

City Commission Meeting Minutes
September 19, 2017
(APPROVED)

9/19/2017 - Minutes

1. INVOCATION

Dr. Jim Moyer gave the invocation.

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

The Mayor called the meeting to order at approximately 6:00 p.m. after the invocation and pledge of allegiance.

4. ROLL CALL

Commission Members Present: Eugene Fultz - Mayor, Curtis Gibson, Robin Gibson - Deputy Mayor, Flora "Tonya" Stewart, Terrye Howell

Staff Present: Kenneth Fields, City Manager; Albert C. Galloway, Jr., City Attorney; Jennifer Nanek, City Clerk

5. PROCLAMATIONS AND AWARDS

5.I. PROCLAMATION - Constitution Week September 17 - 23, 2017

Mayor Fultz proclaimed September 17-23 as Constitution week. Earline Head, Daughters of the American Revolution, accepted the proclamation.

5.II. PROCLAMATION - Lt. Col Edmond "ED" Clemenzi 100th Birthday

Mayor Fultz presented a Proclamation for the 100th Birthday of Lt. Col Edmond "Ed" Clemenzi to a representative from the VFW.

5.III. PROCLAMATION - Start Right Campaign

Mayor Fultz presented a Proclamation commending the Start Right Campaign at Polk State College. Martha Santiago and Andy Oguntola accepted the Proclamation.

6. COMMUNICATIONS AND PETITIONS

Andy Anderson with the American Legion reported on their activities to assist with recovery after Hurricane Irma. They have sent teams to various nearby cities delivering supplies for hurricane relief. Some supplies were taken to B Street Community Center. They are a distribution center for those who need tarps. They have worked with volunteers from all over the country who have come to help. They have a few people stay at their facility during the storm. They would like to upgrade or harden their facility to be a designated hurricane center and asked for the commission's support to get funding for this as more shelter space is needed in Lake Wales.

Michael Cabral, non-resident, asked to distribute petitions to fight the system and support the working class.

7. BUDGET HEARINGS

Mayor Fultz read into the record for TRIM compliance "The City of Lake Wales is the taxing authority and the proposed millage rate to be levied for Fiscal Year 2017-2018 is 7.0438 mills, which is equal to the rolled back rate."

7.I. Ordinance 2017-15 Adoption Of FY 2017-18 Millage Rate - Second Reading & Public Hearing

[Begin Agenda Memo]

SYNOPSIS:

The Commissioners will consider adopting a millage rate of 7.0438 mills for Fiscal Year 2017-2018. The Commissioners will also consider adopting the proposed operating budget.

RECOMMENDATION

After second reading and separate public hearings, it is recommended that the City Commission take the following actions:

1. Approve Ordinance 2017-15, adopting a millage rate of 7.0438 mills for FY2017-2018;
2. Approve Ordinance 2017-16, adopting an operating budget for FY2017-2018.

BACKGROUND

In accordance with Florida Statutes and the City Charter, Ordinances 2017-15 and 2017-16 are presented for first reading and public hearing. Ordinance 2017-15 establishes the millage rate for FY17'18, and Ordinance 2017-16 adopts the proposed FY17'18 budget. These ordinances must have separate public hearings and must be voted upon individually.

The proposed FY17'18 budget document includes the revenue and expenditure details for the General Fund, CRA Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Fund, Utility System Fund and Airport Fund.

This budget has been prepared in accordance with Article VI, Section 6.04 of the City Charter, which requires that the budget provide a complete financial plan of municipal funds and activities. Estimated current year ending fund balances have been considered and are included in the budget.

PROPERTY TAX

On July 18, 2017, the City Commission adopted an Interim Millage Rate of 7.3273. The proposed budget was balanced on a Millage Rate equal to the roll-back rate of 7.0438 millage rate per \$1,000 of taxable valuation.

