

The meeting of the Lake Wales City Commission was held on April 21, 2015 in the Commission Chambers at the Municipal Administration Building. The meeting was called to order by Mayor Fultz at 6:00 p.m. following the invocation and the Pledge of Allegiance.

#### **INVOCATION**

The invocation was given by Dr. Jim Moyer.

#### **PLEDGE OF ALLEGIANCE**

**COMMISSIONERS PRESENT:** Terrye Howell; Christopher Lutton, Eugene Fultz, Mayor; Jonathan Thornhill, Betty Wojcik

#### **COMMISSIONERS ABSENT:**

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

[Full staff memos are incorporated into the minutes. Meetings are recorded, but not transcribed verbatim.]

#### **MAYOR**

##### **Agenda Item 5. PROCLAMATIONS: VOICE and Cadet Appreciation Week; April 13-17, 2015**

Mayor Fultz presented a Proclamation establishing April 13-17 2015 as "VOICE and CADET Appreciation Week." VOICE and cadets accepted the proclamation.

##### **Municipal Clerks Week; May 3-9, 2015**

Mayor Fultz presented a proclamation establishing May 3-9, 2015 as "Municipal Clerks Week" to Municipal City Clerk Clara VanBlargan.

The Mayor also thanked City Clerk Clara VanBlargan for receiving the Sigma Beta Delta designation at Warner University on April 21, 2015 in recognition of high scholastic achievement.

##### **Women's History Day; April 21, 2015**

Mayor Fultz presented a proclamation establishing April 21, 2015 as "Women's History Day" to AAUW members Charlene Bennett, Nancy Hale Hoyt, Clara VanBlargan, and Mimi Hardman.

##### **Child Abuse Prevention Month; April 2015**

Mayor Fultz presented a proclamation designating April as "Child Abuse Prevention Month" to Michael Willis from Heartland for Children. Mr. Willis presented information packets and pinwheels to the commission.

#### **ANNUAL REPORT**

#### **PRESENTATIONS**

#### **COMMUNICATIONS AND PETITIONS**

Mimi Hardman, 300 S. Lake Shore Blvd., said the Historic Lake Wales Society began Pioneer Days and she wishes to continue being a part of it. The "Pioneer of the Year" has already been decided on.

## **CONSENT AGENDA**

**Agenda Item 6. APPROVAL OF MINUTES: April 8, 2015, Regular Meeting  
April 7, 2015, Canvassing Board Meeting  
April 9, 2015, Canvassing Board Meeting  
April 15, 2015, Canvassing Board Meeting**

**Agenda Item 7. Heritage Fest Event**

[Begin Agenda Memo]

### **SYNOPSIS**

The approval of the Special Event Permit Application will allow the Green and Gold Foundation and Black Entrepreneurs and Leaders Coalition to have a Heritage Fest event on Saturday, February 20, 2016 from 10am-8pm in downtown Lake Wales.

### **RECOMMENDATION**

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

- Approve the Special Event Permit application for the Heritage Fest event to take place on Saturday, February 20, 2016 from 10am-8pm.
- Approve the request for the temporary closing of the following:
  - Stuart Avenue from 1<sup>st</sup> Street to Scenic HWY (SR 17)
  - S. Market Street from Stuart Avenue to Central Avenue
  - The Marketplace and Marketplace Parking lot
  - The alley between Stuart Avenue and Park Avenue
  - Central Avenue between 1<sup>st</sup> and 2<sup>nd</sup> Streets
  - 2 City lots at the east end of Stuart Avenue at Scenic HWY (SR 17)
- Authorize set-up of stage, tent and tables at 4pm on Friday February 19, 2016

### **BACKGROUND**

Heritage Fest is being sponsored by the Green and Gold Foundation and the Black Entrepreneurs and Leaders Coalition as a Black History Month Celebration. The event will include entertainment, vendors, and other activities.

Set up will begin at 10am and the event will start at noon and continue to 6pm.

Sponsors will be responsible for the cost of 3 off-duty police officers for the duration of the event, for sanitary facilities, and for site set-up and clean-up.

Sponsors will also be required to provide a copy of their liability insurance, get tent permits for tents larger than 10x20, and *they will need to distribute flyers 1 week before the event to downtown business owners advising parking lot closure on Stuart & Park all day Friday.*

### **OTHER OPTIONS**

Do not approve the Special Event Permit.

### **FISCAL IMPACT**

As this is a new event, it has not been budgeted. All costs will be the responsibility of the sponsor.

