

**CITY OF WINTER HAVEN FACT SHEET  
CITY COMMISSION MEETING  
November 8, 2021**

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**DATE:** October 22, 2021

**TO:** Honorable Mayor and City Commissioners

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

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

**SUBJECT:** Ordinance No. O-21-71 an Ordinance Amending Ordinance O-20-38 appropriating funds for the fiscal year ending September 30, 2021

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**BACKGROUND:**

During the course of each fiscal year unexpected events occur requiring adjustments to the Budget for that particular year. The following events occurred in FY 2020-2021 requiring a year-end adjustment:

**General Fund**

On April 22, 2021 the City Commission approved additional financial support for Theatre Winter Haven in the amount of \$523,764 and \$71,137 for the Ridge Art Association. The General Fund had \$144,818 budget available to cover the payments but was \$450,083 short. Ordinance NO. O-21-71 provides the additional budget amount.

Due to an unusual amount of legal work the General Government Department Legal Cost Center is increased \$33,000.

The Fire Department requires a \$228,000 adjustment which will be provided by the Police Department. COVID related expenses is the major reason for the additional budget.

The non-Fire Department budget adjustments to the General Fund accounts will be offset by an increase in the ½ cent sales tax revenue line in the amount of \$490,080.

**Building Permit Fund**

The Building Permit Fund transferred \$1,318,050 surplus funds to the 2015 Construction Fund for the purpose of accumulating money to construct a new facility at some point in the future.

**Impact Fee Fund**

During the year the City Commission approved the use of \$374,453 Parks and Recreation Impact Fees for the park located at Fire Station Number 3. There are ample Parks and Recreation Fees to fund the park.

**FINANCIAL IMPACT:**

Additional budget amounts are covered by excess revenues and/or transfers from other cost centers.

**RECOMMENDATION:**

Staff recommends the City Commission approve Ordinance No. O-21-71

**ATTACHMENT:**

Ordinance O-21-71

**ORDINANCE NO. O-21-71**

**AN ORDINANCE AMENDING ORDINANCE NO. O-20-38  
APPROPRIATION OF FUNDS FOR DEFRAYING THE EXPENSES  
OF THE MUNICIPAL GOVERNMENT OF THE CITY OF WINTER  
HAVEN FOR THE FISCAL YEAR COMMENCING OCTOBER 1,  
2020, 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:

Non-Department Revenue 001-80-928-9500	Increase from \$<450,083> to \$0.
Non-Department-Neighborhood Service Center 001-80-928-8223	Increase from \$20,000 to \$20,997.
Non-Department-Bad Debts 001-80-928-5980	Increase from \$0 to \$6,000.
General Government-Legal 001-00-102-3103	Increase from \$388,125 to \$421,125.
Public Safety-Fire Overtime 001-06-213-1401	Increase from \$225,000 to \$453,000.
Public Safety-Police Salaries 001-05-200-1201	Decrease from \$5,930,989 to \$5,702,989.

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

½ Cent Sales Tax 001-335180-000	Increase from \$2,427,212 to \$2,917,292.
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3. The following expenditure line in the Building Permit Fund is hereby amended as follows:

Non-Departmental-Transfer to Construction Fund 113-80-933-9196	Increase from \$100,000 to \$1,418,050.
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4. The following revenue line in the Building Permit Fund is hereby amended as follows:

Permits-Building 113-322100-000	Increase from \$1,000,000 to \$2,318,050.
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5. The following expenditure line in the Impact Fee Fund is hereby amended as follows:

Non-Department-Transfer to Construction Fund  
114-80-960-9196

Increase from \$1,104,656 to \$1,415,927.

6. The Following revenue line in the Impact Fee Fund is hereby amended as follows:

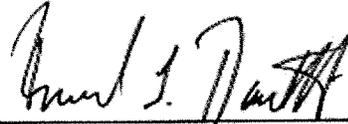
Parks and Recreation Impact Fees  
114-363270-000

Increase from \$500,000 to \$811,271.

INTRODUCED on first reading this 8<sup>th</sup> day of November, 2021.

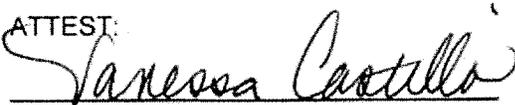
PASSED on second reading this 29<sup>th</sup> day of November, 2021.

