

# CITY OF LAKE WALES CITY COMMISSION BUDGET WORKSHOP MEETING

Official Agenda  
May 16, 2016  
6:00 p.m.

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

1. ROLL CALL

2. DISCUSSION ITEMS

2.I. Commission Budgetary Priority Setting  
Commission Priorities - Fiscal Year 2016'17 Budget

Documents: [001 - BUDGET WORKSHOP COVER MEMO 05-12-2016.PDF](#), [002 - BUDGET SUMMARY - 15-16.PDF](#), [003 - DEBT SCHEDULE 16-17.PDF](#), [004 - CIP-SUMMARY 15-16 - UTILITIES.PDF](#), [005 - CIP-SUMMARY 15-16 - ALL DEPTS EXCLUDING UTILITIES.PDF](#)

3. COMMUNICATIONS AND PETITIONS

Public participation is encouraged. If you are addressing the Commission, step to the podium, state your name, and address for the record. Please limit your discussions to five (5) minutes.

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

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

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

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

## MEMORANDUM

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**DATE:** May 12, 2016

**TO:** Honorable Mayor and City Commission

**FROM:** Kenneth Fields, City Manager

**RE:** **Budget Workshop – Commission Priorities - Fiscal Year 2016’17 Budget**

### BACKGROUND

#### Timeline for Budget Process:

- May 16 Workshop – City Commission Budgetary Priority Setting.
  - June 1<sup>st</sup> – Estimate of Taxable Value provided by Polk County Property Appraiser.
- May 17 – Regular City Commission Meeting
- June 7 – Regular City Commission Meeting
- June 14 Workshop – City Commission Five-Year Capital Outlay Discussion.
  - July 1<sup>st</sup> – Certification of Taxable Value provided by Polk County Property Appraiser.
- June 21 – Regular City Commission Meeting
- July 5 – Regular City Commission Meeting
  - July 5<sup>th</sup> – Preliminary Fire Assessment Ordinance is presented as an agenda item to the Commission so that it may be included on the TRIM notice and not require a separate mailing.
  - July 7<sup>th</sup> Commission to receive a draft budget document.
- July 13 - First Commission Budget workshop.
  - July 15 – Preliminary Estimates of State Shared Revenue may be available.
- July 19 – Regular City Commission Meeting
  - City Commission to set the “Interim Millage Rate”. In order for the Property Appraiser to proceed with the mailing of the required TRIM notices, it will be necessary for the Commission to set an interim millage rate and establish the required public hearing dates for adoption of the final 2016 millage rate and the FY16’17 budget.
- August 2 – Regular City Commission Meeting
- August 9 – Second Commission budget workshop.
- August 16 – Regular City Commission Meeting
- Tentative August 17 – Additional budget workshop if necessary should there be the need for continued budgetary discussions.
- September 7 – Regular City Commission Meeting and First Budget Hearing
  - In order to comply with Florida Statute (200.065(2)(e)2), tentative and final hearing dates cannot be used by any other taxing authority for public hearings. During the July 19th meeting, the City will be able to setting the dates to be used for the September millage and budgetary acceptance dates. The City will schedule around the dates selected by the Polk County School Board and also Board of County Commission.

- Annual Fire Assessment Ordinance is presented to the Commission as an agenda item at the budget hearings.
- September 20 – Regular City Commission Meeting and Second Budget Hearing (unless conflicts with a scheduled budget hearing of the Polk County Commission or Polk County School Board.)

**Material Provided by Staff for Commission Priority Setting and Capital Outlay Discussion Workshops:**

- FY 2015-16, Budget Summary
- City Debt Schedule
- 5-Year Capital Improvement Plan, Utility System
- 5- Year Capital Improvement Plan, All Funds Excluding the Utility System

**BUDGET SUMMARY**  
**CITY OF LAKE WALES - FISCAL YEAR 2015-2016**  
**THE PROPOSED BUDGET EXPENDITURES OF THE CITY OF LAKE WALES ARE 14.8%**  
**MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES**