[End Agenda Memo]

**Agenda Item 8. Financial Advisory Services Agreement**

[Begin Agenda Memo]

**SYNOPSIS**

This is an agreement with Public Financial Management, Inc. for professional services relating to issuance of debt, not to exceed two million dollars.

**STAFF RECOMMENDATION**

It is recommended the City Commission consider the following action:

1. Approve the engagement letter for Public Financial Management, Inc.
2. Authorize the City Manager to execute the appropriate documents, on the City's behalf.

**BACKGROUND**

Due to several factors, 1) the draw down on reserves due to the economic downturn caused by the recession since 2007, 2) the settlement of the Lake Belle lawsuit, and the 3) numerous capital projects being completed/planned during 2014 through 2016 (C Street Project, Cemetery Project, Airport Project, extension of Hwy 60 utilities) staff has advised the Commission that a line of credit is necessary for these projects are to stay on track for completion. Staff has recommended to the City Commission the issuances of debt, not to exceed two million dollars, for a twenty four month period.

On April 1, 2015, the City issued a request for quote for financial advisory services relating to the City obtaining a two million dollar line of credit. The PFM Group and Lamont Financial Advisers Corporation submitted proposals. The PFM Group, which has provided financial advisory services for the City since 2009, proposed a fee of \$12,000, plus out of pocket costs not to exceed \$1,000 (possible total cost \$13,000). The Lamont Financial Advisers Corporation, located in New Jersey, proposed a fee of \$17,500, plus travel reimbursement not to exceed \$5,000 (possible total cost \$22,500).

Based on past experience with PFM, location, and cost staff recommends selection of the PFM Group for financial advisory service.

When the City issues debt, outside professional legal services are also necessary to insure compliance with IRS and state statutes. Staff recommends Bryant Miller Olive P.A. to provide these legal services. A separate contract for Bryant Miller Oliver P.A. shall be presented during May.

**FISCAL IMPACT**

**The PFM Group**

PFM proposed fee is not to exceed, \$12,000 for service, plus out of pocket costs not to exceed \$1,000 (total possible costs \$13,000).

[End Agenda Memo]

Deputy Mayor Lutton asked about the traffic pattern route if Central Avenue is closed for the Heritage Fest Event. Chris Velasquez, Police Chief, said he will have to review the event as it gets closer. Commissioner Wojcik said that we have time to determine this as the event is in February 2016. Mr. Fields confirmed that a detour schedule will be determined as the day approaches.

Commissioner Wojcik made a motion to approve the consent agenda. Commissioner Howell seconded the motion.

By Voice Vote:

Commissioner Wojcik	"YES"
Commissioner Howell	"YES"
Deputy Mayor Lutton	"YES"
Commissioner Thornhill	"YES"
Mayor Fultz	"YES"

The motion carried 5-0.

## **COMPREHENSIVE FINANCIAL REPORT**

### **Agenda Item 9. Transmittal of the Comprehensive Annual Financial Report for Fiscal Year Ended September 30, 2014**

#### **[Begin Agenda Memo]**

**SYNOPSIS:** This is the Transmittal of Comprehensive Annual Financial Report for fiscal year ended September 30, 2014.

#### **STAFF RECOMMENDATION**

Accept the City's Comprehensive Annual Financial Report for fiscal year ended September 30, 2014 and independent auditors' report as presented.

#### **BACKGROUND**

In the independent auditors' report for the fiscal year ending September 30, 2014, the auditors stated that, in their opinion, the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City as of September 30, 2014, and the respective changes in financial position, and cash flows where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

This is the sixth year that the City has prepared a comprehensive annual financial report (CAFR). A CAFR is a financial report that contains, at a minimum, three sections: 1) introductory, 2) financial, and 3) statistical, and whose financial section provides information on each individual fund and component unit.

#### **Financial Highlights**

- The assets of the City exceeded its liabilities at the close of the most recent fiscal year by \$45,851,658 (*net position*). Of this amount, \$374,611 (*unrestricted net position*) may be used to meet the government's ongoing obligations to citizens and creditors.
- The City's total net position increased by \$455,912. The governmental activities decreased by \$596,771 (3.10%), while business-type activities increased \$1,052,683 (4.03%).
- As of the close of the current fiscal year, the City's governmental funds reported combined ending fund balances of \$4,396,201; a decrease of \$2,114,192 for the year. Approximately 24.49% is *available for spending* at the government's discretion (unassigned).

