CITY OF POLK CITY

PROPOSED 2015-2016 BUDGET

BUILDING TODAY FOR A BETTER TOMORROW

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September 9, 2015

Honorable Mayor and
Members of City Commission
City of Polk City

RE: Fiscal Year 2016 Budget

Dear Mayor and Members of City Commission:

I would like to present the proposed budget for fiscal year 2016 for your review and consideration. It is a balanced budget that proposes revenues and expenditures totaling $3,763,358, which is a decrease of $64,442 from Fiscal Year 2015. This is a plan for provision of public funds in the City of Polk City for the fiscal year beginning October 1, 2015. It has been developed in accordance with all City Ordinances, State and Federal laws, and policies and procedures of the City.

The proposed budget has been prepared with the goal of maintaining a high level of service to our community, but commensurate with financial resources available to fund those services, and with realistic budget requests for expenditures and conservative estimates on revenue. The following standard guidelines and criteria have been used in preparation of this budget:

- Provide for high quality services while maintaining a fiscally responsible government.
- Continue establishing the credibility of the City of Polk City as a viable community with a strong future.
- It is the goal to maintain or increase the unrestricted reserve fund balance thereby placing the City in a better position to fund needed improvements and unforeseen expenses.

Tax Base and Millage Rate

The City of Polk City 2015 gross taxable value has been estimated by the Polk County Property Appraiser to be $64,514,240. This is an increase from prior year's final gross

taxable value of $60,327,268, which is approximately a 6.94% increase. Last year the City's millage rate was 8.6000 per $1,000 of assessed value. The FY 2016 Budget is proposed at a millage rate of 8.2500 mills, which is less than the rolled-back rate of 8.3523 mills. This will generate $505,630 in Ad Valorem proceeds, resulting in an increase of $11,764 from the budgeted amount for fiscal year 2015. Based on that millage rate and assuming a home assessed at $100,000, which claims the maximum allowable $50,000 homestead exemption, the property owner would pay $412.50 annually in ad valorem taxes.

Other highlights of the budget include:

- No transfer from the Enterprise Fund to the General Fund (loss of $20,000)
- Insurance increased approximately 4%; however, over the past three years the City realized a reduction of 5%
- An increase in the Executive Budget of $7,834, which reflects the City Manager raise and increase in retirement
- An increase of $3,000 in the Central Florida Regional Planning City Commission Contract
- A decrease of $26,214 in the Finance Department
- Building & Zoning had an increase of $4,775
- Refuse/Sanitation decreased $8,800
- The Law Enforcement Contract increased $4,202.00
- An increase of $30,453 in Stormwater, which is for repairs and maintenance
- Decrease of $3,325 in General Governmental
- An increase of $11,458 in Streets and Roads (overall) –minus paving
- An increase of $5,535 in the Library
- $16,680 in capital improvements in the General Fund and $93,500 in the Enterprise Fund. There is also $10,000 set aside in reserves in the General Fund.
- Florida Retirement had minimal changes
- The Contract for Water and Wastewater shows an increase of $18,310 over fiscal year 2015 -- budgeted $510,000; waiting to see what RFP results will be. Anything less than the $510,000 will be put into reserves.

Major Funds

General Fund. The General Fund is the principal fund of the City and is used to account for all activities not included in other specified funds. It accounts for the normal, recurring activities of the City. Activities of this fund are primarily supported by City Ad Valorem revenues/taxes and intergovernmental revenues. The general fund is proposed at $1,593,763 (decrease $104,671).

Enterprise Fund. The Enterprise Fund is the general expenditure and profit making fund of the City that includes water and wastewater revenues and expenditures. The Utility Fund is proposed at $2,169,595 (increase of $40,229)

Capital Improvement Plan

This budget includes a five-year Capital Improvement Plan; however, the total for fiscal year 2016 is $108,180.00, which includes $10,000 going into CIP Reserves. The purpose of a CIP is to identify and plan for major capital improvements over a given time period so these major expenses can be properly planned for and funded. Many grant applications receive additional credit based upon approval of a Capital Improvement Program. See attached CIP for projects, funding amounts, and two year totals.

Debt Service

The debt service for fiscal year 2016 totals $975,299.00, which includes $30,000 for mandated reserves (this will be completed in fiscal year 2016); the amortization schedules for all long-term debt are attached for your review as well.

Budget Conclusion

It is the role and responsibility of staff to present a balanced budget to the City Commission. Staff recognizes a budget is simply a plan for expenditures for the next fiscal year, and understands it may be amended as we go through the budget process. Staff and I look forward to working with you.

Every municipal budget indicates what areas and functions of government will be funded and what areas and functions will not be funded. It is therefore in reality a policy document. This is consistent with the policy role of the elected body in the commission manager form of government.

As always, all City Departments put forth much effort in the preparation of this document and are to be commended.

We look forward to assisting you in the review process of the fiscal year 2016 budget, as well as an ongoing review once the budget is adopted.

Sincerely,

Patricia R. Jackson
City Manager

City of Polk City

City Council

Mayor	Joe LaCascia	Joe.Lacascia@mypolkcity.org
Vice Mayor	Mike Blethen	Michael.Blethen@mypolkcity.org
Commissioner	Don Kimsey	Don.Kimsey@mypolkcity.org
Commissioner	Keith Prestage	Keith.Prestage@mypolkcity.org
Commissioner	Wanda Harris	Wanda.Harris@mypolkcity.org

City Management

City Manager	Patricia Jackson	Patricia.Jackson@mypolkcity.org
Assistant to City Mngr/Deputy City Clerk	Sheandolen Dunn	Sheandolen.Dunn@mypolkcity.org
Senior Finance Clerk	Joanna Knowles	joanna.knowles@mypolkcity.org
Public Works Director	Kathy Delp	Kathy.Delp@mypolkcity.org
Library Director	Linda Busch	Linda.Busch@mypolkcity.org

MISSION:

We will provide responsive municipal services and manage public assets to enhance the quality of life for our community while respecting our rich environmental resources.

BUDGET SUMMARY

BUDGET SUMMARY
CITY OF POLK CITY - FISCAL YEAR 2015-2016
THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CITY OF POLK CITY ARE 1.68% LESS THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.

		GENERAL FUND	ENTERPRISE FUND	TOTAL
CASH CARRYFORWARD		$ -	$ 39,334	$ 39,334
ESTIMATED REVENUES				
Ad Valorem Taxes	Millage Per	$ 505,630		$ 505,630
Local Option, Use & Fuel Taxes	$1000	$ 127,857		$ 127,857
Utility Taxes	8.3528	$ 129,012		$ 129,012
Communication Services Taxes		$ 139,572		$ 139,572
Local Business Taxes		$ 11,500		$ 11,500
Building Permits		$ 63,700		$ 63,700
Franchise Fees		$ 82,500		$ 82,500
Impact Fees		$ -	$ 123,240	$ 123,240
Other Permits and Fees		$ 500	$ 183,249	$ 183,749
Grants and Aids		$ 82,130	$ -	$ 82,130
Intergovernmental Revenue		$ 175,072		$ 175,072
Charges For Services		$ 245,466	$ 1,763,072	$ 2,008,538
Transportation User Fees		$ 14,249		$ 14,249
Culture/Recreation		$ 7,000		$ 7,000
Fines & Forfeitures		$ 500		$ 500
Other Judgments, Fines, Forfeitures		$ 250	$ 60,200	$ 60,450
Interest and Other Earnings		$ 25	$ -	$ 25
Rents and Royalties		$ 1,100		$ 1,100
Other Miscellaneous Revenues		$ 7,700	$ 500	$ 8,200
TOTAL SOURCES		**$ 1,593,763**	**$ 2,169,595**	**$ 3,763,358**
Intragovernmental Transfers In		$ -	$ -	$ -
Fund Balances/Reserves/Net Assets		$ -	$ -	$ -
TOTAL REVENUES, TRANSFERS & BALANCES		**$ 1,593,763**	**$ 2,169,595**	**$ 3,763,358**
EXPENDITURES				
Culture and Recreation		$ 182,335		$ 182,335
General Government		$ 408,892		$ 408,892
Other Uses		$ 80,874		$ 80,874
Physical Environment		$ 316,928	$ 1,087,195	$ 1,404,123
Public Safety		$ 225,713		$ 225,713
Transportation		$ 203,394		$ 203,394
Debt Service		$ 102,089	$ 873,210	$ 975,299
Capital Outlay		$ 16,680	$ 93,500	$ 110,180
TOTAL EXPENDITURES		**$ 1,536,905**	**$ 2,053,905**	**$ 3,590,810**
Transfers Out		$ -	$ -	$ -
Fund Balances/Reserves/Net Assets		$ 56,858	$ 115,690	$ 172,548
TOTAL APPROPRIATED EXPENDITURES, OTHER USES AND RESERVES		**$ 1,593,763**	**$ 2,169,595**	**$ 3,763,358**

BUDGET SUMMARY

CITY OF POLK CITY - FISCAL YEAR 2016-2017 ESTIMATED BUDGET

THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CITY OF POLK CITY ARE 1.17% LESS THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.

		GENERAL FUND	ENTERPRISE FUND	TOTAL
CASH CARRYFORWARD		**$ 15,000**	**$ 5,000**	**$ 20,000**
ESTIMATED REVENUES				
Ad Valorem Taxes	Millage Per	$ 517,432		$ 517,432
Local Option, Use & Fuel Taxes	$1000	$ 127,915		$ 127,915
Utility Taxes	8.3528	$ 130,670		$ 130,670
Communication Services Taxes		$ 139,572		$ 139,572
Local Business Taxes		$ 11,500		$ 11,500
Building Permits		$ 52,000		$ 52,000
Franchise Fees		$ 83,250		$ 83,250
Impact Fees		$ -	$ 123,240	$ 123,240
Other Permits and Fees		$ 500	$ 183,249	$ 183,749
Grants and Aids		$ 32,130	$ -	$ 32,130
Intergovernmental Revenue		$ 175,072		$ 175,072
Charges For Services		$ 246,787	$ 1,790,534	$ 2,037,321
Transportation User Fees		$ 14,249		$ 14,249
Culture/Recreation		$ 7,000		$ 7,000
Fines & Forfeitures		$ 500		$ 500
Other Judgments, Fines, Forfeitures		$ 250	$ 60,200	$ 60,450
Interest and Other Earnings		$ 25	$ -	$ 25
Rents and Royalties		$ 1,100		$ 1,100
Other Miscellaneous Revenues		$ 7,700	$ 500	$ 8,200
TOTAL SOURCES		**$ 1,562,652**	**$ 2,162,723**	**$ 3,725,375**
Intragovernmental Transfers In		$ -	$ -	$ -
Fund Balances/Reserves/Net Assets		$ -	$ -	$ -
TOTAL REVENUES, TRANSFERS & BALANCES		**$ 1,562,652**	**$ 2,162,723**	**$ 3,725,375**
EXPENDITURES				
Culture and Recreation		$ 132,331		$ 132,331
General Government		$ 401,246		$ 401,246
Other Uses		$ 81,869		$ 81,869
Physical Environment		$ 299,703	$ 1,167,574	$ 1,467,277
Public Safety		$ 231,581		$ 231,581
Transportation		$ 205,526		$ 205,526
Debt Service		$ 102,089	$ 841,909	$ 943,998
Capital Outlay		$ 41,680	$ 13,000	$ 54,680
TOTAL EXPENDITURES		**$ 1,496,025**	**$ 2,022,483**	**$ 3,518,508**
Transfers Out		$ -	$ -	$ -
Fund Balances/Reserves/Net Assets		$ 60,677	$ 140,240	$ 200,917
TOTAL APPROPRIATED EXPENDITURES, OTHER USES AND RESERVES		**$ 1,556,702**	**$ 2,162,723**	**$ 3,719,425**

City of Polk City Budget Worksheet
Budget Summary

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
GENERAL FUND CASH CARRYFORWARD		$ -	$ 114,702	$ 114,000	$ -	$ -	$ 15,000
GENERAL FUND REVENUES							
01-311-000	AD VALOREM TAXES	$ 479,271	$ 493,866	$ 499,406	$ 511,931	$ 505,630	$ 517,432
01-312-000	LOCAL OPTION, USE & FUEL TAXES	$ 122,584	$ 120,582	$ 84,488	$ 127,857	$ 127,857	$ 127,915
01-314-000	UTILITY TAX	$ 129,042	$ 120,675	$ 95,192	$ 129,012	$ 129,012	$ 130,670
01-315-000	COMMUNICATIONS SERVICES TAX	$ 134,721	$ 127,725	$ 102,791	$ 139,572	$ 139,572	$ 139,572
01-316-000	LOCAL BUSINESS TAX	$ 10,837	$ 11,500	$ 155	$ 11,500	$ 11,500	$ 11,500
01-322-000	BUILDING PERMITS	$ 73,390	$ 63,550	$ 61,327	$ 63,700	$ 63,700	$ 52,000
01-323-000	FRANCHISE FEES	$ 83,591	$ 82,500	$ 52,264	$ 82,500	$ 82,500	$ 83,250
01-324-000	IMPACT FEES	$ -	$ -	$ -	$ -	$ -	$ -
01-329-000	OTHER PERMITS AND FEES	$ 535	$ 500	$ 13	$ 500	$ 500	$ 500
01-331-000	GRANTS & AIDS - FEDERAL	$ -	$ -	$ -	$ 50,000	$ 50,000	$ -
01-334-000	GRANTS & AIDS - STATE	$ 12,231	$ 55,200	$ 5,177	$ 4,680	$ 4,680	$ 4,680
01-335-000	INTERGOVERNMENTAL REVENUE	$ 164,664	$ 167,000	$ 126,825	$ 175,072	$ 175,072	$ 175,072
01-337-000	GRANTS FROM OTHER LOCAL UNITS	$ 25,000	$ 25,000	$ 27,455	$ 27,450	$ 27,450	$ 27,450
01-340-000	CHARGES FOR SERVICES	$ 258,799	$ 257,975	$ 170,921	$ 245,466	$ 245,466	$ 246,787
01-344-000	TRANSPORTATION USER FEES	$ 15,172	$ 14,249	$ 10,686	$ 14,249	$ 14,249	$ 14,249
01-347-000	CULTURE/RECREATION	$ 6,983	$ 7,000	$ 5,833	$ 7,000	$ 7,000	$ 7,000
01-351-000	FINES & FORFEITURES	$ 3,263	$ 250	$ 1,097	$ 500	$ 500	$ 500
01-359-000	OTHER JUDGEMENTS, FINES, FORFEITURES	$ 252	$ 250	$ 126	$ 250	$ 250	$ 250
01-361-000	INTEREST AND OTHER EARNINGS	$ 15	$ 25	$ 25	$ 25	$ 25	$ 25
01-362-000	RENTS AND ROYALTIES	$ 1,250	$ 2,250	$ 700	$ 1,100	$ 1,100	$ 1,100
01-365-000	SALE OF SURPLUS MATERIALS AND SCRAP	$ 2,733	$ 2,000	$ 100	$ 1,000	$ 1,000	$ 1,000
01-366-000	CONTRIBUTIONS & DONATIONS FROM PRIVATE SC	$ 2,710	$ 3,150	$ 2,368	$ 2,900	$ 2,900	$ 2,900
01-369-000	OTHER MISCELLANEOUS REVENUES	$ 8,426	$ 8,485	$ 6,698	$ 3,800	$ 3,800	$ 3,800
01-381-000	INTRAGOVERNMENTAL TRANSFERS IN	$ 242,950	$ 20,000	$ -	$ -	$ -	$ -
01-385-000	BOND PROCEEDS	$ -	$ -	$ -	$ -	$ -	$ -
01-386-000	INTRAGOVERNMENTAL TRANSFERS	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL GENERAL FUND REVENUES	**$ 1,778,420**	**$ 1,583,732**	**$ 1,253,648**	**$ 1,600,064**	**$ 1,593,763**	**$ 1,547,652**
TOTAL GENERAL FUND ESTIMATED REVENUES AND CASH CARRYFORWARD:		**$ 1,778,420**	**$ 1,698,434**	**$ 1,367,648**	**$ 1,600,064**	**$ 1,593,763**	**$ 1,562,652**
GENERAL FUND EXPENDITURES							
01-511-000	LEGISLATIVE	$ 22,510	$ 19,948	$ 11,512	$ 21,148	$ 21,148	$ 20,348
01-512-000	EXECUTIVE	$ 169,560	$ 183,778	$ 146,381	$ 191,812	$ 191,612	$ 191,312
01-513-000	CITY CLERK	$ 14,119	$ 13,950	$ 6,218	$ 14,200	$ 8,450	$ 8,650
01-514-000	LEGAL COUNSEL	$ 85,448	$ 83,000	$ 36,911	$ 83,000	$ 83,000	$ 83,000
01-515-000	COMPREHENSIVE PLANNING	$ 22,500	$ 15,000	$ 15,000	$ 18,000	$ 18,000	$ 18,000
01-516-000	FINANCE AND ACCOUNTING	$ 107,031	$ 112,896	$ 79,121	$ 79,464	$ 86,682	$ 79,936