CITY OF WINTER HAVEN, FLORIDA



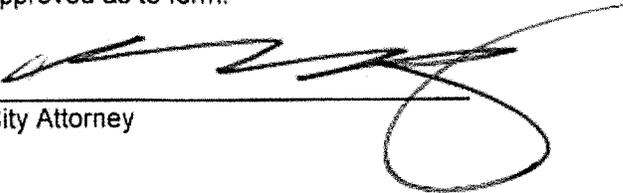
Mayor-Commissioner

ATTEST:



City Clerk

Approved as to form:



City Attorney



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

Monday, November 29, 2021, 6:00 p.m.

**MINUTES**

- A. November 3, 2021, Agenda Review Session Minutes (APPROVED 5:0)
- B. November 8, 2021, Regular City Commission Meeting Minutes (APPROVED 5:0)
- C. November 17, 2021, Agenda Review Session Minutes (APPROVED 5:0)

**ORDINANCE(S) - SECOND READING - PUBLIC HEARING**

- A. O-21-71 – Budget Appropriation (APPROVED 5:0)

**CONSENT AGENDA**

- A. Owner Direct Purchase of Permanent By-Pass Pumps for Lift Stations #118, #335 and Orleans Subdivision (APPROVED 5:0)
- B. Approval of Option to Extend Agreement with Ballard Partners (Tallahassee, FL), for Government Relations Advocacy (APPROVED 5:0)
- C. Winter Haven Fire Station 3 / Pocket Park Build Out Change Order (APPROVED 5:0)
- D. Budget Transfer Request No. 2021-01. Transfer of funds from the General, Utility and Internal Service Funds to the City's Health Care Fund (APPROVED 5:0)
- E. Purchase of Replacement Chiller from Trane U.S. Inc. (Tampa, FL) for the Winter Haven Police Department Facility (APPROVED 5:0)
- F. Winter Haven Professional Firefighters, International Association of Firefighters Local 4967, Collective Bargaining Agreement – Addendum B (APPROVED 5:0)

**RESOLUTION(S)**

- A. R-21-50 - 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 6 Subdivision (APPROVED 5:0)
- B. R-21-52 - Resolution recognizing the retirement of Ridge League of Cities (RLC) Executive Director Ruthanne Stonewall and endorsing the appointment of Robert R. Green to serve again as RLC Executive Director (APPROVED 5:0)

**ORDINANCE(S) - FIRST READING**

- A. O-21-67 - Request by David Carter, agent for Robert Mason, to amend the 2025 Future Land Use Map on three parcels from Commercial Future Land Use to Neighborhood Activity Center Future Land Use
  - **Second Reading and Public Hearing – Monday, December 13, 2021**

- B. O-21-68 - Request by David Carter, agent for Robert Mason, to amend Planned Unit Development (PUD) Ordinance O-07-08
  - **Second Reading and Public Hearing – Monday, December 13, 2021**
- C. O-21-69 - Administrative request to assign Regional Activity Center Future Land Use to an annexed parcel (7325 Cypress Gardens Boulevard)
  - **Second Reading and Public Hearing – Monday, December 13, 2021**
- D. O-21-70 - Administrative request to assign Commercial- Highway (C-3) zoning district to an annexed parcel(7325 Cypress Gardens Boulevard)
  - **Second Reading and Public Hearing – Monday, December 13, 2021**
- E. O-21-72 - Request by Gerald K. Bowen, Marsha L. Bowen, VILLA MAR FG, LLC, VMAR DEV, LLC, and Clayton Properties Group, Inc. to amend Planned Unit Development Ordinance O-21-24
  - **Second Reading and Public Hearing – Monday, December 13, 2021**
- F. O-21-73 - Voluntary annexation of three (3) parcels generally located at 10 Thirty-Fifth Street, NW
  - **Second Reading and Public Hearing – Monday, December 13, 2021**

**NEW BUSINESS**

- A. Community Planning Technical Assistance (CPTA) Grant Agreement with Florida Department of Economic Opportunity (DEO) and Planning Advisory Services Agreement with the Central Florida Regional Planning Council (CFRPC) (APPROVED 5:0)

  
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Vanessa Castillo, MMC, City Clerk