

**CITY COMMISSION  
REGULAR MEETING  
OFFICIAL AGENDA  
August 18, 2015  
6:00 p.m.**

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

1. INVOCATION

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

4. ROLL CALL

5. MAYOR

6. ANNUAL REPORT

7. PRESENTATION

8. COMMUNICATIONS AND PETITIONS

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

9. CONSENT AGENDA

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

9.I. Approval Of Minutes: August 4, 2015, Regular Meeting

Documents: [2015-08-04REG.PDF](#)

9.II. Special Event Application: Orange Blossom Revue

Rotary Club of Lake Wales Special Event Application for the Orange Blossom BBQ Competition to take place December 5 & 6, 2015.

Documents: [ORANGE BLOSSOM PERMIT APP.PDF](#), [OBR MAP 2014 FINAL.PDF](#)

9.III. Disposal Of Surplus Property

Staff is seeking approval to dispose of surplus property.

Documents: [AGENDA ITEM DISPOSALS2015B.PDF](#), [SCHEDULE.PDF](#)

9.IV. Agreement With The BoCC Fleet Management Division For City Vehicle And Equipment Maintenance Services

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

Documents: [AGENDA MEMO FINAL2015.PDF](#), [MOU\\_EXTENSION.PDF](#)

## 10. OLD BUSINESS

## 11. NEW BUSINESS

### 11.I. Amendment To The Longleaf Business Park Declaration Of Covenants

Amendment to the Declaration of Covenants, Conditions and Restrictions of Longleaf Business Park, as recorded in Official Records book 4692, at Page 1466, of the public Records of Polk County, Florida (the "Declaration"), are proposed in response to market conditions as well as relevant amendments to the Lake Wales Code of Ordinances which have been adopted since 2001.

Documents: [MEMO - AMENDMENT TO DECLARATION - AUGUST 2015.PDF](#),  
[AMENDMENT TO DECLARATION 07-15.PDF](#)

### 11.II. Board Appointments - Airport Authority Board; CRA Citizen Advisory Committee

Documents: [MEMO-BOARD APPT.PDF](#), [ERIC FAREWELL-AIRPORT.PDF](#),  
[NARVELL PETERSON CRA CITIZENS ADV COMMITTEE.PDF](#)

## 12. CITY MANAGER

### 12.I. TRACKING REPORT

Documents: [TRACKING.PDF](#)

### 12.II. City Commission Meeting Calendar & Other Meetings & Events

Documents: [AGENDA ITEM - CALENDARS 07-21-15.PDF](#)

### 12.III. Boards, Commissions & Committees Annual Reporting Schedule & Information

Documents: [AGENDA ITEM - ANNUAL REPORTING SCHEDULE.PDF](#)

## 13. CITY COMMISSION COMMENTS

## 14. MAYOR COMMENTS

### **(The full staff memo will be incorporated into the official record)**

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

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

Appeals concerning decisions on issues requiring a public hearing:

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

The meeting of the Lake Wales City Commission was held on August 4, 2015 in the Commission Chambers at the Municipal Administration Building. The meeting was called to order by Mayor Fultz at 6:00p.m. following the invocation and the Pledge of Allegiance.

#### **INVOCATION**

The invocation was given by Commissioner Terrye Howell.

#### **PLEDGE OF ALLEGIANCE**

**COMMISSIONERS PRESENT:** Terrye Howell, Jonathan Thornhill, Pete Perez, Christopher Lutton; Eugene Fultz, Mayor

**COMMISSIONERS ABSENT:** None

**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.]

#### **Agenda Item 5.        MAYOR**

##### **Agenda Item 5.I.        Certificate Of Appreciation - Dickerson Florida**

Mayor Fultz presented a Certificate of Appreciation to the employees of Dickerson Florida for their help with the plane crash at the airport.

##### **Agenda Item 5.II.        Proclamation: The Lake Wales Care Center's 30th Anniversary - "Stay-At-Home Work Camp"**

Mayor Fultz presented a Proclamation recognizing the 30th Anniversary of the Lake Wales Care Center's Stay-at-Home Work Camp to Rob Quam and several campers.

#### **Agenda Item 6.        ANNUAL REPORT**

#### **Agenda Item 7.        PRESENTATIONS**

#### **Agenda Item 8.        COMMUNICATIONS AND PETITIONS**

None

#### **Agenda Item 9.        CONSENT AGENDA**

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

By Roll Call Vote:

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

The motion carried 5-0.

- |                           |   |   |
|---------------------------|---|---|
| <b>Agenda Item 9.I.</b>   | <b>APPROVAL OF MINUTES:</b>   | <b>July 7, 2015 Reg.;</b><br><b>July 14, 2015 Budget Workshop;</b><br><b>July 21, 2015 Reg.</b> |
| <b>Agenda Item 9.II.</b>  | <b>Small FRDAP Grant Application For Soccer Field Lights</b>                    |   |
| <b>Agenda Item 9.III.</b> | <b>Large FRDAP Grant Application For Soccer Field Lights</b>                    |   |
| <b>Agenda Item 9.IV.</b>  | <b>Special Event Application: First Baptist Church Block Party</b>              |   |
| <b>Agenda Item 9.V.</b>   | <b>Preliminary Financial Statements For June 30, 2015</b>                       |   |
| <b>Agenda Item 10.</b>    | <b><u>OLD BUSINESS</u></b>  |   |
| <b>Agenda Item 10.1.</b>  | <b>ORDINANCE 2015-05, Cemetery Ordinance - 2nd Reading &amp; Public Hearing</b> |   |

City Clerk Clara VanBlargan read **ORDINANCE** 2015-05

## ORDINANCE 2015-05

**AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING LAKE WALES CODE OF ORDINANCES CHAPTER 2, ARTICLE VI. CEMETERY ADMINISTRATION, AMENDING THE DEFINITION OF CEMETERY; ESTABLISHING RESPONSIBILITY FOR PERPETUAL CARE; ESTABLISHING TIMES OF AVAILABILITY OF THE CEMETERY MANAGER; ELIMINATING THE CEMETERY TRUST FUND; PROVIDING FOR ADOPTION OF CEMETERY FEES BY RESOLUTION OF THE CITY COMMISSION; ESTABLISHING THE TYPES OF MARKERS OR DECORATIONS ALLOWED OR DISALLOWED WITHIN THE CITY'S VARIOUS CEMETERIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

Teresa Allen, Assistant Director for Public Services, reviewed Agenda Item 10.1.

**OPENED FOR PUBLIC HEARING**

No comments.

**CLOSED FOR PUBLIC HEARING**

Commissioner Lutton made a motion to adopt **ORDINANCE 2015-05** after second reading and public hearing. Commissioner Howell seconded the motion.

By Roll Call Vote:

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

The motion carried 5-0.

- Agenda Item 10.2.      ORDINANCE 2015-06, Amendment to Fire Prevention Ordinance -  
2<sup>nd</sup> Reading & Public Hearing**

City Clerk Clara VanBlargan read **ORDINANCE 2015-06**

**ORDINANCE 2015-06**

**AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING CHAPTER 10, FIRE PREVENTION, SECTION 10-6(b)(2), LAKE WALES CODE OF ORDINANCES, TO PROVIDE FOR CALCULATION OF THE FEE FOR ANY FIRE PROTECTION AGREEMENTS WITH POLITICAL SUBDIVISIONS OTHER THAN POLK COUNTY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**OPENED FOR PUBLIC HEARING**

There was no comment.

**CLOSED FOR PUBLIC HEARING**

Commissioner Lutton asked about the current rate for single family homes of \$138. Joe Jenkins, Fire Chief, confirmed that to be the rate in Highland Park. Commissioner Lutton suggested that the rates should be the same as in Lake Wales. Chief Jenkins explained that this Ordinance allows the Commission to change the rates instead of them being specifically listed in the ordinance.

Deputy Mayor Thornhill made a motion to adopt **ORDINANCE 2015-06** after second reading and public hearing. Commissioner Howell seconded the motion.

By Roll Call Vote:

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

The motion carried 5-0.

**Agenda Item 11.        NEW BUSINESS**

**Agenda Item 11.I       Resolution 2015-15, Provision For Municipal Cemetery Rates**

City Clerk Clara VanBlargan read **RESOLUTION 2015-15**.

**RESOLUTION 2015-15**

**A RESOLUTION OF THE CITY OF LAKE WALES, FLORIDA, PROVIDING FOR MUNICIPAL CEMETERY RATES, PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Deputy Mayor Thornhill said we want the new cemetery to be self-sustaining, cemeteries are expensive and we wish them to be kept nice. This is why the increase in rates.

**OPENED FOR PUBLIC COMMENT**

There were no comments.

**CLOSED FOR PUBLIC COMMENT**

Deputy Mayor Thornhill made a motion to adopt **RESOLUTION 2015-15**. Commissioner Howell seconded the motion.

By Roll Call Vote:

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

The motion carried 5-0.

**Agenda Item 11.II      Former Adult Day Care Facility Sale To Central Florida Health Care, Inc., By Polk County**

Albert C. Galloway Jr., City Attorney, reviewed Agenda Item 11.II. He noted that there is a change in the listed address from the Clerk of Courts to the County Commission.

Commissioner Perez asked what the \$58,000 is for. Mr. Galloway explained it is the value based upon the appraisal of the portion that the City owns. We have leased the parking areas to the County which will be conveyed.

Deputy Mayor Thornhill made a motion to approve the sale of certain real property currently leased to Polk County which has been utilized in the past as a part of the former Adult Day Care facility located on Central Avenue. Commissioner Howell seconded the motion.

By Voice Vote:

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

The motion carried 5-0.

**Agenda Item 11.III.      Appointment To The Library Board**

The Mayor appointed Brystal Michalkiewicz to serve as a member to the Library Board for a term expiring on July 1, 2016. Commissioner Howell moved to approve the appointment. Deputy Mayor Thornhill seconded the motion.

By Voice Vote:

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

The motion carried 5-0.

**Agenda Item 12.        CITY MANAGER**

**Agenda Item 12.1        City Commission Tracking Report:**

Kenneth Fields, City Manager, reported that the rain has delayed some projects but the improvements for N. Market Street and W. Central Ave. have begun and are underway.

The new floor at the gym will be installed soon and old bleachers will be removed. The gym will be closed right when school opens for minimal impact.

The Airport project is nearing completion and successful as we have received positive feedback from the FAA and FDOT. The commission has approved two new leases so there will be two new tenants out there in the new future.

Projects scheduled for the fall include the Utilities area.

**Agenda Item 12.2.        City Commission Calendar**

A budget workshop is scheduled for next Tuesday evening at 6pm. There will be a little flexibility and some of the items that were deferred can be revisited.