City of Polk City Budget Worksheet
Budget Summary

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-517-000	DEBT SERVICE PAYMENTS	$ 269,976	$ 102,089	$ -	$ 102,089	$ 102,089	$ 102,089
01-521-000	LAW ENFORCEMENT	$ 126,316	$ 128,058	$ 95,624	$ 130,140	$ 130,140	$ 134,489
01-524-000	BUILDING AND ZONING	$ 95,709	$ 94,778	$ 72,486	$ 99,753	$ 99,553	$ 101,072
01-529-000	CODE ENFORCEMENT	$ -	$ 750	$ -	$ 700	$ 700	$ 700
01-534-000	REFUSE/SANITATION	$ 191,009	$ 195,800	$ 148,353	$ 187,000	$ 187,000	$ 188,100
01-538-000	STORMWATER	$ 8,549	$ 17,750	$ 5,551	$ 25,616	$ 48,203	$ 26,203
01-539-000	GEN GOV'T BUILDINGS	$ 88,427	$ 85,050	$ 55,043	$ 81,725	$ 81,725	$ 85,400
01-541-000	ROADS & STREETS	$ 177,394	$ 306,638	$ 347,199	$ 212,404	$ 203,394	$ 230,526
01-571-000	LIBRARY	$ 123,171	$ 113,074	$ 83,772	$ 119,309	$ 118,998	$ 117,994
01-572-000	PARKS	$ 26,403	$ 69,950	$ 13,518	$ 17,950	$ 68,537	$ 19,537
01-574-000	SPECIAL EVENTS - OPERATING EXPENSES	$ 6,362	$ 7,800	$ 5,326	$ 6,800	$ 6,800	$ 6,800
01-590-000	NON-DEPARTMENTAL - OPERATING EXPENSES	$ 61,187	$ 148,125	$ 63,197	$ 180,277	$ 137,732	$ 142,546
	TOTAL GENERAL FUND EXPENDITURES	**$ 1,595,671**	**$ 1,698,434**	**$ 1,185,212**	**$ 1,571,387**	**$ 1,593,763**	**$ 1,556,702**
	ENTERPRISE FUND CASH CARRYFORWARD	**$ -**	**$ -**	**$ -**	**$ 39,334**	**$ 39,334**	**$ 5,000**
	ENTERPRISE FUND REVENUES						
05-324-000	IMPACT FEES	$ 188,354	$ 123,240	$ 178,698	$ 123,240	$ 123,240	$ 123,240
05-325-000	SPECIAL ASSESSMENTS	$ 244,452	$ 195,306	$ 199,543	$ 183,149	$ 183,149	$ 183,149
05-329-000	OTHER PERMITS AND FEES	$ 1,641	$ 7,500	$ 9,775	$ 100	$ 100	$ 100
05-331-000	GRANTS & AIDS - FEDERAL	$ -	$ -	$ -	$ -	$ -	$ -
05-334-000	GRANTS & AIDS - STATE	$ -	$ -	$ -	$ -	$ -	$ -
05-340-000	CHARGES FOR SERVICES	$ 1,646,836	$ 1,734,470	$ 1,158,993	$ 1,757,531	$ 1,763,072	$ 1,790,534
05-359-000	OTHER JUDGEMENTS, FINES, & FORFEITURES	$ 72,769	$ 68,350	$ 50,070	$ 60,200	$ 60,200	$ 60,200
05-361-000	INTEREST INCOME	$ -	$ -	$ -	$ -	$ -	$ -
05-365-000	SALE OF SURPLUS MATERIALS AND SCRAP	$ -	$ -	$ -	$ -	$ -	$ -
05-366-000	CONTRIBUTIONS & DONATIONS FROM PRIVATE S	$ -	$ -	$ -	$ -	$ -	$ -
05-369-000	OTHER MISCELLANEOUS INCOME	$ 18,599	$ 500	$ 2,497	$ 500	$ 500	$ 500
05-381-000	INTRAGOVERNMENTAL TRANSFERS IN	$ -	$ -	$ -			$ -
05-385-000	BOND PROCEEDS	$ -	$ -	$ -	$ -	$ -	$ -
05-386-000	INTRAGOVERNMENTAL TRANSFERS	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL ENTERPRISE FUND REVENUES	**$ 2,172,650**	**$ 2,129,366**	**$ 1,599,576**	**$ 2,124,720**	**$ 2,130,261**	**$ 2,157,723**
	TOTAL ENTERPRISE FUND ESTIMATED REVENUES AND CASH CARRYFORWARD:	**$ 2,172,650**	**$ 2,129,366**	**$ 1,599,576**	**$ 2,164,054**	**$ 2,169,595**	**$ 2,162,723**
	ENTERPRISE FUND EXPENDITURES						
05-535-000	SEWER OPERATIONS	$ 814,775	$ 1,126,304	$ 865,304	$ 1,391,735	$ 1,189,509	$ 1,097,671
05-533-000	WATER OPERATIONS	$ 1,171,040	$ 635,844	$ 502,750	$ 795,032	$ 689,006	$ 748,183
05-590-000	NON-DEPARTMENTAL	$ 362,286	$ 367,218	$ 165,217	$ 291,130	$ 291,080	$ 316,869
	TOTAL ENTERPRISE FUND EXPENDITURES	**$ 2,348,101**	**$ 2,129,366**	**$ 1,533,271**	**$ 2,477,897**	**$ 2,169,595**	**$ 2,162,723**

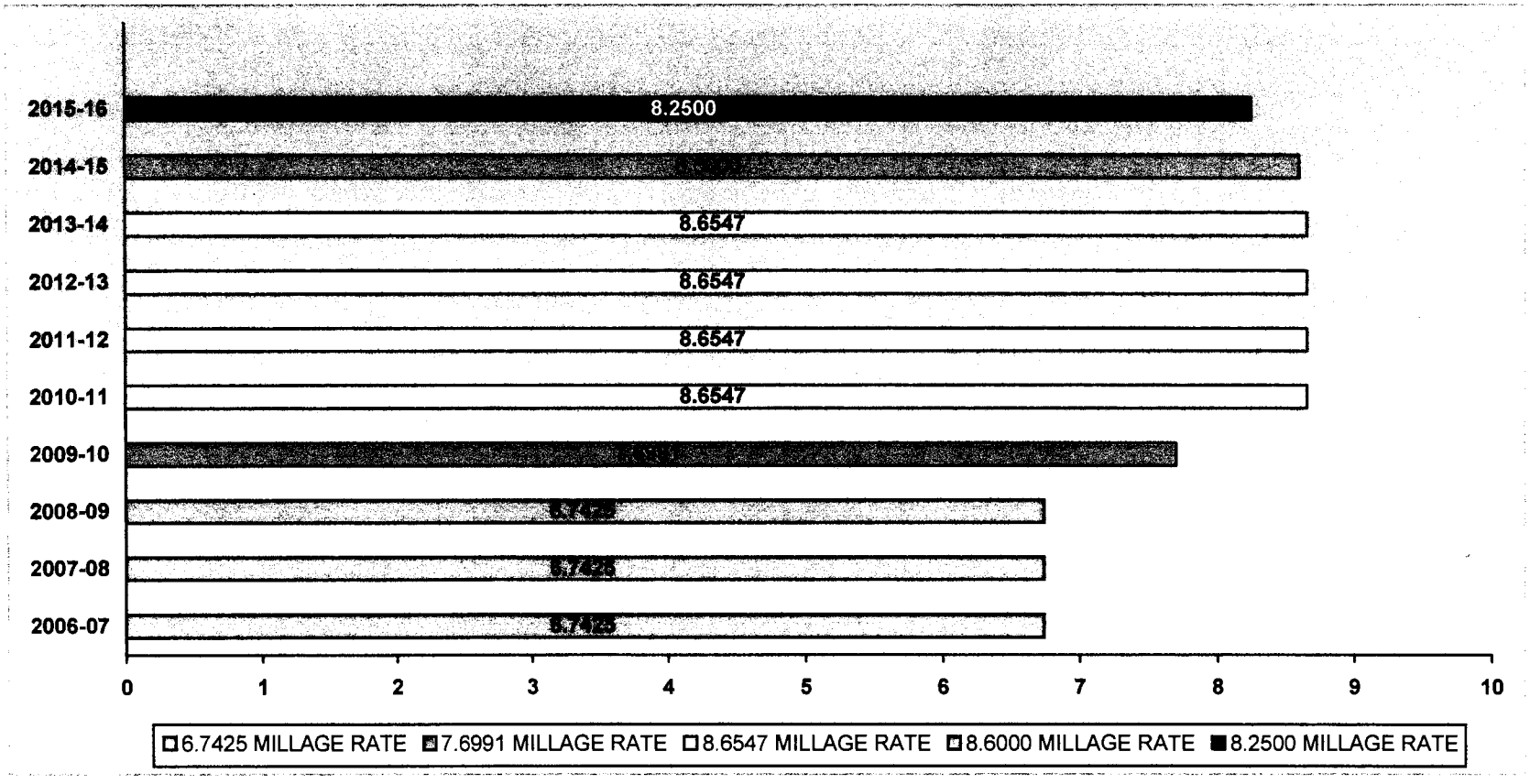
City of Polk City Budget Worksheet
Budget Summary

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
	CITY WIDE CASH CARRYFORWARD	$ -	$ 114,702	$ 114,000	$ 39,334	$ 39,334	$ 20,000
	CITY WIDE REVENUE TOTALS	$ 3,951,070	$ 3,713,098	$ 2,853,223	$ 3,724,784	$ 3,724,024	$ 3,705,375
	CITY WIDE EXPENDITURE TOTALS	$ 3,943,772	$ 3,827,800	$ 2,718,483	$ 4,049,284	$ 3,763,358	$ 3,719,425
				$ 248,740	$ (285,166)	$ -	$ 5,950
	GENERAL FUND REVENUES LESS EXPENSES			$ 182,435	$ 28,677	$ -	$ 5,950
	ENTERPRISE FUND REVENUES LESS EXPENSES			$ 66,305	$ (313,843)	$ -	$ (0)