General Fund 7.3638

	GENERAL FUND	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	CEMETERY (LWMG) FUND	UTILITIES FUND	AIRPORT FUND	TOTAL ALL FUNDS
<b>ESTIMATED REVENUES</b>								
Taxes	Millage per \$1000							
Ad Valorem Taxes	7.3638	3,513,400	977,768					4,491,168
Sales & Use Taxes		1,507,400	722,881	1,011,400				3,241,681
Licenses & Permits		1,258,500						1,258,500
Special Assessment		1,020,000	14,500					1,034,500
Intergovernmental Revenue		1,678,452	1,248,600			650,000	1,167,634	4,744,686
Charges for Services		1,601,018	140,816		40,250	7,673,000	67,030	9,522,114
Fines & Forfeitures		42,250	20,000					62,250
Miscellaneous Revenues		59,975	43,400	10,000	26,900	367,480	17,834	525,589
Other Financing Sources		612,941				12,750,000		13,362,941
<b>TOTAL SOURCES</b>	<b>\$11,293,936</b>	<b>\$3,167,965</b>	<b>\$1,021,400</b>	<b>\$26,900</b>	<b>\$40,250</b>	<b>\$21,440,480</b>	<b>\$1,252,498</b>	<b>\$38,243,429</b>
Transfers In	1,157,500	82,501	853,028		88,928		91,806	2,273,763
Fund Balances/Reserves/Net Assets	275,000	264,000	1,076,100	445,000		1,683,000		3,743,100
<b>TOTAL REVENUES, TRANSFERS &amp; BALANCES</b>	<b>\$12,726,436</b>	<b>\$3,514,466</b>	<b>\$2,950,528</b>	<b>\$471,900</b>	<b>\$129,178</b>	<b>\$23,123,480</b>	<b>\$1,344,304</b>	<b>\$44,260,292</b>
<b>EXPENDITURES</b>								
General Governmental Services	1,736,496							1,736,496
Public Safety	7,636,761	39,359						7,676,120
Physical Environment	1,034,489	14,602			45,328	13,187,380		14,281,799
Transportation	5,433	1,013,811					1,344,304	2,363,548
Economic Environment	130,800	321,062						451,862
Human Services	13,500							13,500
Culture & Recreation	1,568,082	1,031,253		73,000				2,672,335
Debt Services			1,870,704		43,600	2,327,327		4,241,631
Other Nonoperating Uses								0
<b>TOTAL EXPENDITURES</b>	<b>\$12,125,561</b>	<b>\$2,420,087</b>	<b>\$1,870,704</b>	<b>\$73,000</b>	<b>\$88,928</b>	<b>\$15,514,707</b>	<b>\$1,344,304</b>	<b>\$33,437,291</b>
Transfers Out	263,235	853,028		17,500	0	1,140,000		2,273,763
Fund Balances/Reserves/Net Assets	337,640	241,351	1,079,824	381,400	40,250	6,468,773	-	8,549,238
<b>TOTAL APPROPRIATED EXPENDITURES TRANSFERS, RESERVES &amp; BALANCES</b>	<b>\$12,726,436</b>	<b>\$3,514,466</b>	<b>\$2,950,528</b>	<b>\$471,900</b>	<b>\$129,178</b>	<b>\$23,123,480</b>	<b>\$1,344,304</b>	<b>\$44,260,292</b>

THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD.



City of Lake Wales  
Five-Year Capital Improvement Plan FY 15'16 - 19'20  
Cost Distribution by Asset Type - Utility System

Cost Distribution By Asset Type:

Land	100,000	0.35%
Buildings	13,000	0.05%
Improvements Other Than Buildings	27,121,877	95.59%
Equipment	665,000	2.34%
Other	<u>473,000</u>	1.67%
Total Distribution by Asset Type:	28,372,877	100.00%

**ORDINANCE 2015-10**  
**SCHEDULE "C" - Summary by Asset Type - Utility System**  
**5 Year Capital Improvement Plan FY 15'16 - 19'20**

