

# City of Winter Haven Journal Report

Department	Number/ Status	Journal Type	Sub Ledger	G/L Date	Description	Source	Reference	Reclassification Journal Type
111 - Finance	2018-00009783	BA	GL	09/30/2018	Ordinance O-18-71 - End of Year Budget Adjustments	mz		
	Posted							
G/L Date	G/L Account Number	Account Description		Description	Source	Increase Amount	Decrease Amount	
09/30/2018	001-369000-000	Miscellaneous Revenue		Ordinance O-18-71 - End of Year Budget Adjustments	mz	247,549.00		
09/30/2018	001-80-928-5248	Hurricane Expense		Ordinance O-18-71 - End of Year Budget Adjustments	mz	248,299.00		
09/30/2018	001-80-928-8213	Bus Service		Ordinance O-18-71 - End of Year Budget Adjustments	mz	18,655.00		
09/30/2018	105-10-508-9964	Down Payment & Closing Cost		Ordinance O-18-71 - End of Year Budget Adjustments	mz	256,000.00		
09/30/2018	106-10-410-6301	Other Capital Improvements		Ordinance O-18-71 - End of Year Budget Adjustments	mz	100,000.00		
09/30/2018	114-80-960-9196	Transfer to 2015 Construction Fund		Ordinance O-18-71 - End of Year Budget Adjustments	mz	273,000.00		
Number of Entries: 6						\$1,143,503.00	\$0.00	

**CITY OF WINTER HAVEN FACT SHEET  
CITY COMMISSION MEETING  
November 13, 2018**

---

**DATE:** October 22, 2018

**TO:** Honorable Mayor and City Commissioners

**VIA:** Mike Herr, City Manager  
T. Michael Stavres, Assistant City Manager

**FROM:** Cal Bowen, Financial Services Department Director

**SUBJECT:** Budget Ordinance O-18-71 for FY 2018

---

**BACKGROUND:**

During the course of each fiscal year, events occur which were not anticipated in the beginning budget for that particular year. When the unanticipated event(s) causes a Department or Fund to exceed the annual budget allocation, a budget amendment is required.

When sufficient surplus budgeted funds are available in departments, other than the department sustaining the cost of the unanticipated event(s), a simple City Commission approved budget transfer is all that is required. However, if the unanticipated event(s) requires additional funds to be appropriated, the annual budget ordinance must be amended by ordinance. The FY 2018 required budgetary adjustments fit the latter budget situation.

An explanation of the requested account adjustments is as follows:

**General Fund**

Bus Service

In December 2017 the City budgeted and paid \$174,103.39 to Lakeland Mass Transit for the City's share of the County wide bus service for FY 2018. In September 2018 the City paid an additional \$37,311.00 to Lakeland Mass Transit for an additional route, Route 30 to Legoland. The Route 30 Agreement began on April 3, 2018 and ends April 2, 2019. Fifty percent of the cost of Route 30 is recognized in FY 2018 and is unbudgeted.

Hurricane Expense

During FY 2018 the City spent \$248,298 in the General Fund repairing structures damaged by Hurricane Irma which made landfall in September 2017. These expenditures were unbudgeted. The City's insurance company has thus far paid

the City \$302,804 which is included in the General Fund Miscellaneous Revenue category and is also part of Ordinance O-18-71. In addition to the insurance reimbursement, FEMA will reimburse the City for an unknown amount of repairs to structures not covered by insurance. The General Fund has ample resources to fund the additional appropriations.

### **SHIP Fund**

#### Down Payment and Closing Expense

In FY 2018 \$256,000 of Unbudgeted SHIP Funds were spent for down payment and closing expenses. State Regulations require SHIP Funds to be spent within three years of receipt. The City was in danger of refunding these monies to the State had they not been spent in FY 2018. After paying the unbudgeted down payment and closing cost amounts the Fund retains \$448,323 in cash at year-end.

### **Airport Fund**

The Airport Operation budgeted a number of expensive capital projects in fiscal years 2017 and 2018. The FY 2018 Budget assumed that the FY 2017 projects would be further along than they were at the conclusion of FY 2017 causing slightly more to be spent in FY 2018 than was budgeted. Ample cash will be available once FAA and FDOT fund the submitted draw requests.

### **Impact Fee Fund**

On November 13, 2017 the City Commission approved Mulligan Contractor's bid of \$4,410,441 to construct the Lake Maude Recreation Complex. The bid exceeded the amount budgeted for the project by \$1,367,683. The shortfall was overcome by foregoing the Sertoma Park Project and utilizing Parks and Recreation Fees in FY 2018 and FY 2019. Due to the discovery of unburned logs buried on the property Mulligan's contract was increased \$240,578, which was funded from the Solid Waste Fund. The original FY 2018 shortfall funded from Parks and Recreation Impact Fees in the amount of \$273,000 was unbudgeted. Ordinance O-18-71 appropriates this balance. There are adequate Park and Recreation Impact Fees available to fund the required amount.

### **RECOMMENDATION:**

Staff recommends the City Commission approve Ordinance O-18-71.

