

City of Winter Haven Journal Report

Department	Number/ Status	Journal Type	Sub Ledger	G/L Date	Description	Source	Reference	Reclassification Journal Type
111 - Finance	2020-00010359 Posted	BA	GL	09/30/2020	Budget Ordinance O-20-46 Year end adjustments	mz for ctb		
G/L Date	G/L Account Number	Account Description		Description		Source	Increase Amount	Decrease Amount
09/30/2020	001-00-102-3103	Prof.Svc.-Legal		Budget Ordinance O-20-46 Year end adjustments		mz for ctb	60,000.00	
09/30/2020	001-05-200-1201	Salaries & Wages-Regular		Budget Ordinance O-20-46 Year end adjustments		mz for ctb		325,000.00
09/30/2020	001-06-213-1401	Overtime		Budget Ordinance O-20-46 Year end adjustments		mz for ctb	325,000.00	
09/30/2020	001-07-312-6301	Other Capital Improvements		Budget Ordinance O-20-46 Year end adjustments		mz for ctb		490,698.00
09/30/2020	001-09-401-6301	Other Capital Improvements		Budget Ordinance O-20-46 Year end adjustments		mz for ctb		486,859.00
09/30/2020	001-80-928-3408	Commission/Expense - Sale of Assets		Budget Ordinance O-20-46 Year end adjustments		mz for ctb	1,762.00	
09/30/2020	001-80-928-5980	Bad Debt Expense		Budget Ordinance O-20-46 Year end adjustments		mz for ctb	11,594.00	
09/30/2020	001-80-928-7102	Principal on Debt		Budget Ordinance O-20-46 Year end adjustments		mz for ctb	45,369.00	
09/30/2020	001-80-928-9159	Transfer to Transportation Fund		Budget Ordinance O-20-46 Year end adjustments		mz for ctb	486,859.00	
09/30/2020	001-80-928-9196	Transfer to 2015 Construction Fund		Budget Ordinance O-20-46 Year end adjustments		mz for ctb	490,698.00	
09/30/2020	001-80-928-9500	Reserve for Contingencies		Budget Ordinance O-20-46 Year end adjustments		mz for ctb		118,725.00
09/30/2020	105-334690-140	CARES Act - DO NOT USE		Budget Ordinance O-20-46 Year end adjustments		mz for ctb	266,395.00	
09/30/2020	105-10-508-5008	CARES		Budget Ordinance O-20-46 Year end adjustments		mz for ctb	266,395.00	
09/30/2020	106-334690-140	CARES Act - DO NOT USE		Budget Ordinance O-20-46 Year end adjustments		mz for ctb	69,000.00	
09/30/2020	106-10-410-6301	Other Capital Improvements		Budget Ordinance O-20-46 Year end adjustments		mz for ctb	69,000.00	
09/30/2020	113-80-933-5995	Bank Charges		Budget Ordinance O-20-46 Year end adjustments		mz for ctb	60,000.00	
09/30/2020	113-80-933-9196	Transfer to 2015 Construction Fund		Budget Ordinance O-20-46 Year end adjustments		mz for ctb	1,310,000.00	
09/30/2020	301-381000-001	Transfer from General Fund		Budget Ordinance O-20-46 Year end		mz for ctb	486,859.00	

City of Winter Haven Journal Report

Department	Number/ Status	Journal Type	Sub Ledger	G/L Date	Description	Source	Reference	Reclassification Journal Type	
					adjustments				
09/30/2020	306-381000-001	Transfer from General Fund			Budget Ordinance O-20-46 Year end adjustments		mz for ctb	490,698.00	
09/30/2020	306-381000-113	Transfer from Building Safety			Budget Ordinance O-20-46 Year end adjustments		mz for ctb	1,310,000.00	
Number of Entries: 20								\$5,749,629.00	\$1,421,282.00

**CITY OF WINTER HAVEN FACT SHEET
CITY COMMISSION MEETING
November 30, 2020**

DATE: November 4, 2020
TO: Honorable Mayor and City Commissioners
VIA: Mike Herr, City Manager
FROM: Cal Bowen, Financial Services Department Director
SUBJECT: Budget Ordinance NO. O-20-46

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 2019 required budgetary adjustments fit the latter budget situation and require an ordinance.

