

# CITY OF LAKE WALES CITY COMMISSION BUDGET WORKSHOP MEETING

## Official Agenda

June 12, 2018

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. 5-Year Capital Improvement Plan Priority Setting Workshop  
5-Year Capital Improvement Plan Priority Setting Workshop

Documents:

[004 - CAPITAL IMPROVEMENT PLAN - SUMMARY BY DEPARTMENT - 2017-18.PDF](#)

[001 - MEMO - COMMISSION PRIORITY SETTING WORKSHOPS.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.



**ORDINANCE 2017-17**  
**SCHEDULE "A" - Summary by Department**  
**5 Year Capital Improvement Plan FY 17'18 - 21'22**

**Summary by Department**

Description	Dept.	Function Code	Asset Type	Impact Fee Elig.	Grant/Financing	Funding Sources					Fiscal Year					5-YEAR TOTAL	
						City	County	State	Federal	Other	TOTAL	17/18	18/19	19/20	20/21		21/22
<b>Community Redevelopment Area</b>																	
1	Entryway Improvements	CRA	530	I		210,000					210,000		85,000	125,000		210,000	
2	Demolition	CRA	530	I		225,000					225,000	75,000	75,000	75,000		225,000	
3	Scenic Highway Improvements	CRA	530	I		60,000			100,000		160,000			160,000		160,000	
4	Rehab Parking Lot @ Stuart/Wetmore	CRA	530	I		75,000					75,000		75,000			75,000	
5	Alley Restoration	CRA	530	I		175,000					175,000	175,000				175,000	
6	Walking Trail - Phase I	CRA/CAP PRC	530	I	Yes	224,243					224,243	224,243				224,243	
7	Walking Trail - Phase II & Phase III	CRA/CAP PRC	530	I	Yes	1,145,000					1,145,000	454,000	691,000			1,145,000	
8	Street Banners	CRA	530	O		26,574					26,574	26,574				26,574	
9	Downtown LED Lighting	CRA	530	I		46,500					46,500	46,500				46,500	
10	Downtown Trash Cans	CRA	530	O		12,000					12,000	12,000				12,000	
<b>Total Community Redevelopment</b>						<b>2,199,317</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>2,299,317</b>	<b>1,013,317</b>	<b>926,000</b>	<b>360,000</b>	<b>-</b>	<b>-</b>	<b>2,299,317</b>
<b>Fire Department:</b>																	
11	Vehicles - Fire Engine	Fire	520	E	Yes	535,000					535,000		535,000			535,000	
12	Equipment - Airpacks and cylinders	Fire	520	E	Yes	120,000					120,000	120,000				120,000	
13	800 MHz Portable Emergency Radio Rep.	Fire	520	E		119,000					119,000	23,800	23,800	23,800	23,800	23,800	
<b>Total Fire Department</b>						<b>774,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>774,000</b>	<b>143,800</b>	<b>558,800</b>	<b>23,800</b>	<b>23,800</b>	<b>23,800</b>	<b>774,000</b>
<b>Information Technology:</b>																	
14	Administration Building Camera Replacement	IT	510	E		12,000					12,000		12,000			12,000	
15	Canopy Point-to-Multipoint Expansion	IT	510	E		28,000					28,000			28,000		28,000	
16	SAN servers	IT	510	E		30,000					30,000	30,000				30,000	
17	DVR Admin Building	IT	510	E		6,000					6,000				6,000	6,000	
18	E-mail Archiving Solution	IT	510	E		30,000					30,000	30,000				30,000	
19	Audio/Video Upgrades for the City Commission Cl	IT	510	E		75,000					75,000			75,000		75,000	
20	Barracuda Backup Device	IT	510	E		33,000					33,000	33,000				33,000	
21	Document Management System	IT	510	E		30,000					30,000	30,000	30,000			30,000	
<b>Total Information Technology</b>						<b>244,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>244,000</b>	<b>33,000</b>	<b>102,000</b>	<b>-</b>	<b>103,000</b>	<b>6,000</b>	<b>244,000</b>
<b>Library:</b>																	
22	Design - North Library	Library	570	B	Yes	42,500					42,500		42,500			42,500	
23	North Library Construction	Library	570	B	Yes	600,000					600,000		600,000			600,000	
24	Library Furniture	Library	530	E						35,000	35,000		35,000			35,000	
25	Books & Subscriptions	Library	570	O	Yes	205,000	195,000				400,000	60,000	65,000	90,000	90,000	95,000	400,000
<b>Total Library</b>						<b>847,500</b>	<b>195,000</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>1,077,500</b>	<b>60,000</b>	<b>107,500</b>	<b>725,000</b>	<b>90,000</b>	<b>95,000</b>	<b>1,077,500</b>
<b>Depot Museum:</b>																	
26	Renovations	Depot M	570	I		20,000					20,000				20,000	20,000	
27	ADA Compliance	Depot M	570	I		20,000					20,000			20,000		20,000	
28	Renovations	Depot M	570	I		28,000					28,000	28,000				28,000	
29	Exhibit Development	Depot M	570	I		40,000					40,000	40,000	15,000	15,000	10,000	40,000	
<b>Total Depot</b>						<b>108,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>108,000</b>	<b>28,000</b>	<b>15,000</b>	<b>15,000</b>	<b>30,000</b>	<b>20,000</b>	<b>108,000</b>
<b>Police Department:</b>																	
30	Police Canine	Police	530	E		15,000					15,000		15,000			15,000	
31	Investigative Equipment	Law Enf.	520	E	Yes					34,000	34,000	14,000	5,000	5,000	5,000	34,000	
32	Vehicles - PD Canine Unit	Police	520	E	Yes	92,480					92,480	46,240			46,240	92,480	
33	Vehicles - PD Unmarked	Police	520	E	Yes	528,256					528,256	132,064	66,032	132,064	66,032	132,064	
34	Vehicles - PD Marked	Police	520	E	Yes	561,002					561,002	43,154	172,616	86,308	172,616	86,308	
35	Building soffit and facial	Police	520	B		35,000					35,000	35,000				35,000	
<b>Total Police Department</b>						<b>1,231,738</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>34,000</b>	<b>1,265,738</b>	<b>235,458</b>	<b>293,648</b>	<b>223,372</b>	<b>289,888</b>	<b>223,372</b>	<b>1,265,738</b>