GRAPHS

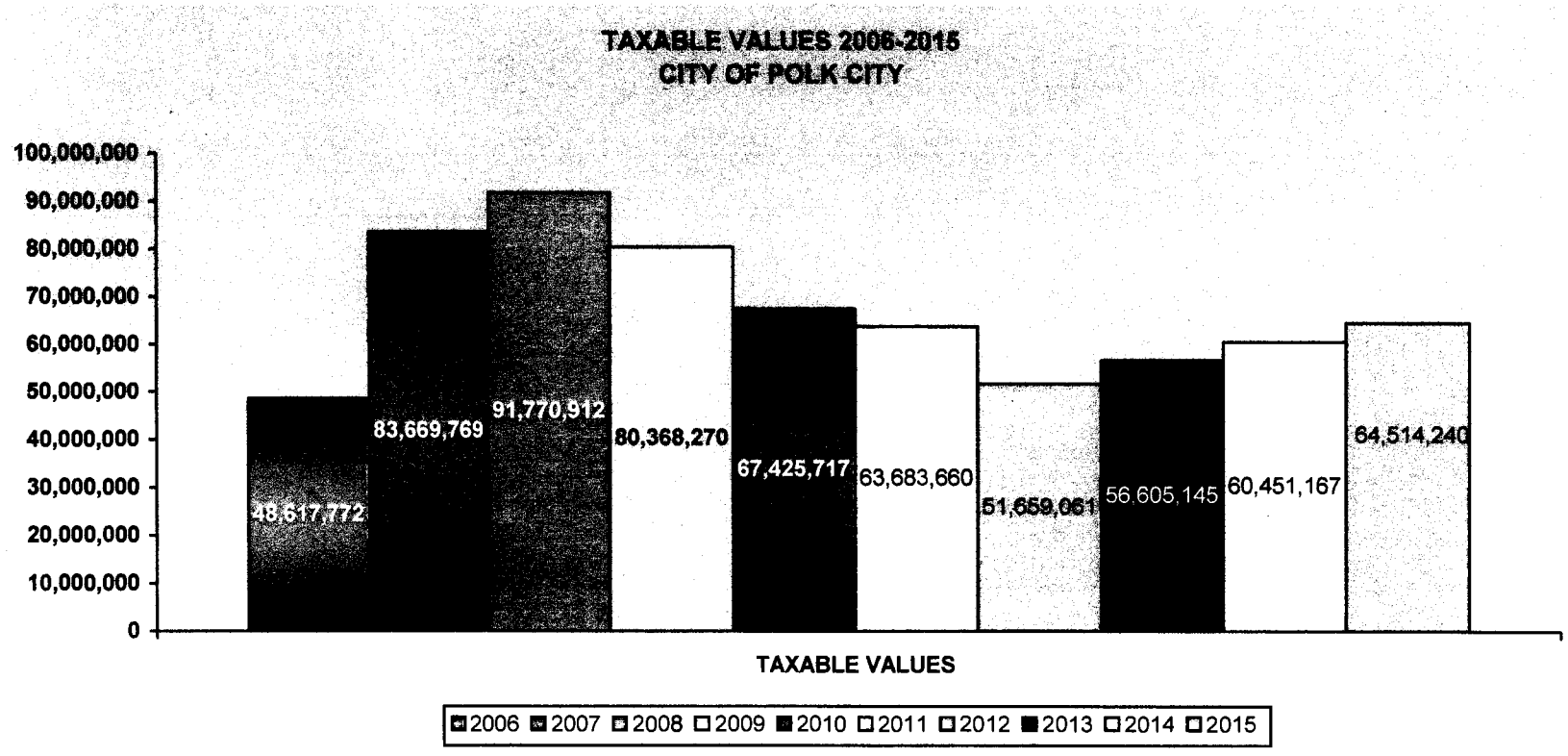
CITY OF POLK CITY

TEN-YEAR MILLAGE RATE HISTORY



CITY OF POLK CITY

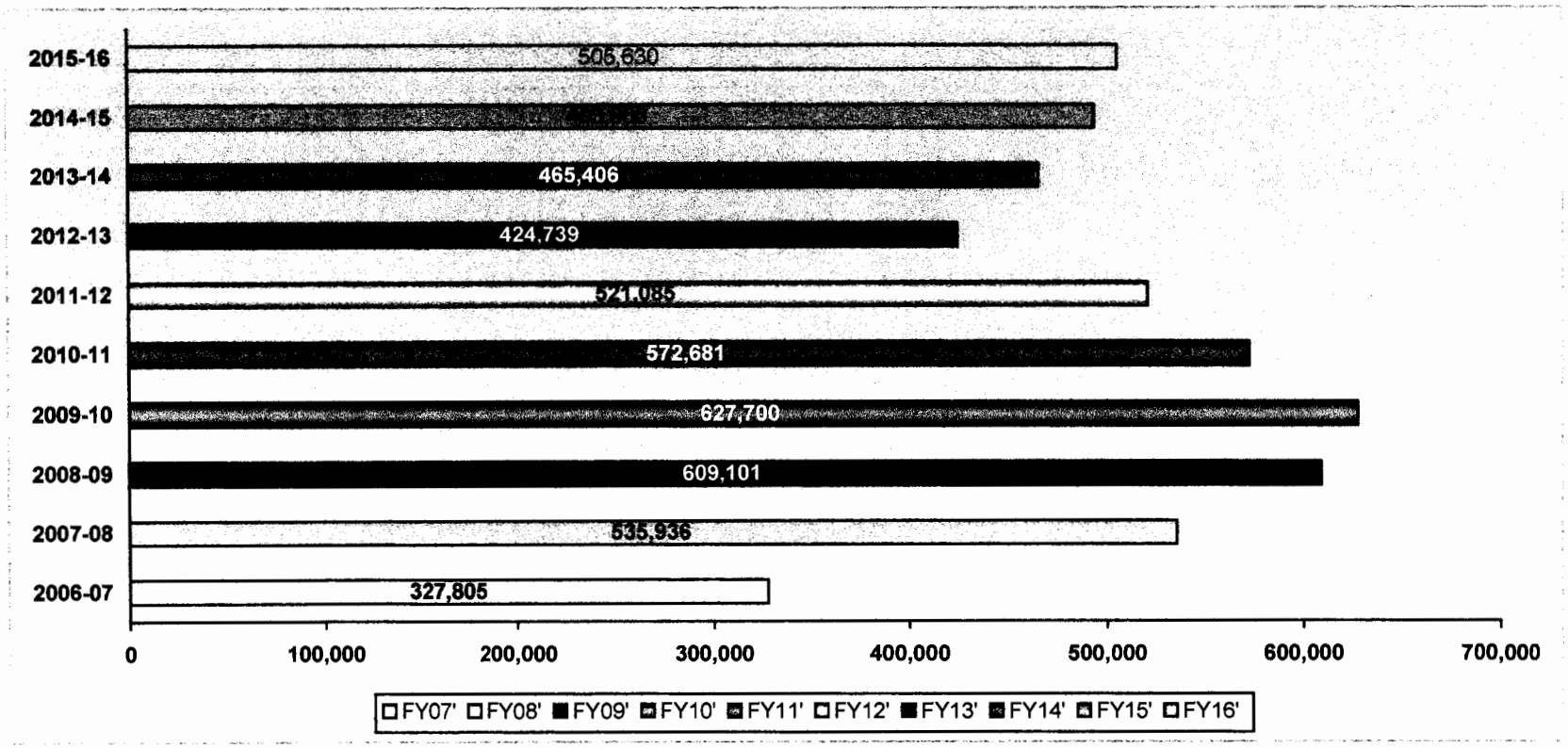
CHANGE IN TAXABLE VALUES



CITY OF POLK CITY

TEN-YEAR BUDGETED AD VALOREM TAX

REVENUE HISTORY



GENERAL FUND

REVENUES

City of Polk City Budget Worksheet
General Fund Revenues

Account Number	Account Description	FY14 Actual	FY 15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-311-000	**AD VALOREM TAXES**						
01-311-100	Ad Valorem Taxes	$ 479,271	$ 493,866	$ 499,406	$ 511,931	$ 505,630	$ 517,432
		$ 479,271	**$ 493,866**	**$ 499,406**	**$ 511,931**	**$ 505,630**	**$ 517,432**
01-312-000	**LOCAL OPTION, USE & FUEL TAXES**						
01-312-300	9th Cent Gas Tax	$ 12,186	$ 11,842	$ 8,390	$ 11,842	$ 11,842	$ 11,900
01-312-400	Local Option Gas Tax	$ 67,463	$ 67,206	$ 46,529	$ 71,321	$ 71,321	$ 71,321
01-312-410	New Local Option Gas Tax	$ 42,935	$ 41,534	$ 29,569	$ 44,694	$ 44,694	$ 44,694
		$ 122,584	***$ 120,582***	***$ 84,488***	***$ 127,857***	***$ 127,857***	***$ 127,915***
01-314-000	**UTILITY TAX**						
01-314-100	Electric	$ 78,899	$ 69,297	$ 58,826	$ 69,297	$ 69,297	$ 69,500
01-314-300	Water - Utilities	$ 37,031	$ 39,568	$ 26,393	$ 48,675	$ 48,675	$ 49,420
01-314-301	Water - Readiness to Serve	$ 8,217	$ 6,751	$ 6,437	$ 6,340	$ 6,340	$ 6,500
01-314-400	Gas	$ 4,896	$ 5,059	$ 3,536	$ 4,700	$ 4,700	$ 5,250
		$ 129,042	***$ 120,675***	***$ 95,192***	***$ 129,012***	***$ 129,012***	***$ 130,670***
01-315-000	**COMMUNICATIONS SERVICES TAX**						
01-315-100	Communications Services Tax	$ 134,721	$ 127,725	$ 102,791	$ 139,572	$ 139,572	$ 139,572
		$ 134,721	***$ 127,725***	***$ 102,791***	***$ 139,572***	***$ 139,572***	***$ 139,572***
01-316-000	**LOCAL BUSINESS TAX**						
01-316-100	Local Business Licenses	$ 10,837	$ 11,500	$ 155	$ 11,500	$ 11,500	$ 11,500
		$ 10,837	***$ 11,500***	***$ 155***	***$ 11,500***	***$ 11,500***	***$ 11,500***
01-322-000	**BUILDING PERMITS**						
01-322-100	Building Permits	$ 26,917	$ 23,000	$ 21,187	$ 23,000	$ 23,000	$ 23,000
01-322-101	Bldg Permit - Plan Checking	$ 15,977	$ 13,000	$ 12,290	$ 13,000	$ 13,000	$ 1,300
01-322-102	Bldg Permit - Admin Fee	$ 1,780	$ 1,400	$ 1,180	$ 1,400	$ 1,400	$ 1,400
01-322-103	Bldg Permit - Electrical	$ 4,950	$ 4,000	$ 5,005	$ 4,000	$ 4,000	$ 4,000
01-322-104	Bldg Permit - Plumbing	$ 4,650	$ 3,700	$ 4,125	$ 3,700	$ 3,700	$ 3,700
01-322-105	Bldg Permit - Mechanical	$ 4,200	$ 3,700	$ 2,625	$ 3,700	$ 3,700	$ 3,700
01-322-106	Bldg Permit - T Pole	$ -	$ -				
01-322-107	Bldg Permit - Cert of Occupancy	$ 720	$ 750	$ 990	$ 900	$ 900	$ 900
01-322-108	Bldg Permit - Inspections	$ 13,920	$ 14,000	$ 13,925	$ 14,000	$ 14,000	$ 14,000
01-322-109	Bldg Permit - Demolition	$ 26	$ -				
01-322-110	Bldg Permit - Sign Fee		$ -				
01-322-111	Bldg Permit - Gas	$ 250	$ -				
01-322-190	Impact Fee Retainage		$ -				
01-322-200	DCA Radon - Retainage		$ -				
01-322-300	BCAIB - Retainage		$ -				
01-322-400	Variance Request Fees	$ -	$ -	$ -	$ -	$ -	$ -
01-322-500	Development Fees	$ -	$ -	$ -	$ -	$ -	$ -
		$ 73,390	***$ 63,550***	***$ 61,327***	***$ 63,700***	***$ 63,700***	***$ 52,000***

City of Polk City Budget Worksheet
General Fund Revenues

Account Number	Account Description	FY14 Actual	FY 15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-323-000	**FRANCHISE FEES**						
01-323-100	Electric	$ 55,469	$ 55,000	$ 31,665	$ 55,000	$ 55,000	$ 55,250
01-323-300	Solid Waste	$ 28,122	$ 27,500	$ 20,599	$ 27,500	$ 27,500	$ 28,000
		$ 83,591	***$ 82,500***	***$ 52,264***	***$ 82,500***	***$ 82,500***	***$ 83,250***
01-324-000	**IMPACT FEES**						
01-324-110	Public Safety Impact Fee	$ -	$ -	$ -	$ -	$ -	$ -
01-324-310	Transportation Impact Fee	$ -	$ -	$ -	$ -	$ -	$ -
01-324-610	Parks & Recreation Impact Fee	$ -	$ -	$ -	$ -	$ -	$ -
01-324-710	Public Facilities Impact Fee	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***
01-329-000	**OTHER PERMITS AND FEES**						
01-329-210	Yard Sale Permits	$ 210	$ -				
01-329-220	Site Plan Reviews	$ 325	$ 500	$ 13	$ 500	$ 500	$ 500
		$ 535	**$ 500**	**$ 13**	**$ 500**	**$ 500**	**$ 500**
01-331-000	**GRANTS & AIDS - FEDERAL**						
01-331-391	FEMA Grant	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***
01-331-510	**CDBG**						
01-331-510	Community Development Block Grant				$ 7,743	$ 7,743	**$ 7,743**
01-331-700	FRDAP Grants		$ 50,000		$ 50,000	$ 50,000	$ -
		$ -	***$ 50,000***	***$ -***	***$ 50,000***	***$ 50,000***	***$ -***
01-334-000	**GRANTS & AIDS - STATE**						
01-334-201	Justice Assistance Grant (JAG)	$ 4,731	$ 5,200	$ 5,177	$ 4,680	$ 4,680	$ 4,680
01-334-900	CIBR Grants	$ 7,500	$ -				
01-334-910	DEO Community Planning Assistance Grant		$ -				
		$ 12,231	***$ 5,200***	***$ 5,177***	***$ 4,680***	***$ 4,680***	***$ 4,680***
01-335-000	**INTERGOVERNMENTAL REVENUE**						
01-335-120	MRS - State Sales Tax	$ 54,603	$ 54,476	$ 45,949	$ 56,512	$ 56,512	$ 56,512
01-335-122	SRS - 8th Cent. Motor Fuel Tax	$ 18,714	$ 19,047	$ 15,109	$ 17,556	$ 17,556	$ 17,556
01-335-123	MRS - Municipal Fuel Tax	$ 19	$ 25	$ 6	$ 7	$ 7	$ 7
01-335-140	Mobile Home License	$ 4,511	$ 4,800	$ 4,679	$ 4,800	$ 4,800	$ 4,800
01-335-150	Alcoholic Beverage License	$ 441	$ 475	$ 471	$ 470	$ 470	$ 470
01-335-180	Half-Cent Sales Tax	$ 86,377	$ 88,177	$ 60,611	$ 95,727	$ 95,727	$ 95,727
		$ 164,664	***$ 167,000***	***$ 126,825***	***$ 175,072***	***$ 175,072***	***$ 175,072***
01-337-000	**GRANTS FROM OTHER LOCAL UNITS**						
01-337-100	Library Coop Funding	$ 25,000	$ 25,000	$ 27,455	$ 27,450	$ 27,450	$ 27,450
01-337-700	Library Grants		$ -				

City of Polk City Budget Worksheet
General Fund Revenues

Account Number	Account Description	FY14 Actual	FY 15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
		$ 25,000	*$ 25,000*	*$ 27,455*	*$ 27,450*	*$ 27,450*	*$ 27,450*
01-340-000	**CHARGES FOR SERVICES**						
01-340-400	Solid Waste	$ 241,844	$ 241,200	$ 159,282	$ 228,582	$ 228,582	$ 229,607
01-340-700	Stormwater Utility Fees	$ 16,631	$ 16,500	$ 11,360	$ 16,604	$ 16,604	$ 16,900
01-340-900	Notary Fees	$ 325	$ 275	$ 280	$ 280	$ 280	$ 280
		$ 258,799	*$ 257,975*	*$ 170,921*	*$ 245,466*	*$ 245,466*	*$ 246,787*
01-344-000	**TRANSPORTATION USER FEES**						
01-344-900	FDOT Maintenance Agreement	$ 15,172	$ 14,249	$ 10,686	$ 14,249	$ 14,249	$ 14,249
		$ 15,172	*$ 14,249*	*$ 10,686*	*$ 14,249*	*$ 14,249*	*$ 14,249*
01-347-000	**CULTURE/RECREATION**						
01-347-100	Library Income	$ 6,983	$ 7,000	$ 5,833	$ 7,000	$ 7,000	$ 7,000
		$ 6,983	*$ 7,000*	*$ 5,833*	*$ 7,000*	*$ 7,000*	*$ 7,000*
01-351-000	**FINES & FORFEITURES**						
01-351-110	Police Fines	$ -	$ -	$ -	$ -	$ -	$ -
01-351-200	C.I. 56.4%	$ 3,263	$ 250	$ 1,097	$ 500	$ 500	$ 500
01-351-300	Code Enforcement Fines	$ -	$ -	$ -	$ -	$ -	$ -
		$ 3,263	*$ 250*	*$ 1,097*	*$ 500*	*$ 500*	*$ 500*
01-359-000	**OTHER JUDGEMENTS, FINES, FORFEITURES**						
01-359-100	Other Fines and/or Forfeitures	$ -	$ -	$ -	$ -	$ -	$ -
01-359-200	Non Sufficient Funds	$ -	$ -	$ -	$ -	$ -	$ -
01-359-300	Late Fees	$ 252	$ 250	$ 126	$ 250	$ 250	$ 250
		$ 252	*$ 250*	*$ 126*	*$ 250*	*$ 250*	*$ 250*
01-361-000	**INTEREST AND OTHER EARNINGS**						
01-361-100	Interest Income	$ 15	$ 25	$ 25	$ 25	$ 25	$ 25
		$ 15	*$ 25*	*$ 25*	*$ 25*	*$ 25*	*$ 25*
01-362-000	**RENTS AND ROYALTIES**						
01-362-100	Activity Center Rentals	$ 1,250	$ 500	$ 700	$ 200	$ 200	$ 200
01-362-200	Donald Bronson Community Center Rentals		$ 1,750	$ -	$ 900	$ 900	$ 900
		$ 1,250	*$ 2,250*	*$ 700*	*$ 1,100*	*$ 1,100*	*$ 1,100*
01-365-000	**SALE OF SURPLUS MATERIALS AND SCRAP**						
01-365-100	Sales of Surplus Property	$ 2,733	$ 2,000	$ 100	$ 1,000	$ 1,000	$ 1,000
		$ 2,733	*$ 2,000*	*$ 100*	*$ 1,000*	*$ 1,000*	*$ 1,000*
01-366-000	**CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES**						
01-366-100	Private Donations	$ 50	$ 250	$ 250	$ 600	$ 600	$ 600
01-366-101	Private Donations - Christmas	$ 1,095	$ 1,100	$ 825	$ 1,000	$ 1,000	$ 1,000
01-366-102	Private Donations - Halloween	$ 365	$ 900	$ 675	$ 700	$ 700	$ 700
01-366-110	Private Donations - Library	$ 1,200	$ 900	$ 618	$ 600	$ 600	$ 600
01-366-200	Revenue from Brick Sales		$ -				
		$ 2,710	*$ 3,150*	*$ 2,368*	*$ 2,900*	*$ 2,900*	*$ 2,900*