A description of the budgetary changes are as follows:

1. General Fund

- a) Playground equipment in Trailhead Park was budgeted to be replaced in FY 2019-2020 in the General Fund. The equipment delivery was delayed beyond year-end so the \$490,698 is transferred to the 2015 Construction Fund for payment in FY 2020-2021.
- b) The Quiet Zone Project was budgeted in the Streets Department at \$525,000. At year-end only \$38,141 had been spent. The remaining \$486,859 is transferred to the Transportation Construction Fund for expenditure in FY 2020-2021.
- c) Due to the COVID-19 Virus the Fire Department spent more money than anticipated on overtime and housing costs. The

Police Department Budget had sufficient surplus to fund the \$325,000 needed to bring the Fire budget into compliance.

- d) Miscellaneous other General Fund accounts need budget adjustments in smaller amounts than those described above.

2. SHIP Fund

As part of the CARES Act the City received \$266,395 to be spent for the homeless and mortgage assistance Ordinance O-20-46 appropriates these funds for expenditures.

3. Building Permit Fund

The Building Permit Fund for the last two years has been setting aside surplus funds for the construction of a new facility. Ordinance O-20-46 sets aside \$1.3 million in the 2015 Construction Fund for this purpose. Due to Revenue in the fund exceeding budget the bank charges line item also exceeded budget by \$60,000 which is appropriated with the ordinance.

RECOMMENDATION:

Staff recommends the City Commission approve Ordinance NO. O-20-46

ATTACHMENTS:

Ordinance NO. O-20-46

ORDINANCE NO. O-20-46

**AN ORDINANCE AMENDING ORDINANCE NO. O-19-42
APPROPRIATION OF FUNDS FOR DEFRAYING THE EXPENSES
OF THE MUNICIPAL GOVERNMENT OF THE CITY OF WINTER
HAVEN FOR THE FISCAL YEAR COMMENCING OCTOBER 1,
2019, 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 expenditure lines in the General Fund are hereby amended as follows:

001-80-928-9196 Transfer 2015 Construction Fund	Increase from \$2,644,769 to \$3,135,467.
001-80-928-7102 Principal	Increase from \$0 to \$45,369.
001-80-928-5980 Bad Debt	Increase from \$0 to \$11,594.
001-80-928-3408 Sales Commissions	Increase from \$0 to \$1,762.
001-80-928-9159 Transfer to Transportation Fund	Increase from \$1,000,000 to \$1,486,859.
001-00-102-3103 Professional Services Legal	Increase from \$388,125 to \$448,125.
001-06-213-1401 Fire Department Overtime	Increase from \$225,000 to \$550,000.
001-09-401-6301 Streets Capital Improvements	Decrease from \$525,000 to \$38,141.
001-07-312-6301 Parks & Recreation Capital Improvements	Decrease from \$500,000 to \$9,302.
001-05-200-1201 Police Salaries	Decrease from \$5,786,708 to \$5,461,708.
001-80-928-9500 Non-Department Reserve	Decrease from \$118,725 to \$0.

2. The following revenue line in the SHIP Fund is hereby amended as follows:

105-334690-140
CARES Act Revenue Increase from \$0 to \$266,395.

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

105-10-508-5068 Increase from \$0 to \$266,395.

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

113-80-933-9196
Transfer to the 2015 Construction Fund Increase from \$100,000 to \$1,410,000.

113-80-933-5995
Bank Charges Increase from \$100,000 to \$160,000.

5. The following revenue lines in the 2015 Construction Fund are hereby amended as follows:

306-381000-001
Transfer from General Fund Increase from \$2,644,769 to \$3,135,467.

301-381000-113
Transfer from Building Permit Fund Increase from \$100,000 to \$1,410,000.

6. The following revenue line in the Transportation Fund is hereby amended as follows:

301-381000-001
Transfer from General Fund Increase from \$1,060,000 to \$1,546,859.

7. This Ordinance shall take effect immediately upon passage.

INTRODUCED on first reading this 9th day of November, 2020

PASSED on second reading this 30th day of November, 2020

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
Monday, January 11, 2021, 6:00 p.m.

