

**CITY COMMISSION  
REGULAR MEETING  
OFFICIAL AGENDA  
September 9, 2020  
6:00 p.m.**

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

This will be a hybrid virtual tele-conference meeting.

**Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron Desantis on March 20, 2020, and extended by Executive Order No. 20-112, and extended further by Executive Orders No. 20-114, 20-150 and 20-179, municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.**

Some members of the Commission, Staff and public will be welcome to attend in the Commission Chambers.

Everyone is welcome to attend virtually.

**Virtual public meetings will continue to be broadcast live, locally, on Comcast channel 6 and on the City's web site. A link to the live stream can be found in the left-most menu of the City's home page and is labeled "Live Meeting Stream".**

The direct link is: [http://lakewales.granicus.com/player/camera/3?publish\\_id=2](http://lakewales.granicus.com/player/camera/3?publish_id=2)

**Members of the public may register to attend at  
<https://www.lakewalesfl.gov/Register>**

**Public Comments will be accepted at**

**[www.lakewalesfl.gov/comments](http://www.lakewalesfl.gov/comments)**

1. INVOCATION
2. PLEDGE OF ALLEGIANCE
3. CALL TO ORDER
4. ROLL CALL
5. PROCLAMATIONS AND AWARDS
6. PRESENTATION/REPORT
  - 6.I. Steve Giordano - Boys And Girls Clubs Of Polk County
  - 6.II. COVID-19 Update  
Joe Jenkins, Fire Chief, will give a COVID19 update
7. COMMUNICATIONS AND PETITIONS  
Public participation is encouraged. If you wish to address the Commission, members of

the public may register to attend at

[HTTPS://WWW.LAKEWALESFL.GOV/834/VIRTUAL-PUBLIC-MEETING-REGISTRATION](https://www.lakewalesfl.gov/834/VIRTUAL-PUBLIC-MEETING-REGISTRATION)

Anyone wishing to speak should give their name, state that they are a resident or non-resident and they will have 5 minutes.

Public Comments will be accepted at [WWW.LAKEWALESFL.GOV/COMMENTS](http://WWW.LAKEWALESFL.GOV/COMMENTS) Submitted comments will be read into the record.

## 8. BUDGET HEARINGS

### 8.I. Ordinance 2020-11, Adoption Of FY2020-21 Millage Rate – 1st Reading & Public Hearing

The Commissioners will consider adopting a millage rate of 6.7974 mills for Fiscal Year 2020-21.

Documents:

[100 - MEMO - BUDGET AND MILLAGE RATE 20-21\(3\).PDF](#)  
[ORDINANCE 2020-11 MILLAGE RATE- FY 2020-21.PDF](#)

### 8.II. Ordinance 2020-12, Adoption Of FY2020-21 Budget – 1st Reading & Public Hearing

The Commissioners will also consider adopting the proposed operating budget.

Documents:

[MEMO - BUDGET AND MILLAGE RATE 20-21\(3\).PDF](#)  
[ORDINANCE 2020-12 - FY 2020-21.PDF](#)  
[500 - FINAL BUDGET 2020-21.PDF](#)  
[400 - SCHEDULE A AND B 2020-21.PDF](#)

### 8.III. Ordinance 2020-13 Five-Year Capital Improvement Plan FY2020/21 - FY2024/25 – 1st Reading

The Commissioners will consider adopting the Five-Year Capital Improvement Plan for fiscal years 2020/21 through 2024/25.

Documents:

[001 - MEMO - 5 YEAR CIP - FIRST READING - FY 20-21\(2\).PDF](#)  
[002 - ORDINANCE 2020-13 - 5 YEAR CIP - FY 20-21.PDF](#)  
[003 - 5 YEAR CIP.PDF](#)

### 8.IV. Resolution 2020-31 Final Assessment Resolution For Fire Protection Assessments

Adoption of Resolution 2020-31 will set the final fire assessment rates.