BUDGETARY CHANGES IN GENERAL FUND "REVENUE SOURCES & TRANSFERS IN" FOR FY17'18 COMPARED TO FY16'17:

General Fund revenues in FY17'18 (\$12,655,276 + 1,195,000 – 810,308 vehicle leases = 13,039,968) are projected to be \$849,044 greater than budgeted in FY16'17 (\$11,500,691 + 1,168,500 – 478,267 vehicle leases = 12,190,924)

An expected increase of \$352,429 is mainly due to the following items:

- Increase in ad valorem tax of \$18,868 due to new construction
- Increase in sales and use taxes of \$296,821 due to increased economy.?
- Increase in licenses and permits of \$222,000 due to the reduction in allocation of electric franchise fees to the debt service fund. The final debt service payment for Series 2015 was paid off during FY 2016'17.
- Decrease in special assessments of \$143,361 due to prior year having expectations of fire assessment collections from FY 2015'16 and FY 2016'17.
- Increase in intergovernmental revenues of \$309,677 due to fire insurance premiums \$135,000 and casualty insurance premiums \$110,000, which are direct flow-through to the police pension plan and the fire pension plan. These insurance premiums in FY 2016'17 were taken directly to the pensions plans in but in the current fiscal year (and all future years) are required to flowthrough the General Fund before being directed to the pension funds. The remaining increase of \$65.677 due to local government ½-cent sales tax.
- Increase in charges for services of \$108,339 mainly due to \$69,139 management fees for water/sewer, \$28,200 garbage fees.

- Increase in miscellaneous revenue of \$10,200 mainly due to \$4,700 interest income and \$5,000 donations to depot museum.?
- Increases in transfers in of \$26,500 due to transfer from Utility Fund to the General Fund

BUDGETARY CHANGES IN GENERAL FUND "OPERATING EXPENDITURES" FOR FY17'18 COMPARED TO FY16'17:

General Fund "operating" expenditures in FY17'18 are projected to be \$12,933,722, which is \$917,116 greater than budgeted in FY16'17 \$12,016,606.

Significant changes in "operating" expenditures include the following items:

- Net increase in personnel costs of \$814,224, which included the addition of five new positions (\$260,078) within the General Fund (Appendix-20), a 2% COLA (\$240,306), increased pension contributions (\$118,389) and increase health insurance costs (\$195,451).
- Net increases in operating cost of \$87,892, mainly due to \$36,000 YMCA pool contract, \$39,962 supplies and maintenance costs for parks and recreation, \$13,400 contract services for payroll processing.

GOVERNMENTAL FUND BALANCE

As of September 30, 2016, the City's governmental funds reported combined ending fund balances of \$5,614,411. Approximately 52% of this amount (\$2,892,676) constitutes unassigned fund balance, which was available to spend at the City's discretion. The remaining fund balance (\$2,721,735) was classified as non-spendable (\$130,986), restricted (\$2,495,170) and committed (\$95,579).

In 2011, the City established a reserve policy for the General Fund equal to 15% - 20% of total operating costs. As of September 30, 2016, the general fund's unassigned fund balance represented 24% of total general fund expenditures, while total fund balance represents 25% of the same amount. Keeping a higher Fund Balance at this time is prudent in anticipation of a possible reduction in future Ad Valorem revenue if an additional Homestead Exemption is approved.

SUMMARY OF ALL FUNDS

General Fund \$16,010,276
 CRA Fund 2,859,701
 Special Revenue Funds 2,675,344
 Debt Service Fund 1,747,893
 Capital Projects Fund 772,000
 Cemetery (LWMG) 249,300
 Utility System Fund 24,297,748
 Airport Fund 6,309,633
TOTAL 54,921,895

The expenditure total of \$40,508,888 is comprised of operating costs in the amount of \$22,740,020 and capital outlay in the amount of \$17,768,868. Transfers in the amount of \$2,190,948 bring total expenditures plus transfers to \$42,699,836.

Capital expenditures include utility system improvements are budgeted as follows:

General Fund \$1,147,608
 CRA Fund 880,354
 Special Revenue Funds 516,000
 Capital Projects Fund 260,963
 Utility System Fund 9,782,948
 Airport Fund 5,180,995
TOTAL \$17,768,868

Note: Capital expenditures proposed for FY17'18 are itemized in "Schedule C" within the budget document.

