

## MEMORANDUM

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November 10, 2014

**TO:** Honorable Mayor and City Commission

**VIA:** Kenneth Fields, City Manager

**FROM:** Dorothy Ecklund, Finance Director

**RE:** Ordinance 2014-15, FY13'14 Budget Amendment #2 – 2<sup>nd</sup> Reading & Public Hearing

**SYNOPSIS:** The City Commission will consider adoption of the second Amendment of FY13'14 Budget that was adopted on September 17, 2013.

### **RECOMMENDATION**

It is recommended that the City Commission adopt Ordinance 2014-15 after second reading and public hearing.

The City Commission approved Ordinance 2014-15 after first reading on November 4, 2014. Public hearing notice requirement has been met.

### **BACKGROUND**

Ordinance 2013-12, estimating revenues and appropriating funds for Fiscal Year 2013'14, was adopted by the City Commission September 17, 2013, modified March 4, 2014 by Ordinance 2014-01.

We are presenting for first reading an amendment of Ordinance 2014-15 to modify the estimates of revenues and appropriations budgeted in various funds. Exhibit A and B provide the detail for the proposed amendment. This budget amendment is based on unaudited financial reports for the accounting period ending on 09/30/2014.

### **OTHER OPTIONS**

This is a required budgetary amendment that must be adopted no later than November 29, 2014 per Florida State Statute 166.241(4).

### **FISCAL IMPACT**

See Exhibit A and Exhibit B attached to Ordinance 2014-15

### **ATTACHMENTS**

Ordinance 2014-15  
Budget Amendment Detail

**ORDINANCE 2014-15**

**AN ORDINANCE OF THE CITY OF LAKE WALES, POLK COUNTY, FLORIDA, AMENDING ORDINANCE 2013-12 AS AMENDED BY ORDINANCE 2014-01 TO MODIFY THE ESTIMATES OF EXPENDITURES FOR THE OPERATION OF THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE 2013-2014 FISCAL YEAR AND TO MODIFY THE APPROPRIATION OF FUNDS RAISED AND COLLECTED FROM ALL SOURCES SET FORTH IN THE ESTIMATE OF REVENUES FOR SAID FISCAL YEAR; REPEALING ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**SECTION 1.** Ordinance 2013-12 as amended by Ordinance 2014-01 is hereby amended to modify the estimates of anticipated revenues for the Fiscal Year 2013-2014 which are hereunto attached as Exhibit "A" and made a part of this ordinance. Such anticipated revenue of said City is hereby appropriated for the several items set forth in the budget and is hereby appropriated proportionately in the amounts as shown in the schedule hereto attached, which said amounts are to be appropriated and allocated to the different funds as collected.

**SECTION 2.** Ordinance 2013-12 as amended by Ordinance 2014-01 is hereby amended to modify the estimates of expenditures contemplated for the operation of the several departments of the City of Lake Wales, Polk County, Florida, for the Fiscal Year 2013-2014 which are hereunto attached as Exhibit "B" and made a part of this ordinance. Such amended expenditures shall be and the same are hereby ratified, approved, confirmed, accepted and adopted as the Budget for said Fiscal Year.

**SECTION 3.** All other parts of Ordinance 2013-12 as amended by Ordinance 2014-01 as remain unchanged and in full force and effect.

**SECTION 4.** This ordinance shall take effect immediately upon its passage and approval.

**CERTIFIED AS TO PASSAGE** this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor/Commissioner

**ATTEST:**

\_\_\_\_\_  
City Clerk Clara VanBlargan, CMC

**EXHIBIT "A"**  
**ORDINANCE 2014 -15**  
**SCHEDULE OF ESTIMATED REVENUES & BALANCES**

	Adopted Budget	Changes	Amended Budget	Explanation of Change
<b>GENERAL FUND</b>				
Balance Forward	2,197,025	(217,069)	1,979,956	
Ad Valorem Taxes	3,764,352	-	3,764,352	
Sales & Use Taxes	1,391,200	118,000	1,509,200	
Licenses & Permits	968,500	248,000	1,216,500	
Special Assessments	-	-	-	
Intergovernmental Revenue	1,340,530	45,000	1,385,530	
Charges for Services	1,769,557	28,500	1,798,057	
Fines & Forfeitures	27,250	12,200	39,450	
Miscellaneous Revenues	120,235	-	120,235	
Other Financing Sources	237,600	-	237,600	
Transfer from Other Funds	923,000	36,518	959,518	
Total	12,739,249	271,149	13,010,398	
<b>TRANSPORTATION FUND</b>				
Balance Forward	54,269	44,639	98,908	
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	606,000	39,650	645,650	
Licenses & Permits	-	-	-	
Special Assessments	-	-	-	
Intergovernmental Revenue	123,000	(6,000)	117,000	
Charges for Services	109,168	-	109,168	
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	500	-	500	
Other Financing Sources	-	-	-	
Transfer from Other Funds	-	-	-	
Total	892,937	78,289	971,226	
<b>STREET LIGHTING FUNDS</b>				
Balance Forward	6,840	-	6,840	
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	-	-	-	
Licenses & Permits	-	-	-	
Special Assessments	14,577	6,600	21,177	
Intergovernmental Revenue	-	-	-	
Charges for Services	-	-	-	
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	-	-	-	
Other Financing Sources	-	-	-	
Transfer from Other Funds	-	-	-	
Total	21,417	6,600	28,017	