On Monday August 10<sup>th</sup> there is a Water Summit in Haines City that all elected officials are invited to. The meeting has been publicly noticed so more than one commissioner from each city can attend. This is a kick-off for the effort to plan for water needs over the next 20-30 years.

The first budget hearing and Commission meeting is Thursday September 3<sup>rd</sup> instead of the regular Tuesday.

**Agenda Item 12.3.        Annual Reporting – Boards, Commissions, and Committees**

**Agenda Item 13.        CITY COMMISSION COMMENTS**

Commissioner Perez said he will be absent at the City Commission meeting on August 18<sup>th</sup>.

Deputy Mayor Thornhill asked about the First Baptist Church Block Party, if the residents will be notified and by whom. Jennifer Nanek, Assistant to the City Manager, explained that the First Baptist Church will go door-to-door and notify residents.

**Agenda Item 14.        MAYOR COMMENTS**

Mayor Fultz reported on the upcoming League of Cities Conference in Orlando next week.

The meeting was adjourned at 6:28 P.M.

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Mayor/Deputy Mayor

ATTEST:

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City Clerk Clara VanBlargan, MMC



## SPECIAL EVENT APPLICATION

City of Lake Wales  
201 W. Central Ave.  
Lake Wales, FL 33853  
863-678-4182x270

### Applicant Information:

Organization Name: Lake Wales Rotary Club

Is this organization classified a 501c3 status by the IRS? yes ☒ no ☐  
(if so, please provide a copy of the determination letter)

Address: Lake Wales Rotary Club C/O Sal Tropea Phone: 863-676-7981  
P.O. Box 406  
Lake Wales, FL 33859-0406

### Event Contact Information:

Name: (First & Last): Reid Hardman  
Mailing Address: P.O. Box 406  
City, ST, ZIP: Lake Wales, FL 33859-0406  
Phone#: 863-676-8996 Email: jreidy@yahoo.com

### Event Information:

Name of Event: Orange Blossom Revue

**Please note: All events requesting a street closure must have approval from the City Commission.**

- ☒ Festival - an organized public gathering in a park or downtown e.g. Art Show
- ☐ Organized Competitive Event - a planned race, walk, tournament or other contest
- ☐ Parade/Walk - a public or private march, run, walk or parade of any kind.
- ☐ Circus or Carnival
- ☐ Other \_\_\_\_\_



Event Description: Barbecue Competition, Makers Market & Music Festival

Event Start Date: 12-5-15 Time: 8am

Event End Date: 12-6-15 Time: 5pm

Set up Date: 12-4-15 Time: 8am

Take Down Date: 12-7-15 Time: 8am

☐ Gated/Ticketed ☒ Open to the Public ☐ Private Other: \_\_\_\_\_

Location of Event:

☒ Lake Wailes Park ☐ Downtown Market Place ☐ Kiwanis Park

☐ Stuart Park ☐ Crystal Lake Park ☐ Other \_\_\_\_\_

### Site Plan Requirements:

Please attach a clear and legible site plan/map with the following indicated:

1. Depiction of the area (streets, park, etc) where the event will be held.
2. The overall event area such as parking and requested street closures.
3. The location and dimensions of all physical equipment being placed; such as stages, vendors, booths, tents, barricades, restrooms, dumpsters, etc.
4. Disabled parking and handicapped access clearly defined.
5. Location of temporary alcohol sales where both sales & consumption will occur.  
(Sale or consumption of alcohol requires additional permitting from the state and hiring of at least 2 off-duty police officers )

### Event Components:

☒ Alcohol - (Special Permit Required)\*

☒ Portolets

☒ Sales/Distribution/Display

☒ Food Distribution/Sales

☒ Use of electric outlets

☒ Use of water spigots

☐ Live animals

☐ Temporary Structures

☐ DJ

☒ Amplified Sound

☒ Stage

☐ Inflatables (bounce houses)

☒ Concerts/Live Music

☒ Installation of additional outlets

☒ Tents (permit required for tents larger than 30x30)

☐ Boat Racing

☒ On-Site Cooking

☐ Amusement rides

☒ Other \_\_\_\_\_

alcohol sales will occur throughout the event limits

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\*Events involving the sale and consumption of alcohol must have a designated area where the sale and consumption of alcohol will take place. Sponsor must get an additional permit from the State Division of Alcoholic Beverages and Tobacco and requires the presence of a police detail.

Other Information:

Will City Streets be closed? ☐ yes ☒ no Requires Commission Approval

Please list all affected streets: Only the portion of Park Avenue that runs through Lake Wailes Park

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Will any alleys, parking lots or other public places be closed? ☒ yes ☐ no

Please describe: The parking lot at Lake Wailes Park. Bike path will remain open.

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Will State Roads be closed? (SR 17) ☐ yes ☒ no Requires FDOT Permit

Please describe State Roads to be closed: \_\_\_\_\_

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Will you need additional trash receptacles from the City? ☒ yes ☐ no

Will you need clean-up assistance from the City throughout the event? ☒ yes ☐ no

**Note: For unbudgeted events the organization must reimburse the City 100% of costs for use of Public Services and Police Department.**

Any other requested assistance from the City? General venue prep including  
mowing, electrical and water check, road barricades,  
street sweeping, etc.

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Any additional information: The attached 2014 event map represents basic anticipated design.

As planning progresses, we may reconfigure or expand the design within the Park for the purposes of ingress/egress,

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parking, safety, traffic flow, etc.

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Insurance Requirements:

Liability Insurance is required for all special events involving City property and must name the City of Lake Wales as an additional insured. For events requesting the sale or consumption of alcohol, liability insurance in the amount of \$1,000,000.00 is required. All proof of insurance must be submitted to the City of Lake Wales a week before the event. Failure to provide acceptable insurance will result in the cancellation of the event.

## Agreement to Assume Financial Responsibility for Injury or Damage

The Sponsor (hereinafter referred to as "the permittee"), shall indemnify, defend, and hold harmless the City of Lake Wales (hereinafter referred to as "the City"), and all of its elected or appointed officials, officers, agents, and employees from any claim, loss, damage, cost, change, or expense arising out of any acts, actions, neglect, or omission by the Permittee, its agent, employees, or subcontractors during the performance of the permitted event, whether direct or indirect, and whether to any person or property to which the City or said parties may be subject, except that neither the Permittee nor any of its agents, employees, or subcontractors will be liable under the agreement for damages arising out of the injury or damage to persons directly caused or resulting SOLELY from the negligence of the City or any of its elected or appointed officials, officers, agents, or employees.

Permittee's obligation to indemnify, defend and pay for the defense or at the City's option, to participate and associate with the City in the defense and trial of any damage claim or suit and any related settlement negotiations, shall be initiated by the City's notice of claim for indemnification to Permittee. Permittee's inability to evaluate liability or its evaluation of liability shall not excuse Permittee's duty to defend and indemnify within seven days after such notice by the City is provided by Certified Mail. Only an adjudication or judgment after highest appeal is exhausted specifically finding the City SOLELY negligent shall excuse performance of this provision by Permittee. Permittee shall pay all costs and fees related to this obligation and its enforcement by the City. City's failure to notify Permittee of a claim shall not release the Permittee of the above duty to defend.

It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the City's right, title and interest in land to be entered upon and used by the Permittee, and the Permittee will, at all times, assume all risk of and indemnify, defend, and save harmless the City from and against any and all loss, damage, cost, and expense arising in any manner on account of the exercise or attempted exercise by said Permittee of the aforesaid rights and privileges.

During the event, the Permittee shall observe all safety regulations of the City, and the Permittee shall take measures to ensure the safety of the public.

By signing this application, it represents the information provided to be true and correct and signifies a binding agreement to comply with the rules and regulations of the City of Lake Wales. Should the City grant approval and a permit be issued, it is further agreed the Permittee will comply with any other requirements provided by Federal, State, and Local Law.

By execution hereof, the undersigned affirms that he or she is vested with full right and authority to bind the Permittee to the terms of this Agreement.

In case of non-compliance with the City's requirements in effect as of the approved date of the permit resulting from this Agreement, said permit is void.

Signature of Sponsor or Authorized Representative of Sponsor

Jennifer Nanek

Printed Name

Date

State of Florida  
County of Polk

The forgoing instrument was acknowledged before me this 30<sup>th</sup> day of July, 2015 by

Jennifer Nanek



**ZAILET SURI**

MY COMMISSION #FF165844 Expires October 5, 2018

EXPIRES October 5, 2018

(407) 398-0153

Florida Notary Service, P.A.

(NOTARY SEAL)

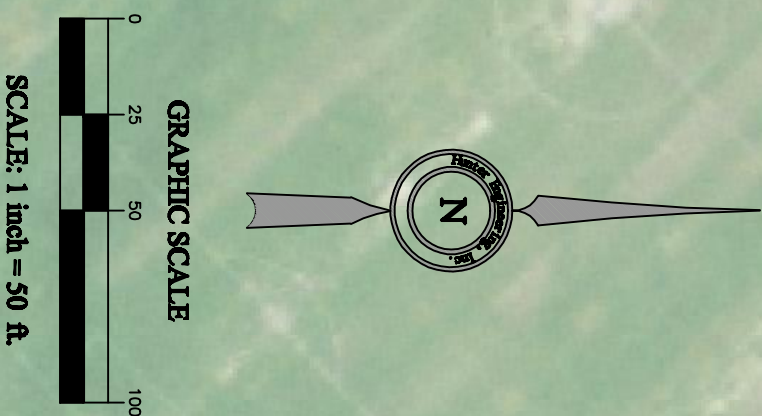
Personally Known ✓ OR Produced Identification \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_











## MEMORANDUM

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**DATE:** August 11, 2015  
**TO:** Honorable Mayor and City Commission  
**VIA:** Kenneth Fields, City Manager  
**FROM:** James Slaton, Public/Support Services Director  
**SUBJECT:** Disposal of Surplus Property  
**SYNOPSIS;** *Staff is seeking approval to dispose of surplus property.*

### RECOMMENDATION

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

1. Classify the property as surplus.
2. Authorize staff to dispose of the property.

### BACKGROUND

In accordance with Sec. 2-476 of the City Code, the City Commission may classify as surplus any property that is obsolete or the continued use of which is uneconomical or inefficient or which serves no useful function or purpose.

The equipment outlined in the attachment no longer serves any useful purpose to City.

This property may be sold at public auction or to the highest bidder after the solicitation of sealed bids. In some cases the property may be recycled, donated to other non-profit or government entities or traded for fair market exchange of goods or services.

### OTHER OPTIONS

Do not authorize the disposal of the listed property.

### FISCAL IMPACT

Proceeds from any sales will be deposited into the general fund.

