

## MEMORANDUM

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April 14, 2015

**TO:** Honorable Mayor and City Commission

**VIA:** Kenneth Fields, City Manager

**FROM:** Clara VanBlargan, MMC, City Clerk

**RE:** Appointments – CRA Citizen Advisory Committee; General Employees' Retirement Board; Recreation Commission

**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.

Lake Wales Code of Ordinances Sec. 2-26 (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 ( $\frac{1}{2}$ ) 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.

**CRA Citizen Advisory Committee (City Code Sec. 2-73)** – The committee consists of five (5) members. One member is nominated by each city commissioner. Members must reside, own property or operate 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. (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 members (Seat 1; At-Large); Seat 2; District 19)

**Applying for Appointment:** Edward Bowlin, III, resident (Seat 1; At-Large)  
Mark Bennett, resident (Seat 2; District 19)

Mark Bennett serves as a member to the Planning & Zoning Board. He does not have to resign from that board to serve on the CRA Citizen Advisory Committee.

<b>Current Members:</b>	***Vacant*** (Seat 1 – At Large)	– 07/01/16
	***Vacant*** (Seat 2 – District 19)	– 07/01/16
	Narvell Peterson, (Seat 3 – District 122)	12/07/10 – 07/01/15 P+2
	Murray Zacharia, (Seat 4 – District 27)	12/21/10 – 07/01/15 P+2
	Robin Gibson (Seat 5 – District 28)	04/08/15 - 07/01/15 P+1

**Recommendation:** The recommendation is for the Mayor to appoint Ed Bowlin to serve on the CRA Citizen Advisory Committee in Seat 1, at-large, and Mark Bennett to serve on the CRA Citizen Advisory Committee in Seat 2, District 19, for a partial term expiring on 07/01/2016, and for the City Commission to consent to the appointments made by the Mayor.

**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 @ 3:30 PM; Commission Chamber

**Duties (City Code Sec. 2-73)** – 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 to implement the CRA plan adopted by the City Commission.

**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: 1 resident member; 1 employee member (election in process)

<b>Current Members:</b>	Linda Kimbrough, resident	06/17/08 - 04/01/15, 2
	Violeta Salud, resident	04/01/04 - 04/01/16, 4
	Sarah Kirkland, general employee	01//05/10 - 04/01/15, 2
	James Slaton, general employee	04/26/12 - 04/01/16, 1
	Commissioner Jonathan Thornhill, voting member	03/18/14 - 05/07/17, 1

**Applying for Re-appointment:** Linda Kimbrough, resident

**Recommendation:** The recommendation is for the Mayor to re-appoint Linda Kimbrough to serve on the General Employees’ Retirement Board for a term expiring on 07/01/2019 and for the City Commission to consent to the appointment made by the Mayor.

**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.

**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. (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**

**Current Meeting Schedule:** - 3<sup>rd</sup> Monday; 12:00 p.m., City Manager’s Conference Room

<b>Current Members:</b> Keri Hunt, citizen	11/01/11 - 07/01/17, 2
Jim Gouvellis	07/01/14 – 07/01/15, P
***Vacant***	– 07/01/15
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

**Applying for Appointment:** [Travis Wathen, resident](#)

**Recommendation:** The recommendation is for the Mayor to appoint Travis Wathen to serve on the Recreation Commission for a partial term expiring on 07/01/2015 and a regular term expiring on 07/01/2018, and for the City Commission to consent to the appointment made by the Mayor.

**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. A quorum shall consist of six (6) members.

**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.

**OPTIONS**

Do not appoint the applicants named above and seek other applicants; however, it may be difficult for the boards to obtain a quorum until vacancies are filled.

**FISCAL IMPACT**

None. These are volunteer citizen 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 Community Redevelopment Agency (CRA) Board

Applying for:		Yes	Yes	No		Yes	No
		Full-time	Part-time				
<input type="radio"/> reappointment	City Resident?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	City Business Tax?	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="radio"/> new appointment	Registered Voter?	Yes, Florida	Yes, Other	No	Own Property in City?	<input type="radio"/>	<input checked="" type="radio"/>
		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			

Name Edward W. Bowlin, III

Home Address <u>1108 Circle Dr.</u>	Home Phone <u>863-679-1525</u>
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Business Address	Business Phone
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Employer <u>Retired</u>	Occupation/Type of Business
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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

Associate's Degree - Business Administration  
Bachelor's Degree - Political Science – Concentration in American Government  
Master's Degree - Public Administration  
Charter Review Committee (2010)  
Charter Amendment Committee (Two-Year Terms, 2011)

Other community involvement	<p>Fla. Statute 760.80 requires the City of Lake Wales to maintain and report the following information:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Race/Ethnicity</b></td> <td></td> </tr> <tr> <td>African-American</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>Asian-American</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>Hispanic-American</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>Native-American</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>Caucasian</td> <td style="text-align: center;"><input checked="" type="radio"/></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>Gender</b></td> </tr> <tr> <td>Male <input checked="" type="radio"/> Female <input type="radio"/></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>Physically Disabled?</b></td> </tr> <tr> <td>Yes <input checked="" type="radio"/> No <input type="radio"/></td> </tr> </table>	<b>Race/Ethnicity</b>		African-American	<input type="radio"/>	Asian-American	<input type="radio"/>	Hispanic-American	<input type="radio"/>	Native-American	<input type="radio"/>	Caucasian	<input checked="" type="radio"/>	<b>Gender</b>	Male <input checked="" type="radio"/> Female <input type="radio"/>	<b>Physically Disabled?</b>	Yes <input checked="" type="radio"/> No <input type="radio"/>
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Male <input checked="" type="radio"/> Female <input type="radio"/>																	
<b>Physically Disabled?</b>																	
Yes <input checked="" type="radio"/> No <input type="radio"/>																	

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.