**ORDINANCE 2017-17**  
**SCHEDULE "A" - Summary by Department**  
**5 Year Capital Improvement Plan FY 17'18 - 21'22**

**Summary by Department**

Description	Dept.	Function Code	Asset Type	Impact Fee Elig.	Grant/Financing	Funding Sources						Fiscal Year					5-YEAR TOTAL
						City	County	State	Federal	Other	TOTAL	17/18	18/19	19/20	20/21	21/22	
<b>Airport:</b>																	
36 Land	Airport	540	L			7,500		7,500	135,000		150,000		150,000			150,000	
37 East Apron Hangar Development	Airport	540	B		SERIES 2018	477,000		1,908,000			2,385,000				2,385,000	2,385,000	
38 Airport Apron Construction	Airport	540	I		SERIES 2018	49,900		49,900	898,200		998,000		998,000			998,000	
39 Airport Apron Construction (FBO)	Airport	540	I			22,000		22,000	396,000		440,000			440,000		440,000	
40 Parking - Airport - Automobile	Airport	540	I			46,540		186,159			232,699		232,699			232,699	
41 Landside Access & Parking	Airport	540	I		SERIES 2018	109,200		436,800			546,000		546,000			546,000	
42 Airport Extension and Improvements	Airport	540	I		SERIES 2018	746,098		2,344,764	1,232,767		4,323,629	4,323,629				4,323,629	
43 Precision Approach to Runway 6	Airport	540	I			7,150		7,150	128,700		143,000		143,000			143,000	
44 Taxiway Alpha East/Bravo North South-Design	Airport	540	I		SERIES 2018	24,333		72,333	150,000		246,666	246,666				246,666	
45 Taxiway Alpha East/Bravo North and South-Const	Airport	540	I		SERIES 2018	278,150		835,550	1,662,300		2,776,000	2,776,000				2,776,000	
46 East Apron Rehabilitation	Airport	540	I			30,000		30,000	540,000		600,000		600,000			600,000	
47 Campground Fencing	Airport	540	I			8,200					8,200	8,200				8,200	
48 Corporate Hangars	Airport	540	I		SERIES 2018	500,000					500,000	500,000				500,000	
49 110 x 100 Apron	Airport	540	I		SERIES 2018	130,000					130,000	130,000				130,000	
50 Campground sanitary/laundry facility	Airport	540	I			46,000					46,000	46,000				46,000	
51 Restroom Access to FBO Building	Airport	540	I			12,500					12,500	12,500				12,500	
52 T-hangars	Airport	540	I			702,000					702,000	702,000				702,000	
53 Vehicle - Airport Fuel Truck	Airport	540	E			120,000					120,000				120,000	120,000	
54 Vehicle	Airport	540	E		Yes-Lease	25,000					25,000	25,000				25,000	
55 Mower	Airport	540	E			20,000					20,000		20,000			20,000	
56 Diesel fuel tank	Airport	540	E			6,000					6,000	6,000				6,000	
57 AVGas fuel system	Airport	540	E			65,000					65,000	65,000				65,000	
58 Jet fuel system	Airport	540	E			91,000					91,000	91,000				91,000	
59 Furniture	Airport	540	E			5,000					5,000	5,000				5,000	