### ATTACHMENTS

Disposal Schedule

## **Schedule of Surplus Items**

### **1. Miscellaneous Items**

Nine Gymnasium bleachers currently located at the Albert Kirkland, Sr. Gymnasium.

### **2. Vehicles (Train)**

<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>VIN</b>
1916	Pullman	Passenger Car	N/A
1944	Whitcomb	Diesel Locomotive	N/A

## **MEMORANDUM**

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**DATE:** July 28, 2015

**TO:** Honorable Mayor and City Commission

**VIA:** Kenneth Fields, City Manager

**FROM:** James Slaton, Public/Support Services Director

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

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

### **RECOMMENDATION**

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

1. Approve the agreement to extend the existing contract for an additional twelve month period
2. Authorize the City Manager to execute the agreement on behalf of the City

### **BACKGROUND**

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

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

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

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

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



<b>Fiscal Year Actual (Pre-County Contract)</b>	<b>Salaries</b>	<b>M&amp;R Vehicles</b>	<b>Operating Supplies Vehicles</b>	<b>M&amp;R Vehicles Refurbishment</b>	<b>Fleet Operating Budget</b>	<b>Total</b>
2004/2005	137,477	72,127	4,537	0	20,179	234,320
2005/2006	110,969	155,834	30,848	4	21,703	319,358
2006/2007	100,978	168,051	38,952	5,932	27,379	341,292
2007/2008	131,822	185,353	49,251	5,665	143,894	515,985
2008/2009	152,472	186,492	46,052	7,440	35,735	428,191
<b>5 Year Average</b>	<b>126,744</b>	<b>153,571</b>	<b>33,928</b>	<b>3,808</b>	<b>49,778</b>	<b>367,829</b>
<b>Fiscal Year Actual (Post- County Contract)</b>		<b>M&amp;R Fleet Contract</b>	<b>Operating Supplies Vehicles/M&amp;R Fleet Non-Contract</b>	<b>M&amp;R Vehicles Refurbishment</b>	<b>Fleet Operating Budget</b>	<b>Total</b>
2009/2010	N/A	308,076	10,860	7,792	41,270	367,998
2010/2011	N/A	210,577	30,974	2,669	19,893	264,113
2011/2012	N/A	250,391	16,255	200	13,393	280,329
2012/2013	N/A	272,083	33,605	0	15,198	320,886
2013/2014	N/A	289,656	22,000	0	15,387	329,069
2014/2015	N/A	283,252	19,900	0	15,941	319,093
2015/2016	N/A	295,050	22,300	0	14,165	331,515
<b>7 Year Average</b>	<b>N/A</b>	<b>272,726</b>	<b>22,266</b>	<b>1,777</b>	<b>19,321</b>	<b>316,090</b>

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

## **OTHER OPTIONS**

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

## **FISCAL IMPACT**

The annual maintenance fee for FY2015/16 is \$295,050

## **ATTACHMENTS**

Agreement to Extend Contract



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

PHONE: 863-534-5660  
FAX: 863-534-0390  
[www.polk-county.net](http://www.polk-county.net)

**FLEET MANAGEMENT DIVISION**

**AGREEMENT TO EXTEND**

**DATE:** June 23, 2015

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

**VENDOR:** Polk County Board of County Commissioners

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

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

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

POLK COUNTY Board of County Commissioners

By: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_

Attest: Stacy M. Butterfield, County Clerk

By: \_\_\_\_\_  
Deputy Clerk

Reviewed as to form and legal sufficiency

*Sharon N. [Signature]* 7/7/15  
County Attorney's Office Date

CITY OF LAKE WALES

By: \_\_\_\_\_ Date: \_\_\_\_\_

## MEMORANDUM

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August 1, 2015

TO: Honorable Mayor and City Commissioners

VIA: Kenneth Fields, City Manager

FROM: Albert C. Galloway, Jr., City Attorney  
Kathy Bangley, Director of Planning and Development

RE: Amendment to the Longleaf Business Park Declaration of Covenants

**Synopsis:** Amendment to the Declaration of Covenants, Conditions and Restrictions of Longleaf Business Park, as recorded in Official Records book 4692, at Page 1466, of the public Records of Polk County, Florida (the "Declaration"), are proposed in response to market conditions as well as relevant amendments to the Lake Wales Code of Ordinances which have been adopted since 2001.

**Recommendation:** Adoption of the Amendment as presented.

**Background:** Pursuant to the provisions of Article VIII of the Declaration, the City has reserved the right to amend the Declaration as determined necessary. Over the last fifteen (15) years since the park's inception, Lake Wales has experienced changes in its economic environment like the rest of the nation and world. Market changes and present opportunities have created a need to revisit the Declaration in the same manner in which we have revisited the land development regulations from time to time.

The City Attorney and Planning Director together are proposing amendments to portions of the sign requirements and landscaping requirements for the Park be amended to bring them in line with the existing land development regulations approved by the City Commission.

### FISCAL IMPACT

Adoption of the Amendment to the Declaration will have no direct fiscal impact other than the fee of \$18.50 for recording in the Public Records of Polk County.

### OTHER OPTIONS

The Commission may decide to modify the Amendment or to decline to make the Amendment.

**ATTACHMENTS**

Amendment to the Declaration prepared by City Attorney.

This Instrument Prepared By:  
ALBERT C. GALLOWAY, JR.  
Florida Bar No. 475602  
Albert C. Galloway, Jr., PA  
Post Office Box 3339  
Lake Wales, Florida 33859-3339

PLEASE RETURN TO: Albert C. Galloway, Jr., PA

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## **AMENDMENT TO THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS OF LONGLEAF BUSINESS PARK**

The CITY OF LAKE WALES, a Florida municipal corporation, operates Longleaf Business Park, a subdivision according to the Plat thereof as recorded in Plat Book 116, at Page 24, of the Public Records of Polk County, Florida, which subdivision is subject to the Declaration of Covenants, Conditions and Restrictions of Longleaf Business Park as recorded in Official Records Book 4692, at Page 1466, of the Public Records of Polk County, Florida (the "Declaration"). Pursuant to the provisions of Article VIII of the Declaration, the City has reserved the right to alter, modify, change, revoke, rescind, amend or cancel any or all of the restrictive covenants contained therein or in any subsequent declaration. In accordance therewith, the City does hereby amend certain provisions of the Declaration as hereinafter set forth:

### **ARTICLE VI - USE RESTRICTIONS**

Paragraph 18(B) - Building signs. Each building on the property shall be permitted one building mounted identification sign on each of two building sides such that both signs cannot be seen from any particular location. The building identification signs must be compatible with the building architecture. All signs must comply, at time of installation, with the then effective provisions of the Lake Wales Code of Ordinances concerning size, location and illumination of signs.

Paragraph 19 - Landscape criteria. Landscape plans must meet the requirements of the applicable provisions of the Lake Wales Code of Ordinances and, through design and plant selection, be in harmony with existing buffers and landscaping within the subdivision.

The foregoing shall serve to amend the Declaration only as set forth herein. The City reserves the right to amend the Declaration as originally provided therein for the purposes of establishing further restrictions or changing existing restrictions as it deems necessary for the benefit of its citizens and to carry out the spirit and intent of the Declaration.

The foregoing Amendment to the Declaration of Covenants, Conditions and Restrictions of Longleaf Business Park approved by the City Commission of the City of Lake Wales the \_\_\_\_\_ day of August, 2015.

**CITY OF LAKE WALES, FLORIDA**

\_\_\_\_\_  
Witness #1 sign above  
Print witness name ▶

\_\_\_\_\_  
Eugene Fultz, Mayor

**ATTEST:**

\_\_\_\_\_  
Witness #2 sign above  
Print witness name ▶

\_\_\_\_\_  
Clara VanBlargan, MMC, City Clerk

STATE OF FLORIDA  
COUNTY OF POLK

**ACKNOWLEDGMENT**

This instrument was acknowledged before me this \_\_\_\_ day of August, 2015, by Eugene Fultz, Mayor of the City of Lake Wales, Florida, on behalf of the City, (\_\_) who is personally known to me or (\_\_) who has produced \_\_\_\_\_ as identification.

(SEAL)

My Commission Expires:

\_\_\_\_\_  
Notary Public

## MEMORANDUM

---

August 11, 2015

**TO:** Honorable Mayor and City Commission

**VIA:** Kenneth Fields, City Manager

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

**RE:** Appointment – Airport Authority Board; CRA Citizen Advisory Committee

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

### RECOMMENDATION

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

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

### BACKGROUND

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

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.

**Airport Authority (City Code Sec. 2-41)** – The board consists of seven (7) voting members and one (1) non-voting member who is a City Commissioner. At least four (4) voting members must be qualified electors of the City (3-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 1 vacancy

<b>Current Members:</b> Charles Keniston, resident	03/06/12 - 07/01/18, 2
Katherine Rogers, resident, chairman	09/18/12 - 07/01/18, 2
Charles Loomis, resident	11/03/10 - 07/01/16, 2
Robert Kelly, resident	07/03/07 - 07/01/16, 3-Final
Dale Marks, resident	06/17/08 - 07/01/17, 3

Robert Wood, resident

05/19/15 - 07/01/17, 1

\*\*\*Vacant\*\*\*

- 07/01/18

Commissioner Perez, non-voting member

05/19/15 - 05/02/17, 1

Applying for appointment for term expiring on 07/01/18: Eric Farewell, resident

**Airport Manager (City Code Sec. 2-41(f)(5)) - City Manager**

**Meetings (City Code Sec. 2-41(r))** - The Lake Wales Airport Authority shall hold regular meetings at least once every month and at such other times as the authority shall determine to be reasonably necessary from time to time.