PRESENTATIONS

- C. FY 2021 Legislative Priorities – Mike Herr, City Manager **(APPROVED 5:0)**

MINUTES

- A. December 9, 2020 Agenda Review Session Minutes **(APPROVED 5:0)**
- B. December 14, 2020 Regular City Commission Meeting Minutes **(APPROVED 5:0)**

ORDINANCE(S) - SECOND READING - PUBLIC HEARING

- A. O-20-34 - Request by James H. Chance and Turner Investments, LLC to assign Planned Unit Development (PUD) zoning district to two annexed parcels **(APPROVED 5:0)**
- B. O-20-45 - Request by Winter Haven Industrial Investors, LLC and WHII 4100 Logistics Parkway Owner, LLC to amend Planned Unit Development Ordinance O-12-15 **(APPROVED 5:0)**
- C. O-20-46 - Amending Ordinance No. O-19-42 Appropriation of Funds for Defraying the Expenses of the Municipal Government for the Fiscal Year commencing October 1, 2019 **(APPROVED 5:0)**
- D. O-20-50 - Administrative request to amend the Winter Haven Code of Ordinances, Chapter 21, Article III, Sections 21-151 and 21-192, for the purpose of deleting language relating to required connection to reclaimed/reuse water lines and installation of reclaimed/reuse water lines **(APPROVED 5:0)**
- E. O-20-52 - Administrative request to amend the Winter Haven Code of Ordinances, Chapter 15, Article IX, Sections 15-331 to 15-341, relating to the regulation of communications infrastructure within the public rights-of-way **(APPROVED 5:0)**

REORGANIZATION OF CITY COMMISSION

- A. Election of Mayor **(Brad Dantzler re-elected as Mayor)**
- B. Election Of Mayor Pro-Tem **(Nat Birdsong re-elected as Mayor Pro Tem)**

CONSENT AGENDA

- A. Request to Award RFP-20-64 to Ascent Aviation Group, Inc. (Primary) and EPIC Aviation, LLC. (Secondary) and to authorize the City Manager to enter into two (2) Aviation Fuel Supply Agreements at the Winter Haven Regional Airport **(APPROVED 5:0)**
- B. Agreement with Polk County Property Appraiser for placement of Code Compliance Non-Ad Valorem Special Assessments on the 2021 tax roll **(APPROVED 5:0)**
- C. Smart Energy Water Change Request (CR-1498) **(APPROVED 5:0)**
- D. Purchase 50 Motorola APX 6000 Handheld Radios **(APPROVED 5:0)**
- E. Wastewater Treatment Plant #3, Belt Press Rehabilitation **(APPROVED 5:0)**
- F. Second Amendment to Communications Site Lease Agreement for Metro PCS Networks Florida, LLC (formerly Royal Street Communications Florida, LLC) **(APPROVED 5:0)**
- G. Purchase Order for Garbage and Recycling Containers **(APPROVED 5:0)**
- H. Southwest Florida Water Management District Grant Agreement for Upper Peace Creek Watershed Optimization Model (Project Q176) **(APPROVED 5:0)**

RESOLUTIONS

- A. R-21-01 – Acceptance of FDOT Plan for Cypress Gardens Blvd. **(APPROVED 5:0)**
- B. R-21-02 – Acceptance of FDOT Plan for US 17 **(APPROVED 5:0)**
- C. R-21-03 – Support of Local Government **(APPROVED 5:0)**

ORDINANCE(S) – FIRST READING

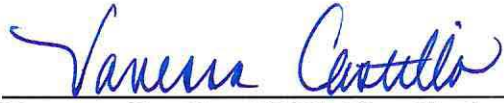
- A. O-21-01 - Request by H.R. Baxter & Sons Enterprises, Inc. to rezone four parcels from Single Family Residential- Small Lot (R-2) and Conservation (CN) Zoning Districts to Planned Unit Development (PUD) Zoning District.
 - **Second Reading and Public Hearing – Monday, January 25, 2021**
- B. O-21-02 – PUBLIC HEARING - Administrative request to rezone 32 parcels from Highway Commercial (C-3) Zoning District to Commercial- Downtown (C-1) Zoning District. Voluntary Annexation of 2024 Leisure Drive **(APPROVED 5:0)**
 - **Second Reading and Public Hearing – Monday, January 25, 2021**
- C. O-21-20 - Voluntary Annexation of a parcel located at 4852 County Road 550
 - **Second Reading and Public Hearing – Monday, January 25, 2021**