60 Tractor/bush hog	Airport	540	E			61,000					61,000	61,000				61,000	
61 Golf Cart	Airport	540	E			9,000					9,000	9,000				9,000	
62 Fod Buster	Airport	540	E			5,000					5,000	5,000				5,000	
63 Master Plan - Airport	Airport	540	O			2,841		2,841	127,718		133,400		133,400			133,400	
64 Master Drainage Plan	Airport	540	O			5,000		5,000	90,000		100,000		100,000			100,000	
<b>Total Airport</b>						<b>3,611,412</b>	<b>-</b>	<b>5,907,997</b>	<b>5,360,685</b>	<b>-</b>	<b>14,880,094</b>	<b>5,180,995</b>	<b>4,581,000</b>	<b>2,153,099</b>	<b>2,845,000</b>	<b>120,000</b>	<b>14,880,094</b>
<b>Cemetery:</b>																	
65 Road Improvements - Lake Wales Cemetery	Cemetery	530	I			180,000					180,000	180,000				180,000	
66 Cremation Monument	Cemetery	530	E			8,000					8,000	8,000				8,000	
67 Mausoleum Roof Replacement	Cemetery	530	B			3,215					3,215	3,215				3,215	
68 Mowers - Cemetery	Cemetery	530	E			25,000					25,000	12,500	12,500			25,000	
69 Utility Vehicles	Cemetery	530	E			9,000					9,000	9,000				9,000	
70 Vehicle - F150	Cemetery	530	E		Yes	25,000					25,000	25,000				25,000	
71 Office Furniture	Cemetery	530	E			3,500					3,500	3,500				3,500	
<b>Total Cemetery</b>						<b>253,715</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>253,715</b>	<b>37,500</b>	<b>216,215</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>253,715</b>
<b>Parks &amp; Recreation:</b>																	
72 NW Complex Improvements	Pk&Rec.	570	I			513,000					513,000	40,000	351,000	122,000			513,000
73 Gazebo - Lake Wales Park	Pk&Rec.	570	I	Yes		50,000					50,000		50,000				50,000
74 Boat Ramp Rehab. and Parking	Pk&Rec.	570	I		Yes	30,000		100,000			130,000	30,000	100,000				130,000
75 Park Improvements - Kiwanis Park	Pk&Rec.	570	I		Yes	46,000		250,000			296,000	16,000	30,000	250,000			296,000
76 Park Improvements - Lake Wales Park	Pk&Rec.	570	I	Yes	Yes			350,000			350,000		200,000	150,000			350,000
77 Play Equip - Mobley Park	Pk&Rec.	570	I			50,000					50,000	25,000	25,000				50,000
78 Spook Hill/Parks Signage	Pk&Rec.	570	I			3,000					3,000	3,000					3,000
79 Fencing - Lincoln Ave	Pk&Rec.	570	I			20,000					20,000	20,000					20,000
80 Soccer Complex - Improv.	Cap. Pro	570	I	Yes	Yes	1,231,345					1,231,345	78,000	1,153,345				1,231,345
81 Playground Equipment - Crystal Lake	Pk&Rec.	570	I			67,000					67,000		67,000				67,000
82 Hardman Complex - Kirkland Gymnasium	Pk&Rec.	570	B			65,000					65,000		65,000				65,000
83 Pram Fleet Building and Parking	Pk&Rec.	570	B			102,800					102,800		50,000	52,800			102,800
84 Depot Rehab.	Pk&Rec.	570	B			105,000					105,000		30,000	75,000			105,000