[End Agenda Memo]

Jim Burdick, Cherry Bekaert, Inc. reviewed the audit, he distributed a copy of the powerpoint presentation to the commission. He reviewed the audit standards and requirements, why an audit is performed and the scope of the audit. They review samples of financial statements, not all of them. They also review internal controls and compliance issues. They identify any deficiencies, weaknesses, and compliance issues. They have issued unmodified opinions that the financial statements of the City are fairly stated in all material respects, that is a clean opinion which is the highest level of assurance that an independent CPA is allowed to give. Regarding internal control and compliance, here are no material weaknesses, significant deficiencies or non-compliance reported.

Special reports include comments regarding improvements of reviews and approvals of payroll and financial system access. Reviews were done, but were not documented as being done. The auditors noted that there was no review of logins to the financial system to see who made certain changes to the system and they recommend requiring additional review of authority to use the system. There was also a concern about Davis-Bacon requirements, the contractors and sub-contractors need to be followed up on with interviews with staff to be sure there is compliance and be sure that the contracts with sub-contractors have that provision included.

Mr. Burdick then reviewed their findings. They had no non-compliance findings, nothing was reportable. Non-compliance could have occurred because there were no internal reviews by City staff in place to prevent it. One major program was the CDBG program of which 25% was tested. A change in accounting policies were a reclassification of certain items and a change in financial reporting of pension information. All significant transactions have been recognized in the proper time periods. A review of certain accounting estimates was found to be reasonable.

Other communications were reviewed. There were no disagreements with management and they received good cooperation and complete access to all required information.

Mr. Fields said Cherry Bekaert is under contract to do the audit for the next two years.

Mayor Fultz thanked Mr. Burdick for the clear and concise report.

## **OLD BUSINESS**

## **NEW BUSINESS**

**Agenda Item 10. RESOLUTION 2015-05, Declaration of Official Intent – Parks and Recreation Facilities, Administrative Facilities, Airport Facilities, and Transportation Facilities**

[Begin Agenda Memo]

## **SYNOPSIS**

Resolution 2015-05 authorizes a declaration of official intent of the City to reimburse itself from the proceeds of debt for expenses to be incurred with respect to certain capital projects.

## **STAFF RECOMMENDATION**

It is recommended that the City Commission adopt Resolution 2015-05 authorizing Declaration of Official Intent under U.S. Treasury Regulations with respect to reimbursement from note proceeds of temporary advances made for payment prior to issuance, and related matter.

## **BACKGROUND**

In anticipation of debt issuance for various capital projects, staff recommends approval of the attached resolution to be executed. This resolution is necessary to comply with United State Treasury Regulations for funding infrastructure projects with tax exempt debt when the City intends to reimburse itself from debt proceeds.

Projects Identified within this issuance would include:

	<u>Estimated Costs</u>
New Cemetery	190,673
Website Redeign	25,000
Audio/Video - Austin Center	30,000
Security	20,000
Mausoleum Roof	3,215
Hardman Complex- Kirkland Gym	85,000
Airport Improvements	146,112
	<u>\$ 500,000.00</u>

#### **FISCAL IMPACT**

There is no fiscal impact associated with adoption of Resolution 2015-05

[End Agenda Memo]

City Clerk Clara VanBlargan read **RESOLUTION 2015-05** by title only.

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE WALES, FLORIDA DECLARING THE OFFICIAL INTENT OF THE CITY TO REIMBURSE ITSELF FROM THE PROCEEDS OF DEBT FOR EXPENSES TO BE INCURRED WITH RESPECT TO CERTAIN PROJECTS; AUTHORIZING CERTAIN INCIDENTAL ACTIONS; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Fields suggested reviewing Resolution 2015-06 also as it is of the same nature as Resolution 2015-05.

#### **Agenda Item 11. RESOLUTION 2015-06 Declaration of Office Intent – Utility System**

[Begin Agenda Memo]

#### **SYNOPSIS**

Resolution 2015-06 authorizes a declaration of official intent of the City to reimburse itself from the proceeds of debt for expenses to be incurred with respect to certain capital projects.

#### **STAFF RECOMMENDATION**

It is recommended that the City Commission adopt Resolution 2015-06 authorizing Declaration of Official Intent under U.S. Treasury Regulations with respect to reimbursement from note proceeds of temporary advances made for payment prior to issuance, and related matter.

#### **BACKGROUND**

In anticipation of debt issuance for various capital projects, staff recommends approval of the attached resolution to be executed. This resolution is necessary to comply with United State Treasury Regulations for funding infrastructure projects with tax exempt debt when the City intends to reimburse itself from debt proceeds.