**Current Meeting Schedule:** - 1<sup>st</sup> Monday @ 5:30 PM; Commission Chamber

**Duties/Powers (City Code Sec. 2-41(f))** - The Lake Wales Airport Authority exercises its powers and jurisdiction over the property known as the Lake Wales Airport and properties in addition to the Lake Wales Airport so long as they are exercised pursuant to contract with other governmental entities for the operation and supervision of other airports, airfields, and related facilities. The Lake Wales Airport Authority, subject to approval by the Lake Wales City Commission, is hereby authorized and empowered:

1. To adopt bylaws for the regulation of its affairs and the conduct of its business.
2. To adopt an official seal and alter the same at pleasure
3. To maintain an office at such place or places as may be designated by the City of Lake Wales.
4. To sue and be sued in its own name, plead, and be impleaded.
5. To provide oversight of airport operations for the purpose of input and advice to the city manager in his capacity as Airport Manager.
6. To acquire, lease as lessee or lessor, construct, reconstruct, improve, extend, enlarge, equip, repair, maintain, and operate any airport which may be located on the property of the authority. Nothing in Ordinance 2007-07 shall exempt the Lake Wales Airport Authority from the provisions of chapter 333, Florida Statutes.
7. To issue bonds of the authority, as hereinafter provided, to pay the cost of such acquisition, construction, reconstruction, improvement, extension, enlargement, or equipment.
8. To issue refunding bonds of the authority as hereinafter provided.
9. To fix and revise from time to time and to collect rates, fees, and other charges for the use of or for the services and facilities furnished by any airport facilities or tenant.
10. To acquire in the name of the authority by gift, purchase, or the exercise of the right of eminent domain, in accordance with the laws of the state which may be applicable to the exercise of such powers by municipalities, any lands or rights in land, and to acquire such personal property as it may deem necessary in connection with the acquisition, construction, reconstruction, improvement, extension, enlargement, or operation of any airport facilities, and to hold and dispose of all real and personal property under its control.
11. To make and enter into all contracts and agreements necessary or incidental to the performance of its duties and the execution of its powers under this Ordinance, including a trust agreement or trust agreements securing any bonds issued hereunder, and to employ such consulting and other engineers, superintendents, managers, construction and financial experts, accountants, and attorneys, and such employees and agents as may, in the judgment of the authority, be deemed necessary, and to fix their compensation; provided, however, that all such expenses shall be payable solely from funds made available under the provisions of this Ordinance.
12. To accept grants or money or materials or property of any kind for any airport or other facilities from any federal or state agency, political subdivision, or other public body or from any private agency or individual, upon such terms and conditions as may be imposed.
13. To issue revenue certificates of the authority as hereinafter provided.
14. To do all acts and things necessary or convenient to carry out the powers granted by this Ordinance.



15. To contract with other governmental entities to operate airports, airfields, and other related facilities and services, including providing all personnel, tools, equipment, supervision, and other materials and services required therefore.

**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 vacancies (Seat 1; A-Large & Seat 4, District 27); 1 expired term

<b>Current Members:</b> ***Vacant*** (Seat 1 – At Large)	– 07/01/16
Mark Bennett (Seat 2 – District 19)	04/21/15 – 07/01/16, 1
Narvell Peterson, (Seat 3 – District 122)	12/07/10 – 07/01/15, P+2
***Vacant***, (Seat 4 – District 27)	– 07/01/17
Robin Gibson, (Seat 5 – District 28)	04/08/15 - 07/01/18, P+1

Applying for Reappointment for term expiring on 07/01/18: Narvell Peterson (Seat 3 – District 122)

**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.

## 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 Eric Farewell / Airport

Applying for:

☐

reappointment

City Resident?

Yes  
Full-time

☒

Yes  
Part-time

☐

No

☐

City Business Tax?

Yes

☒

No

☐☒

new appointment

Registered Voter?

Yes,  
Florida

☒

Yes,  
Other

☐

No

☐

Own Property in City?

☒☐

Name Eric Farewell

Home Address 936 Carlton Ave

Home Phone 863.455.6452

Business Address 322 South Scenic Hwy

Business Phone 863.272.9907

Employer Aviator Enterprises

Occupation/Type of Business

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

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

Other community involvement

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

## Race/Ethnicity

African-American

☐

Asian-American

☐

Hispanic-American

☐

Native-American

☐

Caucasian

☒

## Gender

Male

☒

Female

☐

## Physically Disabled?

Yes

☐

No

☒

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

applicant initials

Have you ever been convicted of a felony?

☐

Yes

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

☒

No

List 3 references who reside in the city:

name phone

name phone

name phone

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

applicant signature

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 eric@aviatorppg.com

# APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

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

Board/Commission/Committee CRA Citizens Advisory Committee

Applying for:

☒ reappointment

☐ new appointment

City Resident?

Yes Full-time ☒ Yes Part-time ☐ No ☐

City Business Tax?

Yes ☐ No ☐

Registered Voter?

Yes, Florida ☒ Yes, Other ☐ No ☐

Own Property in City?

☒ ☐

Name NARVELL Peterson

Home Address 415 E Street LAKE WALES, FL 33853 Home Phone 863-528-2534

Business Address Business Phone

Employer R/T Occupation/Type of Business

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

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

Re appointment

Other community involvement

M.C.K., NAACP, Church, FLA. Assoc. Bldg. B Street Center. JAB Bldg. Det.

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

## Race/Ethnicity

African-American ☒  
Asian-American ☐  
Hispanic-American ☐  
Native-American ☐  
Caucasian ☐

## Gender

Male ☒ Female ☐

## Physically Disabled?

Yes ☐ No ☒

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

W.P.  
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:

Frank Peterson 863-676-1314

name Jane W. L. 863-589-2405 phone

name George Davis phone

name phone

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

applicant signature

date

31 July 2014

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 Peterson/Helen 76 - Yahoo.com.

# CITY OF LAKE WALES PROJECT TRACKING LIST 2014-2015

PROJECT NAME	BUDGET	COMMISSION APPROVAL	SCHEDULED COMPLETION	CURRENT STATUS	STATUS UPDATED
<b>AIRPORT</b>					
Runway Extension	\$5,300,000 - \$4,300,000	Yes		Plans at 98%. Project is being market priced. Mitigation bank property acquired. Review to follow. Funding from various sources under investigation, i.e. FAA and FDOT. All white papers complete. See Airport Master Plan. Both FAA and FDOT have indicated support for funding.	8/11/2015
Airfield Improvements (Task Order #15)	\$161,000	yes - 7/2/13	9/30/2015	Commission accepted FAA agreement at Sept. 3 meeting. Task Order #16 with Hoyle Tanner for construction engineering and Dickerson Florida, Inc. for construction services was approved by the City Commission October 7, 2014. Pre-construction meeting was held, Wednesday, October 8, 2014. Project began on Monday, November 10, 2014 and is on schedule. The borrow pits (ponds) have been drained and are being filled (80% complete). Next step is demolition of taxiway delta. Overall project is at 45% completion and is still on schedule.	8/11/2015
<b>RECREATION</b>					
Skate Park Improvements	\$50,000	7/15/2014	9/30/2015	Construction has been completed. Close out in process.	8/11/2015
Gym Floor Replacement	\$68,212	6/2/2015	9/30/2015	Contract awarded to Signature Sports Flooring. Work to begin August 24.	8/11/2015
<b>SEWER SYSTEM</b>					

C Street Project	\$6,695,751	yes - 6/2/15		Close out Documents have been submitted for Phase I. Phase II Application has been approved and was submitted June 22	8/11/2015
Relocation of Water/Sewer Lines on HWY 27 near Vanguard	\$300,000			pre bid scheduled 08-12-15; bid opening scheduled 09-03-15	8/11/2015
<b>Other items approved or discussed at Commission Meetings</b>					
Resurfacing of the Scenic Highway from Mt. Lake Cutoff to Ray Martin Rd.			to be determined	Construction is underway on the FDOT's 3.5-mile project. Construction of 1.5 miles of new sidewalks and improvements to the storm water system are progressing. Replacement of traffic lights and crosswalk improvements are included. Resurfacing will extend from Mt. Lake Cut-off to Ray Martin Road. Progress meeting are held weekly every Tuesday.	8/11/2015
Road Improvements (N Market ST & W. Central Ave.)	\$91,253	7/7/2015	8/17/2015	Work began on Friday, 7/24 and work on W. Central Ave. is nearing completion, N Market St is expected to be completed by 8/17.	8/11/2015
Cemetery			4/30/2015	Project complete - need closeout	8/11/2015
Spook Hill Sign		12/18/12 - Sign		Delivered the bas relief to the Walesbilt. The draftsman is meeting with builder any day now, then engineer approves drawings for stamps-permits.	8/11/2015

Preservation of Spook Hill				Sunrise Apartments have planted oaks along the retention pond and roadway. In Phase 2, they will build the emergency entrance and fence, and put in additional landscaping with the rest of the buffer.	8/11/2015
Library Statistics (July)				Total Circulation Books-by-Mail: 44,827 Total Circulation BookMobile: 1435 Total In-house circulation: 230,143 Total new borrowers: 1331 Total attendance at programs: 12,603 Computer users: 38,259	8/11/2015
<b>COMPLETED PROJECTS</b>					
Website redesign	\$25,000		6/1/2015	New Website has been launched. Project Complete.	8/11/2015
Lake Wailes Trail	\$200,000	yes-1/15/13	3/31/2015	This grant is closed out. Project complete.	8/11/2015
Audiovisual Solution for the James P. Austin center	\$26,873	2/17/2015	4/17/2015	This project is complete.	8/11/2015

# CITY COMMISSION ITEMS - STATUS REPORT

TASK	MEETING DATE	RESPONSIBLE PERSON	REQUEST MADE BY	COMMENTS	DATE OF STATUS
Building Official assessing city's recreation/community buildings	10/30/2012	Cliff Smith, Don Porter & James Slaton	Commission	Due to recent organizational restructuring, the scope of the remaining facility assessments will be re-evaluated. A new schedule of assessments will be presented later in the year.	8/11/2015
Renaming of Washington Avenue to Obama Avenue	12/2/2014	James Slaton	Howell	Commission voted to approve a street to be named after Obama but voted down the resolution to change Washington Avenue. Suggestions for alternative streets for renaming are being solicited.	8/11/2015
Depot Museum	3/2/2015	Kenneth Fields	Thornhill	New Director has begun work.	8/11/2015

## COMPLETED ITEMS

## STRATEGIC PLAN ITEMS - STATUS REPORT

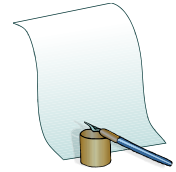
TASK	MEETING DATE	RESPONSIBLE PERSON	REQUEST MADE BY	COMMENTS	DATE OF STATUS
Green Initiatives	1/12/2013	Slaton		1. Police department arrest packets are now digitally transmitted. 2. Traffic crash reports are now digitally transmitted. 3. Traffic citations are in the testing phase of being digitally transmitted. (These will save paper & eliminate the need to drive to Bartow to deliver them) 4. Human Resources/Finance is transitioning to electronic time sheets.	7/27/2015
Capital Replacement Policy	1/12/2013	Ecklund		Deferred by City Manager so as to include capital financing approaches. Will be revisited during the budget process.	7/27/2015



Approximate Seating Capacity:

- Commission Chamber **110**
- Employee Break Room **30**
- CM Conference Room **10**

## CITY COMMISSION MEETING CALENDAR



[Regular City Commission meetings are held at 6:00 p.m. on the first and third Tuesday of each month in the Commission Chambers. Workshops & Special meetings to be scheduled accordingly. Meeting dates & times are subject to Change.]