CONCLUSION

As the local economy has been improving over the last three years, the City's has been able to provide a higher level of service to the community. There is no question that the City's financial resources were severely strained during the recession (2007 through 2014). The City continues to deal with the lingering impact of delayed infrastructure maintenance and economic growth within our City. However, recent trends in both new commercial and residential development, including the reuse of formerly vacant existing buildings indicates that the City's tax base is once again beginning to grow and that recent economic development efforts are paying off. It is expected that the 2018'19 Fiscal Year the City will see even greater growth in the ad valorem tax base and the expansion of city services will lead to additional voluntary annexations into the city.

As our community continues to realize growth and expansion, an opportunity for some or all of the following will be possible 1) capital investment to improve quality of life, 2) funding for capital items that require immediate replacement, 3) funding available for economic growth opportunities and 4) a possible reduction in the millage rate.

[End Agenda Memo]

Jennifer Nanek, City Clerk, read **ORDINANCE 2017-15** by title only.

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, FOR FISCAL YEAR 2017-18; PROVIDING FOR AN EFFECTIVE DATE.

Kenneth Fields, City Manager, reviewed this item.

OPENED PUBLIC HEARING

None

CLOSED PUBLIC HEARING

Commissioner Howell made a motion to adopt **ORDINANCE 2017-15** after 2nd reading and public hearing. Deputy Mayor Robin Gibson seconded the motion.

Roll Call Vote:
Commissioner Howell "YES"
Deputy Mayor Robin Gibson "YES"
Commissioner Curtis Gibson "YES"
Commissioner Stewart "YES"
Mayor Fultz "YES"

Motion passed 5-0. 6:28 p.m.

7.II. Ordinance 2017-16, Adoption Of FY2017-18 Budget - Second Reading & Public Hearing

[Begin Agenda Memo]

SYNOPSIS:

The Commissioners will consider adopting a millage rate of 7.0438 mills for Fiscal Year 2017-2018. The Commissioners will also consider adopting the proposed operating budget.

RECOMMENDATION

After second reading and separate public hearings, it is recommended that the City Commission take the following actions:

1. Approve Ordinance 2017-15, adopting a millage rate of 7.0438 mills for FY2017-2018;

2. Approve Ordinance 2017-16, adopting an operating budget for FY2017-2018.

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TOTAL \$17,768,868

Note: Capital expenditures proposed for FY17'18 are itemized in "Schedule C" within the budget document.

CONCLUSION

As the local economy has been improving over the last three years, the City's has been able to provide a higher level of service to the community. There is no question that the City's financial resources were severely strained during the recession (2007 through 2014). The City continues to deal with the lingering impact of delayed infrastructure maintenance and economic growth within our City. However, recent trends in both new commercial and residential development, including the reuse of formerly vacant existing buildings indicates that the City's tax base is once again beginning to grow and that recent economic development efforts are paying off. It is expected that the 2018'19 Fiscal Year the City will see even greater growth in the ad valorem tax base and the expansion of city services will lead to additional voluntary annexations into the city.

As our community continues to realize growth and expansion, an opportunity for some or all of the following will be possible 1) capital investment to improve quality of life, 2) funding for capital items that

require immediate replacement, 3) funding available for economic growth opportunities and 4) a possible reduction in the millage rate.

[End Agenda Memo]

Jennifer Nanek, City Clerk, read **ORDINANCE 2017-16** by title only.

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, RATIFYING, APPROVING, ACCEPTING AND ADOPTING THE ESTIMATES OF EXPENDITURES FOR THE OPERATION OF THE SEVERAL DEPARTMENTS OF SAID CITY, AND ALL NECESSARY AND ORDINARY EXPENSES OF SAID CITY FOR THE 2017-18 FISCAL YEAR, APPROPRIATING ALL FUNDS TO BE RAISED AND COLLECTED FROM ALL SOURCES SET FORTH IN THE ESTIMATE OF REVENUES & BALANCES FOR SAID FISCAL YEAR, AND THE REPEALING OF ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR AN EFFECTIVE DATE.