**Summary by Asset Type**

Description	Dept.	Function Code	Asset Type	Impact Fee Elig.	Grant/Financing	Funding Sources					Fiscal Year					5-YEAR TOTAL	
						City	County	State	Federal	Other	TOTAL	15/16	16/17	17/18	18/19		19/20
<b>Type: Land</b>																	
1 Land - Burns Avenue Plant	Ut - Water	530	L	Yes		100,000					100,000		100,000			100,000	
<b>Total Land</b>						100,000	-	-	-	-	100,000	-	100,000	-	-	100,000	
<b>Type: Buildings</b>																	
2 Bathrooms - Water Plants	Ut - Water	530	B			13,000					13,000	13,000				13,000	
<b>Total Buildings</b>						13,000	-	-	-	-	13,000	13,000	-	-	-	13,000	
<b>Type: Improvements Other than Buildings</b>																	
3 New Service Connections - Reuse	Ut - Reuse	530	I			50,000					50,000	10,000	10,000	10,000	10,000	50,000	
4 Reuse Upgrades	Ut - Reuse	530	I		Yes	790,000			250,000		1,040,000	40,000	1,000,000			1,040,000	
5 Sewer Improvements - Unsewered Areas	Ut - Sewer	530	I	Yes		1,400,000					1,400,000	200,000	300,000	400,000	500,000	1,400,000	
6 Utilities Transmission Systems - S.R. 60 W.	Ut - Sewer	530	I	Yes	Yes	6,575,000					6,575,000	3,000,000	3,575,000			6,575,000	
7 Wastewater Treatment Plant Expansion	Ut - Sewer	530	I	Yes	Yes	5,075,000					5,075,000			75,000	5,000,000	5,075,000	
8 Lift Station Pump Replacement	Ut - Sewer	530	I		Yes	250,000					250,000	100,000	100,000		50,000	250,000	
9 Lift Station Rehab	Ut - Sewer	530	I		Yes	750,000					750,000	250,000	250,000			750,000	
10 SCADA Upgrade	Ut - Sewer	530	I			300,000					300,000	100,000	100,000			300,000	
11 Sewer Improvements - C Street & Vicinity	Ut - Sewer	530	I		Yes	6,150,000			650,000		6,800,000	4,000,000	2,800,000			6,800,000	
12 Sewer Lines - Sliplining	Ut - Sewer	530	I		Yes	600,000					600,000		300,000		300,000	600,000	
13 Northwest Water Line Extensions	Ut - Water	530	I	Yes	Yes	250,000			750,000		1,000,000		1,000,000			1,000,000	
14 Storage Tank/Ground - Water	Ut - Water	530	I	Yes	Yes	700,000					700,000		700,000			700,000	
15 Asbestos/Cement Pipe Removal	Ut - Water	530	I		Yes	900,000					900,000		400,000	500,000		900,000	
16 New Service Connections - Water	Ut - Water	530	I			200,000					200,000	40,000	40,000	40,000	40,000	200,000	
17 SCADA Interconnect	Ut - Water	530	I			100,000					100,000		100,000			100,000	
18 Water Line (Galvanized) Replacement	Ut - Water	530	I		Yes	1,200,000					1,200,000	200,000	250,000	250,000	250,000	1,200,000	
19 US 27 Vanguard Relocation-Water	Ut - Water	530	I		Yes	175,000					175,000	175,000				175,000	
20 Southeast Well Field	Ut - Water	530	I			6,877					6,877	6,877				6,877	
<b>Total Improvements Other than Buildings</b>						25,471,877	-	-	1,650,000	-	27,121,877	8,121,877	10,675,000	1,550,000	1,225,000	5,550,000	27,121,877
<b>Type: Equipment</b>																	
21 Utilities Equipment - Misc.	Ut - Sewer	530	E		Yes	155,000					155,000		155,000			155,000	
22 Vactor Truck	Ut - Sewer	530	E		Yes	400,000					400,000	400,000				400,000	
23 BCR System	Ut - Sewer	530	E		Yes	110,000					110,000	50,000	60,000			110,000	
<b>Total Equipment</b>						665,000	-	-	-	-	665,000	450,000	215,000	-	-	-	665,000
<b>Type: Other</b>																	
24 Infiltration & Intrusion Study	Ut - Sewer	530	O		Yes	223,000					223,000		223,000			223,000	
25 Master Plan - Wastewater Collection Sys	Ut - Sewer	530	O			75,000					75,000		75,000			75,000	
26 US 27 Vanguard Relocation-Sewer	Ut - Sewer	530	O		Yes	175,000					175,000	175,000				175,000	
<b>Total Other</b>						473,000	-	-	-	-	473,000	175,000	75,000	223,000	-	-	473,000
<b>Total 5 - Year CIP</b>						26,722,877	-	-	1,650,000	-	28,372,877	8,759,877	11,065,000	1,773,000	1,225,000	5,550,000	28,372,877