### City Commission Meetings – August 2015

Tues, August 4, 2015	Regular	6:00 p.m.	Commission Chambers
Mon, August 10, 2015	Polk County Water Summit; 9am – 11am, City of Haines City - Lake Eva Banquet Hall (Meeting for Elected Officials)		
Tues, August 11, 2015	Workshop	6:00 p.m.	Commission Chambers
Tues, August 18, 2015	Regular	6:00 p.m.	Commission Chambers
Tues, August 25, 2015 (Tentative)	Workshop	6:00 p.m.	Commission Chambers

### City Commission Meetings – September 2015

Thurs, September 3, 2015	Regular	6:00 p.m.	Commission Chambers
Tues, September 15, 2015	Regular	6:00 p.m.	Commission Chambers

### City Commission Meetings – October 2015

Tues, October 6, 2015	Regular	6:00 p.m.	Commission Chambers
Tues, October 20, 2015	Regular	6:00 p.m.	Commission Chambers

### City Commission Meetings – November 2015

Tues, November 3, 2015	Regular	6:00 p.m.	Commission Chambers
Tues, November 17, 2015	Regular	6:00 p.m.	Commission Chambers

### City Commission Meetings – December 2015

Tues, December 1, 2015	Regular	6:00 p.m.	Commission Chambers
Tues, December 15, 2015	Regular	6:00 p.m.	Commission Chambers

### City Commission Meetings – January 2016

Tues, January 5, 2016	Regular	6:00 p.m.	Commission Chambers
Tues, January 19, 2016	Regular	6:00 p.m.	Commission Chambers

*City Commission Agenda Packets for workshop and regular meetings are generally posted on the City's website by 12:00 p.m., the Wednesday before the scheduled meeting.*

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

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

#### Appeals concerning decisions on issues requiring a public hearing:

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

## OTHER MEETINGS & EVENTS

DATE	TIME	TITLE	DESCRIPTION	LOCATION	Event/Location Map; Agendas
Regular BOCC Meetings & Hearings	9am reg. meetings & 1:30pm public hearings	Polk County Board of County Commissioners Meetings	Regular BOCC meetings & public hearings are usually held Monthly; 1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays	Neil Combee Administration Bldg., 330 West Church Street, Bartow	Public Hearing / Work Session List  (Note: Check Website Daily for Updates)  Information: 863-534-6090) <a href="http://www.polk-county.net">http://www.polk-county.net</a>
August 16 <sup>th</sup>	4pm – 6pm	Block Party	First Baptist Church Event with Streets Closing	Cephia Street between both intersections of Yarnell Avenue	
September 25 <sup>th</sup> & 26 <sup>th</sup>	<u>Friday, 25<sup>th</sup></u> 7pm  <u>Saturday, 26<sup>th</sup></u> 7am; 8am; 7pm	Quivering Quads – Series of Races	Lake Wales Noon Rotary	Lake Wailes Lake	
October 8 <sup>th</sup>	4:30pm – 6:30pm	2015 Elected Leadership Summit		Polk County History Center 100 E. Main Street, Bartow	
October 24 <sup>th</sup>	10am-6pm	Spook Hill Thunder	Fund Raising Event	Spook Hill	
October 29 <sup>th</sup>	4pm – 6pm	Lake Wales High School Homecoming Parade	To include street closings	Downtown	
February 13, 2016	10am – 8pm	Heritage Fest	Green & Gold Foundation & Black Leaders & Entrepreneurs Coalition	Downtown Lake Wales	

**BOARDS, COMMITTEES & COMMISSIONS**  
**2015 REPORTING SCHEDULE**  
**[Reporting Dates are Subject to Change]**

<b>BOARD, COMMITTEE &amp; COMMISSION</b>	<b>ANNUAL REPORTING DATE</b>	<b>REGULAR MEETING SCHEDULE</b>
Airport Authority Board	Tuesday, February 17 <sup>th</sup> ✓	1 <sup>st</sup> Monday; 5:30pm, Chamber
Citizens & Police Community Relations		3 <sup>rd</sup> Thursday; 6pm; City Hall Lunch Room
Code Enforcement Board	Tuesday, July 7 <sup>th</sup> ✓	2 <sup>nd</sup> Monday; 5pm; Chamber
CRA Citizen Advisory Committee		2 <sup>nd</sup> Thursday; 3:30pm, Chamber
Historic District Regulatory Board		3 <sup>rd</sup> Thursday; 5:30pm, Chamber
Housing Authority	Tuesday, July 21 <sup>st</sup> ✓	3 <sup>rd</sup> Wednesday, 6pm, Housing Authority
Library Board	Tuesday, June 16 <sup>th</sup> ✓	2 <sup>nd</sup> Wednesday; 11am, Library
Recreation Commission	Tuesday, May 19 <sup>th</sup> ✓	3 <sup>rd</sup> Monday; 12pm, CM Conference Room

**IN-ACTIVE BOARDS**

Bicycle/Pedestrian Advisory Commission  
Drug & Prostitution-Related Nuisance Abatement Board  
Enterprise Zone Development Agency  
Historic Preservation Board  
Lakes Advisory Commission  
Parks & Community Appearance Advisory Board

**RESIDENT REQUIREMENTS, CURRENT MEMBERS & VACANCIES  
CITY BOARDS, COMMISSIONS, COMMITTEES**

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Robert Kelly, resident	07/03/07 - 07/01/16, 3-Final
Dale Marks, resident	06/17/08 - 07/01/17, 3
Robert Wood, resident	05/19/15 - 07/01/17, 1
<b>***Vacant***</b>	<b>- 07/01/18</b>
Commissioner Perez, non-voting member	05/19/15 - 05/02/17, 1

**Airport Manager (City Code Sec. 2-41(f)(5))** - City Manager

**Meetings (City Code Sec. 2-41(r))** - The Lake Wales Airport Authority shall hold regular meetings at least once every month and at such other times as the authority shall determine to be reasonably necessary from time to time.

**Current Meeting Schedule:** - 1<sup>st</sup> Monday @ 5:30 PM; Commission Chamber

**Duties/Powers (City Code Sec. 2-41(f))** - The Lake Wales Airport Authority exercises its powers and jurisdiction over the property known as the Lake Wales Airport and properties in addition to the Lake Wales Airport so long as they are exercised pursuant to contract with other governmental entities for the operation and supervision of other airports, airfields, and related facilities. The Lake Wales Airport Authority, subject to approval by the Lake Wales City Commission, is hereby authorized and empowered:

1. To adopt bylaws for the regulation of its affairs and the conduct of its business.
2. To adopt an official seal and alter the same at pleasure
3. To maintain an office at such place or places as may be designated by the City of Lake Wales.
4. To sue and be sued in its own name, plead, and be impleaded.
5. To provide oversight of airport operations for the purpose of input and advice to the city manager in his capacity as Airport Manager.
6. To acquire, lease as lessee or lessor, construct, reconstruct, improve, extend, enlarge, equip, repair, maintain, and operate any airport which may be located on the property of the authority. Nothing in Ordinance 2007-07 shall exempt the Lake Wales Airport Authority from the provisions of chapter 333, Florida Statutes.
7. To issue bonds of the authority, as hereinafter provided, to pay the cost of such acquisition, construction, reconstruction, improvement, extension, enlargement, or equipment.
8. To issue refunding bonds of the authority as hereinafter provided.
9. To fix and revise from time to time and to collect rates, fees, and other charges for the use of or for the services and facilities furnished by any airport facilities or tenant.

10. To acquire in the name of the authority by gift, purchase, or the exercise of the right of eminent domain, in accordance with the laws of the state which may be applicable to the exercise of such powers by municipalities, any lands or rights in land, and to acquire such personal property as it may deem necessary in connection with the acquisition, construction, reconstruction, improvement, extension, enlargement, or operation of any airport facilities, and to hold and dispose of all real and personal property under its control.
11. To make and enter into all contracts and agreements necessary or incidental to the performance of its duties and the execution of its powers under this Ordinance, including a trust agreement or trust agreements securing any bonds issued hereunder, and to employ such consulting and other engineers, superintendents, managers, construction and financial experts, accountants, and attorneys, and such employees and agents as may, in the judgment of the authority, be deemed necessary, and to fix their compensation; provided, however, that all such expenses shall be payable solely from funds made available under the provisions of this Ordinance.
12. To accept grants or money or materials or property of any kind for any airport or other facilities from any federal or state agency, political subdivision, or other public body or from any private agency or individual, upon such terms and conditions as may be imposed.
13. To issue revenue certificates of the authority as hereinafter provided.
14. To do all acts and things necessary or convenient to carry out the powers granted by this Ordinance.
15. To contract with other governmental entities to operate airports, airfields, and other related facilities and services, including providing all personnel, tools, equipment, supervision, and other materials and services required therefore.

**Bicycle/Pedestrian Advisory Commission (City Code Sec. 2-199)** – The commission consists of seven (7) regular members and three (3) alternate members. The city manager, planning and development director, and police chief or their respective designees shall serve as ex officio members. At least five (5) regular members and two (2) alternate members must reside within the City limits. Members who are not City residents must reside within the City's utilities service area in a residence served by the City's utilities system, receiving either water or sewer service. (3-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **3 regular vacancies; 2 alternate vacancies; 1 expired term**

<b>Current Members:</b> Jacqueline Williams, resident	09/16/08 – 07/01/15, P+2
***Vacant***, resident	– 07/01/15
Evelyn Pabon, resident	08/21/12 – 07/01/16, P+1
Lorraine McIntosh, resident	06/15/10 – 07/01/16, 2
Roberto Maldonado, resident	07/17/12 – 07/01/17, 2
Jaime Rivera, resident	03/05/13 – 07/01/16, 1
Jose Fco Joglar-Gaya, resident (alt)	06/18/13 – 07/01/15, 1
***Vacant***, Regular	– 07/01/17
***Vacant***, Alternate	– 07/01/17
***Vacant***, Alternate	– 07/01/17

**Meetings (City Code Sec. 2-199.2)** - The commission shall meet at regular intervals, but in any event at least once each quarter. Meetings shall be called by the chairperson. The mayor and the city manager shall have the authority to call special meetings of the commission.