Kenneth Fields, City Manager, reviewed this item.

OPENED PUBLIC HEARING

None

CLOSED PUBLIC HEARING

Commissioner Curtis Gibson asked that merit increases be available to all employees not just department heads in the future. Mr. Fields said it was noted.

Commissioner Howell made a motion to adopt **ORDINANCE 2017-16** after 2nd reading and public hearing. Deputy Mayor Robin Gibson seconded the motion.

Roll Call Vote:

Commissioner Howell "YES"
Deputy Mayor Robin Gibson "YES"
Commissioner Curtis Gibson "YES"
Commissioner Stewart "YES"
Mayor Fultz "YES"

Motion passed 5-0. 6:29 p.m.

7.III. Ordinance 2017-17, Five-Year Capital Improvement Plan FY 2017/18 - FY 2021/22, Second Reading

[Begin Agenda Memo]

SYNOPSIS:

The Commissioners will consider adopting the Five-Year Capital Improvement Plan for fiscal years 2017/18 through 2021/22.

RECOMMENDATION

It is recommended that the City Commission approve after second reading and public hearing Ordinance 2017-17 adopting the Five-Year Capital Improvement Plan for fiscal years 2016/17 through 2020/21.

BACKGROUND

In accordance with section 6.05 of the City Charter, Ordinance 2017-17 adopts the proposed 5-year

Capital Improvement Plan (CIP) for the period FY2017/18 through FY2021/22. Capital improvements and capital acquisitions proposed for Year 1 of the 5-Year plan are incorporated into the FY17'18 operating budget, as are appropriation of funding sources necessary to implement Year 1 of the plan. The 5-Year CIP document includes all capital facility and infrastructure improvements which staff believes should be undertaken during the next five years and supporting information to explain the necessity for the improvements. In addition, the CIP includes all capital equipment proposed for acquisition during this period. Cost estimates, method of funding and time schedule for the proposed improvements and equipment acquisitions are identified in the document.

The proposed 5-Year CIP totals \$53,729,757 and includes \$180,000 in land acquisition, \$4,519,065 in building improvements/acquisitions, \$40,593,730 in infrastructure and recreation improvements, \$7,416,988 in equipment acquisition, and \$1,019,974 in other capital outlay. Schedule "C", within the 5-year CIP, provides a detail listing of each asset type.

Improvements and equipment needs for the next 5 years were submitted by department heads with a justification of necessity and a recommended time schedule for completion or acquisition. These requests were prioritized by the City Manager in view of the available funding resources and urgency of need.

FISCAL IMPACT

Funding of the CIP will be accomplished through utilization of existing cash surpluses and current year operating revenues, future grants, private contributions, leases/debt service issuances, and impact fees. Growth related improvements will be funded by impact fees.

Costs of all capital improvements and equipment acquisitions are distributed over 5 years as follows:

Year 1 - FY2017/18 17,768,868
Year 2 - FY2018/19 14,434,958
Year 3 - FY2019/20 7,811,071
Year 4 - FY2020/21 6,601,688
Year 5 - FY2021/22 7,113,172
5 Year Total 53,729,757

All items scheduled for Year 1 are included in the proposed FY17'18 operating budget presented to the City Commission for consideration.

[End Agenda Memo]

Jennifer Nanek, City Clerk, read **ORDINANCE 2017-17** by title only.

AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, RATIFYING, APPROVING, ACCEPTING AND ADOPTING A 5-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2017/18 THROUGH 2021/22; REPEALING ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Fields, City Manager, reviewed this item and explained that as they evaluate the damage to buildings from the hurricane some changes might be made in the future.

OPENED PUBLIC COMMENT

No comment

CLOSED PUBLIC COMMENT

Commissioner Howell made a motion to adopt **ORDINANCE 2017-17** after 2nd reading and public hearing. Commissioner Stewart seconded the motion.

Roll Call Vote:

Commissioner Howell "YES"
Commissioner Stewart "YES"
Commissioner Curtis Gibson "YES"
Deputy Mayor Robin Gibson "YES"
Mayor Fultz "YES"

Motion passed 5-0, 6:30 p.m.