City of Polk City Budget Worksheet
General Fund Revenues

Account Number	Account Description	FY14 Actual	FY 15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-369-000	**OTHER MISCELLANEOUS REVENUES**						
01-369-100	Misc. Income	$ 1,704	$ 1,500	$ 2,762	$ 1,000	$ 1,000	$ 1,000
01-369-101	Misc - Copies and Faxes	$ 85	$ 150	$ 63	$ 100	$ 100	$ 100
01-369-102	Misc - Collection Allowance	$ 2,778	$ 2,000	$ 1,790	$ 2,000	$ 2,000	$ 2,000
01-369-103	Misc - Records Requests	$ 2	$ -		$ -	$ -	$ -
01-369-110	Refund of Overpayments	$ -	$ -		$ -	$ -	$ -
01-369-111	Misc - Cash Drawer Overage	$ 20	$ -	$ 19	$ -	$ -	$ -
01-369-120	Misc - Christmas	$ 325	$ 300	$ 100	$ 100	$ 100	$ 100
01-369-130	Misc - Halloween	$ 225	$ 300	$ 100	$ 100	$ 100	$ 100
01-369-140	Misc - City Wide Yard Sale	$ 330	$ 360	$ 255	$ 200	$ 200	$ 200
01-369-190	Misc - Van Fleet Cycling Challenge	$ 2,089	$ 3,000		$ -	$ -	$ -
01-369-195	Misc - Ridge League Dinner	$ (51)	$ -				
01-369-200	Transfer From Street Funds	$ -	$ -				
01-369-300	Reappropriation of Surplus	$ -	$ -				
01-369-400	Insurance Proceeds	$ -	$ -	$ 1,221	$ -	$ -	$ -
01-369-500	Refund of State Gas Tax	$ 918	$ 875	$ 388	$ 300	$ 300	$ 300
		$ 8,426	***$ 8,485***	***$ 6,698***	***$ 3,800***	***$ 3,800***	***$ 3,800***
01-381-000	**INTRAGOVERNMENTAL TRANSFERS IN**						
01-381-400	Transfer From Enterprise Fund	$ 242,950	$ 20,000				
01-381-900	Cash Carry Forward		$ 114,702	$ 114,000	$ -	$ -	$ 15,000
		$ 242,950	***$ 134,702***	***$ 114,000***	***$ -***	***$ -***	***$ 15,000***
01-385-000	**BOND PROCEEDS**						
01-385-100	Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***
01-386-000	**INTRAGOVERNMENTAL TRANSFERS**						
01-386-100	USDA Grant Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***
	TOTAL GENERAL FUND REVENUES	**$ 1,778,420**	**$ 1,698,434**	**$ 1,367,648**	**$ 1,600,064**	**$ 1,593,763**	**$ 1,562,652**

GENERAL FUND

EXPENDITURES

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-511-100	**LEGISLATIVE - PERSONNEL EXPENSES**						
01-511-120	Regular Salary - Wages - Legislative	$ 5,415	$ 5,415	$ 4,513	$ 5,415	$ 5,415	$ 5,415
01-511-160	Bonuses and Gift Certificates - Legislat	$ 1,083	$ 1,077	$ 1,083	$ 1,077	$ 1,077	$ 1,077
01-511-210	Fica Taxes - Legislative	$ 497	$ 491	$ 428	$ 491	$ 491	$ 491
01-511-240	Worker's Compensation - Legislative	$ 15	$ 15	$ 14	$ 15	$ 15	$ 15
		$ 7,010	$ 6,998	$ 6,037	$ 6,998	$ 6,998	$ 6,998
01-511-300	**LEGISLATIVE - OPERATING EXPENSES**						
01-511-310	Professional Services - Legislative	$ 95	$ 250	$ -	$ 250	$ 250	$ 450
01-511-400	Travel and Training - Legislative	$ 4,745	$ 4,500	$ 1,350	$ 5,200	$ 5,200	$ 4,500
01-511-440	Rentals and Leases - Legislative	$ -	$ -	$ 100	$ -	$ -	$ -
01-511-470	Printing and Reproduction - Legislative	$ 62	$ -	$ 62	$ -	$ -	$ -
01-511-480	Promo Activities & Legal Ads - Legislati	$ 619	$ 1,000	$ 250	$ 1,000	$ 1,000	$ 1,000
01-511-490	Other Current Charges - Legislative	$ 1,637	$ 2,500	$ 154	$ 3,000	$ 3,000	$ 2,500
01-511-510	Office Supplies - Legislative	$ 137	$ 200	$ 48	$ 200	$ 200	$ 200
01-511-520	Operating Supplies - Legislative	$ 5,010	$ 1,000	$ 102	$ 1,000	$ 1,000	$ 1,000
01-511-540	Books, Pub., Sub., & Memberships - Legis	$ 3,197	$ 3,500	$ 3,409	$ 3,500	$ 3,500	$ 3,700
		$ 15,501	$ 12,950	$ 5,475	$ 14,150	$ 14,150	$ 13,350
01-511-600	**LEGISLATIVE - CAPITAL OUTLAY**						
01-511-640	Machinery & Equipment - Legislative	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -
	DEPARTMENT TOTAL	**$ 22,510**	**$ 19,948**	**$ 11,512**	**$ 21,148**	**$ 21,148**	**$ 20,348**

City of Polk City Budget Worksheet

LEGISLATIVE - 511

Employee ID	Employee	2014-2015 Total Regular Salary	2015-2016 Proposed COLA Increase	2015-2016 Proposed Merit Increase	2015-2016 Total Regular Salary	2015-2016 Overtime Provision	2015-2016 Addl pay for Halloween and X-Mas events	2015-2016 Total Salary	2015-2016 Hourly Rate
00047	Mayor LaCascia	$ 1,563.22	$ -	$ -	$ 1,563.22	N/A	N/A	$ 1,563.22	
00049	Vice Mayor Blethen	$ 781.62	$ -	$ -	$ 781.62	N/A	N/A	$ 781.62	
00050	Commissioner Kimsey	$ 781.62	$ -	$ -	$ 781.62	N/A	N/A	$ 781.62	
00054	Commissioner Prestage	$ 781.62	$ -	$ -	$ 781.62	N/A	N/A	$ 781.62	
00057	Commissioner Harris	$ 781.62	$ -	$ -	$ 781.62	N/A	N/A	$ 781.62	
00011	Mayor Penton (Retired)*	$ 724.99	$ -	$ -	$ 724.99	N/A	N/A	$ 724.99	
	Total Department	**$ 5,414.69**	**$ -**	**$ -**	**$ 5,414.69**	**$ -**	**$ -**	**$ 5,414.69**	

Under the City of Polk City Charter provision C-8(A), The compensation of Commissioners can only be increased based on an ordinance adoption per Ordinance 2014-02.

*Per Florida State Statutes 112.048 (2)(a) - Upon retiring on 04/13/10, Donald Penton will receive one half of the full amount of his annual or monthly salary paid to him at the time of his resignation or retirement during the remainder of his natural life for holding an elective office for 20 years or more consecutively. Donald Penton retired as a mayor on 04/13/10 and was being paid $1,449.98/year or $120.83/month. Donald will now be due $724.99/year or $60.42/month for the remainder of his natural life.

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-512-100	**EXECUTIVE - PERSONNEL EXPENSES**						
01-512-120	Regular Salary - Wages - Executive	$ 115,271	$ 114,000	$ 87,976	$ 118,000	$ 118,000	$ 118,000
01-512-130	Other Salaries and Wages - Executive	$ 4,800	$ 4,800	$ 3,600	$ 4,800	$ 4,800	$ 4,800
01-512-140	Overtime - Executive		$ -	$ 126	$ 808	$ 808	$ 808
01-512-160	Bonuses and Gift Certificates - Executive	$ 433	$ 13,200	$ 13,752	$ 12,811	$ 12,811	$ 12,811
01-512-210	Fica Taxes - Executive	$ 9,041	$ 11,108	$ 8,047	$ 10,397	$ 10,397	$ 10,397
01-512-220	Retirement Contribution - Executive	$ 17,228	$ 18,316	$ 14,284	$ 19,395	$ 19,395	$ 19,395
01-512-230	Life & Health Insurance - Executive	$ 16,384	$ 15,994	$ 13,449	$ 16,991	$ 16,991	$ 16,991
01-512-240	Worker's Compensation - Executive	$ 308	$ 310	$ 296	$ 310	$ 310	$ 310
		$ 163,465	$ 177,728	$ 141,531	$ 183,512	$ 183,512	$ 183,512
01-512-300	**EXECUTIVE - OPERATING EXPENSES**						
01-512-310	Professional Services - Executive	$ 594	$ -	$ -	$ -	$ -	$ -
01-512-400	Travel and Training - Executive	$ 2,965	$ 3,000	$ 2,408	$ 4,000	$ 3,800	$ 3,500
01-512-410	Communication Services - Executive	$ 51	$ -	$ -	$ -		$ -
01-512-420	Education Reimbursement - Executive	$ -	$ -	$ -	$ -	$ -	$ -
01-512-440	Rentals and Leases - Executive	$ -	$ -	$ -	$ -	$ -	$ -
01-512-460	Repairs and Maintenance - Executive	$ -	$ -	$ -	$ -	$ -	$ -
01-512-470	Printing and Reproduction - Executive	$ -	$ 100	$ -	$ 250	$ 250	$ 250
01-512-480	Promo Activities & Legal Ads - Executive	$ -	$ -	$ -	$ -	$ -	$ -
01-512-490	Other Current Charges - Executive	$ 196	$ 1,000	$ 769	$ 2,000	$ 2,000	$ 2,000
01-512-510	Office Supplies - Executive	$ 1,022	$ 450	$ 531	$ 550	$ 550	$ 550
01-512-520	Operating Supplies - Executive	$ 296	$ 300	$ 296	$ 300	$ 300	$ 300
01-512-540	Books, Pub., Sub., & Memberships - Execu	$ 971	$ 1,200	$ 845	$ 1,200	$ 1,200	$ 1,200
		$ 6,095	$ 6,050	$ 4,850	$ 8,300	$ 8,100	$ 7,800
01-512-600	**EXECUTIVE - CAPITAL OUTLAY**						
01-512-630	Improvements Other than Building - Execu	$ -	$ -	$ -	$ -	$ -	$ -
01-512-640	Machinery & Equipment - Executive	$ -	$ -	$ -	$ -	$ -	$ -
01-512-660	Books, Pub.& Library Materials - Executi	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -
	DEPARTMENT TOTAL	**$ 169,560**	**$ 183,778**	**$ 146,381**	**$ 191,812**	**$ 191,612**	**$ 191,312**

City of Polk City Budget Worksheet

Fund: General **Department: 511 - Legislative**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	**Line Item Name**	**Amount Requested**	**Justification**	**Amount Requested**	**Justification**
Operating Expenses					
310	Professional Services	$ 250.00	Misc Professional Services.	$ 450.00	Misc Professional Services.
400	Travel and Training	$ 5,200.00	These funds are requested for attendance at the FLC Conference, EMO classes, and Ridge League of Cities. It also allows the Mayor to attend the Florida League of Mayors meetings, all of which are important sources of information relating to the changes in the laws and rulings for municipalities.	$ 4,500.00	These funds are requested for attendance at the FLC Conference, EMO classes, and Ridge League of Cities. It also allows the Mayor to attend the Florida League of Mayors meetings, all of which are important sources of information relating to the changes in the laws and rulings for municipalities.
480	Promo Activities & Legal Ads	$ 1,000.00	This expense is for a variety of activities that council decide upon each year. For example it may be used for citizen recognition, awards, etc. - $250.00.	$ 1,000.00	This expense is for a variety of activities that council decide upon each year. For example it may be used for citizen recognition, awards, etc. - $250.00.
490	Other Charges	$ 3,000.00	Special Election and other miscellaneous items	$ 2,000.00	Miscellaneous items
510	Office Supplies	$ 200.00	Expenditures for the general office supplies needed for the day-to-day operations of the city. Such purchases include paper, pens, computer supplies, filing materials, etc.	$ 200.00	Expenditures for the general office supplies needed for the day-to-day operations of the city. Such purchases include paper, pens, computer supplies, filing materials, etc.
520	Operating Supplies	$ 1,000.00	Expenditures for the general office supplies needed for the day-to-day operations of the city.	$ 1,000.00	Expenditures for the general office supplies needed for the day-to-day operations of the city.
540	Books, Publications, Subscriptions & Memberships	$ 4,200.00	Membership to the Florida League of Cities, Ridge league, Florida league of Mayors, Central Florida Development Council, Polk Visioning and Sam's club. This also includes the subscription to several magazines for council. License fee for Music Events	$ 4,300.00	Membership to the Florida League of Cities, Ridge league, Florida league of Mayors, Central Florida Development Counci, Polk Visioning and Sam's club. This also includes the subscription to several magazines for council. License fee for Music Events

City of Polk City Budget Worksheet

EXECUTIVE - 512

Employee ID	Employee	2014-2015 Total Regular Salary	2015-2016 Proposed COLA Increase	2015-2016 Proposed Merit Increase	2015-2016 Total Regular Salary	2015-2016 Overtime Provision	2015-2016 Addl pay for Halloween and X-Mas events	2015-2016 Total Salary	2015-2016 Hourly Rate
00042	Jackson, Patricia	$ 76,000.00	$ -	$ -	$ 76,000.00	N/A	N/A	$ 76,000.00	
00055	Dunn, Sheandolen	$ 42,000.00	$ -	$ -	$ 42,000.00	$ 269.23	$ 538.46	$ 42,807.69	$ 22.44
	Total Department	**$ 118,000.00**	**$ -**	**$ -**	**$ 118,000.00**	**$ 269.23**	**$ 538.46**	**$ 118,807.69**	

City of Polk City Budget Worksheet

Fund: General **Department: 512 - Executive**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
310	Professional Services	$ -		$ -	
400	Travel and Training	$ 4,000.00	These funds are requested for attendance at the FLC, FCCMA, and ICMA Conferences to include the winter institute and Ridge League of Cities all of which are important sources of information relating to the changes in the laws and rulings for municipalities; also included is TRIM training	$ 3,500.00	These funds are requested for attendance at the FLC, FCCMA, and ICMA Conferences to include the winter institute and Ridge League of Cities all of which are important sources of information relating to the changes in the laws and rulings for municipalities; also included is TRIM training.
440	Rentals & Leases	$ -		$ -	
460	Repairs & Maintenance	$ -	Repairs to equipment from normal day to day wear and tear.	$ -	Repairs to equipment from normal day to day wear and tear.
470	Printing & Reproduction	$ 250.00	City letterhead and business cards.	$ 250.00	City letterhead and business cards.
480	Promo Activities & Legal Ads	$ -	promotion activities throughout the year	$ 1,000.00	promotion activities throughout the year
490	Other Current Charges	$ 2,500.00	miscellaneous activities throughout the year	$ 3,000.00	miscellaneous activities throughout the year
510	Office Supplies	$ 550.00	Paper, pens, computer supplies, filing materials, etc	$ 550.00	Paper, pens, computer supplies, filing materials, etc
520	Operating Supplies	$ 300.00	Forms required for the operation of the city. Computer software updates.	$ 300.00	Forms required for the operation of the city. Computer software updates.
540	Books, Publications, Subscriptions & Memberships	$ 1,200.00	Membership in FCCMA and ICMA for Manager. Plus subscription to Fair Labor Standards, etc.	$ 1,200.00	Membership in FCCMA and ICMA for Manager. Plus subscription to Fair Labor Standards, etc.
Capital Expenditures					
640	Machinery & Equipment	$ -	Computer	$ -	Computer