**Current Meeting Schedule:** 1<sup>st</sup> Thursday @ 5:30 PM; Commission Chamber

**[The Bicycle/Pedestrian Advisory Commission is not currently meeting]**

**Duties (City Code Sec. 2-199.3)** – The Commission shall:

1. Make recommendations regarding implementation of roadway and transportation improvements as it pertains to bicycle and pedestrian needs;

2. Promote safe and convenient enjoyment of the city's bicycle/pedestrian facilities through safety/educational programs and activities, community events and clinics, and other activities as necessary;
3. Promote communication and exchange of ideas and concerns among users of the city's bicycle/pedestrian facilities, city staff and the city commission;
4. Make reports and recommendations to the city commission and city staff with respect to the development and management of bicycle/pedestrian facilities;
5. Receive public input pertaining to bicycle and pedestrian transportation and infrastructure issues;
6. Make recommendations regarding the allocation of funds for capital expenditures relating to bicycle and pedestrian transportation;
7. Assist the planning & development department and the planning board in the preparation and adoption of an up-to-date bicycle/pedestrian facilities master plan;
8. Assist in the design of the Lake Wales Trailway and provide a public forum for citizens to participate in the planning effort for the trail;
9. Help ensure that the Lake Wales Trail (around Lake Wales) continues to serve the needs of the many citizens who use it;
10. Suggest changes in the land development regulations that ensure that we become a city that welcomes walking and bicycling;
11. Have such other duties and responsibilities granted by the mayor and city commission consistent with the bicycle and pedestrian needs of the city.

**Board of Zoning Adjustment and Appeals (BOA) (City Code Sec. 23-206.1)** – The board consists of five (5) members. Members must be residents. (3 year term)

- An interview process is necessary for new applicants only.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 2 vacancies

<b>Current Members:</b> James Boterf, resident	10/04/11 – 07/01/16, 2
Barbara Follett, resident	08/07/07 – 07/01/16, 3-Final
Harold Weigand, resident	06/20/06 – 07/01/17, 4-Final
***Vacant***, resident	- 07/01/16
***Vacant***, resident	- 07/01/16

**Meetings (City Code Sec. 23-206.2(c))** - The board of appeals shall hold regular meetings at the call of the chairman and at such other times as the board may determine. Special meetings may be called by the chairman or vice-chairman with twelve (12) hours of notice.

**Current Meeting Schedule:** 3<sup>rd</sup> Thursday @ 9:00 AM; Commission Chamber

**Duties (City Code Sec. 23-206.3)** – The Board of Appeals shall:

1. Hear and decide appeals where it is alleged that there is an error in any order, decision or determination of the administrative official in the enforcement of these zoning regulations;
2. Authorize such variance from the terms of these zoning regulations as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of these zoning regulations would result in unnecessary and undue hardship. A variance from the terms of these zoning regulations shall not be granted until a public hearing is held before the board of appeals;
3. Hear and decide appeals where the planning board has denied an application for a special exception use permit or site plan approval;
4. Perform any other duties which are lawfully assigned to it by the city commission.

**Citizens & Police Community Relations Advisory Committee (Resolution 2012-03)** – The committee consists of three (3) members with a quorum requirement of two (2) members. One (1) member shall be an active Lake Wales police officer appointed by the Police Chief and two (2) members must be residents serving no more than two consecutive terms. (2-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 1 vacancy; 1 expired term

**Current Members:** Nathan Minton, resident 05/03/11 – 07/01/16, P+2  
 \*\*\*Vacant\*\*\*, resident – 07/01/18  
 Joseph VanBlarcom, police officer 05/03/11 – 07/01/15, 2

**Meetings** – Regular meetings shall be held monthly in the Municipal Administration Building or other locations as deemed appropriate by the committee.

**Current Meeting Schedule:** 3rd Thursday @ 6:00 PM; City Hall Lunch Room

**Duties** - The Committee shall:

1. Provide a forum for citizens to express their opinions about police procedures, and to receive informal information from the police department regarding police procedures;
2. Provide a forum for citizens and the police department to openly and respectfully discuss issues of concern with the hope that concerns can be positively resolved;
3. Provide a forum for citizens and the police department to engage in a dialogue that will be positive and productive and that will continue to foster a climate of trust and mutual respect.

**Code Enforcement Board (City Code Sec. 2-56)** – The board consists of seven (7) members. Whenever possible, membership shall include an architect, a businessperson, an engineer, a general contractor, a subcontractor and a realtor. Members must be residents. (3-year term)

- An interview process is necessary for new applicants only.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 1 vacancy; 1 expired term

**Current Members:** Melissa Konkol, resident 01/19/10 – 07/01/18, 3  
 Wilena Vreeland, resident 10/04/11 – 07/01/18, P+2  
 Angela Jones, resident 05/07/13 – 07/01/15, 1  
 \*\*\*Vacant\*\*\*, resident – 07/01/18  
 Murray Zacharia, resident 06/18/13 – 07/01/16, 1  
 William Follett, resident 07/03/07 – 07/01/16, 3-Final  
 Jean Kincaid Scott, resident 06/17/08 – 07/01/17, 3

**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.

**Community Redevelopment Agency (CRA) Board** – The city commission serves as the CRA board. However, the CRA and City Commission are entirely two separate entities. The CRA Board is created in



accordance with F.S. ch. 163, part III for the purpose of implementing the community redevelopment plan for the expanded community redevelopment area approved by Resolution 99-6 of the city commission.

**Governing body as CRA Board of Commissioners (City Code Sec. 2-72):**

1. The city commission serves as the CRA Board and exercises all rights, powers, duties, privileges, and immunities vested in a community redevelopment agency by Chapter 163, Part III, Florida Statutes, as it may be amended from time to time;
2. In its capacity as CRA board, the commission constitutes the head of a legal entity that is separate, distinct and independent from the city commission as governing body of the City of Lake Wales.
3. The CRA board meets annually to designate a chairperson and vice-chairperson from among its members.
4. The CRA board meets as necessary to conduct the business and exercise the powers of the agency.
5. A majority of the members of the CRA Board shall constitute a quorum for the purpose of conducting business and exercising the powers of the agency and for all other purposes. Action may be taken by the CRA Board upon the vote of a majority of the members present.

**Current Members:** City Commission

**CRA Citizen Advisory Committee (City Code Sec. 2-73)** – The committee consists of five (5) members. 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 vacancies (Seat 1; A-Large & Seat 4, District 27); 1 termed out

<b>Current Members:</b>	***Vacant*** (Seat 1 – At Large)	– 07/01/16
	Mark Bennett (Seat 2 – District 19)	04/21/15 – 07/01/16, 1
	Narvell Peterson, (Seat 3 – District 122)	12/07/10 – 07/01/15, P+2
	***Vacant***, (Seat 4 – District 27)	– 07/01/17
	Robin Gibson, (Seat 5 – District 28)	04/08/15 - 07/01/18, P+1

**Meetings (City Code Sec. 2-73)** - The CRA citizen advisory committee shall meet at the call of the chairman of the CRA board or upon the request of city staff but shall meet no less than once each year.

**Current Meeting Schedule:** 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.

**Drug & Prostitution-Related Nuisance Abatement Board (City Code Sec. 15-10)** – The board consists of seven (7) members. Members must be residents. (3-year term)

- An interview process is necessary for new applicants only.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 7 residents

**Current Members:** None / Inactive Board

***Vacant***, resident	– 12/01/15
***Vacant***, resident	– 12/01/15
***Vacant***, resident	– 12/01/15
***Vacant***, resident	– 12/01/15



***Vacant***, resident	– 12/01/15
***Vacant***, resident	– 12/01/16
***Vacant***, resident	– 12/01/16

**Meetings (City Code Sec. 15-10(g))** – The members of the drug and prostitution-related nuisance abatement board shall meet annually and elect a chair, who shall be a voting member, from among the members of the board. The presence of four (4) shall constitute a quorum.

**Current Meeting Schedule:** Inactive Board

**Powers (City Code Sec. 15-10)** - Adopt rules for the conduct of its hearings and establish procedures; issue orders having the force of law consistent with authority contained herein; and take testimony under oath.

**Enterprise Zone Development Agency (City Code Sec. 2-194; Sec. 2-191, F.S 290.001 – 290.016 (2001))**

The Agency consists of eight (8) commissioners with a quorum requirement of five (5) members, and at minimum; six (6) commissioners must be residents of the City of Lake Wales. The commissioner seats shall be designated as seat #1 through #8 respectively. Each agency commissioner shall be appointed to a specific designated seat by majority vote of the city commission. A certificate of appointment or reappointment of any commissioner shall be filed immediately with the city clerk (3 year term)

The city commission shall appoint one (1) representative from each of the following groups: (One (1) individual may represent more than one (1) of the groups.) (3-year term)

- a. The local Chamber of Commerce;
  - b. A local financial or insurance entity;
  - c. The businesses operating within the area;
  - d. The residents residing within the area;
  - e. A non-profit community-based organization operating within the area;
  - f. The local private industry council;
  - g. The local police department;
  - h. The local code enforcement agency.
- An interview process is necessary for new applicants only.
  - Members are not required to file an annual Form 1, Statement of Financial Interests
  - Current Vacancies: 8 vacancies (Seats 1–8)

**Current Members:** None / Inactive Board

***Vacant***, (Seat 1)	– 12/01/15
***Vacant***, (Seat 2)	– 12/01/15
***Vacant***, (Seat 3)	– 12/01/18
***Vacant***, (Seat 4)	– 12/01/18
***Vacant***, (Seat 5)	– 12/01/17
***Vacant***, (Seat 6)	– 12/01/16
***Vacant***, (Seat 7)	– 12/01/16
***Vacant***, (Seat 8)	– 12/01/16

**(City Code Sec. 2-194(3,4),**

(3). The city commission may, by majority vote, remove a commissioner for inefficiency, neglect of duty, or misconduct in office, providing the commissioner has been given a copy of written charges at least ten (10) days prior to a hearing in which the commissioner is given an opportunity to be heard on said charges in person or by counsel.

(4) A seat on the agency shall be deemed vacant when a member has more than three (3) consecutive absences or five (5) absences within a calendar year, or because of death, resignation, removal, or completion of the term by any commissioner. A seat vacated prior to the expiration of its term shall be filled for its unexpired term by majority vote of the city commission.

**Meetings (City Code Sec. 2-195(c):**

- a. A majority of the appointed commissioners shall constitute a quorum for the purpose of conducting business and exercising the powers of the agency and for all other purposes. Action taken by the agency shall be upon a vote of a majority of the commissioners present.
- b. The city commission, by majority vote, shall designate a chairperson and vice chairperson of the agency, and the chair and vice chair shall serve in such capacity for one (1) year. The chair and vice chair may succeed themselves.
- c. In addition to the foregoing, the agency shall adopt rules necessary to the conduct of its affairs, and in keeping with the provisions of the article. Meetings shall be held at the call of the chairperson and at such other times as a majority of the commissioners may determine. All meetings shall be open to the public. The agency shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be public record and be immediately filed with the city clerk for the agency.