8. CONSENT AGENDA

Commissioner Howell made a motion to approve the consent agenda. Deputy Mayor Robin Gibson seconded the motion.

Voice Vote

Commissioner Howell "YES"
Deputy Mayor Robin Gibson "YES"
Commissioner Stewart "YES"
Commissioner Curtis Gibson "YES"
Mayor Fultz "YES"
Motion passed 5 - 0.

8.I. Minutes

9. OLD BUSINESS

10. NEW BUSINESS

11. CITY MANAGER

Mr. Fields, City Manager, gave a report on Hurricane Irma recovery efforts. He commended the staff for their hard work preparing for Hurricane Irma and in the recovery afterwards. They are reviewing damage of City buildings the preliminary assessment is \$1.6 million in damage mostly roof damage. They will be able to get started on repairs soon. Mr. Fields provided information for citizens to get assistance from FEMA. He announced that the debris contractor has begun removal and will do 4 passes to get everything picked up. Republic Services is on holiday schedule pick up and will be caught up by the end of the week. Mr. Fields reported that Spook Hill Elementary was the only shelter in this area and was filled up quickly. We need another shelter here. Lake Wales is the only resource in this area because the County has nothing to serve the people in East Polk County. The County asked Lake Wales to staff a Distribution Point with only 12 hours notice which we did. Mr. Fields identified several people including Joe Miranda who stepped up to help on short notice. They are working on detailed damage reports for FEMA. They are picky about documentation required for reimbursement. Recovery will be a long haul.

12. CITY COMMISSION COMMENTS

Commissioner Howell reported on the shelter at Spook Hill. Senior Citizens were dropped off without supplies and there were not many supplies at the shelter. Many citizens around town brought supplies. She would like to see additional shelters including the American Legion next time. She was glad for the distribution point at LongLeaf Business Park but there needs to be one in town too. Many people were glad for the additional distribution point that was set-up. She was thankful for those that worked to keep her and others safe. She commended everyone that stepped up and the amount of goodwill shown by people helping others.

Commissioner Curtis Gibson thanked everyone that helped get supplies to the distribution center at B Street Community Center. He reported on another distribution point set up in Babson Park.

Commissioner Stewart commended the City for really coming together during this time. She thanked everyone for their work and for coming together.

Deputy Mayor Robin Gibson expressed concern about the need for shelters. He suggested possibly the High School as it was used during Hurricane Charley in 2004. There was not enough space or resources at Spook Hill. He agreed with the idea for the American Legion to serve as a shelter.

Mr. Fields said that there will be a City wide debrief as well as a county wide meeting. There is a possibility of grants to help with future planning. Lake Wales fared better than many parts of the state.

13. MAYOR COMMENTS


Mayor Fultz reported on some of the conditions at the Spook Hill shelter. There was no generator, air conditioning, food or other supplies there. He reported his concerns to Congressman Darren Soto. He agreed for the need for more shelters and well equipped shelters. He commended Andy Anderson and the American Legion for stepping up to help both in the City and county areas. He thanked City employees for their hard work. He implored citizens to be patient concerning power restoration and debris pickup. We learn more every time and can be more prepared for the next hurricane. He thanked all those who volunteered during the storm and during recovery efforts.

Deputy Mayor asked about the debris contract for the county. Mr. Fields explained that we have an interlocal agreement with the county for debris pickup. The county will be reimbursed by FEMA. Mr. Fields explain that the debris company is stretched thin working all over the state. Many resources are stretched thin right now.

Commissioner Howell commended the staff at the school and others for stepping up and helping at the shelter.

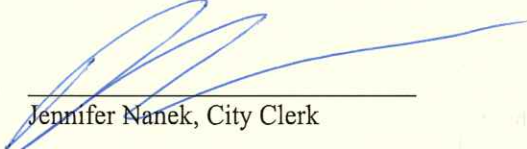
14. ADJOURNMENT

The City Commission meeting was adjourned at 7:13 p.m.



Mayor/Deputy Mayor

ATTEST:



Jennifer Nanek, City Clerk