Documents:

[001 - MEMO - FIRE ASSESSMENT RESOLUTION FY 20-21.PDF](#)  
[RESOLUTION 2020-31 FINAL FIRE ASSESSMENT RESOLUTION 20-21.PDF](#)  
[FINAL ASSESSMENT RESOLUTION\(3\) 2020-31 \(19-20 RATES\).PDF](#)  
[APPENDIX A FIRE ASSESSMENT 2020.PDF](#)  
[ATTACHMENT B FIRE ASSESSMENT AD.PDF](#)

### 8.V. Resolution 2020-30 - Final Rate Resolution Brookshire Street Lighting District

Final Rate Resolution for the Brookshire Street Lighting District

Documents:

[004 - MEMO - FINAL RATE RESOLUTION - FY20-21.PDF](#)  
[RESOLUTION 2020-30 BROOKSHIRE - FINAL ASSESSMENT RATE](#)  
[RESOLUTION - FY 20-21\(2\).PDF](#)

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. Minutes - July 15, 2020 And July 21, 2020

The minutes of the Commission Workshop on [JULY 15, 2020](#)  
and the Commission meeting on [JULY 21, 2020](#)

9.II. Agreement Renewal With The BoCC Fleet Management Division

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

Documents:

[MEMO FLEET MAINTENANCE MOU 2020.PDF](#)  
[MOU EXTENSION.PDF](#)  
[VEHICLE MAINTNECE MEMORANDUM OF UNDERSTANDING.PDF](#)  
[EXHIBIT A.PDF](#)

9.III. Contract Award: 1916 Seaboard Airline Freight Station Rehabilitation

A final bid recommendation for city commission approval subsequent to ITB #20-474 to Paul Weaver Construction.

Documents:

[COMMISSION MEMO - MIMI CENTER ITB PAUL WEAVER](#)  
[CONSTRUCTION.PDF](#)  
[ITB 20-474 SEABOARD REHAB SOLICITATION.PDF](#)  
[PAUL WEAVER CONSTRUCTION SIGNED BID PACKET081720.PDF](#)  
[1916 SEABOARD AIRLINE FREIGHT STATION REBID 8.17.2020.PDF](#)  
[ITB 20-474 COLW 1916 SEABOARD AIRLINE FREIGHT STATION REHAB -](#)  
[SEMCO CONS....PDF](#)  
[2020 08 PREMIER ENGINEERING BID.PACKAGE-ITB\\_20-](#)  
[470\\_\\_1916.SEABOARD.AIRLIN....PDF](#)  
[CONTRACT FOR PAUL WEAVER 090320.PDF](#)

9.IV. Lease And Operating Agreement – Fun Flight Training, LLC.

The City Commission will consider a lease/operating agreement for space at the Lake Wales Municipal Airport FBO building.

Documents:

[MEMO FUN FLIGHT TRAINING LEASE AGREEMENT 08-11-2020.PDF](#)  
[FUN FLIGHT TRANING OP AGREEMENT 08-28-2020.PDF](#)

10. OLD BUSINESS

10.I. ORDINANCE 2020-17 - Amending Personnel Administration Policies – Second Reading And Public Hearing

The City Commission will consider amending Sections 2-233 and 2-234 of the City Code relating to employee pay and classification.

Documents:

[MEMO.ORDINANCE\\_2020-17 PAY PLAN \(002\).PDF](#)  
[ORDINANCE\\_2020-17 PAY PLAN \(002\).PDF](#)

10.II. RESOLUTION 2020-27 Invocation Policy

A Resolution to provide a formal written policy concerning Invocations delivered prior to meetings of the City Commission was requested.

Documents:

[MEMO INVOCATION RESOLUTION 2020-27.PDF](#)  
[RESOLUTION 2020-27 INVOCATION POLICY.PDF](#)

11. NEW BUSINESS

11.I. CDBG Application 2nd Presentation And Public Hearing

Andy Easton, Grants Administrator, will provide an overview of the CDBG Grant Application.

The public will be provided an opportunity to comment on the grant application.

Documents:

[CDBG HANDOUT FOR THE 2ND PUBLIC HEARING.PDF](#)

11.I.i. RESOLUTION 2020-32 CDBG Enabling Resolution

The City of Lake Wales is applying for a CDBG Housing Grant. Resolution 2020-32 authorizes the City to apply for the grant and for the Mayor and City Manager to sign necessary documentation as appropriate.

