

**City Commission Budget Workshop  
Meeting Minutes  
July 22, 2020  
(Draft)**

**This meeting was be conducted partially via teleconference  
Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron Desantis on March 20, 2020, extended via Executive order no. 20-112, and further extended 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.**

**The City of Lake Wales held this hybrid virtual public meeting using the GoToMeeting Web/Teleconference service.**

7/22/2020 - Minutes

1. ROLL CALL

**Commissioners Present:** Terrye Howell, Curtis Gibson, Al Goldstein, Robin Gibson

Mayor Fultz arrived late.

**Staff Present:** James Slaton, Interim City Manager; Jennifer Nanek, City Clerk

Deputy Mayor Robin Gibson called the meeting to order at 3:00 p.m.

Deputy Mayor Robin Gibson read a statement:

Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron DeSantis on March 20, 2020, extended by Executive Order 20-112, and further extended by Executive Order No 20-114, 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.

Deputy Mayor Robin Gibson then reviewed procedures for public participation.

Deputy Mayor Robin Gibson asked the Commissioners, "are you comfortable with all the notice provisions set forth and these uniform rules of procedures we have established for this Virtual meeting? The Commissioners answered affirmatively.

2. DISCUSSION ITEMS

2.1. Draft Budget 2020-21

Dorothy Abbott, Finance Director, reviewed the draft budget for Fiscal Year 2020-21 and the process. According to the Audit from last year the city has 20% of undesignated funds. Our reserve policy requires a reserve of 15-20% of un-designated funds. The draft budget uses \$280,000 of the reserves. The draft budget is balanced. This draft has additional information in the front to help provide more information to a Citizen reading the budget. The debt policy and reserve policy are in the budget. Dover-Kohl projects are included.

Commissioner Curtis Gibson said he is against a Mask Mandate as discussed last night. The resolution we have in place is sufficient. He did not want the City Attorney to draft an Ordinance if not needed.

Commissioner Curtis Gibson said the budget looks great and commended the staff did a great job. It is a great presentation.

Commissioner Howell asked for confirmation about the \$280,000. Ms. Abbott said that money will be coming from reserves. Deputy Mayor Robin Gibson asked how much the reserves were. Ms. Abbott said it was \$3.2 million at the end of last year. Some of this may be used to cover COVID19 related costs. We have slowed spending as we wait and see what the state revenues will be. Deputy Mayor Robin Gibson said we will depleting our reserves about 8%. Ms. Abbott confirmed that estimate. Deputy Mayor Robin Gibson said this is a crisis and this is what a reserve fund is for. Commissioner Goldstein said we should come in about \$2.9 million. Ms. Abbott said that's her expectation.

Commissioner Howell said she was concerned about having enough if a hurricane came. She confirmed that we balanced the budget based on cuts already made. She asked about the Dover-Kohl projects. Ms. Abbott said the Dover-Kohl projects will be paid for out of CRA funds.

Mayor Fultz said he appreciated staff effort on the budget. Having a cushion is very important.

Deputy Mayor Robin Gibson said he hasn't had an opportunity to review it. He made some suggestions for improvement to make it clearer and easier to read. He asked about the money listed as "land purch". Ms. Abbott said that was the money set aside as requested from the sale of property. Deputy Mayor Robin Gibson said that as we sold the land it should be listed as "Land Sale" said that change could be made. Deputy Mayor Robin Gibson asked about the Trail grant at \$200,000 and the CDBG grant for \$750,000. How sure are they? Ms. Abbott said the Trail Grant Agreement has been signed and we are sure of that. James Slaton, Interim City Manager, said we are applying for the CDBG grant and we may or may not be awarded the grant. Deputy Mayor Robin Gibson asked if we have gotten it before. Mr. Slaton said yes.