**Current Meeting Schedule:** Inactive Board

**Powers & Responsibilities (City Code Sec. 2-196):**

The agency may only exercise those powers and responsibilities expressly granted to it by the city commission and/or state law. Absent from such an express grant, the city commission hereby reserves all other powers and duties including, but not limited to those powers delegated to the city commission under the Act. The agency shall have the following powers and responsibilities:

1. To assist in the development and implementation of the strategic plan for the area (*A Strategic plan shall mean the enterprise zone development plan adopted by the city commission in accordance with the Act*);
2. To oversee and monitor the implementation of the strategic plan. The agency shall make quarterly reports to the city commission evaluating the progress in implementing the strategic plan;
3. To identify and recommend to the city commission ways to remove regulatory barriers; and
4. To identify to the city commission the financial needs of, and local resources or assistance available to, eligible businesses in the area.

**Expenditure of Funds (City Code Sec. 2-197):**

The expenditure of funds by the agency shall comply with the following requirements:

1. The agency shall have no authority to obligate or expend any funds, including grant funds, without the authorization of the city commission.
2. The agency shall perform its functions and responsibilities within the resources made available by the city, and shall not exceed its budget approved by the city.
3. The agency shall not incur any expense, debt, or obligation to be paid by the city, unless such expense, debt, or obligation is previously authorized by the city commission.
4. The agency commissioners shall not receive any compensation for service, but are entitled to payment of necessary and reasonable expenses incurred in the discharge of their duties if said expenses comply with the agency's approved budget.

**Historic District Regulatory Board (City Code Sec. 23-208.2)** – The board consists of five (5) regular members (appointed in accordance with section 2-26). At least 50% of the members shall reside or own property within the City. Members shall be chosen to provide expertise in the following disciplines to the extent such professionals are available in the community: historic preservation, architecture, architectural history, curation, conservation, anthropology, building construction, landscape architecture, planning, urban design, and regulatory procedures. (3-year term)

- An interview process is necessary for new applicants only.

- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 1 vacancy, resident or own property in City; 2 expired terms

**Current Members:** Lawrence (Larry) Bossarte, business owner 11/01/11 – 07/01/17, 2  
 Jean Donaldson, resident 10/02/12 – 07/01/15, 1  
 Leah Bartholomay, resident 05/06/14 – 07/01/15, P  
 Diane Armington, owns property in the City 03/15/11 – 07/01/16, 2  
 \*\*\*Vacant\*\*\* – 07/01/15

**Meetings (City Code Sec. 23-208.3(c))** – The historic board shall hold regular meetings at the call of the chairman and at such other times as the board may determine. Special meetings may be called by the chairman or vice-chairman with twelve (12) hours of notice. No less than four (4) meetings shall be held each year.

**Current Meeting Schedule:** 3<sup>rd</sup> Thursday @ 5:30 PM; Commission Chamber

**Functions, powers, and duties (City Code Sec. 23-208.4)**

1. To hear and decide upon applications for certificates of appropriateness as required under this chapter;
2. To adopt guidelines for the review and issuance of certificates of appropriateness consistent with the purposes of this chapter, the historic preservation element of the comprehensive plan, and the Secretary of the Interior's standards for historic properties;
3. To make recommendations to the city commission on matters relating to the establishment of historic districts and regulation of such districts;
4. To make recommendations to the planning board and the city commission for amendments to the code of ordinances and the comprehensive plan on matters relating to historic preservation;
5. To make recommendations to the planning board and city commission regarding special permits for properties within an historic district in cases in which the special permit involves work requiring a certificate of appropriateness;
6. To perform any other duties which are lawfully assigned to it by the city commission

**Historic Preservation Board (City Code Sec. 2-182)** – (inactive) The board consists of nine regular members. At least four (4) members must be residents of the City. Up to four (4) members may be non-residents but must own property within the City limits or hold an occupational license issued by the City as required by sec 2-26). One member shall be a member of the City Commission. Up to four ex-officio members who are not residents and do not meet the other requirements of section 2-26 may also serve on the Board provided they meet the professional qualifications requirement of paragraph (c) of sec. 2-182. Appointments shall be for three years or until their successors are qualified and appointed. The Commissioner member shall be appointed for the duration of his or her term on the City Commission. Ex-officio members shall be appointed for three years. (3 year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 9 vacancies

**Current Members:** None

**Meetings (City Code Sec. 2-185(a))** – The board shall hold regular meetings, but no less than four (4) times per year.

**Current Meeting Schedule:** Inactive Board

**Powers & duties (City Code Sec. 2-185)** - Make recommendations on applications for nomination to National Register of Historic Places; conduct ongoing survey and inventory of historic buildings, areas and sites in the city; make recommendations to city commission on potential landmark sites in the city.

**Reporting (City Code Sec. 2-185(b))** – The board shall, on a bi-annual basis, make a written report to the city commission on its activities.

**Housing Authority (F.S. 421.04)** – The board consists of five (5) members. Members must reside in the City, own property in the City, or hold a valid occupational license issued by the City. One (1) member must be a resident of the housing project who is current in rent payment or a person of low income who is receiving a rent subsidy through a program administered by the Authority. No member may be an officer or employee of the City. (4-year term)

- An interview process is necessary for new applicants only.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **None**

**Primary Duties:** Manage and control the city's low-rent housing units.

**Current Meeting Schedule:** 3<sup>rd</sup> Wednesday @ 6:00 PM; Housing Authority

<b>Current Members:</b> Janice Snell, resident	04/17/12 – 07/01/18, 2
Eddye Rivers, resident	07/01/08 – 07/01/16, 2
Wanda Lawson, resident	06/18/13 – 07/01/17, 1
Mellissa Montgomery, resident of housing project	06/21/11 – 07/01/17, 2
Helen Walters, resident	11/04/14 – 07/01/18, 1
Albert Kirkland, Jr., Ex-officio	n/a
Commissioner Jonathan Thornhill, City Liaison	06/04/13 – 05/02/17

**Lakes Advisory Commission (City Code Sec. 2-171; 2-172)** - The commission consists of seven (7) members. City Manager or his designee serves as an ex officio member. At least six (6) members must reside in the City. (3-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **6 residents; 1 non-resident with city utilities**

**Meetings (City Code Sec. 2-173)** - The Board shall meet at regular intervals, but in any event at least once each quarter. Meetings are called by the chairman. Special meetings are called by the Mayor.

**Current Meeting Schedule:** **Inactive Board**

**Duties (Sec. 2-174)** - Advise the City Commission on matters involving the restoration, preservation or maintenance of lakes and waterways found within the city; To seek and solicit and make applications for any grants or funds offered by any entity, public or private, if such funds could be used by the city in the preservation, restoration and maintenance of the lakes and waterways found in the city. Any decision to accept offered funds or grants shall remain within the city commission.

**Library Board (City Code Sec. 2-26,(b))** – The board consists of five (5) members. Four members must reside in the City, own property in the City or hold a valid business tax receipt issued from by the City. One member shall be a resident of the unincorporated Greater Lake Wales area having a Lake Wales address or a resident of the City of Lake Wales if the Lake Wales Public Library is a member of the Polk County Cooperative and receives operating funds from Polk County Board of County Commissioners (Ordinance 2008-07; 02/19/08). (5-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **None**

**Current Meeting Schedule:** 2<sup>nd</sup> Wednesday @ 11:00 a.m.; Lake Wales Library

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

<b>Current Members:</b> Glenda Morgan, outside	08/06/96 – 07/01/16, 4-Final
Donna Geils, resident	12/02/14 – 07/01/17, 1
Michalkiewicz, Brystal, resident	08/04/15 - 07/01/16, P
Cheryl Garnett, resident	03/05/13 – 07/01/18, 1
Beverly Lamar, resident	07/01/04 – 07/01/19, 3-Final

**Parks and Community Appearance Advisory Board (City Code Sec. 2-131)** - The board consists of seven (7) members. A majority of the members shall reside or own property within the City limits. The Director of Planning or designee and Public Services Director or designee shall serve as ex-officio members. The board shall elect a chairman at its first meeting after the first day of July in each year. (3-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 5 vacancies

**Meetings (2-133)** – The Board shall meet at regular meetings at least six (6) times per year.

**Current Meeting Schedule:** - 4<sup>th</sup> Monday @ 5:00 PM; Commission Chamber

[INACTIVE BOARD – The Parks Board is not currently meeting]

<b>Current Members:</b> Jean Kincaid Scott, resident	09/16/08 – 07/01/17, 3-Final
***Vacant***	– 07/01/18
Heidi Gravel, outside, business owner	05/15/07 – 07/01/16, 3-Final
***Vacant***	– 07/01/18
***Vacant***	– 07/01/16
***Vacant***	– 07/01/16
***Vacant***	– 07/01/17

**Duties (Sec. 2-134)** - The parks and community appearance advisory board shall, in coordination with the planning board and other boards, committees and civic groups of the city, prepare plans and make recommendations to the city manager and city commission regarding the following matters:

1. *Lake Wailes Park System.* Maintaining and upgrading the park around Lake Wailes and nearby parks including adjacent athletic facilities, Crystal Lake Park, North Lake Wailes Park, and Lake Alta.
2. *Neighborhood park system.* Maintaining and expanding the neighborhood park system to provide neighborhood and mini parks to all existing neighborhoods within the city in compliance with the policies of the comprehensive plan; establishing guidelines for developers regarding neighborhood and mini parks required in new developments.
3. *Community parks.* Maintaining and upgrading existing community parks and facilities; developing new community parks and facilities to serve the expanding population of the city in compliance with the policies of the comprehensive plan; budgeting recreation impact fees in compliance with city ordinances and policies; securing grants and other funding to provide such facilities.
4. *Streets and city entrances.* Upgrading the appearance of city streets through landscaping, signage control and other measures; creating attractive entrances to the city through landscaping and signage; providing consistent and attractive signage to guide visitors to landmarks, parks, civic buildings, and other features throughout the city.

5. *Maintenance programs.* Systems for regular maintenance of parks, streetscapes, and entrances, including facilities, landscaping, and signage to ensure high quality appearance; regulations for use of parks.

**Planning & Zoning Board (City Code Sec. 23-205.2)** – The board consists of seven (7) members. At least six (6) members must reside in the City and one (1) member must either reside in or own real property in the city. (3 year term)

- An interview process is required for new applicants only.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 1 vacancy

<b>Current Members:</b> Joanne Fuller, resident	09/19/06 – 07/01/18, 4-Final
Mark Bennett, resident	05/07/13 – 07/01/18, 2
Charlene Bennett, resident	02/16/10 – 07/01/16, 2
***Vacant***, resident	- 07/01/16, P
Sharon Allen, resident	07/01/04 – 07/01/17, P+4-Final
Warren Turner, resident	07/21/15 – 07/01/17, 1
John Gravel, property owner	05/06/14 – 07/01/16, 1

**Meetings (2-133)** – The planning board shall hold regular meetings at the call of the chairman on the fourth Tuesday of each month and at such other times as the planning board may determine. Special meetings may be called by the chairman or vice-chairman with twelve (12) hours of notice.