Documents:

[MEMO RESOLUTION 2020-32.PDF](#)  
[RESOLUTION 2020-32 LAKE WALES CDBG ENABLING.PDF](#)  
[008 - FISCAL IMPACT STATEMENT 2020-21 CDBG - HOUSING GRANT.PDF](#)  
[010 - FISCAL IMPACT STATEMENT 2020-21 CDBG -LOCAL MATCH.PDF](#)

11.I.ii. Resolution 2020-34 Local Match For CDBG Application

The City has the option of providing up to \$50,000 to the CDBG project as local match which helps to make the grant application more competitive.

Documents:

[MEMO RESOLUTION 2020-34 PLEDGE OF LOCAL MATCH.PDF](#)  
[RESOLUTION 2020-34 CDBG LOCAL MATCH.PDF](#)

11.I.iii. CDBG Housing Assistance Plan (HAP)

*The Housing Assistance Plan (HAP) must be adopted to submit the CDBG Grant Application for Housing Rehabilitation.*

Documents:

[MEMO CDBG HOUSING ASSISTANCE PLAN.PDF](#)  
[LAKE WALES CDBG HOUSING ASSISTANCE PLAN \(HAP\).PDF](#)

- 11.II. Ordinance 2020-16 Candidate Qualifying  
Ordinance 2020-16 modifies language in our Code of Ordinances to comply with Florida State Statutes concerning when a potential candidate may begin their campaign.

Documents:

[MEMO ORDINANCE 2020-16.PDF](#)  
[ORDINANCE 2020-16.PDF](#)

- 11.III. Ordinance 2020-22 Impact Fee Study - 1st Reading  
Ordinance 2020-22 adopts the Impact Fee Study prepared by Raftelis including a new fee schedule, altering the impact fees based upon the City's current capital improvements plan and costs for providing facilities to serve new development.

Documents:

[CC MEMO ORD 1ST READ 2020-22 IMPACT FEE STUDY 9.9.2020.PDF](#)  
[ORDINANCE 2020-22 IMPACT FEE STUDY.PDF](#)  
[CORE IMPROVEMENT AREA MAP \(PDF\)\\_201505191525563254.PDF](#)  
[DEVELOPMENT IMPACT FEE STUDY.PDF](#)

- 11.IV. RESOLUTION 2020-33 Extended State Of Local Emergency  
Resolution 2020-33 declares a State of Emergency for Lake Wales in response to concerns related to COVID-19. This will be in effect from September 9, 2020 until October 9, 2020.

Documents:

[MEMO RESOLUTION 2020-33.PDF](#)  
[RESOLUTION 2020-33 EXTENDED STATE OF LOCAL EMERGENCY - COVID-19.PDF](#)  
[CHAPTER 9. EMERGENCY MANAGEMENT, CODE OF ORDINANCES, LAKE WALES.PDF](#)

- 11.V. Board Appointments: Historic District Regulatory Board, Planning And Zoning Board  
Appointment to fill a vacancy on the Historic District Regulatory Board and the Planning and Zoning Board.

Documents:

[MEMO-BOARD APPOINTMENTS SEPT 2020.PDF](#)  
[KAUFMAN HDRBAPP.PDF](#)  
[LUTTON PANDZ APPLICATION.PDF](#)

12. CITY ATTORNEY

13. CITY MANAGER

13.I. Tracking Report

Documents:

[TRACKING.PDF](#)  
[09.04.2020 FY19 20 CITY CIP DASHBOARD.PDF](#)

13.II. Social Media Tracking Report

Documents:

[SOCIAL MEDIA TRACKING 9-3-2020.PDF](#)

13.III. Commission Meeting Calendar

Documents:

[COMMISSION MEETING CALENDAR, SEPT-2020.PDF](#)

14. CITY COMMISSION COMMENTS

15. MAYOR COMMENTS

16. ADJOURNMENT

**(The staff memos are not 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.