**Cost Distribution by Asset Type:**

Land	100,000	0.35%
Buildings	13,000	0.05%
Improvements Other Than Buildings	27,121,877	95.59%
Equipment	665,000	2.34%
Other	473,000	1.67%
<b>Total Distribution by Asset Type:</b>	<u>28,372,877</u>	100.00%

**Note: Utility debt issuance would be allocated to the following:**

Series 2015	All categories highlighted in green.
Series 2016	All categories highlighted in yellow.
SRF Funding	All categories highlighted in gold.
Lease Purchases	All categories highlighted in blue.

City of Lake Wales  
Five-Year Capital Improvement Plan FY 15'16 - 19'20  
Cost Distribution by Asset Type - All Funds Excluding Utility System

Cost Distribution By Asset Type :

Land	150,000	0.81%
Buildings	3,013,715	16.30%
Improvements Other Than Buildings	11,879,836	64.24%
Equipment	2,941,778	15.91%
Other	<u>508,400</u>	2.75%
Total Distribution by Asset Type:	18,493,729	100.00%

**Ordinance 2015-10**  
**SCHEDULE "C" - Summary by Asset Type - All Funds Excluding Utility System**  
**5 Year Capital Improvement Plan FY 15'16 - 19'20**

**Summary by Asset Type**

Description	Dept.	Function Code	Asset Type	Impact Fee Elig.	Grant/Financing	Funding Sources					Fiscal Year					5-YEAR TOTAL	
						City	County	State	Federal	Other	TOTAL	15/16	16/17	17/18	18/19		19/20
<b>Type: Land</b>																	
1 Land	Airport	540	L		Yes	7,500		7,500	135,000		150,000				150,000	150,000	
<b>Total Land</b>						7,500	-	7,500	135,000	-	150,000	-	-	-	150,000	-	150,000
<b>Type: Buildings</b>																	
2 Municipal Adm Bldg. - Painting Interior	Fac. Maint.	510	B			41,000					41,000		41,000			41,000	
3 Municipal Complex Bldgs - Painting Exterior	Fac. Maint.	510	B			180,000					180,000		180,000			180,000	
4 Municipal Complex Bldgs - A/C Units	Fac. Maint.	510	B			40,000					40,000	10,000	10,000	10,000	10,000	40,000	
5 Skylight/Roof Repair	Fac. Maint.	510	B			15,000					15,000		15,000			15,000	
6 Stuart House Improvements	Fac. Maint.	510	B			175,000					175,000				175,000	175,000	
7 Building soffit and fascia	Police	520	B			50,000					50,000		50,000			50,000	
8 Mausoleum Roof Replacement	Cemetery	530	B			3,215					3,215		3,215			3,215	
9 East Apron Hangar Development	Airport	540	B		Yes	477,000		1,908,000			2,385,000			2,385,000		2,385,000	
10 Library - Flooring	Library	570	B			2,500					2,500	2,500				2,500	
11 Gutters and Downspouts	Library	570	B			2,000					2,000	2,000				2,000	
12 Hardman Complex - Kirkland Gymnasium	Pk&Rec.	570	B			115,000					115,000	42,000	43,000	30,000		115,000	
13 Depot Duplex	Pk&Rec.	570	B			5,000					5,000	5,000				5,000	
<b>Total Buildings</b>						1,105,715	-	1,908,000	-	-	3,013,715	61,500	342,215	2,425,000	185,000	-	3,013,715
<b>Type: Improvements Other than Buildings</b>																	
14 Facility - Firing Range Upgrades	Police	520	I	Yes 1/2		35,000					35,000	35,000				35,000	
15 Road Improvements - Cemetery	Cemetery	530	I			180,000					180,000		180,000			180,000	
16 Entryway Improvements	Econ. Dev.	530	I			225,000					225,000	15,000	85,000	125,000		225,000	
17 Landscaping & Signage - LLBP	Econ. Dev.	530	I			50,000					50,000		50,000			50,000	
18 Signage - Historic Markers	Econ. Dev.	530	I	Yes		11,400		11,400			22,800		7,600	7,600		22,800	