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-513-100	**CITY CLERK - PERSONNEL EXPENSES**						
01-513-120	Regular Salary - Wages - City Clerk	$ -	$ -	$ -	$ -	$ -	$ -
01-513-130	Other Salaries and Wages - City Clerk	$ -	$ -	$ -	$ -	$ -	$ -
01-513-140	Overtime - City Clerk	$ -	$ -	$ -	$ -	$ -	$ -
01-513-160	Bonuses and Gift Certificates - City Cle	$ -	$ -	$ -	$ -	$ -	$ -
01-513-210	Fica Taxes - City Clerk	$ -	$ -	$ -	$ -	$ -	$ -
01-513-220	Retirement Contribution - City Clerk	$ -	$ -	$ -	$ -	$ -	$ -
01-513-230	Life & Health Insurance - City Clerk	$ -	$ -	$ -	$ -	$ -	$ -
01-513-240	Worker's Compensation - City Clerk	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -
01-513-300	**CITY CLERK - OPERATING EXPENSES**						
01-513-310	Professional Services - City Clerk	$ 5,093	$ 5,950	$ 4,199	$ 5,950	$ -	$ -
01-513-400	Travel and Training - City Clerk	$ 2,623	$ 2,400	$ 430	$ 2,600	$ 2,800	$ 3,000
01-513-410	Communication Services - City Clerk	$ -	$ -	$ -	$ -	$ -	$ -
01-513-420	Education Reimbursement - City Clerk	$ -	$ -	$ -	$ -	$ -	$ -
01-513-440	Rentals and Leases - City Clerk	$ -	$ -	$ -	$ -	$ -	$ -
01-513-460	Repairs and Maintenance - City Clerk	$ -	$ -	$ -	$ -	$ -	$ -
01-513-470	Printing and Reproduction - City Clerk	$ 2,374	$ 3,000	$ 700	$ 3,000	$ 3,000	$ 3,000
01-513-480	Promo Activities & Legal Ads - City Cler	$ -	$ -	$ -	$ -	$ -	$ -
01-513-492	Recording & Other Fees - City Clerk	$ 2,649	$ 1,200	$ -	$ 1,000	$ 1,000	$ 1,000
01-513-510	Office Supplies - City Clerk	$ 895	$ 800	$ 374	$ 800	$ 800	$ 800
01-513-520	Operating Supplies - City Clerk	$ 89	$ 200	$ 33	$ 200	$ 200	$ 200
01-513-540	Books, Pub., Sub., & Memberships - City	$ 395	$ 400	$ 482	$ 650	$ 650	$ 650
		$ 14,119	$ 13,950	$ 6,218	$ 14,200	$ 8,450	$ 8,650
01-513-600	**CITY CLERK - CAPITAL OUTLAY**						
01-513-630	Improvements Other than Building - City	$ -	$ -				
01-513-640	Machinery & Equipment - City Clerk	$ -	$ -	$ -	$ -	$ -	$ -
01-513-660	Books, Pub.& Library Materials - City Cl	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -
	DEPARTMENT TOTAL	**$ 14,119**	**$ 13,950**	**$ 6,218**	**$ 14,200**	**$ 8,450**	**$ 8,650**

City of Polk City Budget Worksheet

CITY CLERK - 513

Employee ID	Employee	2014-2015 Total Regular Salary	2015-2016 Proposed COLA Increase	2015-2016 Proposed Merit Increase	2015-2016 Total Regular Salary	2015-2016 Overtime Provision	2015-2016 Addl pay for Halloween and X-Mas events	2015-2016 Total Salary	2015-2016 Hourly Rate
00000	Vacant	$ -	$ -	$ -	$ -	N/A	N/A	$ -	$ -
	Total Department	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	

City of Polk City Budget Worksheet

Fund: General **Department: 513 - City Clerk**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
310	Professional Services	$ 5,950.00	Includes updates and support for the Questys Program (approximately $4,200). And other software support.	$ 5,950.00	Includes updates and support for the Questys Program (approximately $4,200) and other software support.
400	Travel and Training	$ 3,000.00	Expenses for conferences/institutes, lodging, mileage and other travel and per diem (FACC, IIMC, and FLC). Also Ridge League of Cities meetings, City Clerk monthly meetings and any seminars that may be attended by the clerk's office.	$ 3,000.00	Expenses for conferences/institutes, lodging, mileage and other travel and per diem (FACC, IIMC, and FLC). Also Ridge League of Cities meetings, City Clerk monthly meetings and any seminars that may be attended by the clerk's office.
420	Education Reimbursement	$ -	None Requested	$ -	None Requested
440	Rentals & Leases	$ -		$ -	
460	Repairs & Maintenance	$ -	To cover expenses for repair	$ -	To cover expenses for repair
470	Printing & Reproduction	$ 3,000.00	To cover the expense of Code Supplements, Unified Land Development Code and Supplements, and Annual Municipal Code web publication fee for Code of Ordinances, Business License Forms, Envelopes, Business Cards, etc.	$ 3,000.00	To cover the expense of Code Supplements, Unified Land Development Code and Supplements, and Annual Municipal Code web publication fee for Code of Ordinances, Business License Forms, Envelopes, Business Cards, etc.
480	Promo Activities & Legal Ads	$ -	Legal ads are done under legal counsel	$ -	Legal ads are done under legal counsel
492	Recording & Other Fees	$ 1,000.00	Recording of documents such as deeds, interlocal agreements, annexations etc.	$ 1,000.00	Recording of documents such as deeds, interlocal agreements, annexations etc.
510	Office Supplies	$ 800.00	To cover the expense of regular stock items, and office supplies needed to properly run the City Clerk's office.	$ 800.00	To cover the expense of regular stock items, and office supplies needed to properly run the City Clerk's office.
520	Operating Supplies	$ 200.00	Supplies needed to operate.	$ 200.00	Supplies needed to operate.
540	Books, Publications, Subscriptions &	$ 650.00	To cover the membership dues for IIMC, FACC, Notary, Florida State Statutes, etc.	$ 650.00	To cover the membership dues for IIMC, FACC, Notary, Florida State Statutes, etc.
Capital Expenditures					
640	Machinery & Equipment	$ -	In the event the need arises to purchase or update existing machinery/equipment -- new computer, etc. - to be paid with operating cash.	$ -	In the event the need arises to purchase or update existing machinery/equipment -- new computer, etc. - to be paid with operating cash.

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-514-300	**LEGAL COUNSEL - OPERATING EXPENSES**						
01-514-310	Professional Services - Legal Counsel	$ 77,592	$ 77,000	$ 35,286	$ 77,000	$ 77,000	$ 77,000
01-514-312	Professional Services - Other - Legal Co	$ -	$ -	$ -	$ -	$ -	$ -
01-514-400	Travel and Training - Legal Counsel	$ -	$ -	$ -	$ -	$ -	$ -
01-514-470	Printing and Reproduction - Legal Counse	$ -	$ -	$ -	$ -	$ -	$ -
01-514-480	Promo Activities & Legal Ads - Legal Cou	$ 7,856	$ 6,000	$ 1,625	$ 6,000	$ 6,000	$ 6,000
01-514-490	Other Current Charges - Legal Counsel	$ -	$ -	$ -	$ -	$ -	$ -
01-514-492	Recording & Other Fees - Legal Counsel	$ -	$ -	$ -	$ -	$ -	$ -
		$ 85,448	$ 83,000	$ 36,911	$ 83,000	$ 83,000	$ 83,000
01-514-600	**LEGAL COUNSEL - CAPITAL OUTLAY**						
01-514-640	Machinery & Equipment - Legal Counsel	$ -	$ -	$ -	$ -	$ -	
		$ -	$ -	$ -	$ -	$ -	
	DEPARTMENT TOTAL	**$ 85,448**	**$ 83,000**	**$ 36,911**	**$ 83,000**	**$ 83,000**	**$ 83,000**

City of Polk City Budget Worksheet

Fund: General **Department: 514 - Legal Counsel**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	**Line Item Name**	**Amount Requested**	**Justification**	**Amount Requested**	**Justification**
Operating Expenses					
310	Professional Services	$ 77,000.00	Services of the city attorney and special attorneys. This includes some on-going issues that may not be resolved by the end of the fiscal year(Water and Wastewater issues, Land Use, Contraction issues, and it covers general expenses for meetings, correspondence, communications, etc.	$ 77,000.00	Services of the city attorney and special attorneys. This includes some on-going issues that may not be resolved by the end of the fiscal year(Water and Wastewater issues, Land Use, Contraction issues, and it covers general expenses for meetings, correspondence, communications, etc.
312	Professional Services – Other	$ -	Professional assistance requested and or required by the city attorney .	$ -	Professional assistance requested and or required by the city attorney .
400	Travel and Training	$ -	Florida Association of Municipal Attorney conference.	$ -	Florida Association of Municipal Attorney conference.
470	Printing & Reproduction	$ -	Forms, business cards, etc.	$ -	Forms, business cards, etc.
480	Promo Activities & Legal Ads	$ 6,000.00	Legal advertisements	$ 6,000.00	Legal advertisements
490	Other Current Charges	$ -	Misc. expenses of the city attorney	$ -	Misc. expenses of the city attorney
492	Recording & Other Fees	$ -	Recording fees for the clerk of courts.	$ -	Recording fees for the clerk of courts.
Capital Expenditures					
640	Machinery & Equipment	$ -	None Requested	$ -	None Requested

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-515-300	**COMPREHENSIVE PLANNING - OPERATING EXPENSE**						
01-515-310	Professional Services - Comp Planning	$ 15,000	$ 15,000	$ 15,000	$ 18,000	$ 18,000	$ 18,000
01-515-311	Engineering Services - Comp Planning	$ -	$ -	$ -	$ -	$ -	$ -
01-515-312	Professional Services - Other - Comp Planning	$ 7,500	$ -	$ -	$ -	$ -	$ -
01-515-470	Printing and Reproduction - Comp Plannin	$ -	$ -	$ -	$ -	$ -	$ -
01-515-480	Promo Activities & Legal Ads - Comp Plan	$ -	$ -	$ -	$ -	$ -	$ -
01-515-492	Recording & Other Fees - Comp Planning	$ -	$ -	$ -	$ -	$ -	$ -
01-515-540	Books, Pub., Sub., & Memberships - Comp	$ -	$ -	$ -	$ -	$ -	$ -
		$ 22,500	$ 15,000	$ 15,000	$ 18,000	$ 18,000	$ 18,000
	DEPARTMENT TOTAL	**$ 22,500**	**$ 15,000**	**$ 15,000**	**$ 18,000**	**$ 18,000**	**$ 18,000**

City of Polk City Budget Worksheet

Fund: General **Department: 515 - Comprehensive Planning**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
310	Professional Services	$ 18,000.00	Annual contract with Central Florida Regional Planning Council - $18,000.00 (increase of $3,000)	$ 18,000.00	Annual contract with Central Florida Regional Planning Council - $18,000.00 (increase of $3,000)
312	Professional Services	$ -	Apply for grant to continue with vision plan	$ -	apply for grant to continue with special planning

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-516-100	**FINANCE AND ACCOUNTING - PERSONNEL EXPENSE**						
01-516-120	Regular Salary - Wages - Fin & Acctng	$ 76,700	$ 77,364	$ 55,343	$ 53,224	$ 37,000	$ 53,224
01-516-140	Overtime - Fin & Acctng	$ 96	$ 187	$ 38	$ 920	$ 712	$ 920
01-516-160	Bonuses and Gift Certificates - Fin & Ac	$ 433	$ -	$ -	$ -	$ -	$ -
01-516-210	Fica Taxes - Fin & Acctng	$ 5,674	$ 5,933	$ 4,150	$ 4,142	$ 3,490	$ 4,142
01-516-220	Retirement Contribution - Fin & Acctng	$ 5,397	$ 5,716	$ 4,138	$ 3,931	$ 2,738	$ 3,931
01-516-230	Life & Health Insurance - Fin & Acctng	$ 15,639	$ 15,786	$ 11,252	$ 8,337	$ 8,337	$ 8,659
01-516-240	Worker's Compensation - Fin & Acctng	$ 207	$ 210	$ 207	$ 210	$ 105	$ 210
		$ 104,145	$ 105,196	$ 75,129	$ 70,764	$ 52,382	$ 71,086
01-516-300	**FINANCE AND ACCOUNTING - OPERATING EXPENSE**						
01-516-310	Professional Services - Fin & Acctng	$ 219	$ -	$ -	$ -	$ 26,000	$ -
01-516-320	Accounting and Auditing - Fin & Acctng	$ -	$ -	$ -	$ -	$ -	$ -
01-516-400	Travel and Training - Fin & Acctng	$ 314	$ 2,000	$ 500	$ 2,500	$ 2,100	$ 2,500
01-516-410	Communication Services - Fin & Acctng	$ -	$ -	$ -	$ -	$ -	$ -
01-516-420	Education Reimbursement - Fin & Acctng	$ 619	$ 2,500	$ 2,428	$ 3,000	$ 3,000	$ 3,000
01-516-440	Rentals and Leases - Fin & Acctng	$ -	$ -	$ -	$ -	$ -	$ -
01-516-450	Liability Insurance - Fin & Acctng	$ -	$ -	$ -	$ -	$ -	$ -
01-516-460	Repairs and Maintenance - Fin & Acctng	$ -	$ -	$ -	$ -	$ -	$ -
01-516-470	Printing and Reproduction - Fin & Acctng	$ 343	$ 700	$ 357	$ 700	$ 700	$ 700
01-516-480	Promo Activities & Legal Ads - Fin & Acc	$ -	$ -	$ -	$ -	$ -	$ -
01-516-492	Recording & Other Fees - Fin & Acctng	$ -	$ -	$ -	$ -	$ -	$ -
01-516-493	Equipment Rental - Fin & Acctng	$ -	$ -	$ -	$ -	$ -	$ -
01-516-510	Office Supplies - Fin & Acctng	$ 902	$ 1,200	$ 466	$ 1,200	$ 1,200	$ 1,250
01-516-520	Operating Supplies - Fin & Acctng	$ 454	$ 1,000	$ 87	$ 1,000	$ 1,000	$ 1,100
01-516-540	Books, Pub., Sub., & Memberships - Fin &	$ 35	$ 300	$ 154	$ 300	$ 300	$ 300
		$ 2,886	$ 7,700	$ 3,992	$ 8,700	$ 34,300	$ 8,850
01-516-600	**FINANCE AND ACCOUNTING - CAPITAL OUTLAY**						
01-516-630	Improvements Other than Building - Fin &	$ -	$ -	$ -	$ -	$ -	$ -
01-516-640	Machinery & Equipment - Fin & Acctng	$ -	$ -	$ -	$ -	$ -	$ -
01-516-660	Books, Pub.& Library Materials - Fin & A	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -
	DEPARTMENT TOTAL	**$ 107,031**	**$ 112,896**	**$ 79,121**	**$ 79,464**	**$ 86,682**	**$ 79,936**

City of Polk City Budget Worksheet

FINANCE AND ACCOUNTING - 516

Employee ID	Employee	2014-2015 Total Regular Salary	2015-2016 Proposed COLA Increase	2015-2016 Possible Merit Increase	2015-2016 Total Regular Salary	2015-2016 Addl Regular Hours for Events	2015-2016 Overtime Provision	2015-2016 Total Salary	Possible 2015-2016 Hourly Rate
00018	Knowles, Joanna	$ 33,800.00	$ -	$ 3,200.00	$ 37,000.00	$ 237.18	$ 474.36	$ 37,711.54	$ 19.76
			$ -	$ -					
	Total Department	**$ 33,800.00**	**$ -**	**$ 3,200.00**	**$ 37,000.00**	**$ 237.18**	**$ 474.36**	**$ 37,711.54**	