**ORDINANCE 2017-17**  
**SCHEDULE "A" - Summary by Department**  
**5 Year Capital Improvement Plan FY 17'18 - 21'22**

**Summary by Department**

Description	Dept.	Function Code	Asset Type	Impact Fee Elig.	Grant/Financing	Funding Sources					Fiscal Year					5-YEAR TOTAL	
						City	County	State	Federal	Other	TOTAL	17/18	18/19	19/20	20/21		21/22
85 Public Works Building	Pk&Rec.	570	B			780,050					780,050		780,050				780,050
86 Containment Structure	Pk&Rec.	570	B			50,000					50,000		50,000				50,000
87 Mowers - Parks Division	Pk&Rec.	570	E			19,100					19,100		19,100				19,100
88 Tractors - Parks Division	Pk&Rec.	570	E		Yes-Leases	104,850					104,850	104,850					104,850
89 Vehicles - Parks Division	Pk&Rec.	570	E		Yes-Leases	90,000					90,000	90,000					90,000
90 Play Equipment - Walker Park	Pk&Rec.	570	E			50,000					50,000		50,000				50,000
91 Drinking Fountains	Pk&Rec.	570	E			13,000					13,000	13,000					13,000
92 Utility Trailer	Pk&Rec.	570	E			3,000					3,000		3,000				3,000
93 Lightning Alert System	Pk&Rec.	570	E			25,500					25,500		25,500				25,500
94 Asbestos removal/demolition	Pk&Rec.	570	E			15,000					15,000	15,000					15,000
95 Equipment-Compact Excavator	Pk&Rec.	570	E			51,200					51,200		51,200				51,200
96 Equipment-Top dresser	Pk&Rec.	570	E			13,500					13,500		13,500				13,500
97 Storage Unit- Soccer Complex	Pk&Rec.	570	E			79,000					79,000		79,000				79,000
98 Entrance sign upgrade - JPA	Pk&Rec.	570	E			15,000					15,000	15,000					15,000
99 Parking lot upgrade - JPA	Pk&Rec.	570	E			30,000					30,000		30,000				30,000
100 Radar signs	Pk&Rec.	570	E			22,000					22,000		22,000				22,000
101 Vehicle: utility vehicle	Pk&Rec.	570	E			18,000					18,000	18,000					18,000
102 Equipment: front end loader	Pk&Rec.	570	E		Yes-Leases	178,000					178,000	178,000					178,000
103 Recreation Master Plan	Cap. Pro	570	E	Yes		100,000					100,000	50,000	50,000				100,000
104 Dumpster Enclosures	Pk&Rec.	570	E			75,000					75,000	25,000	25,000	25,000			75,000
<b>Total Parks &amp; Recreation</b>						<b>4,015,345</b>	<b>-</b>	<b>700,000</b>	<b>-</b>	<b>-</b>	<b>4,715,345</b>	<b>720,850</b>	<b>3,319,695</b>	<b>674,800</b>	<b>-</b>	<b>-</b>	<b>4,715,345</b>
<b>Street Division:</b>																	
105 Roads/Alleys Resurfacing	Streets	540	I			1,800,000					1,800,000	200,000	400,000	400,000	400,000	400,000	1,800,000
106 Sidewalk Construction	Streets	540	I			200,000					200,000	15,000	110,000	75,000			200,000
107 Backhoe - Streets Div	Streets	540	E			60,000					60,000		60,000				60,000