NEW BUSINESS

A. MLK Celebration of National-Local Leaders – **(Banners were APPROVED 5:0)**

CITY CLERK REPORT

A. Liaison Reassignments **(There were no changes for 2021. 2021 listing is attached)**



Vanessa Castillo, MMC, City Clerk

CITY COMMISSION LIAISON APPOINTMENTS

2021

(REVISED 1/11/21)

Boards & Committees	Liaison(s)	Established by	Contact(s)
Affordable Housing Advisory Committee (AHAC)	Tracy Mercer	Resolution R-93-13 Reestablished by R-08-19	Eric Labbe
Airport Advisory Committee (AAC)	J.P. Powell	Ordinance O-13-04 Reestablished by O-16-07	Alex Vacha
Community Redevelopment Agency (CRA) Board	All Commissioners	Resolution R-00-07	Eric Labbe
Cultural Arts Advisory Committee (CAAC)	Brad Dantzler	Resolution R-14-13	Travis Edwards
Firefighters' Pension Board	Tracy Mercer	Ordinance 531	Shawn Dykes
General Employees' Pension Board	Nat Birdsong	Employee Retirement Income Security Act of 1974 (O-10-18)	Cal Bowen
Lakes Advisory Committee (LAC)	Nat Birdsong	Resolution R-86-15 Amended by R-92-36	Mary Thornhill
Library Board	Tracy Mercer	Ordinance O-92-12	Jane Martin
Multimodal Transportation Advisory Committee (MTAC)	Brad Dantzler	Resolution R-14-17 Amended by R-17-19	Andy Palmer
Planning Commission	Brian Yates	Ordinance O-88-01 (Formerly Planning Board noted 1959)	Eric Labbe
Police Officers' Pension Board	Tracy Mercer	Ordinance O-86-34	Shawn Dykes
Risk Management Committee	Tracy Mercer	See 1/23/1984 Regular City Commission Meeting Minutes	Shawn Dykes
Smart City Advisory Committee	Tracy Mercer	Resolution R-19-11 Amended by R-19-24	Hiep Nguyen
Urban Forestry Advisory Board (UFAB)	Tracy Mercer	Ordinance O-10-31	Mary Thornhill
Intragovernmental & Not-for-Profit Organizations			
Central Florida Regional Planning Council (CFRPC)	Nat Birdsong		Patricia Steed, CFRPC
Lake Region Lakes Management District (LRLMD)	*M.J. Carnevale <i>(Non-Commission Liaison)</i>		M.J. Carnevale, WH
Main Street Winter Haven (MSWH)	Brian Yates		Anita Strang, MSWH Bailey McDaniel, MSWH Donna Sheehan, WH
Polk Regional Water Cooperative (PRWC)	Nat Birdsong Tracy Mercer <i>(Alternate)</i>		Gary Hubbard, WH Mike Herr, WH
Polk Transit Authority (PTA)	J.P. Powell		Tom Phillips, PTA
Polk Transportation Planning Organization (TPO)	Nat Birdsong Brian Yates <i>(Seat #2)</i> J.P. Powell <i>(Alternate)</i>		Annette Crews, PC Sean Byers, WH
Ridge League of Cities (RLC)	J.P. Powell Brian Yates <i>(Alternate)</i>		Ruthanne Stonewall, RLC
Ritz Theatre	Brian Yates		Tom Oldt, RT Donna Sheehan, WH
Transportation Disadvantaged Local Coordinating Board (TD-LCB)	J.P. Powell		Annette Crews, PC
Tourist Development Council (TDC)	Brad Dantzler		T. Michael Stavres, WH Mark Jackson, PCTSM
Tourist Development Council - Arts, Culture and Heritage (TDC-ACH)	Brad Dantzler		Kris Keprios, PCTSM
Winter Haven Housing Authority (WHHA)	Brad Dantzler		Lisa Watkins, WHHA
Winter Haven Economic Development Council (WHEDC)	Nat Birdsong		Bruce Lyon, WHEDC