City of Polk City Budget Worksheet

Fund: General **Department: 516 - Finance and Accounting**

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		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
310	Professional Services	$ -		$ -	
400	Travel and Training	$ 2,500.00	These funds are requested for attendance at the FGFOA School of Government Finance and the FGFOA Annual Conference, both of which are important sources of information relating to the proper accounting for this municipality, including any proposed changes to the State of Florida's uniform accounting system and property tax system. Also included in this budget request are payments for attendance at the Ridge League meetings and attendance at the DOR Trim Workshop.	$ 2,500.00	These funds are requested for attendance at the FGFOA School of Government Finance and the FGFOA Annual Conference, both of which are important sources of information relating to the proper accounting for this municipality, including any proposed changes to the State of Florida's uniform accounting system and property tax system. Also included in this budget request are payments for attendance at the Ridge League meetings and attendance at the DOR Trim Workshop.
420	Education Reimbursement	$ 3,000.00	Estimated reimbursement for Joanna Knowles to continue taking college courses majoring in accounting.	$ 3,000.00	Estimated reimbursement for Joanna Knowles to continue taking college courses majoring in accounting.
440	Rentals & Leases	$ -		$ -	
460	Repairs & Maintenance				
470	Printing & Reproduction	$ 700.00	This amount is required for the purchase of office forms, envelopes, accounts payable and payroll checks as well as any costs associated with the preparation of the budget reports.	$ 700.00	This amount is required for the purchase of office forms, envelopes, accounts payable and payroll checks as well as any costs associated with the preparation of the budget reports.
510	Office Supplies	$ 1,200.00	These materials are necessary as normal operating expenses of this department.	$ 1,250.00	These materials are necessary as normal operating expenses of this department.
520	Operating Supplies	$ 1,000.00	Supplies needed to operate.	$ 1,100.00	Supplies needed to operate.
540	Books, Publications, Subscriptions & Memberships	$ 300.00	The expenses budgeted here include the Finance Director's membership in the FGFOA and costs for subscriptions to government finance and HR publications. And renew Joanna's Notary.	$ 300.00	The expenses budgeted here include the Finance Director's membership in the FGFOA and costs for subscriptions to government finance and HR publications.
Capital Expenditures					
640	Machinery & Equipment	$ -		$ -	

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-517-700	**DEBT SERVICE PAYMENTS**						
01-517-710	Principal - Debt Service Pmts	$ 203,709	$ 40,306	$ -	$ 41,969	$ 41,969	$ 43,700
01-517-720	Interest - Debt Service Pmts	$ 66,267	$ 61,783	$ -	$ 60,120	$ 60,120	$ 58,389
01-517-733	Mandated Reserve - Debt Service Pmts	$ -	$ -	$ -	$ -	$ -	$ -
		$ 269,976	$ 102,089	$ -	$ 102,089	$ 102,089	$ 102,089
	DEPARTMENT TOTAL	**$ 269,976**	**$ 102,089**	**$ -**	**$ 102,089**	**$ 102,089**	**$ 102,089**

City of Polk City Budget Worksheet

Fund: General **Department: 517 - Debt Service**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
710	Principal	$ 41,969.00	$41969 for USDA Debt Service for the Polk City Government Center.	$ 43,700.00	$43,700 for USDA Debt Service for the Polk City Government Center.
720	Interest	$ 60,120.00	$60,120 for USDA Debt Service for the Polk City Government Center.	$ 58,389.00	$58,389 for USDA Debt Service for the Polk City Government Center.
730	Other Debt Service Costs	$ -		$ -	
733	Mandated Reserve				

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-521-300	**LAW ENFORCEMENT - OPERATING EXPENSES**						
01-521-305	Contract Labor - Law Enf	$ 116,016	$ 120,076	$ 90,057	$ 124,278	$ 124,278	$ 128,627
01-521-310	Professional Services - Law Enf	$ -	$ -	$ -	$ -	$ -	$ -
01-521-410	Communication Services - Law Enf	$ -	$ -	$ -	$ -	$ -	$ -
01-521-440	Rentals & Leases - Law Enf	$ 580	$ 582	$ 390	$ 582	$ 582	$ 582
01-521-460	Repairs & Maintenance - Law Enf	$ 258	$ 2,000	$ -	$ 500	$ 500	$ 500
01-521-510	Office Supplies - Law Enf	$ -	$ 100	$ -	$ -	$ -	$ -
01-521-520	Operating Supplies - Law Enf	$ -	$ 100	$ -	$ 100	$ 100	$ 100
01-521-529	Operating Supplies - JAG Grant - Law Enf	$ 4,731	$ -	$ -	$ -	$ -	$ -
		$ 121,585	$ 122,858	$ 90,447	$ 125,460	$ 125,460	$ 129,809
01-521-600	**LAW ENFORCEMENT - CAPITAL OUTLAY**						
01-521-649	Machinery & Equipment - JAG Grant - Law Enf	$ 4,731	$ 5,200	$ 5,177	$ 4,680	$ 4,680	$ 4,680
		$ 4,731	$ 5,200	$ 5,177	$ 4,680	$ 4,680	$ 4,680
	DEPARTMENT TOTAL	**$ 126,316**	**$ 128,058**	**$ 95,624**	**$ 130,140**	**$ 130,140**	**$ 134,489**

City of Polk City Budget Worksheet

Fund: General **Department: 521 - Law Enforcement**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
305	Contract Labor	$ 124,278.00	Annual contract amount for FY14'. This includes 1 sergeant -	$ 128,627.00	Annual contract amount for FY14'. This includes 1 sergeant.
310	Professional Services	$ -		$ -	
410	Communication Services	$ -	Nextel	$ -	Nextel
440	Rentals & Leases	$ 582.00	Konica copier lease.	$ 582.00	Konica copier lease.
460	Repairs & Maintenance	$ 500.00	Repairs for items such as the golf cart, etc.	$ 500.00	Repairs for items such as the golf cart, etc.
510	Office Supplies	$ -	The supplies are necessary for law enforcement operations, including but not limited to, the documentation of Offense/Incident Reports and other written communications, patrol notices, Crime Stoppers Bulletins, etc.		The supplies are necessary for law enforcement operations, including but not limited to, the documentation of Offense/Incident Reports and other written communications, patrol notices, Crime Stoppers Bulletins, etc.
520	Operating Supplies	$ 100.00	Misc operating costs that may arise	$ 100.00	Misc operating costs that may arise
Capital Expenditures					
630	Improvements Other Than Buildings				
649	Machinery & Equipment - JAG	$ 4,680.00	Speed bumps	$ 4,680.00	To be determined.

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-524-100	**BUILDING AND ZONING - PERSONNEL EXPENSES**						
01-524-120	Regular Salary - Wages - Bldg & Zoning	$ 42,323	$ 42,120	$ 31,995	$ 45,620	$ 45,620	$ 45,620
01-524-140	Overtime - Bldg & Zoning		$ -	$ -	$ -	$ -	$ -
01-524-160	Bonuses and Gift Certificates - Bldg & Z	$ 217	$ -	$ -	$ -	$ -	$ -
01-524-210	Fica Taxes - Bldg & Zoning	$ 3,123	$ 3,222	$ 2,389	$ 3,490	$ 3,490	$ 3,490
01-524-220	Retirement Contribution - Bldg & Zoning	$ 2,975	$ 3,104	$ 2,388	$ 3,312	$ 3,312	$ 3,312
01-524-230	Life & Health Insurance - Bldg & Zoning	$ 7,871	$ 7,915	$ 6,656	$ 8,414	$ 8,414	$ 8,733
01-524-240	Worker's Compensation - Bldg & Zoning	$ 114	$ 117	$ 110	$ 117	$ 117	$ 117
		$ 56,622	$ 56,478	$ 43,538	$ 60,953	$ 60,953	$ 61,272
01-524-300	**BUILDING AND ZONING - OPERATING EXPENSES**						
01-524-310	Professional Services - Bldg & Zoning	$ 38,972	$ 37,000	$ 28,948	$ 37,000	$ 37,000	$ 38,000
01-524-311	Engineering Services - Bldg & Zoning		$ 1,000	$ -	$ 1,000	$ 1,000	$ 1,000
01-524-312	Professional Services - Other - Bldg & Z		$ -	$ -	$ -	$ -	$ -
01-524-400	Travel and Training - Bldg & Zoning		$ -	$ -	$ 500	$ 300	$ 500
01-524-410	Communication Services - Bldg & Zoning		$ -	$ -	$ -	$ -	$ -
01-524-420	Education Reimbursement - Bldg & Zoning		$ -	$ -	$ -	$ -	$ -
01-524-440	Rentals and Leases - Bldg & Zoning		$ -	$ -	$ -	$ -	$ -
01-524-460	Repairs and Maintenance - Bldg & Zoning		$ -	$ -	$ -	$ -	$ -
01-524-470	Printing and Reproduction - Bldg & Zonin		$ -	$ -	$ -	$ -	$ -
01-524-480	Promo Activities & Legal Ads - Bldg & Zo		$ -	$ -	$ -	$ -	$ -
01-524-492	Recording & Other Fees - Bldg & Zoning		$ -	$ -	$ -	$ -	$ -
01-524-493	Equipment Rental - Bldg & Zoning		$ -	$ -	$ -	$ -	$ -
01-524-510	Office Supplies - Bldg & Zoning	$ 59	$ 200	$ -	$ 200	$ 200	$ 200
01-524-520	Operating Supplies - Bldg & Zoning	$ 56	$ 100	$ -	$ 100	$ 100	$ 100
01-524-540	Books, Pub., Sub., & Memberships - Bldg		$ -	$ -	$ -	$ -	$ -
		$ 39,088	$ 38,300	$ 28,948	$ 38,800	$ 38,600	$ 39,800
01-524-600	**BUILDING AND ZONING - CAPITAL OUTLAY**						
01-524-630	Improvements Other than Building - Bldg	$ -	$ -	$ -	$ -	$ -	$ -
01-524-640	Machinery & Equipment - Bldg & Zoning	$ -	$ -	$ -	$ -	$ -	$ -
01-524-660	Books, Pub.& Library Materials - Bldg &	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -
	DEPARTMENT TOTAL	**$ 95,709**	**$ 94,778**	**$ 72,486**	**$ 99,753**	**$ 99,553**	**$ 101,072**

BUILDING AND ZONING - 524

Employee ID	Employee	2014-2015 Total Regular Salary	2015-2016 Proposed COLA Increase	2015-2016 Proposed Merit Increase	2015-2016 Total Regular Salary	2015-2016 Overtime Provision	2015-2016 Addl pay for Halloween and X-Mas events	2015-2016 Total Salary	2015-2016 Hourly Rate
00034	Delp, Kathleen	$ 42,120.00	$ -	$ 3,500.00	$ 45,620.00	N/A	N/A	$ 45,620.00	
	Total Department	**$ 42,120.00**	**$ -**	**$ 3,500.00**	**$ 45,620.00**	**$ -**	**$ -**	**$ 45,620.00**	

City of Polk City Budget Worksheet

Fund: General **Department: 524 - Building and Zoning**

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		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
310	Professional Services	$ 37,000.00	Inspection fees, plan review fees & building official service invoices from BOCC are approx 3000.00 per month. These fees are off set by revenue collected on building permits for plan review fees and inspections.	$ 38,000.00	Inspection fees, plan review fees & building official service invoices from BOCC are approx 3000.00 per month. These fees are off set by revenue collected on building permits for plan review fees and inspections.
311	Engineering Services	$ 1,000.00	Engineering fees than may not be covered by an applicant for a permit.	$ 1,000.00	Engineering fees than may not be covered by an applicant for a permit.
312	Professional Services – Other	$ -	None Requested	$ -	None Requested
400	Travel and Training	$ 500.00	meetings, conferences,	$ 500.00	meetings, conferences, etc.
420	Education Reimbursement	$ -	None Requested	$ -	None Requested
440	Rentals & Leases	$ -		$ -	
460	Repairs & Maintenance	$ -		$ -	
470	Printing & Reproduction	$ -	With ability to print off our printers both card and letter head only need supplies.	$ -	With ability to print off our printers both card and letter head only need supplies.
480	Promo Activities & Legal Ads	$ -	Legal fees for back up to the building dept. for review of any cases forwarded to code enforcement and the need for representation and review of documents for developments and code.	$ -	Legal fees for back up to the building dept. for review of any cases forwarded to code enforcement and the need for representation and review of documents for developments and code.
492	Recording & Other Fees	$ -	None Requested	$ -	None Requested
493	Equipment Rental	$ -	None Requested	$ -	None Requested
510	Office Supplies	$ 200.00	supplies of the day to day use in the building dept	$ 200.00	supplies of the day to day use in the building dept
520	Operating Supplies	$ 100.00	Supplies needed in the day to day of the operation of the Building Dept.	$ 100.00	Supplies needed in the day to day of the operation of the Building Dept.
540	Books, Publications, Subscriptions & Memberships	$ -	None Requested	$ -	None Requested
Capital Expenditures					
630	Improvements Other Than Buildings	$ -	None Requested	$ -	None Requested
640	Machinery & Equipment	$ -	None Requested	$ -	None Requested

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-529-100	**CODE ENFORCEMENT - PERSONNEL EXPENSES**						
01-529-120	Regular Salary - Wages - Code Enf	$ -	$ -	$ -	$ -	$ -	$ -
01-529-140	Overtime - Code Enf	$ -	$ -	$ -	$ -	$ -	$ -
01-529-160	Bonuses and Gift Certificates - Code Enf	$ -	$ -	$ -	$ -	$ -	$ -
01-529-210	Fica Taxes - Code Enf	$ -	$ -	$ -	$ -	$ -	$ -
01-529-220	Retirement Contribution - Code Enf	$ -	$ -	$ -	$ -	$ -	$ -
01-529-230	Life & Health Insurance - Code Enf	$ -	$ -	$ -	$ -	$ -	$ -
01-529-240	Worker's Compensation - Code Enf	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -
01-529-300	**CODE ENFORCEMENT - OPERATING EXPENSES**						
01-529-310	Professional Services - Code Enf	$ -	$ -	$ -	$ -	$ -	$ -
01-529-400	Travel and Training - Code Enf	$ -	$ 500	$ -	$ -	$ -	$ -
01-529-410	Communication Services - Code Enf	$ -	$ -	$ -	$ -	$ -	$ -
01-529-420	Education Reimbursement - Code Enf	$ -	$ -	$ -	$ -	$ -	$ -
01-529-440	Rentals and Leases - Code Enf	$ -	$ -	$ -	$ -	$ -	$ -
01-529-460	Repairs and Maintenance - Code Enf	$ -	$ -	$ -	$ -	$ -	$ -
01-529-464	Vehicle Fuel - Code Enf	$ -	$ -	$ -	$ 250	$ 250	$ 250
01-529-465	Vehicle Maintenance - Code Enf	$ -	$ -	$ -	$ -	$ -	$ -
01-529-470	Printing and Reproduction - Code Enf	$ -	$ -	$ -	$ -	$ -	$ -
01-529-480	Promo Activities & Legal Ads - Code Enf	$ -	$ -	$ -	$ 150	$ 150	$ 150
01-529-492	Recording & Other Fees - Code Enf	$ -	$ -	$ -	$ 100	$ 100	$ 100
01-529-493	Equipment Rental - Code Enf	$ -	$ -	$ -	$ -		$ -
01-529-510	Office Supplies - Code Enf	$ -	$ 100	$ -	$ 100	$ 100	$ 100
01-529-520	Operating Supplies - Code Enf	$ -	$ 150	$ -	$ 100	$ 100	$ 100
01-529-540	Books, Pub., Sub., & Memberships - Code	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ 750	$ -	$ 700	$ 700	$ 700
01-529-600	**CODE ENFORCEMENT - CAPITAL OUTLAY**						
01-529-630	Improvements Other than Building - Code	$ -	$ -	$ -	$ -	$ -	$ -
01-529-640	Machinery & Equipment - Code Enf	$ -	$ -	$ -	$ -	$ -	$ -
01-529-660	Books, Pub.& Library Materials - Code En	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -
	DEPARTMENT TOTAL	**$ -**	**$ 750**	**$ -**	**$ 700**	**$ 700**	**$ 700**