**Current Meeting Schedule:** - 4<sup>th</sup> Tuesday @ 5:00 p.m.; Commission Chamber

**Rules of procedure (City Code Sec. 23-205.3):**

The planning board shall elect from its **membership** one (1) member to serve as chairman and one (1) to serve as vice-chairman.

- a. The term of the chairman and vice-chairman named by the planning board shall be for a period of one (1) year with eligibility for re-election.
- b. The planning board shall hold regular meetings at the call of the chairman on the fourth Tuesday of each month and at such other times as the planning board may determine. Special meetings may be called by the chairman or vice-chairman with twelve (12) hours of notice.
- c. The planning board shall adopt rules for transaction of its business and shall keep a public record of its resolutions, transactions, findings and determinations which record shall be filed with the official records of the city. The planning board may set a limit on the number of applications which may be scheduled for review on an agenda.

**Functions, powers and duties (City Code Sec. 23-205.4)** - To act as Local Planning Agency pursuant to the Local Government Comprehensive Planning and Land Development Regulation Act, F.S., ch 163, part II, and perform all functions and duties prescribed therein:

1. To advise and make recommendations to the city commission regarding applications for amendments to the official zoning map and comprehensive plan, rezoning of property, preliminary planned development projects and subdivisions;
2. To consider the need for revision or addition of regulations in these land development regulations and recommend changes to the city commission;
3. To hear and decide applications for special exception use permits and site plans in compliance with these regulations;
4. To perform any other duties which are lawfully assigned to it by the city commission

**Recreation Commission (City Code Sec. 2-161)** – The recreation commission consist of thirteen (13) members from community organizations providing a recreation program for the community and three (3) citizen members representing the citizens at large. A quorum shall consist of six (6) members. (3-year term)

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



- Members are not required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 1 citizen vacancy; 1 termed out citizen vacancy; 11 organizational vacancies

Organizational members are appointed by the board. No quorum has been met to re-appoint.

**Current Meeting Schedule:** - 3<sup>rd</sup> Monday; 12:00 p.m., City Manager's Conference Room  
*A quorum shall consist of six (7) members.*

<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 Intern'l University	09/19/11 - 07/01/14, 2
Robbie Shields, Lake Wales Soccer Club	09/19/11 - 07/01/14, 2
Patty McKeeman, Lake Wales Pram Fleet	09/19/11 - 07/01/14, 2
Deborah Rheiner/Linda Kimbrough, PAL	09/19/11 - 07/01/14, 2
Helen Petersen, Green & Gold Foundation	09/19/11 - 07/01/14, 2
Norm Rainey, Tennis Program	09/19/11 - 07/01/14, 2
John Abel, YMCA/Softball	09/19/11 - 07/01/14, 2
Clark Heter, YMCA	10/17/11 - 07/01/14, 2
Mimi Hardman, Historic Lake Wales Society	09/19/11 - 07/01/14, 2
Curt, Boys & Girls Club	09/19/11 - 07/01/14, 2

**Membership (City Code Sec. 2-161):**

Each community organization named in this paragraph shall be entitled to a seat on the recreation commission and shall appoint one (1) delegate who shall serve for a term of three (3) years. A citizen member shall serve no more than three (3) consecutive terms.

- (1) Green and Gold Foundation
- (2) Historic Lake Wales Society
- (3) Lake Wales Boys and Girls Club
- (4) Lake Wales Charter Schools
- (5) Lake Wales Little League
- (6) Lake Wales PAL
- (7) Lake Wales Pram Fleet
- (8) Lake Wales Public Library
- (9) Lake Wales Soccer Club
- (10) Lake Wales YMCA
- (11) Polk County School Board
- (12) Steelers Football and Cheerleading
- (13) Webber International University

A Community organization that is formed for the purpose of providing a recreation program for the youth of the community shall be entitled to one (1) delegate on the recreation commission provided that a majority of the existing members vote to expand the commission to include a delegate from said organization. (3-year term)

**Powers (City Code Sec. 2-161)** - The recreation commission shall have the power to adopt by-laws, set meeting times and dates, and decide other matters of procedure.

**Duties (City Code Sec. 2-162):**

- (a) During budget cycles **when the city funds a municipal recreation program** that includes a recreation director, the recreation commission shall:
  - (1) In coordination with public school officials, all local church organizations, all local service organizations and all local civic clubs, assist in any manner possible the recreation director in matters of public relations between all organizations and the general public.

- (2) Aid and assist the recreational director in the carrying out of all of the director's powers and duties.
- (b) During budget cycles when the city is unable to fund a municipal recreation program that includes a recreation director, the recreation commission shall:
  - (1) Serve as a steering committee to:
    - a. Coordinate publication of and participation in recreation programs currently run by various parent, church, or other community organizations;
    - b. Identify recreation needs that are not currently being met; and
    - c. Facilitate development of programs by various parent, church, or other community organizations to meet those unmet needs.
  - (2) Serve as liaison between the various parent, church, and other community organizations that provide recreation programs and city staff for the maintenance and improvement of the city's recreation facilities.
  - (3) Make recommendations to city staff for recreation improvements to be included in the city's capital improvement plan.
  - (4) Make recommendations to city staff for program funding assistance to be included in the city's operating budget.
- (c) The recreation commission shall also have the duty to review rules and regulations for use of recreation facilities and make recommendations to the city commission for approval or disapproval of said rules.

## **PENSION BOARDS**

**Firefighters' Retirement Board (City Code Sec. 16-163)** – The board consists of five (5) trustees. Two (2) members must be legal residents of the City and two (2) members must be full-time firefighters employed by the Lake Wales Fire Department. Resident members are appointed by the Mayor with the advice and consent of the City Commission; firefighter members are selected by a majority of the firefighters who are members of the plan. The fifth member is chosen by a majority of the other four members and appointed by the Mayor. (4-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: 1 vacancy, 5<sup>th</sup> Seat

**Current Members:** \*\*\*Vacant\*\*\*, 5th Seat

Glen Gest, resident	01/04/07 - 09/30/18, 3
James (Jerry) Brown, resident	03/18/14 - 09/30/18, 1
Joe Jenkins, Fire Chief	10/01/98 - 09/30/18, 4
Christopher Whidden, Firefighter	09/15/14 - 09/30/18, 1

**Meetings (City Code Sec. 16-163,(O))** – The board shall hold meetings, at least quarterly, determining the notice, place and time of each. A majority of its members shall constitute a quorum.

**Current Meetings** – Quarterly @ 4p.m.; Fire Department meeting room

**Powers and duties (City Code Sec. 16-163 (I))** – The powers, duties and responsibilities of the board shall include the power and duty to:

- (1) Construe the provisions of the system and determine all questions arising thereunder;
- (2) Determine all questions relating to eligibility and participation;
- (3) Determine and certify the amount of all retirement allowances or other benefits hereunder;
- (4) Establish uniform rules and procedures to be followed for administrative purposes, benefit applications and all matters required to administer the system;
- (5) Distribute to members at regular intervals information concerning the system;
- (6) Receive and process all applications for participation and benefits;
- (7) Authorize all payments whatsoever from the fund, and to notify the disbursing agent, in writing, of approved benefit payments and other expenditures arising through operation of the system and fund;



- (8) Have performed actuarial studies and annual actuarial valuations and make recommendations regarding any and all changes in the provisions of the system;
- (9) Select a secretary, who shall keep a complete minute book of the actions, proceedings, or hearings of the board and who shall keep a record of all persons receiving pension payments, noting the time of commencement and cessation thereof. Minutes prepared by the secretary shall be filed with the city clerk and made part of the official records of the city;
- (10) Enforce the terms of the plan and the rules and regulations it adopts;
- (11) Direct the crediting and distribution of the trust;
- (12) Review and render decisions respecting a claim for (or denial of a claim for) a benefit under the plan;
- (13) Furnish the city with information which the city may require for tax or other purposes;
- (14) Engage the services of an investment manager or managers (as defined in § 3(38)) of the act, each of whom shall have such power and authority to manage, acquire or dispose of any plan asset under its control as authorized by the board;
- (15) Establish and maintain a funding standard account and to make credits and charges to the account to the extent required by and in accordance with the provisions of the Code;
- (16) Perform such other duties as are specified in this document; and
- (17) Appoint an administrator of the system if deemed appropriate by the board.

**General Employees' Retirement Board (City Code Sec. 16-43)** – The board consists of five (5) trustees. Two (2) members must be employees of the plan elected by a majority of the actively employed members of the retirement system, two (2) members must be a resident of the City, own property in the City or have a business tax issued from the City of Lake Wales, and one member is a voting Mayor and/or City Commissioner. (4-year term)

- There is no interview process requirement for applicants applying for appointment to this board.
- Members are required to file an annual Form 1, Statement of Financial Interests
- Current Vacancies: **None**

<b>Current Members:</b> Linda Kimbrough, resident	06/17/08 - 04/01/19, 3
Violeta Salud, resident	04/01/04 - 04/01/16, 4
Sarah Kirkland, general employee	01/05/10 - 04/01/19, 3
James Slaton, general employee	04/26/12 - 04/01/16, 1
Commissioner Jonathan Thornhill, voting member	03/18/14 - 05/07/17, 1

**Meetings (City Code Sec. 16-43(O))** – The board of trustees may hold meetings, determining the notice, place and time of each. A majority of its members shall constitute a quorum.

**Current Meetings** – Quarterly @ 8:30 a.m.; City Manager's conference room

**Powers & Duties (City Code Sec. 16-43 (I)):** The powers, duties and responsibilities of the board of trustees shall include the power and duty to:

- (1) Construe the provisions of the system and determine all questions arising thereunder;
- (2) Determine all questions relating to eligibility and participation;
- (3) Determine and certify the amount of all retirement allowances or other benefits hereunder;
- (4) Establish uniform rules and procedures to be followed for administrative purposes, benefit applications and all matters required to administer the system;
- (5) Distribute to members at regular intervals information concerning the system;
- (6) Receive and process all applications for participation and benefits;
- (7) Authorize all payments whatsoever from the fund, and to notify the disbursing agent, in writing, of approved benefit payments and other expenditures arising through operation of the system and fund;
- (8) Have performed actuarial studies and annual actuarial valuations and make recommendations regarding any and all changes in the provisions of the system;
- (9) Select a secretary, who shall keep a complete minute book of the actions, proceedings, or hearings of the board and who shall keep a record of all persons receiving pension payments,