rd</sup> 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.

[End Agenda Memo]

The Mayor appointed Murray S. Zacharia to serve as a member to the CRA Citizen Advisory Committee for a term expiring on 7/1/2017. Deputy Mayor Thornhill made a motion consenting to the appointment made by the Mayor and Commissioner Perez seconded the motion.

By Voice Vote:

Deputy Mayor Thornhill "YES"

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

The motion carried 4-0.

The Mayor appointed Angella Knapstein to serve as a member to the Code Enforcement Board for a term expiring on 7/1/2019. Deputy Mayor Thornhill made a motion consenting to the appointment made by the Mayor and Commissioner Perez seconded the motion

By Voice Vote:

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

The motion carried 4-0.

## **11. CITY MANAGER**

### **Agenda Item 11.I. City Commission Tracking Report**

The City Manager reported the following:

- The success of the Mardi Gras event
- He and the Mayor met with the new District Secretary of FDOT and formed a good relationship there and that they look forward to working with FDOT in the future on the projects the City has underway.
- The Main Street Organization is in the process of interviewing for a full-time paid Executive Director.
- We are in the process of going through our consultants for the rewrite of our CRA Plan.
- City employee Teresa Allen suffered the loss of her husband this week, he was a former City employee, and we wish her all we can in going forward.

### **Agenda Item 11.II. Social Media Report**

### **Agenda Item 11.III City Commission Meeting Calendar**

### **Agenda Item 11.IV. Other Meetings & Events Calendar**

## **12. CITY CLERK**

## **13. CITY COMMISSION COMMENTS**

Deputy Mayor Thornhill commented that the parks were loaded with people this past weekend and he is thankful that people are enjoying the use of the parks.

Commissioner Gibson said we do not have a local paper anymore so we do not have a way to communicate to our constituents and the constituents did not know until a less than a week before the qualifying period that there would be two seats vacant on this City Commission. He said he chaired the Charter Revision Committee and they spent a lot of time to improve the Charter and one of the things they felt was a danger to stability of the City would be if a majority of the seats came up for election in one year. We are in the position of solid stability at this point, we are getting good control of our finances, a bond will be retiring in

about a year and a half so our finances will be in better shape, and we have finally turned around the abuses that have occurred to the Community Redevelopment Trust Fund, we will be revising the CRA Plan so it will go for its intended purpose, and the historic downtown is getting back to where it was about 20 years ago so we have a lot of stability now and we have three seats up for grabs. He sincerely hoped that the successful candidates to those seats could continue to be a part of the stability that we are presently enjoying, which is critical because of our finances. Finances for a city do not go from one year to the next, instead it goes over a long period of time with long-term projects, bonding, and they have to be carefully considered because there are big consequences, and you cannot just make those decisions on the emotions of the moment. He regrets that we are losing two City Commissioners, who are not able to stand for re-election, and he does believe that it came as a surprise to Commissioner Perez that he would not be able to stand for re-election so that should have been communicated more to him and the constituents about that. Commissioner Perez had mentioned about two meetings ago that the Commission terms should be lengthened to three-year terms. The Charter Revision Committee proposed four years, which was their recommendation to the Commission. It is too late to get it on this ballot but there is nothing keeping us from taking the action now to place it on next year's ballot and he hoped that the City Manager will put it on the agenda so we can act on it. The City Manager said a direction from the Commission for him to prepare an agenda item for the future is all it takes. The Commission provided consensus.

Commissioner Perez thanked everyone for their prayers, he was in the hospital this past week, and now is doing better.

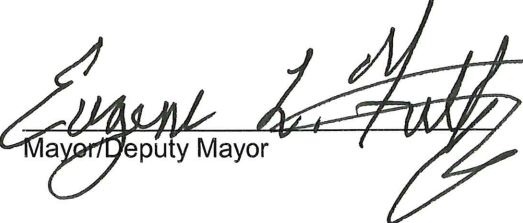
#### 14. MAYOR COMMENTS

Mayor Fultz read a letter from someone commending the City workers that worked the Lake Wales Arts Festival.


He welcomed everyone to attend the Candidate Forum at 5:30 p.m. on March 20 at the James P. Austin Community Center and welcomed everyone to attend the Candidate Forum on March 29 at Lake Ashton hosted by the Republican Party.

#### 15. ADJOURNMENT

The meeting was adjourned at 6:41 p.m.

  
Mayor/Deputy Mayor

ATTEST:

  
City Clerk Clara VanBlargan, MMC