19 Scenic Highway Improvements	Econ. Dev.	530	I	Yes		60,000			100,000		160,000			160,000		160,000	
20 Rehab Parking Lot @ Stuart/Wetmore	Econ. Dev.	530	I			75,000					75,000			75,000		75,000	
21 Demolition of Condemned Structures	Econ. Dev.	530	I			75,000					75,000	75,000				75,000	
22 Airport Apron Construction	Airport	540	I	Yes		49,900		49,900	898,200		998,000			998,000		998,000	
23 Airport Apron Construction (FBO)	Airport	540	I	Yes		22,000		22,000	396,000		440,000			440,000	440,000	440,000	
24 Parking - Airport - Automobile	Airport	540	I	Yes		28,800		115,200			144,000		144,000			144,000	
25 Landside Access & Parking	Airport	540	I	Yes		109,200		436,800			546,000		546,000			546,000	
26 Landside Access & Parking	Airport	540	I	Yes		639,202		2,225,602	1,987,232		4,852,036	1,233,036	2,619,000	1,000,000		4,852,036	
27 Precision Approach to Runway 6	Airport	540	I	Yes		7,150		7,150	128,700		143,000				143,000	143,000	
28 Sidewalk Construction	Streets	540	I			250,000					250,000	25,000	75,000	75,000		250,000	
29 Roads/Alleys Resurfacing	Streets	540	I			1,700,000					1,700,000	100,000	400,000	400,000	400,000	1,700,000	
30 Central Avenue Railroad Crossing	Streets	540	I			100,000					100,000		100,000			100,000	
31 Gazebo - Lake Wailes Park	Pk&Rec.	570	I	Yes		35,000					35,000		35,000			35,000	
32 Park Improvements - Boat Ramp Parking	Pk&Rec.	570	I	Yes	Yes			100,000			100,000			100,000		100,000	
33 Park Improvements - Kiwanis Park	Pk&Rec.	570	I	Yes	Yes	20,000		250,000			270,000		270,000			270,000	
34 Park Improvements - Lake Wailes Park	Pk&Rec.	570	I	Yes	Yes	40,000		350,000			390,000	30,000	210,000	150,000		390,000	
35 Park Improvements - Pram Fleet Area	Pk&Rec.	570	I	Yes		50,000					50,000			50,000		50,000	
36 Facility Improvements - Soccer Complex	Pk&Rec.	570	I	Yes	Yes	311,000	75,000	25,000		10,000	421,000	217,500	203,500			421,000	
37 NW Complex Improvements	Pk&Rec.	570	I			553,000					553,000		126,000	76,000	351,000	553,000	
38 Park Improvements - Moblely Park	Pk&Rec.	570	I			20,000					20,000		20,000			20,000	
39 Spook Hill/Parks Signage	Pk&Rec.	570	I			25,000					25,000	13,000	12,000			25,000	
40 Park Improvements-Lincoln Ave	Pk&Rec.	570	I			15,000					15,000		15,000			15,000	
41 Playground Equipment - Crystal Lake	Pk&Rec.	570	I			5,000					5,000		5,000			5,000	
<b>Total Improvements Other than Buildings</b>						4,691,652	75,000	3,593,052	3,510,132	10,000	11,879,836	1,743,536	5,103,100	2,218,600	1,756,600	1,058,000	11,879,836
<b>Type: Equipment</b>																	
42 Motomesh Expansion	IT	510	E			16,000					16,000		16,000			16,000	
43 MS Office Upgrade	IT	510	E			50,000					50,000		50,000			50,000	
44 Core Network Firewall/UTM Replacements	IT	510	E			20,000					20,000		20,000			20,000	
45 Server Farm HD Expansion/VMWare	IT	510	E			40,000					40,000	40,000				40,000	
46 Network Switch Replacement	IT	510	E			5,000					5,000	5,000				5,000	
47 Canopy Point-to-Multipoint Expansion	IT	510	E			28,000					28,000		28,000			28,000	
48 Network Switch Replacement	IT	510	E			25,000					25,000		25,000			25,000	
49 DVR Admin Building	IT	510	E			6,000					6,000		6,000			6,000	
50 E-mail Archiving Solution	IT	510	E			18,000					18,000		18,000			18,000	

