

**City Commission Budget Workshop  
Meeting Minutes  
June 12, 2018  
(APPROVED)**

6/12/2018 - Minutes

1. ROLL CALL

**Commissioners Present:** Mayor Eugene Fultz, Terrye Howell, Curtis Gibson, Flora "Tonya" Stewart, Robin Gibson

**Staff Present:** Kenneth Fields, City Manager; Jennifer Nanek, City Clerk

Mayor Fultz called the meeting to order at 6:00 p.m.

2. DISCUSSION ITEMS

2.1. 5-Year Capital Improvement Plan Priority Setting Workshop

[Begin Agenda Memo]

**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 1st of each year and ending September 30th 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 1st Estimate of Taxable Value
- 07/01/2018 – Property Appraiser – July 1st 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 1st 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. 1st Reading of ordinance adopting millage rate
  2. 1st Public Hearing, Millage Rate
  3. 1st Reading of ordinance adopting FY 18'19 budget
  4. 1st Public Hearing, FY 17'18 Budget

- 09/15/2018 - Advertisement of FY 18'19 Budget Summary (TRIM Ad)

Advertisement of 2nd Public Hearing

(State Statutes require the 2nd Public Hearing must be held between 2 and 5 days after advertisement)

- 09/19/2018 – City Commission Meeting

1. 2nd Reading of ordinance adopting millage rate

2. 2nd Public Hearing, Millage Rate

3. 2nd Reading of ordinance adopting FY 18'19 budget

4. 2nd 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.

[End of Agenda Memo]

Kenneth Fields, City Manager, reviewed some of the CIP projects. He said that they are still finalizing the cost of repairs of damage done to buildings by Hurricane Irma last fall. So projects will appear on the CIP list that haven't been there before. We do not know when to expect FEMA reimbursement funds to come through so cash flow issues may cause other projects to be pushed back. There are a lot of recreation projects that we would like to get done. Street resurfacing is a high priority for residents. Staff is looking into a possible stormwater assessment to help with stormwater projects thus freeing up funds for streets. Utilities is in good shape as those projects are funded.

There are projects going on at the Airport and funding is available future projects.

Recreation is a top priority in the general fund. They are looking at a multi-purpose center and other projects.

Mayor Fultz asked when we can expect reimbursement from FEMA. Dorothy Ecklund, Finance Director, said that it could be years and reviewed the status of the various projects and where they are at in the process. Commissioner Stewart asked how much the City has spent due to the storm. Mr. Fields said that estimate is \$420,000. Mayor Fultz confirmed that we can't expect that money anytime soon. Mr. Fields confirmed that it will be awhile before we see the money come in. Deputy Mayor Robin Gibson asked about reimbursement for picking up the yard trash after the storm. Mr. Fields explained that was a County contract and Polk County fronted the money for that. The cost to the County was \$35 million. We will get billed for our share at some point in the future.

Mayor Fultz asked what we are doing to prepare for the possibility that the homestead amendment passes in the fall. Mr. Fields said that our projected loss of revenue would be just under \$200,000. This is about what our growth in revenues. This would affect the budget the year after next. Mr. Fields suggested that we might not go to rollback rate next year and keep our millage rate and use the funds for reserves next year. He will have hard numbers for the Commission in July. We are seeing a lot of growth right now and good things are happening so we are in good shape. Mr. Fields said that we need to be aware that when the interchange at 27 & 60 is under construction in two years and traffic is diverted elsewhere. Some improvements may need to be looked at such as building out Starr Lake Rd. Mayor Fultz asked about the status of that interchange project. Kathy Bangley, Planning Director, said that they are acquiring property right now. It may happen in 2020.

Deputy Mayor Robin Gibson said in regards to stormwater that he is concerned about water quality of the lake. He emphasized the importance of lakes in our area. Mr. Fields said he agrees that more stormwater projects need to be funded to address water quality in the lake. This will be come a bigger issue in the years ahead.

Deputy Mayor Robin Gibson said that we need to have a needs assessment to determine if a multi-purpose facility is really needed. The revenue streams need to off set the costs. We need to be careful with this. Non-residents will use it more than residents but only residents will pay for the costs. Mr. Fields agreed and said that Davenport is currently building a similar project. Mr. Fields said that we may ask the County for help so that this facility can also serve as a shelter.

Commissioner Stewart asked about the lights along Chalet Suzanne road. Mr. Fields, City Manager, said that we can put this into the budget next year and ask the County for assistance since it's their road. Mr. Fields said that lights are a priority along that road for safety reasons as we have new developments coming along that road.

Commissioner Stewart asked if we have been in communication with the new owners of Eagle Ridge Mall. Mr. Fields said not yet but in partnership with the EDC we will reach out to them and see what their plans are.

Commissioner Curtis Gibson suggested delaying the Public Works building that will cost \$780,000 as we have other priorities and concerns that should come first. Commissioner Curtis Gibson said that the North Library is not a top priority. Mr. Fields explained that the North Library project could be paid for with recreation impact fees. Our other projects cannot be paid for with these funds. Commissioner Curtis Gibson said he would like to see more funding or enhancements to our current library. Commissioner Curtis Gibson asked about the gazebo at Lake Wailes park. Mr. Fields explained that this will be a shelter type structure to be used for events down at the park. Commissioner Curtis Gibson also asked about restrooms down at the park. Mr. Fields said that they are looking for different options for the restrooms. Commissioner Curtis Gibson asked about the status of purchasing the YMCA. Mr. Fields said that, it is still in negotiation and we are planning to move forward with that. Commissioner Curtis Gibson recommended that the tree area on Lincoln Ave be improved or enhanced in some way. This is a place where a lot of people hang out. Mr. Fields said that the City is working with a council of leaders from that area to develop a list of priorities. Once that is done they will move forward but enhancing Lincoln Ave is a priority. They plan to do a community workshop in the future.

Commissioner Howell said that she talked to various department heads about some of the things on the list. She asked if the department heads would be able to submit their priorities. Mr. Fields said yes. Commissioner Howell explained that items on this list get shuffled from year to year. Mr. Fields agreed citing the example of the carpet in the Administration Building. This project had been on the list for years and is constantly being moved back. Commissioner Curtis Gibson said that if it is in the CIP and approved by the City Commission then staff will move forward with it. Dorothy Ecklund, Finance Director, explained that department heads will move forward on projects in the CIP but the project will always come back to the City Commission for approval before it happens. Mr. Fields explained that construction contracts and sometimes design contracts will come before the commission before moving forward. If after the design portion is completed and the commission decides to hold off the plans can stay on the shelf until either funding is available or the commission decides to move forward. They don't go stale.

Deputy Mayor Robin Gibson mentioned the welcome signs in the CRA budget. He asked if these signs will say "Welcome to the CRA" and where will they be located. Mr. Fields said that they will be "Welcome to the City" signs but located in the CRA. He said that there are areas where we can welcome people to the Downtown. Possible sign locations and sayings were discussed. Deputy Mayor Robin Gibson said that "Welcome to the City" signs would not be appropriate in the CRA. Mr. Fields said that "Welcome to Downtown" signs would be okay. Deputy Mayor Robin Gibson agreed.

Mr. Fields, City Manager, reviewed the schedule for the budget process. The next workshop is July 10th.

### 3. COMMUNICATIONS AND PETITIONS

none

The meeting was adjourned at 7:09 p.m.

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Mayor/Deputy Mayor

ATTEST:

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City Clerk/Deputy City Clerk