CRA FUND

Balance Forward	326,985	26,881	353,866
Ad Valorem Taxes	553,289	-	553,289
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	467,148	-	467,148
Charges for Services	-	-	-
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	4,000	(2,800)	1,200
Other Financing Sources	-	-	-
Transfer from Other Funds	-	-	-
Total	<u>1,351,422</u>	<u>24,081</u>	<u>1,375,503</u>

POLICE FOREFEITURE FUND

Balance Forward	49,258	(330)	48,928
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	-	-	-
Charges for Services	-	-	-
Fines & Forfeitures	10,000	10,000	20,000
Miscellaneous Revenues	10,050	(10,000)	50
Other Financing Sources	-	-	-
Transfer from Other Funds	-	-	-
Total	<u>69,308</u>	<u>(330)</u>	<u>68,978</u>

LIBRARY FUND

Balance Forward	212,763	-	212,763
Ad Valorem Taxes	373,940	-	373,940
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	432,018	-	432,018
Charges for Services	8,000	(800)	7,200
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	23,025	16,780	39,805
Other Financing Sources	-	-	-
Transfer from Other Funds	-	-	-
Total	<u>1,049,746</u>	<u>15,980</u>	<u>1,065,726</u>

LAW ENFORCEMENT FUND

Balance Forward	-	-	-	
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	-	-	-	
Licenses & Permits	-	-	-	
Special Assessments	-	-	-	
Intergovernmental Revenue	21,200	15,996	37,196	Florida Traffic Safety Grant
Charges for Services	-	-	-	
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	-	-	-	
Other Financing Sources	-	-	-	
Transfer from Other Funds	-	-	-	
Total	<u>21,200</u>	<u>15,996</u>	<u>37,196</u>	

DEBT SERVICE FUND

Balance Forward	1,932,557	-	1,932,557
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	694,932	-	694,932
Licenses & Permits	382,938	-	382,938
Special Assessments	-	-	-
Intergovernmental Revenue	-	-	-
Charges for Services	-	-	-
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	5,900	-	5,900
Other Financing Sources	-	-	-
Transfer from Other Funds	1,107,118	-	1,107,118
Total	<u>4,123,445</u>	<u>-</u>	<u>4,123,445</u>

CAPITAL PROJECTS FUND

Balance Forward	2,028,392	(151,820)	1,876,572	
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	-	-	-	
Licenses & Permits	-	-	-	
Special Assessments	-	-	-	
Intergovernmental Revenue	160,000	25,000	185,000	Premier Street Grant
Charges for Services	-	-	-	
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	26,900	93,338	120,238	Increase in Impact Fee Received
Other Financing Sources	1,700,000	(1,700,000)	-	Debt issues in FY 2012'13
Transfer from Other Funds	-	-	-	
Total	<u>3,915,292</u>	<u>(1,733,482)</u>	<u>2,181,810</u>	

UTILITY SYSTEM FUND

Balance Forward	6,054,448	(300,000)	5,754,448	
Ad Valorem Taxes	-	-	-	
Sales & Use Taxes	-	-	-	
Licenses & Permits	-	-	-	
Special Assessments	-	-	-	
Intergovernmental Revenue	715,000	-	715,000	
Charges for Services	6,755,500	-	6,755,500	
Fines & Forfeitures	-	-	-	
Miscellaneous Revenues	334,500	-	334,500	
Other Financing Sources	-	325,000	325,000	Loan From General Fund to Utility for \$325,000
Transfer from Other Funds	-	-	-	
Total	<u>13,859,448</u>	<u>25,000</u>	<u>13,884,448</u>	

AIRPORT FUND

Balance Forward	-	-	-
Ad Valorem Taxes	-	-	-
Sales & Use Taxes	-	-	-
Licenses & Permits	-	-	-
Special Assessments	-	-	-
Intergovernmental Revenue	152,950	-	152,950
Charges for Services	59,608	-	59,608
Fines & Forfeitures	-	-	-
Miscellaneous Revenues	34,300	-	34,300
Other Financing Sources	-	-	-
Transfer from Other Funds	39,907	-	39,907
Total	<u>286,765</u>	<u>-</u>	<u>286,765</u>

TOTAL ESTIMATED

REVENUES & BALANCES	38,330,229	(1,296,717)	37,033,512
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**EXHIBIT "B"**  
**ORDINANCE 2014 -15**  
**SCHEDULE OF ESTIMATED APPROPRIATED EXPENDITURES & RESERVES**