108 Mowers - Streets Div	Streets	540	E			60,000					60,000	20,000	20,000	20,000			60,000
109 Safety Lighting - School Zones	Streets	540	E			59,000					59,000	16,000	27,000	16,000			59,000
110 Sweeper Tractor	Streets	540	E			30,000					30,000		30,000				30,000
111 Vehicle - Streets Div	Streets	540	E		Yes-Lease	25,000					25,000	25,000					25,000
112 Stump Grinder	Streets	540	E			4,100					4,100		4,100				4,100
113 Asphalt Roller	Streets	540	E			3,000					3,000		3,000				3,000
114 Paint Sprayer	Streets	540	E			2,000					2,000		2,000				2,000
115 Grapple Truck	Streets	540	E		Yes-Lease	150,000					150,000	150,000					150,000
116 Utility Vehicle	Streets	540	E		Yes-Lease	11,000					11,000		11,000				11,000
117 Utility Trailer	Streets	540	E			3,200					3,200		3,200				3,200
118 Overhead street signs	Streets	540	E			16,000					16,000	16,000					16,000
119 Message Boards	Streets	540	E			44,000					44,000		44,000				44,000
120 Compact Track Loader	Streets	540	E		Yes-Lease	52,000					52,000		52,000				52,000
121 Bucket Truck	Streets	540	E		Yes-Lease	137,000					137,000		137,000				137,000
122 Compact Excavator	Streets	540	E		Yes-Lease	52,000					52,000		52,000				52,000
123 Full tilt trailer	Streets	540	E			7,000					7,000		7,000				7,000
124 Loader (full size)	Streets	540	E		Yes-Lease	227,000					227,000		227,000				227,000
<b>Total Street Division</b>						<b>2,942,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,942,300</b>	<b>442,000</b>	<b>1,189,300</b>	<b>511,000</b>	<b>400,000</b>	<b>400,000</b>	<b>2,942,300</b>
<b>Facility Maintenance:</b>																	
125 Municipal Adm Bldg. - Painting Interior	Fac. Maint.	510	B			41,000					41,000		41,000				41,000
126 Municipal Complex Bldgs. - Painting Exterior	Fac. Maint.	510	B			50,000					50,000		50,000				50,000
127 Municipal Complex Bldgs. - A/C Units	Fac. Maint.	510	B			40,000					40,000	20,000	20,000				40,000
128 Skylight/Roof Repair	Fac. Maint.	510	B			16,500					16,500		16,500				16,500
129 Stuart House Improvements	Fac. Maint.	510	B			175,000					175,000		175,000				175,000
130 Tourist Club Restrooms	Fac. Maint.	510	B			28,000					28,000		28,000				28,000
131 Air Curtain - Municipal Adm Bldg.	Fac. Maint.	510	E			3,000					3,000		3,000				3,000
132 Carpet - Municipal Adm Bldg.	Mun. Adm	510	E			100,000					100,000		100,000				100,000
133 Generator - Emergency Portable	Fac. Maint.	510	E			50,000					50,000		50,000				50,000
134 Generator - Municipal Adm Bldg.	Fac. Maint.	510	E			75,000					75,000		75,000				75,000