Deputy Mayor Robin Gibson discussed possibility of borrowing for the Dover Kohl projects which could take several years. Will we be aggressive? Mr. Slaton said the first project on Park Avenue will take 18 months but all the design work needs to be done. Deputy Mayor Robin Gibson said the pay-as-you-go approach is timid. Ms. Abbott said staff is not slowing down but we don't want to rush the engineers. She gave some past examples of mistakes with engineering. When we are ready to put shovels in the ground we will have money ready. Deputy Mayor Robin Gibson suggested designing the next section while the first one is built. Mr. Slaton said that is the plan. Next year we will have the design for Park Avenue and begin design on First Street. We will be aggressive here. Deputy Mayor Robin Gibson asked if we will have to borrow a lot. Ms. Abbott confirmed that we will have no problem getting the money when we are ready. Deputy Mayor Robin Gibson said the budget and CIP all saying the same thing was well done.

Deputy Mayor Robin Gibson asked what the \$50,000 in Contract Services is. Ms. Abbott says thats a cushion if we need it.

Deputy Mayor Robin Gibson said on page 174 is Alley Restoration. Ms. Abbott said it was taken out. Mr. Slaton said with other redevelopment we can't do that right now. Deputy Mayor Robin Gibson said ok they are out of sight.

Commissioner Goldstein said he hasn't gotten a chance to review it. Ms. Abbott said these books were finished yesterday. We can review and discuss this again in three weeks. By the next workshop we should have the state revenue estimates so there will be changes. She has not put in the cushion of \$240,000 from a possible higher millage rate. At the next workshop the Commission can discuss if our level of service should change or if we wish to increase our millage rate and use the cushion. If changes are needed next year a budget amendment can be done. Deputy Mayor Robin Gibson said he is glad

for a balanced budget to start with. Commissioner Goldstein said a balanced budget goes a long way.

Commissioner Curtis Gibson is glad this draft does not have the cushion from the increased millage rate.

Mayor Fultz commended Ms. Abbott on doing a good job. We are moving forward the way we should.

Commissioner Howell asked if we are doing anything else in the City besides downtown. Mr. Slaton reviewed some of the other projects including sidewalks in the northwest area and applying for a CDBG grant for housing rehabilitation. Progress is moving forward on the Parks Master Plan which will include trails. Deputy Mayor Robin Gibson is glad for the distinction between City and CRA. The Dover Kohl projects are funded from the CRA. This should be communicated clearly to the public. Mayor Fultz agreed that he likes that the budget is clear about the distinction between general funds and the CRA so people can see this.

Commissioner Curtis Gibson asked Commissioner Howell if she is concerned that there will be a variety of projects done in her district as well as the downtown. Commissioner Howell said that all of the CRA projects are in her district and was concerned about other areas of the City. Mayor Fultz said there are different sectors in one CRA District.

Mr. Slaton commended Ms. Abbott and her staff for their hard work on the budget.

Commissioner Howell asked about adding something to the budget. Mayor Fultz said probably not. Mr. Slaton said we could discuss changes at the next budget workshop.

## 2.II. Draft 5-Year CIP

## 2.III. Pay Classification Information

Commissioner Curtis Gibson requested a comparison of staff salaries with other cities. He wants to have an apple an apple comparison. Sandra Davis, Human Resources Director, said she has the minimum and maximums listed to answer previous questions brought up by Deputy Mayor Robin Gibson about the Pay Plan. Ms. Davis said individual salaries are in the draft budget. They are receiving this because of questions about the pay plans that should be presented to the Commission according to the Charter. She shared a letter with a legal opinion that we are in compliance with the Ordinance. Mr. Slaton said the market study comes into play when the pay plan is adjusted.

Commissioner Curtis Gibson asked the Mayor if our City Attorney should move forward with an Ordinance on a mask mandate if the votes for it are not there. Mayor Fultz said yes he would like a formal vote on the issue.

## 3. COMMUNICATIONS AND PETITIONS

## 4. Adjourn

The meeting was adjourned at 4:20 p.m.

ATTEST:

---

City Clerk/Deputy City Clerk