	Adopted Budget	Changes	Amended Budget	Explanation of Change
<b>GENERAL FUND</b>				
City Commission	72,691	5,500	78,191	Education & Travel
City Manager	201,125	52,000	253,125	Retirement Payout
City Clerk	101,910	5,000	106,910	Personnel Costs
Finance	248,823	5,000	253,823	Contract Service
Human Resources	133,670	9,000	142,670	Personnel & Operating Costs
City Attorney	63,872	3,000	66,872	Non-Retainer Services
Planning	232,966	-	232,966	
Fleet Maintenance	18,806	-	18,806	
Facilities Maintenance	88,404	(38,000)	50,404	Allocation to Various Departments
Information Technology	155,350	(3,000)	152,350	Allocation to Various Departments
Insurance/Risk Mgt	-	-	-	
Support Services	119,205	(5,000)	114,205	Allocation of Personnel Costs
Municipal Admin Bldg	61,913	14,000	75,913	Electric Costs & M/R Costs
Non-Departmental	136,200	(105,000)	31,200	Settlement Costs belong to Utility Fund
Police	4,412,184	88,000	4,500,184	Personnel Costs
Fire	2,522,954	153,000	2,675,954	Personnel & Operating Costs
Building Permits & Inspections	214,880	-	214,880	
Code Enforcement	71,453	(20,000)	51,453	Lower Personnel & Mowing Costs
Waste Disposal	841,017	16,000	857,017	Contract Service & Personnel Costs
Lake Conservation	2,000	-	2,000	
Field Operations	-	-	-	
Cemetery	160,351	5,000	165,351	Operating Costs
Public Service Admin	-	-	-	
Other Transportation	5,433	-	5,433	
Economic Environment	136,500	(27,000)	109,500	Landscaping Project
Other Human Services	1,000	-	1,000	
Library	-	-	-	
Parks Division	853,726	54,000	907,726	Capital & Operating Costs
Recreation Facilities	478,728	36,000	514,728	Capital & Operating Costs
Special Events	39,026	-	39,026	
Depot Complex	27,051	-	27,051	
Interfund Transfers	39,907	18,000	57,907	
Summary - General Fund Expenditures	<u>11,441,145</u>	<u>265,500</u>	<u>11,706,645</u>	
Reserve & Contingencies	1,298,104	5,649	1,303,753	
Total General Fund	<u>12,739,249</u>	<u>271,149</u>	<u>13,010,398</u>	
<b>TRANSPORTATION FUND</b>				
Expenditures	858,014	26,000	884,014	M/R Traffic Controls
Reserve & Contingencies	34,923	52,289	87,212	
Total	<u>892,937</u>	<u>78,289</u>	<u>971,226</u>	
<b>STREET LIGHTING FUNDS</b>				
Expenditures	14,585	-	14,585	
Reserve & Contingencies	6,832	6,600	13,432	
Total	<u>21,417</u>	<u>6,600</u>	<u>28,017</u>	
<b>CRA FUND</b>				
Expenditures	1,361,711	(159,000)	1,202,711	Grants/Aid, Capital Projects

Reserve & Contingencies	(10,289)	183,081	172,792	
Total	<u>1,351,422</u>	<u>24,081</u>	<u>1,375,503</u>	
<b>POLICE FOREFEITURE FUND</b>				
Expenditures	24,000	12,000	36,000	Operating & Capital Costs
Reserve & Contingencies	45,308	(12,330)	32,978	
Total	<u>69,308</u>	<u>(330)</u>	<u>68,978</u>	
<b>LIBRARY FUND</b>				
Expenditures	963,786	(12,000)	951,786	Decrease \$14,000 Books By Mail, Increase \$2,000 Library
Reserve & Contingencies	85,960	27,980	113,940	
Total	<u>1,049,746</u>	<u>15,980</u>	<u>1,065,726</u>	
<b>LAW ENFORCEMENT FUND</b>				
Expenditures	21,200	15,996	37,196	Florida Traffic Safety Grant - Printers/Police Cars
Reserve & Contingencies	-	-	-	
Total	<u>21,200</u>	<u>15,996</u>	<u>37,196</u>	
Summary Total - Special Revenue	<u>3,406,030</u>	<u>140,616</u>	<u>3,546,646</u>	
<b>DEBT SERVICE FUND</b>				
Expenditures	2,110,041	32,000	2,142,041	Debt Service Payment
Reserve & Contingencies	2,013,404	(32,000)	1,981,404	
Total	<u>4,123,445</u>	<u>-</u>	<u>4,123,445</u>	
<b>CAPITAL PROJECTS FUND</b>				
Expenditures	1,970,000	-	1,970,000	
Transfers To Other Funds	95,000	36,518	131,518	
Reserve & Contingencies	1,850,292	(1,770,000)	80,292	
Total	<u>3,915,292</u>	<u>(1,733,482)</u>	<u>2,181,810</u>	

UTILITY SYSTEM FUND

Admin \$14,000, Operating \$40,000,  
Billing \$20,000, Settlement \$829,000

Expenditures	12,765,482	903,000	13,668,482
Reserve & Contingencies	1,093,966	(878,000)	215,966
Total	<u>13,859,448</u>	<u>25,000</u>	<u>13,884,448</u>

AIRPORT FUND

Expenditures	286,765	-	286,765
Reserve & Contingencies	-	-	-
Total	<u>286,765</u>	<u>-</u>	<u>286,765</u>

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TOTAL ESTIMATED REVENUES & BALANCES	38,330,229	(1,296,717)	37,033,512
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