EWB  
applicant initials

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

List 3 references who reside in the city:	
Jerry Brown (LW Fire Chief - Retired)	863-528-8538
name	phone
Bill Walker (Local Business Owner)	863-676-1879
name	phone
Katherine Rogers (Airport Authority)	813-484-0487
name	phone
Contact City Clerk's Office to schedule appointment with board chairman and board support staff.	

Edward W. Bowlin  
applicant signature

04/17/2015  
date

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 e.bowlin@me.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 ~~Linda Kimbrough~~ Employee Pension Board

Applying for:	Yes Full-time	Yes Part-time	No	Yes	No
<input checked="" type="checkbox"/> reappointment	City Resident? <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Business Tax? <input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> new appointment	Registered Voter? <input checked="" type="checkbox"/>	Yes, Florida <input type="checkbox"/>	Yes, Other <input type="checkbox"/>	No <input type="checkbox"/>	Own Property in City? <input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Name <u>Linda Kimbrough</u>	
Home Address <u>307 Florida Avenue</u>	Home Phone
Business Address <u>24W, Orange Avenue</u>	Business Phone <u>863-679-3896</u>
Employer <u>Kimbrough &amp; Associates</u>	Occupation/Type of Business <u>Consultant</u>
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

Lake Wales Medical Ctr. Board  
Lake Wales Literacy Council  
Lake Wales MLK  
Lake Wales Working Hands

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

<b>Race/Ethnicity</b> African-American <input type="checkbox"/> Asian-American <input type="checkbox"/> Hispanic-American <input type="checkbox"/> Native-American <input type="checkbox"/> Caucasian <input type="checkbox"/>	<b>Gender</b> Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>  <b>Physically Disabled?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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LK  
applicant initials

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

Linda Kimbrough  
applicant signature

4/8/15  
date

List 3 references who reside in the city:

<u>Cliff Tonjes</u>	<u>676-4250</u>
name	phone
<u>Kenny Farrington</u>	<u>676-2455</u>
name	phone
<u>John Kimbrough</u>	<u>632-0203</u>
name	phone

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 \_\_\_\_\_

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



# 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 Recreation Commission

Applying for: <input type="checkbox"/> reappointment <input checked="" type="checkbox"/> new appointment	City Resident?  Registered Voter?	Yes Full-time <input checked="" type="checkbox"/> Yes Part-time <input type="checkbox"/> No <input type="checkbox"/>	Yes, Florida <input checked="" type="checkbox"/> Yes, Other <input type="checkbox"/> No <input type="checkbox"/>	City Business Tax? <input type="checkbox"/> Own Property in City? <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Name <u>Travis Wathen</u>	
Home Address <u>1426 Chamberlain loop lake Wales</u>	Home Phone <u>863-589-5875</u>
Business Address	Business Phone
Employer <u>City of lake Wales</u>	Occupation/Type of Business <u>Operations Specialist I</u>
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  
Started lake Wales stags youth basketball program.  
Coach for PAHS

Other community involvement <u>Youth soccer coach</u> <u>Youth basketball coach</u>	Fla. Statute 760.80 requires the City of Lake Wales to maintain and report the following information: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> <b>Race/Ethnicity</b>                      African-American <input type="checkbox"/>                      Asian-American <input type="checkbox"/>                      Hispanic-American <input type="checkbox"/>                      Native-American <input type="checkbox"/>                      Caucasian <input checked="" type="checkbox"/> </td> <td style="width: 50%;"> <b>Gender</b>                      Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>   <b>Physically Disabled?</b>                      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> </td> </tr> </table>	<b>Race/Ethnicity</b> African-American <input type="checkbox"/> Asian-American <input type="checkbox"/> Hispanic-American <input type="checkbox"/> Native-American <input type="checkbox"/> Caucasian <input checked="" type="checkbox"/>	<b>Gender</b> Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>  <b>Physically Disabled?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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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.

TW  
applicant initials

Have you ever been convicted of a felony? <input type="checkbox"/> Yes If yes, please explain on separate paper and attach to application. <input checked="" type="checkbox"/> No	<u>Travis Wathen</u> applicant signature  <u>April 1, 2015</u> date  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 <u>lwstags@gmail.com</u>												
List 3 references who reside in the city: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Neil Walton</u></td> <td style="width: 40%;"><u>863-605-54139</u></td> </tr> <tr> <td>name</td> <td>phone</td> </tr> <tr> <td><u>Alton Norwood</u></td> <td><u>863-618-7641</u></td> </tr> <tr> <td>name</td> <td>phone</td> </tr> <tr> <td><u>Vince Crawford</u></td> <td><u>863-605-5285</u></td> </tr> <tr> <td>name</td> <td>phone</td> </tr> </table> Contact City Clerk's Office to schedule appointment with board chairman and board support staff.	<u>Neil Walton</u>	<u>863-605-54139</u>	name	phone	<u>Alton Norwood</u>	<u>863-618-7641</u>	name	phone	<u>Vince Crawford</u>	<u>863-605-5285</u>	name	phone	
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