Projects Identified within this issuance would include:

	<u>Estimated Costs</u>
Pole Barn	26,500
C Street - Phase I	133,500
Fence - Market Street	25,000
Ground Storage Tank	35,000
Market Street Upgrade	600,000
Lift Station Rehab	250,000
Lift Station Pump Replacement	100,000
Water/Sewer Lines - Vanguard	330,000
	<u>\$ 1,500,000.00</u>

#### **FISCAL IMPACT**

There is no fiscal impact associated with adoption of Resolution 2015-06

[End Agenda Memo]

City Clerk Clara VanBlargan read **RESOLUTION 2015-06** by title only.

#### **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE WALES, FLORIDA DECLARING THE OFFICIAL INTENT OF THE CITY TO REIMBURSE ITSELF FROM THE PROCEEDS OF DEBT FOR EXPENSES TO BE INCURRED WITH RESPECT TO CERTAIN PROJECTS; AUTHORIZING CERTAIN INCIDENTAL ACTIONS; AND PROVIDING AN EFFECTIVE DATE.**

Dorothy Ecklund, Finance Director, reviewed **RESOLUTION 2015-05** and **RESOLUTION 2015-06**.

Ms. Ecklund explained that these two resolutions serve as anchors, once adopted, there is a look back period of 60 days. Whatever capital costs have been incurred in the last 60 days, the City can put inside the debt issuance. Until the resolutions are passed the 60 days keeps moving every two weeks as they have a Commission meeting. If the Commission decides to issue no debt at all, the resolutions cost the city nothing. If the City decides to do debt issuance based on capital it will allow the city to capture the last 60 days and the next month that it takes us to get the RFPs from the banks to give us interest rates, and the Commission to pass it, we can pick up those costs. If the Commission decides to do a tax anticipation note which has nothing to do with capital projects, it costs the city nothing to pass these resolutions. While the Commission decides what kind of debt to authorize, these resolutions allow for more flexibility to make that decision.

Deputy Mayor Lutton asked about the types of debt, either a line a credit or a note of some kind? Mr. Fields explained there are two ways to go; one is a line of credit for which the IRS has more complicated requirements to adhere to. The other choice is a tax anticipation note route which is simpler from an IRS perspective. We fund the capital on debt freeing up our general and utility funds to pay operating costs and then pay back debt on capital projects. It is a question of which is cheaper and easier to administer to be sure we follow all IRS regulations. Borrowing requirements will be the same. This gives us flexibility to go back 60 days on money spent as well as in the future. This does not commit us to either route but covers us





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 (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.

**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.

**Current Members:** \*\*\*Vacant\*\*\* (Seat 1 – At Large) – 07/01/16  
\*\*\*Vacant\*\*\* (Seat 2 – District 1) – 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.

[End Agenda Memo]

Commission Wojcik asked the Mayor if the City Commission could vote on each applicant separately and the Mayor said yes.

The Mayor recommended the appointment of Ed Bowlin to serve on the CRA Citizen Advisory Committee in Seat 1, at-large, to serve a partial term expiring on 07/01/2016.

Commissioner Thornhill made a motion to approve the appointment. The motion died for lack of a second.

The Mayor appointed Mark Bennett to serve on the CRA Citizen Advisory Committee in Seat 2, District 19, for a partial term expiring on 07/01/2016.

Commissioner Thornhill motioned to approve the appointment. Commissioner Wojcik seconded the motion.

By Voice Vote:

Commissioner Thornhill "YES"

Commissioner Wojcik	"YES"
Commissioner Howell	"YES"
Deputy Mayor Lutton	"YES"
Mayor Fultz	"YES"

The motion carried 5-0.

The Mayor re-appointed Linda Kimbrough to serve on the General Employees' Retirement Board for a term expiring on 07/01/2019.

Commissioner Thornhill made a motion to approve the appointment. Commissioner Wojcik seconded the motion.

By Voice Vote:

Commissioner Thornhill	"YES"
Commissioner Wojcik	"YES"
Commissioner Howell	"YES"
Deputy Mayor Lutton	"YES"
Mayor Fultz	"YES"

The motion carried 5-0.

The Mayor tabled the appointment of Travis Wathen to serve on the Recreation Commission. He said Mr. Wathen is a City employee and he is unable to attend the meeting at the scheduled time.