**ORDINANCE 2017-17**  
**SCHEDULE "A" - Summary by Department**  
**5 Year Capital Improvement Plan FY 17'18 - 21'22**

**Summary by Department**

Description	Dept.	Function Code	Asset Type	Impact Fee Elig.	Grant/Financing	Funding Sources						Fiscal Year					5-YEAR TOTAL
						City	County	State	Federal	Other	TOTAL	17/18	18/19	19/20	20/21	21/22	
135 Pressure Washer/Sidewalk Cleaner	Fac. Maint.	510	E			2,300					2,300		2,300				2,300
136 Vehicle - Ford Escape	Fac. Maint.	510	E		Yes	21,000					21,000	21,000					21,000
137 Truck-F150 Cab	Fac. Maint.	510	E		Yes	50,000					50,000	50,000					50,000
138 Scissor Lift	Fac. Maint.	510	E			15,000					15,000		15,000				15,000
<b>Total Facility Maintenance</b>						<b>666,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>666,800</b>	<b>91,000</b>	<b>575,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>666,800</b>
<b>Utility System:</b>																	
139 Land - Burns Avenue Plant	Ut - Water	530	L	Yes		30,000					30,000	30,000					30,000
140 Asbestos/Cement Pipe Removal	Ut - Water	530	I		Yes - SRF Elig.	1,900,000					1,900,000	900,000		500,000		500,000	1,900,000
141 Lift Station Pump Replacement	Ut - Sewer	530	I			100,000					100,000	100,000					100,000
142 Lift Station Rehab	Ut - Sewer	530	I			500,000					500,000	250,000		250,000			500,000
143 New Service Connections - Reuse	Ut - Reuse	530	I	Yes		50,000					50,000	10,000	10,000	10,000	10,000	10,000	50,000
144 New Service Connections - Water	Ut - Water	530	I	Yes		200,000					200,000	40,000	40,000	40,000	40,000	40,000	200,000
145 Reuse Upgrades	Ut - Reuse	530	I		Yes - SRF Elig.	850,000					850,000	850,000					850,000
146 Northwest Water Line Extensions	Ut - Water	530	I	Yes	Yes - SRF Elig.	1,700,000					1,700,000	850,000	850,000				1,700,000
147 SCADA Interconnect	Ut - Water	530	I			100,000					100,000	100,000					100,000
148 SCADA Upgrade	Ut - Sewer	530	I			150,000					150,000	150,000					150,000
149 Sewer Improvements - C Street & Vicinity	Ut - Sewer	530	I		Yes - SRF Elig.	1,424,948			650,000		2,074,948	2,074,948					2,074,948
150 Sewer Improvements - Unsewered Areas	Ut - Sewer	530	I	Yes	Yes - SRF Elig.	1,400,000					1,400,000	900,000	500,000				1,400,000
151 Sewer Lines - Sliplining	Ut - Sewer	530	I		Yes - SRF Elig.	1,100,000					1,100,000	300,000	300,000		500,000		1,100,000
152 Storage Tank/Ground - Water	Ut - Water	530	I	Yes	Yes - SRF Elig.	900,000					900,000	900,000					900,000
153 Utilities Transmission Systems - S.R. 60 W.	Ut - Sewer	530	I	Yes	Yes - SRF Elig.	1,000,000					1,000,000	1,000,000					1,000,000
154 Wastewater Treatment Plant Expansion	Ut - Sewer	530	I	Yes	Yes - SRF Elig.	5,075,000					5,075,000				75,000	5,000,000	5,075,000
155 Water Line (Galvanized) Replacement	Ut - Water	530	I		Yes - SRF Elig.	2,460,000					2,460,000	660,000	600,000		600,000	600,000	2,460,000
156 US 27 South Extension	Ut - Water	530	I	Yes	Yes - SRF Elig.	1,750,000					1,750,000			250,000	1,500,000		1,750,000
157 Tank and Water Main Extension SR 17	Ut - Sewer	530	E	Yes	Yes - SRF Elig.	2,050,000					2,050,000		50,000	2,000,000			2,050,000
158 Utilities Equipment - Misc.	Ut - Sewer	530	E			60,000					60,000	60,000					60,000
159 Utility Vehicles	Ut - Sewer	530	E		Yes-Leases	200,000					200,000	50,000		75,000		75,000	200,000
160 Central Florida Water Initiative (CFWI)	Ut - Sewer	530	E			90,000					90,000	90,000					90,000
161 Head works Re-build	Ut - Sewer	530	E			95,000					95,000				95,000		95,000
162 Infiltration & Intrusion Study	Ut - Sewer	530	O			223,000					223,000	223,000					223,000
163 Master Plan - Wastewater Collection Sys	Ut - Sewer	530	O	Yes		75,000					75,000	75,000					75,000
164 Master Plan-Water Distribution System	Ut - Sewer	530	O	Yes		50,000					50,000		50,000				50,000
165 Upgrade of Flexnet Metering System	Ut - Water	530	I			320,000					320,000	170,000	150,000				320,000
<b>Total Utility System</b>						<b>23,852,948</b>	<b>-</b>	<b>-</b>	<b>650,000</b>	<b>-</b>	<b>24,502,948</b>	<b>9,782,948</b>	<b>2,550,000</b>	<b>3,125,000</b>	<b>2,820,000</b>	<b>6,225,000</b>	<b>24,502,948</b>
<b>Total 5 - Year CIP</b>						<b>40,747,075</b>	<b>195,000</b>	<b>6,607,997</b>	<b>6,110,685</b>	<b>69,000</b>	<b>53,729,757</b>	<b>17,768,868</b>	<b>14,434,958</b>	<b>7,811,071</b>	<b>6,601,688</b>	<b>7,113,172</b>	<b>53,729,757</b>