### **ATTACHMENTS:**

Ordinance O-18-71

**ORDINANCE NO. O-18-71**

**AN ORDINANCE AMENDING ORDINANCE NO. O-17-57  
APPROPRIATION OF FUNDS FOR DEFRAYING THE EXPENSES  
OF THE MUNICIPAL GOVERNMENT OF THE CITY OF WINTER  
HAVEN FOR THE FISCAL YEAR COMMENCING OCTOBER 1,  
2017, PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, revenue and expenditure estimates are made prior to the beginning of each fiscal year, and

**WHEREAS**, events occur during each fiscal year which were not anticipated by the beginning estimates;  
and

**WHEREAS**, departmental budgets shall not exceed their appropriations;

**NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF WINTER HAVEN,  
FLORIDA AS FOLLOWS:**

1. The following revenue line in the General Fund is hereby amended as follows:

Miscellaneous Revenue 001-369000-000	Increase from \$64,056 to \$311,605.	+247,549
---	--------------------------------------	----------

2. The following expenditure lines in the General Fund are hereby amended as follows:

Bus Service 001-80-928-8213	Increase from \$174,104 to \$192,759.	+18,655
Hurricane Expense 001-80-928-5248	Increase from \$0 to \$248,299.	+248,299

3. The following expenditure line in the SHIP Fund is hereby amended as follows:

Down Payment and Closing Expense 105-10-508-9964	Increase from \$0 to \$256,000.	+256,000
---	---------------------------------	----------

4. The following expenditure line in the Airport Fund is hereby amended as follows:

Other Capital Improvements 106-10-410-6301	Increase from \$3,751,466 to \$3,851,466.	+100,000
---	---	----------

5. The following expenditure line in the Impact Fee Fund is hereby amended as follows:

Transfer to the 2015 Construction Fund 114-80-960-9196	Increase from \$713,000 to \$986,000.	+273,000
---	---------------------------------------	----------

INTRODUCED on first reading this \_\_\_\_\_ day of \_\_\_\_\_, 2018

PASSED on second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2018

CITY OF WINTER HAVEN, FLORIDA

\_\_\_\_\_  
Mayor-Commissioner

ATTEST:

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney

**CITY OF WINTER HAVEN**  
**REGULAR COMMISSION MEETING**  
**CITY COMMISSION ACTION**

Tuesday, November 13, 2018, 6:30 p.m.

**MINUTES**

- A. October 17, 2018 Regular Agenda Review Session Meeting Minutes (APPROVED 5:0)
- B. October 22, 2018 Regular City Commission Meeting Minutes (APPROVED 5:0)

**ORDINANCE(S) – SECOND READING - PUBLIC HEARING - None**

**CONSENT AGENDA**

- A. Acceptance of Perpetual Utility Easement from NH Investments III, LLC to the City of Winter Haven (APPROVED 5:0)
- B. Purchase of vacant land located at 0 Avenue Q NE, Winter Haven, Florida, from Fannie Mitchell (APPROVED 5:0)
- C. Annual Cationic Polymer Bid (APPROVED 5:0)
- D. Polk Regional Water Cooperative; Update on Attorney's Fees and Costs Regarding Administrative Hearing challenging application by Peace River Manasota Regional Water Supply Authority for expanded Water Use Permit from Southwest Florida Water Management District (APPROVED 5:0)
- E. Granting of Easement to Tampa Electric Company for Electric Services and Related Infrastructure at Chain of Lakes Park (APPROVED 5:0)

**RESOLUTION(S)**

- A. Resolution R-18-42: Request by NH Investments III, LLC, for final plat approval of Normandy Heights Phase 3A subdivision plat generally located on the east side of Cooley Road, approximately 1,200 feet south of Camelia Drive (APPROVED 5:0)
- B. Resolution R-18-43: Request by KB Home Orlando, LLC to release the subdivision Performance Bond and confirming acceptance of improvements, infrastructure, and dedications in favor of the Public/City of Winter Haven for the Lake Lucerne Phase Four Subdivision. General Location: The Lake Lucerne Phase Four Subdivision generally located east of Swiss Golf Road and north of Old Lucerne Park Road (APPROVED 5:0)

**ORDINANCE(S) – FIRST READING**

- A. Ordinance O-18-70: Request by Paint Creek, LLC to establish the VillaMar Community Development District. General Location: The area covered by this request is generally located north and south of Cunningham Road, southwest of Lake Cunningham (aka Crystal Lake) (APPROVED 5:0)

.B. Ordinance O-18-71: Fiscal Year 2018 (APPROVED 5:0)

NEW BUSINESS – None

CITY ATTORNEY REPORT

A. City Manager – 2% Cost of Living Adjustment (APPROVED 5:0)

CITY CLERK REPORT

A. Authorization for Travel and Training - Florida League of Cities 58th Annual Legislative Conference (APPROVED 5:0)

DEVELOPMENTS OF NOTE - None

EMERGENCY MATTERS NOT RECEIVED FOR THE AGENDA - None

  
\_\_\_\_\_  
Vanessa Castillo, MMC, City Clerk