## **CITY MANAGER**

### **Agenda Item 12. City Commission Tracking Report:**

Mr. Fields explained that the Lake Belle settlement is one reason for the cash flow problem the city is currently experiencing. The City will make a second appeal to recover the Lake Belle settlement costs from our former insurance company.

The other reason for the cash flow problem is cost overruns from several capital projects. We do not do our best at planning, managing and budgeting capital projects. One example is the C Street project, the costs of obtaining easements, some through eminent domain, were significantly higher than anticipated. With better planning, we could have budgeted better for it. The cemetery also had higher costs as some items were not included in the costs and budgeted for.

Mr. Fields said these problems will not occur in the future, we will change how this is done. We will do quality control review of all projects; a separate engineering firm will look at projects to catch any mistakes or oversights before going out to bid. We will hold accountable either the engineers or contractors if there are any deficiencies. Commissioner Wojcik asked if we keep records of results with these firms so when bids come in the next time they will know which ones we have had problems with. Mr. Fields said we are going out to bid soon to with RFQ or RFI to redo our engineering and design library and yes we are keeping records of these issues and prior history will be part of the evaluation process.

Mr. Fields said they will issue an RFP for an architectural landscape/design firm to provide input regarding parks projects or recreation facilities in the future.

Deputy Mayor Lutton expressed concern about the grading at the Cemetery, some areas are significantly higher than even the groves, may be a problem in the future. Mr. Fields said this is an area where improved quality control might have helped. He will review the issue. Deputy Mayor Lutton encouraged having the on the ground personnel review the plans for the projects as they might have input that the engineers might not

think about and shared a few examples. Mr. Fields agreed as we could reduce maintenance costs if maintenance personnel review the plans and they will work towards having more input on the projects. Commissioner Wojcik suggested an incentive program if employees find ways to save the city significant dollars. Deputy Mayor Lutton said that giving employees a buy-in to what is going on and allows them to be a part of the project. Mr. Fields said they did that with the wastewater treatment plant project and it is a helpful project.

Mr. Fields reported that they met with the FAA and that they were very positive about the airport project and optimistic about future funding for the airport. We have a good relationship with the FAA.

Mr. Field said the City received a request from the Circle of Friends organization requesting donation of a surplus vehicle, if the Commission does not object we will transfer title of one of cars to them. The City Commission consented to this request.

Mr. Fields presented a request from the Lake Wales Woman's Club to help pay for their damaged roof which prevents them from renting the building. Mr. Fields explained that the City owns the lot that the Woman's Club is on and the building reverts to the City if the organization goes out of business so it would be beneficial to the City to help the Woman's Club fix the roof so that it can be available for rentals. The City could loan them \$6000 and they could repay it over three years. The commission was favorable to this request. Mr. Fields said he will work with them on an agreement and bring it back to the Commission for approval.

Mr. Fields reported that the last work day was March 21<sup>st</sup> which went well and we are submitting our series of workdays to the Florida League of Cities for a City Spirit Award so that the volunteerism in our community can get recognition.

Mr. Fields addressed the issue of the TDC grant for Pioneer Days, that the City is applying for the grant as the Historic Society could not match the grant and the City can match it. He suggested that the City may have to temporarily take over the Depot Museum and hire a Director in order to get the museum open. This can be addressed and discussed further at the strategic planning meeting as the Historic Society.

Mimi Reid Hardman said that the Historic Society raised the money to restore the Depot Museum buildings which were then given to the City. She said that the Historic Lake Wales Society can match the grant for Pioneer Days. Mayor Fultz suggested that she meet with Mr. Fields to discuss these issues. Commissioner Howell asked if a vote was necessary. Mr. Fields said no, he just wanted to explain why the City and not the Historic Society was applying for the grant.

**Agenda Item 13. City Commission Calendar**

**Agenda Item 14. Annual Reporting – Boards, Commissions, and Committees**

### **CITY COMMISSION COMMENTS**

Deputy Mayor Lutton asked about the status of the plans for the Utilities along West HWY 60. Mr. Fields said that a presentation is planned for the next meeting in May to provide an update on that project. Deputy Mayor Lutton asked that the Commission be provided more regular updates on these projects so that the Commission can offer input. He said that the Fire Station project was rushed through, and maybe that space for the retention area was too much and other things could be done with the extra space. Mr. Fields said that there is an idea to use some of that extra space for a park, or basketball court. If money can be found and access issues addressed something could be done there.

### **MAYOR COMMENTS**

The meeting was adjourned at 7:17p.m.

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Mayor/Deputy Mayor

ATTEST:

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City Clerk Clara VanBlargan, MMC