**Cost Distribution by Funding Source:**

City	40,747,075	75.84%
County	195,000	0.36%
State	6,607,997	12.30%
Federal	6,110,685	11.37%
Other	69,000	0.13%
<b>Total Distribution by Funding Source:</b>	<b>53,729,757</b>	<b>100.00%</b>

**Cost Distribution by Fiscal Year:**

17/18	17,768,868	33.07%
18/19	14,434,958	26.87%
19/20	7,811,071	14.54%
20/21	6,601,688	12.29%
21/22	7,113,172	13.24%
<b>Total Distribution by Fiscal Year:</b>	<b>53,729,757</b>	<b>100.00%</b>

**Note: Utility Fund financing from SRF:**

8,434,948
2,250,000
500,000
1,100,000
<u>1,100,000</u>
<b>13,384,948</b>

## MEMORANDUM

---

June 12, 2018

**TO:** Honorable Mayor & City Commissioners

**VIA:** Kenneth Fields, City Manager

**FROM:** Vanessa Revelo, Accountant III  
Dorothy Ecklund, Finance Director

**SUBJECT:** City Commission Budgetary Process – Fiscal Year 2018’19

**SYNOPSIS:** The City of Lake Wales budgetary calendar for Fiscal Year 2018’19.

### **BACKGROUND**

In accordance with Florida State Statute 166.241, each municipality shall make provision for establishing a fiscal year budget for the period beginning October 1<sup>st</sup> of each year and ending September 30<sup>th</sup> of the following year.

As the City Commission begins this annual process, it is customary for the City Commission to first hold “priority setting workshops” so that the Commissioners may discuss, as a governing board, their priorities relating to community level of service, special projects, and future capital outlay.

- **05/08/2018 - City Commission Meeting - Budgetary Fiscal Year 2018’19 priority setting workshop.**
- **06/12/2018 - City Commission Meeting - 5-Year Capital Improvement Plan priority setting workshop.**

### **Other Important Budgetary Dates Include:**

- 06/01/2018 – Property Appraiser – June 1<sup>st</sup> Estimate of Taxable Value
- 07/01/2018 – Property Appraiser – July 1<sup>st</sup> Certification Date for Preliminary Tax Roll (TRIM Day 1)
- **07/10/2018 – City Commission Meeting  
Budget Workshop #1**
- **07/17/2018 – City Commission Meeting  
Interim Millage Rate – Approved by City Commission (TRIM)**
- 08/03/2018 – Must notify Property Appraiser Office (2pm) of:
  1. Interim Millage Rate
  2. Current year rolled-back rate
  3. Date, time & place of 1<sup>st</sup> budget hearings
- **08/14/2018 – City Commission Meeting  
Budget Workshop #2**
- **08/23/2018 – City Commission Meeting  
Budget Workshop #3 (tentative)**
- **09/05/2018 – City Commission Meeting**

1. **1<sup>st</sup> Reading of ordinance adopting millage rate**
  2. **1<sup>st</sup> Public Hearing, Millage Rate**
  3. **1<sup>st</sup> Reading of ordinance adopting FY 18'19 budget**
  4. **1<sup>st</sup> Public Hearing, FY 17'18 Budget**
- **09/15/2018 - Advertisement of FY 18'19 Budget Summary (TRIM Ad)**  
**Advertisement of 2<sup>nd</sup> Public Hearing**  
**(State Statutes require the 2<sup>nd</sup> Public Hearing must be held**  
**between 2 and 5 days after advertisement)**
  
  - **09/19/2018 – City Commission Meeting**
    1. **2<sup>nd</sup> Reading of ordinance adopting millage rate**
    2. **2<sup>nd</sup> Public Hearing, Millage Rate**
    3. **2<sup>nd</sup> Reading of ordinance adopting FY 18'19 budget**
    4. **2<sup>nd</sup> Public Hearing, FY 18'19 Budget**
  
  - 09/21/2018 - Deadline to forward ordinance adopting millage rate to Property Appraiser and Tax Collector
  
  - 10/11/2018 - Within 3 days of receiving notice of final adjusted tax roll,  
Deadline to certify form DR-422 to Property Appraiser
  
  - 10/15/2018 - Deadline to forward Certificate of Compliance (DR-487) to Department of Revenue.  
Within 30 days after final hearing