City of Polk City Budget Worksheet

CODE ENFORCEMENT - 529

Employee ID	Employee	2014-2015 Total Regular Salary	2015-2016 Proposed COLA Increase	2015-2016 Proposed Merit Increase	2015-2016 Total Regular Salary	2015-2016 Overtime Provision	2015-2016 Addl pay for Halloween and X-Mas events	2015-2016 Total Salary	2015-2016 Hourly Rate
00000	Vacant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Total Department	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	

City of Polk City Budget Worksheet

Fund: General **Department: 529 - Code Enforcement**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
310	Professional Services	$ -		$ -	
400	Travel and Training	$ -	Training		Training
420	Education Reimbursement	$ -	None Requested	$ -	None Requested
440	Rentals & Leases	$ -		$ -	
460	Repairs & Maintenance	$ -		$ -	
464	Vehicle Fuel	$ 250.00	fuel for truck	$ 250.00	fuel for truck
465	Vehicle Maintenance	$ -	Routine maintenance for SUV	$ -	Routine maintenance for SUV
470	Printing & Reproduction	$ -	None Requested	$ -	None Requested
480	Promo Activities & Legal Ads	$ 150.00	Legal Ads	$ 150.00	Legal Ads
492	Recording & Other Fees	$ 100.00	This amount represents recording fees for liens and other documents with the Clerk of Courts office.	$ 100.00	This amount represents recording fees for liens and other documents with the Clerk of Courts office.
493	Equipment Rental	$ -	None Requested	$ -	None Requested
510	Office Supplies	$ 100.00	supplies for files, printing pictures etc	$ 100.00	supplies for files, printing pictures etc
520	Operating Supplies	$ 100.00	Forms for violation notices and letters, etc.	$ 100.00	Forms for violation notices and letters, etc.
540	Books, Publications, Subscriptions &	$ -	None Requested	$ -	None Requested
Capital Expenditures					
630	Improvements Other Than Buildings	$ -		$ -	
640	Machinery & Equipment	$ -		$ -	

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-534-300	**REFUSE/SANITATION - OPERATING EXPENSES**						
01-534-341	Refuse Disposal - Residential - Refuse/S	$ 115,956	$ 119,000	$ 85,555	$ 113,000	$ 113,000	$ 114,100
01-534-342	Refuse Disposal - Commercial - Refuse/Sa	$ 75,053	$ 76,800	$ 62,798	$ 74,000	$ 74,000	$ 74,000
01-534-343	Recycling - Refuse/Sanitation	$ -	$ -	$ -	$ -	$ -	$ -
		$ 191,009	$ 195,800	$ 148,353	$ 187,000	$ 187,000	$ 188,100
	DEPARTMENT TOTAL	**$ 191,009**	**$ 195,800**	**$ 148,353**	**$ 187,000**	**$ 187,000**	**$ 188,100**

City of Polk City Budget Worksheet

Fund: General **Department: 534 - Refuse/Sanitation**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
341	Refuse Disposal – Residential	$ 112,300.00	Republic Services - service for residential can pick up.	$ 113,261.00	Republic Services - service for residential can pick up.
342	Refuse Disposal – Commercial	$ 74,000.00	Republic Services - service for commercial can pick up and dumpsters.	$ 74,000.00	Republic Services - service for commercial can pick up and dumpsters.

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-538-300	**STORMWATER - OPERATING EXPENSES**						
01-538-310	Professional Services - Stormwater	$ -	$ -	$ -	$ -	$ -	$ -
01-538-311	Engineering Services - Stormwater	$ 2,321	$ 8,000	$ 491	$ 8,500	$ 8,500	$ 8,500
01-538-315	Inmate Labor - Stormwater	$ 5,762	$ 5,750	$ 4,312	$ 5,750	$ 6,337	$ 6,337
01-538-400	Travel and Training - Stormwater	$ 100	$ 500	$ 256	$ 500	$ 500	$ 500
01-538-430	Utilities - Stormwater	$ -	$ -	$ -	$ -	$ -	$ -
01-538-440	Rentals and Leases - Stormwater	$ -	$ -	$ -	$ -	$ -	$ -
01-538-460	Repairs and Maintenance - Stormwater	$ -	$ 3,000	$ 26	$ 10,000	$ 32,000	$ 10,000
01-538-492	Recording & Other Fees - Stormwater	$ -	$ 500	$ 100	$ 500	$ 500	$ 500
01-538-493	Equipment Rental - Stormwater	$ -	$ -	$ -	$ -	$ -	$ -
01-538-520	Operating Supplies - Stormwater	$ -	$ -	$ -	$ -	$ -	$ -
01-538-540	Books, Pub., Sub., & Memberships - Stormwater	$ 366	$ -	$ 366	$ 366	$ 366	$ 366
		$ 8,549	$ 17,750	$ 5,551	$ 25,616	$ 48,203	$ 26,203
01-538-600	**STORMWATER - CAPITAL OUTLAY**						
01-538-630	Improvements Other than Building - Stormwater	$ -	$ -	$ -	$ -	$ -	$ -
01-538-640	Machinery & Equipment - Stormwater	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -
	DEPARTMENT TOTAL	**$ 8,549**	**$ 17,750**	**$ 5,551**	**$ 25,616**	**$ 48,203**	**$ 26,203**

City of Polk City Budget Worksheet

Fund: General **Department: 538 - Stormwater**

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		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
310	Professional Services			$ -	
311	Engineering Services	$ 8,500.00	NPDES Permit MS4 Engineering Services, plus pipe replacement.	$ 8,500.00	NPDES Permit MS4 Engineering Services, plus pipe replacement.
315	Inmate Labor	$ 5,750.00	Inmate labor contract - allocated between the following departments: General Govt Bldgs, Stormwater, Streets, Parks, Sewer Operations, and Water Operations.	$ 5,750.00	Inmate labor contract - allocated between the following departments: General Govt Bldgs, Stormwater, Streets, Parks, Sewer Operations, and Water Operations.
400	Travel and Training	$ 500.00	Florida Stormwater Training and certifications	$ 500.00	Florida Stormwater - Training and certifications
440	Rentals & Leases	$ -		$ -	
460	Repairs & Maintenance	$ 10,000.00	Replace three stormwater inlets and 420 feet of storm pipe; replace two additional inlets and repair other end of pipe at Honey Bee, and street	$ 10,000.00	Pipe repair & street sweeping
480	Promo Activities & Legal Ads	$ -		$ -	
492	Recording & Other Fees	$ 500.00	NPDES Permit & Stormwater fees	$ 500.00	NPDES Permit & Stormwater fees
493	Equipment Rental	$ -		$ -	
510	Office Supplies	$ -			
520	Operating Supplies	$ -		$ -	

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-539-300	**GEN GOV'T BUILDINGS - OPERATING EXPENSES**						
01-539-310	Professional Services - Gen Gov't Bldgs	$ 21,366	$ 19,000	$ 5,527	$ 15,000	$ 15,000	$ 17,000
01-539-312	Professional Services - Other - Gen Gov'	$ 325	$ 600	$ 325	$ 600	$ 600	$ 600
01-539-313	Professional Services - Activity Center	$ -	$ -	$-	$ -	$ -	$ -
01-539-315	Inmate Labor - Gen Gov't Bldgs	$ 5,762	$ 5,750	$ 4,312	$ 6,337	$ 6,337	$ 6,337
01-539-411	City Hall - Communication - Gen Gov't Bl	$ 12,722	$ 10,500	$ 10,367	$ 12,700	$ 12,700	$ 12,700
01-539-412	Activity Center - Communication - Gen Go	$ -	$ -	$-	$ -	$ -	$ -
01-539-413	Public Works - Communication - Gen Gov't	$ -	$ -	$-	$ -	$ -	$ -
01-539-414	Community Center - Communication - Gen Gov't	$ -	$ 500	$-	$ 1,680	$ 1,680	$ 1,680
01-539-431	City Hall - Utilities - Gen Gov't Bldgs	$ 12,280	$ 12,000	$ 9,233	$ 12,225	$ 12,225	$ 12,800
01-539-432	Activity Center - Utilities - Gen Gov't	$ 2,602	$ 2,500	$ 1,724	$ 2,500	$ 2,500	$ 2,800
01-539-433	Public Works - Utilities - Gen Gov't Bld	$ 1,802	$ 2,000	$ 1,452	$ 2,000	$ 2,000	$ 2,000
01-539-434	Community Center - Utilities - Gen Gov't Bld	$ -	$ 6,250	$-	$ 6,250	$ 6,250	$ 6,250
01-539-440	Rentals and Leases - Gen Gov't Bldgs	$ 6,704	$ 6,600	$ 6,694	$ 8,033	$ 8,033	$ 8,033
01-539-461	City Hall - Repairs & Maint - Gen Gov't	$ 4,768	$ 5,000	$ 4,072	$ 5,000	$ 5,000	$ 5,500
01-539-462	Activity Center - Repairs & Maint - Gen	$ 161	$ 3,500	$ 474	$ 1,500	$ 1,500	$ 1,500
01-539-463	Public Works - Repairs & Maint - Gen Gov	$ 7,707	$ 3,000	$ 591	$ 2,000	$ 2,000	$ 2,000
01-539-464	Community Center - Repairs & Maint - Gen Gov	$ -	$ 2,000	$ 184	$ 2,500	$ 2,500	$ 2,500
01-539-470	Printing and Reproduction - Gen Gov't Bl	$ -	$ -	$-	$ -	$ -	$ -
01-539-490	Other Current Charges - Gen Gov't Bl	$ 197	$ 250	$ 30	$ 300	$ 300	$ 300
01-539-510	Office Supplies - Gen Gov't Bldgs	$ 88	$ -	$-	$ -	$ -	$ -
01-539-521	City Hall - Operating Supplies - Gen Gov	$ 2,289	$ 2,000	$ 851	$ 2,000	$ 2,000	$ 2,200
01-539-522	Activity Center - Operating Supplies - G	$ 154	$ 200	$ 313	$ 300	$ 300	$ 200
01-539-523	Public Works - Operating Supplies - Gen	$ 2	$ 100	$ 530	$ 500	$ 500	$ 500
01-539-524	Community Center - Operating Supplies - Gen	$ -	$ 300	$-	$ 300	$ 300	$ 500
		$ 78,930	$ 82,050	$ 46,679	$ 81,725	$ 81,725	$ 85,400
01-539-600	**GEN GOV'T BUILDINGS - CAPITAL OUTLAY**						
01-539-620	Buildings - Gen Gov't Bldgs	$ -	$ -	$ -	$ -	$ -	$ -
01-539-631	City Hall - Improv. O/T Bldgs - Gen Gov'	$ -	$ -	$ -	$ -	$ -	$ -
01-539-632	Activity Center - Improv. O/T Bldgs - Ge	$ -	$ -	$ -	$ -	$ -	$ -
01-539-633	Public Works - Improv. O/T Bldgs - Gen G	$ 5,007	$ 3,000	$ -	$ -	$ -	$ -
01-539-641	City Hall - Mach. & Equipment - Gen Gov'	$ 4,490	$ -	$ -	$ -	$ -	$ -
01-539-642	Activity Center - Mach. & Equipment - Ge	$ -	$ -	$ -	$ -	$ -	$ -
01-539-643	Public Works - Mach. & Equipment - Gen G	$ -	$ -	$ -	$ -	$ -	$ -
01-539-650	Construction in Progress - Gen Gov't Bld	$ -	$ -	$ 8,364	$ -	$ -	$ -
		$ 9,497	$ 3,000	$ 8,364	$ -	$ -	$ -
	DEPARTMENT TOTAL	**$ 88,427**	**$ 85,050**	**$ 55,043**	**$ 81,725**	**$ 81,725**	**$ 85,400**

City of Polk City Budget Worksheet

Fund: General **Department: 539 - General Government Buildings**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
310	Professional Services	$ 15,000.00	I T service and software support., sound system services, Haines City Fire Extinguisher, etc.	$ 17,000.00	I T service and software support; Haines City Fire Extinguisher, etc.
312	Professional Services - Other	$ 600.00	Annual termite service	$ 600.00	Annual termite service
315	Inmate Labor	$ 5,750.00	Inmate labor contract - allocated between the following departments: General Govt Bldgs, Stormwater, Streets, Parks, Sewer Operations, and Water Operations.	$ 5,750.00	Inmate labor contract - allocated between the following departments: General Govt Bldgs, Stormwater, Streets, Parks, Sewer Operations, and Water Operations.
411	City Hall – Communication	$ 12,700.00	Verizon and Brighthouse	$ 12,700.00	Verizon and Brighthouse
414	Community Center – Communication	$ 1,680.00	Brighthouse	$ 1,680.00	Brighthouse
431	City Hall – Utilities	$ 12,225.00	Polk City Utilities, Lakeland Electric	$ 12,800.00	Polk City Utilities, Lakeland Electric
432	Woman's Club – Utilities	$ 2,500.00	Polk City Utilities, Lakeland Electric	$ 2,800.00	Polk City Utilities, Lakeland Electric
433	Public Works – Utilities	$ 2,000.00	Polk City Utilities, Lakeland Electric	$ 2,000.00	Polk City Utilities, Lakeland Electric
434	Community Center - Utilities	$ 6,250.00	Polk City Utilities, Lakeland Electric	$ 6,250.00	Polk City Utilities, Lakeland Electric
440	Rentals and Leases	$ 8,033.00	Mailfinance lease (Postage Machine & Letter Folding Machine) - $3,426.00. Konica Copier Leases - $4,603 (based on # copies)	$ 8,033.00	Mailfinance lease (Postage Machine & Letter Folding Machine) - $3,426.00. Konica Copier Leases - $4,603 (based on # copies)
461	City Hall – Repairs & Maintenance	$ 5,000.00	Routine maintenance on the building and grounds.Keeping City Hall appearance acceptable.	$ 5,500.00	Routine maintenance on the building and grounds.Keeping City Hall appearance acceptable.
462	Woman's Club – Repairs & Maintenance	$ 1,500.00	Routine maintenance on the building and grounds. Replace sections of walk way.	$ 1,500.00	Routine maintenance on the building and grounds. Paint exterior of building.
463	Public Works – Repairs & Maintenance	$ 2,000.00	Routine maintenance	$ 2,000.00	Routine maintenance
464	Community Center – Repairs & Maintenance	$ 2,500.00	Routine maintenance.	$ 2,500.00	Routine maintenance.
490	Other Current Charges	$ 300.00	Miscellaneous Items not covered elsewhere	$ 300.00	Miscellaneous Items not covered elsewhere
510	Office Supplies	$ -	Office supplies - stock. Office supplies will be expensed to the employee's departments as much as possible.	$ -	Office supplies - stock. Office supplies will be expensed to the employee's departments as much as possible.
521	City Hall – Operating Supplies	$ 2,000.00	Supplies needed such as toliet paper, cleaning supplies, soap, paper towels, paper goods, plastic ware, garbage bags etc.	$ 2,000.00	Supplies needed such as toliet paper, cleaning supplies, soap, paper towels, paper goods, plastic ware, garbage bags, etc.
522	Woman's Club – Operating Supplies	$ 300.00	Supplies needed such as paper towels, soap, cleaning materials, garbage bags, etc.	$ 300.00	Supplies needed such as paper towels, soap, cleaning materials, garbage bags, etc.

City of Polk City Budget Worksheet

Fund: General **Department: 539 - General Government Buildings**

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		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
523	Public Works – Operating Supplies	$ 500.00	Supplies needed such as paper towels, soap, cleaning materials, garbage bags, etc.	$ 500.00	Supplies need such as paper towels, soap, cleaning materials, garbage bags, etc.
524	Community Center – Operating Supplies	$ 300.00	Supplies needed to upkeep the buildings and the grounds.	$ 300.00	Supplies needed to upkeep the buildings and the grounds.
Capital Expenditures					
633	Public Works – Improvements Other Than Buildings	$ -		$ -	

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-541-100	**ROADS & STREETS - PERSONNEL EXPENSES**						
01-541-120	Regular Salary - Wages - Roads & Streets	$ 68,449	$ 76,942	$ 58,637	$ 80,165	$ 79,965	$ 80,165
01-541-140	Overtime - Roads & Streets	$ 386	$ 566	$ 558	$ 1,486	$ 1,591	$ 1,486
01-541-160	Bonuses and Gift Certificates - Roads &	$ 650	$ -	$ -	$ -	$ -	$ -
01-541-210	Fica Taxes - Roads & Streets	$ 5,245	$ 5,929	$ 4,544	$ 6,246	$ 6,239	$ 6,246
01-541-220	Retirement Contribution - Roads & Street	$ 3,153	$ 4,864	$ 3,759	$ 5,175	$ 5,168	$ 5,175
01-541-230	Life & Health Insurance - Roads & Street	$ 7,965	$ 16,746	$ 14,229	$ 17,743	$ 18,079	$ 18,452
01-541-240	Worker's Compensation - Roads & Streets	$ 7,580	$ 7,600	$ 6,475	$ 7,600	$ 7,600	$ 7,600
		$ 93,428	$ 112,647	$ 88,202	$ 118,415	$ 118,642	$ 119,124
01-541-300	**ROADS & STREETS - OPERATING EXPENSES**						
01-541-305	Contract Labor - Roads & Streets	$ -	$ -	$ -	$ -	$ -	$ -
01-541-310	Professional Services - Roads & Streets	$ 120	$ -	$ 5,586		$ -	$ -
01-541-311	Engineering Services - Roads & Streets	$ -	$ -	$ -	$ 700	$ 700	$ 800
01-541-315	Inmate Labor - Roads & Streets	$ 17,287	$ 17,249	$ 12,937	$ 18,249	$ 19,012	$ 19,012
01-541-400	Travel and Training - Roads & Streets	$ -	$ -	$ 219	$ 300	$ 300	$ 300
01-541-410	Communication Services - Roads & Streets	$ 513	$ 540	$ 510	$ 540	$ 540	$ 540
01-541-430	Utilities - Roads & Streets	$ 23,538	$ 24,500	$ 17,565	$ 24,500	$ 24,500	$ 24,500
01-541-440	Rentals and Leases - Roads & Streets	$ -	$ -	$ -	$ -	$ -	$ -
01-541-460	Repairs and Maintenance - Roads & Street	$ 4,416	$ 5,500	$ 673	$ 8,000	$ 8,000	$ 8,000
01-541-461	Repairs & Maintenance-Equipment - Roads	$ 5,122	$ 3,500	$ 3,039	$ 3,500	$ 3,500	$ 4,000
01-541-464	Vehicle Fuel - Roads & Streets	$ 8,253	$ 6,000	$ 4,133	$ 6,000	$ 6,000	$ 6,500
01-541-465	Vehicle Maintenance - Roads & Streets	$ 1,181	$ 3,500	$ 1,076	$ 4,000	$ 4,000	$ 4,500
01-541-480	Promo Activities & Legal Ads - Roads & S	$ -	$ -	$ -	$ -	$ -	$ -
01-541-492	Recording & Other Fees - Roads & Streets	$ -	$ -	$ -	$ -	$ -	$ -
01-541-493	Equipment Rental - Roads & Streets	$ 200	$ 1,000	$ -	$ 1,000	$ 1,000	$ 1,000
01-541-510	Office Supplies - Roads & Streets	$ 534	$ 500	$ 72	$ 200	$ 200	$ 250
01-541-520	Operating Supplies - Roads & Streets	$ 17,236	$ 10,000	$ 5,463	$ 10,000	$ 10,000	$ 10,000
01-541-524	Chemicals - Roads & Streets	$ 313	$ 500	$ -	$ 500	$ 500	$ 500
01-541-530	Road Materials & Supplies - Roads & Stre	$ 2,111	$ 6,500	$ 1,429	$ 6,500	$ 6,500	$ 6,500
01-541-540	Books, Pub., Sub., & Memberships - Roads	$ -	$ -	$ 30	$ -	$ -	$ -
		$ 80,825	$ 79,289	$ 52,732	$ 83,989	$ 84,752	$ 86,402
01-541-600	**ROADS & STREETS - CAPITAL OUTLAY**						
01-541-630	Improvements Other than Building - Roads	$ 1,520	$ 114,702	$ 206,265	$ -	$ -	$ -
01-541-640	Machinery & Equipment - Roads & Streets	$ 1,620	$ -	$ -	$ 10,000	$ -	$ 25,000
01-541-650	Construction in Progress - Roads & Stree	$ -	$ -	$ -	$ -	$ -	$ -
		$ 3,140	$ 114,702	$ 206,265	$ 10,000	$ -	$ 25,000
	DEPARTMENT TOTAL	**$ 177,394**	**$ 306,638**	**$ 347,199**	**$ 212,404**	**$ 203,394**	**$ 230,526**

City of Polk City Budget Worksheet

STREETS - 541

Employee ID	Employee	2014-2015 Total Regular Salary	2015-2016 Proposed COLA Increase	2015-2016 Proposed Merit Increase	2015-2016 Total Regular Salary	2015-2016 Overtime Provision	2015-2016 Addl pay for Halloween and X-Mas events	2015-2016 Total Salary	2015-2016 Hourly Rate
00024	Downing, Kelly	$ 23,400.00	$ -	$ 1,600.00	$ 25,000.00	$ 213.68	$ 320.51	$ 25,534.19	$ 13.35
00010	Harmon, Clifton	$ 27,892.80	$ -	$ -	$ 27,892.80	$ 178.80	$ 357.60	$ 28,429.20	$ 14.90
00056	Tomer, Charles Scott	$ 25,272.00	$ -	$ 1,800.00	$ 27,072.00	$ 173.54	$ 347.08	$ 27,592.62	$ 14.46
	Total Department	**$ 76,564.80**	**$ -**	**$ 3,400.00**	**$ 79,964.80**	**$ 566.01**	**$ 1,025.19**	**$ 81,556.00**	

*Kelly is budgeted for the yard sale event, safe haven halloween event, music festival and the Christmas parade
Kelly has also taken over responsibilities of coverage in other departments when someone is not here

**Clifton and Charles will have additional overtime with the added music festival
*** Charles Scott is receiving his certification in stormwater and will be given an increase

City of Polk City Budget Worksheet

Fund: General **Department: 541 - Roads and Streets**

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		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
310	Professional Services	$ -	Hiring a electrician or anyone that specializes in roadwork repair. Services that are needed that no one in the department has the skill level to perform.	$ -	Hiring a electrician or anyone that specializes in roadwork repair. Services that are needed that no one in the department has the skill level to perform.
311	Engineering Services	$ 700.00	Engineering Services	$ 800.00	Engineering Services
315	Inmate Labor	$ 18,249.00	Inmate labor contract - allocated between the following departments: General Govt Bldgs, Stormwater, Streets, Parks, Sewer Operations, and Water Operations.	$ 18,249.00	Inmate labor contract - allocated between the following departments: General Govt Bldgs, Stormwater, Streets, Parks, Sewer Operations, and Water Operations.
400	Travel and Training	$ 300.00		$ 300.00	
410	Communication Services	$ 540.00	Nextel	$ 540.00	Nextel
420	Education Reimbursement	$ -	None Requested	$ -	None Requested
430	Utilities	$ 24,500.00	Lakeland Electric, TECO, and Polk City Utilities. Street lighting, etc.	$ 25,000.00	Lakeland Electric, TECO, and Polk City Utilities. Street lighting, etc.
440	Rentals & Leases	$ -		$ -	
460	Repairs & Maintenance	$ 8,000.00	General maintenance. Plus maintenance of decorative street lights $2400.00; replacement of Christmas Decorations $2500	$ 8,000.00	General maintenance. Plus maintenance of decorative street lights $2400.00; replacement of Christmas decorations
461	Repairs & Maintenance-	$ 3,500.00	Routine repairs & maintenance of equipment	$ 4,000.00	Routine repairs & maintenance of equipment
464	Vehicle Fuel	$ 6,000.00	Fuel to operate the streets trucks & equipment	$ 6,500.00	Fuel to operate the streets trucks & equipment
465	Vehicle Maintenance	$ 4,000.00	Routine maintenance (oil change, brakes, tires, wiper blades).	$ 4,500.00	Routine maintenance (oil change, brakes, tires, wiper blades).
492	Recording & Other Fees				
493	Equipment Rental	$ 1,000.00	Renting equipment that is needed to complete task and projects (dump trucks, pressure washer, wood chipper)	$ 1,000.00	Renting equipment that is needed to complete task and projects (dump trucks, pressure washer, wood chipper)
510	Office Supplies	$ 200.00	Buying pencils, pens, paper. These items are needed for daily tasks.	$ 250.00	Buying pencils, pens, paper. These items are needed for daily tasks.
520	Operating Supplies	$ 10,000.00	Daily operating supplies to maintain the department + $2,000 for an edger, 2 weed wackers and a street saw.	$ 10,000.00	Daily operating supplies to maintain the department + $2,000 for a pole saw and 2 weed wackers.
524	Chemicals	$ 500.00	Buying the needed chemicals to keep lawns green and absent of insects.	$ 500.00	Buying the needed chemicals to keep lawns green and absent of insects.
530	Road Materials & Supplies	$ 6,500.00	$2,500.00 pot hole repair, $4000.00 Sidewalk repair, stop sign & speed limit signs	$ 6,500.00	$2,500.00 pot hole repair, $4000.00 Sidewalk repair, stop sign & speed limit signs

City of Polk City Budget Worksheet

Fund: General **Department: 541 - Roads and Streets**

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		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
540	Books, Publications, Subscriptions & Memberships	$ -		$ -	
Capital Expenditures					
630	Improvement other than buildings	$ -	Paving - Honey Bee Area. Brought forward from the FY14 budget. Will be paid with restricted gas taxes.	$ -	Road and street resurfacing - $85,055.00 for street repair to be paid for with the new local opt gas tax (restricted for paving only) of estimated $43,000 for FY16, plus $42,055 restricted new local opt gas tax cash carryforward from FY15.
640	Machinery & Equipment	$ 10,000.00	Set aside for new tractor	$ 25,000.00	Purchase Tractor (G.F. to pay $25,000 and E.F. to pay $5,000)
650	Construction in Progress	$ -	None Requested	$ -	None Requested

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-571-100	**LIBRARY - PERSONNEL EXPENSES**						
01-571-120	Regular Salary - Wages - Library	$ 52,952	$ 54,500	$ 41,715	$ 56,000	$ 55,700	$ 54,400
01-571-140	Overtime - Library	$ 220	$ 150	$ 408	$ 1,077	$ 1,071	$ 1,065
01-571-160	Bonuses and Gift Certificates - Library	$ 433	$ -	$ -	$ -	$ -	$ -
01-571-210	Fica Taxes - Library	$ 3,952	$ 4,181	$ 3,194	$ 4,242	$ 4,343	$ 4,242
01-571-220	Retirement Contribution - Library	$ 3,871	$ 4,028	$ 3,142	$ 4,026	$ 4,122	$ 4,026
01-571-230	Life & Health Insurance - Library	$ 16,853	$ 16,915	$ 14,216	$ 17,414	$ 17,912	$ 18,111
01-571-240	Worker's Compensation - Library	$ 143	$ 150	$ 142	$ 150	$ 150	$ 150
		$ 78,424	$ 79,924	$ 62,816	$ 82,909	$ 83,298	$ 81,994
01-571-300	**LIBRARY - OPERATING EXPENSES**						
01-571-310	Professional Services - Library	$ 100	$ 400	$ -	$ 600		$ -
01-571-312	Professional Services - Other - Library	$ -	$ 2,300	$ -	$ 2,800	$ 2,800	$ 2,800
01-571-400	Travel and Training - Library	$ 242	$ -	$ 520	$ 1,200	$ 1,200	$ 1,200
01-571-410	Communication Services - Library	$ 1,791	$ 1,850	$ 1,713	$ 2,200	$ 2,100	$ 2,100
01-571-420	Education Reimbursement - Library	$ -	$ -	$ -	$ -	$ -	$ -
01-571-430	Utilities - Library	$ 3,820	$ 4,400	$ 2,618	$ 5,000	$ 5,000	$ 5,000
01-571-440	Rentals and Leases - Library	$ 1,550	$ -	$ -	$ -	$ -	
01-571-460	Repairs and Maintenance - Library	$ 14,402	$ 2,500	$ 439	$ 1,000	$ 1,000	$ 1,000
01-571-470	Printing and Reproduction - Library	$ -	$ -	$ -	$ -	$ -	$ -
01-571-480	Promo Activities & Legal Ads - Library	$ 1,651	$ 1,300	$ 1,880	$ 1,500	$ 1,500	$ 1,500
01-571-510	Office Supplies - Library	$ 1,042	$ 1,200	$ 750	$ 1,200	$ 1,200	$ 1,600
01-571-520	Operating Supplies - Library	$ 7,908	$ 8,000	$ 4,683	$ 8,000	$ 8,000	$ 8,000
01-571-540	Books, Pub., Sub., & Memberships - Libra	$ 890	$ 700	$ 487	$ 900	$ 900	$ 800
		$ 33,397	$ 22,650	$ 13,090	$ 24,400	$ 23,700	$ 24,000
01-571-600	**LIBRARY - CAPITAL OUTLAY**						
01-571-610	Land - Library	$ -	$ -	$ -	$ -	$ -	$ -
01-571-620	Buildings - Library	$ -	$ -	$ -	$ -	$ -	$ -
01-571-630	Improvements Other than Building - Libra	$ -	$ -	$ -	$ -	$ -	$ -
01-571-640	Machinery & Equipment - Library	$ -	$ -	$ -	$ -	$ -	$ -
01-571-650	Construction in Progress - Library	$ -	$ -	$ -	$ -	$ -	$ -
01-571-660	Books, Pub.& Library Materials - Library	$ 11,350	$ 10,500	$ 7,866	$ 12,000	$ 12,000	$ 12,000
		$ 11,350	$ 10,500	$ 7,866	$ 12,000	$ 12,000	$ 12,000
	DEPARTMENT TOTALS	**$ 123,171**	**$ 113,074**	**$ 83,772**	**$ 119,309**	**$ 118,998**	**$ 117,994**

City of Polk City Budget Worksheet

LIBRARY - 571

Employee ID	Employee	2014-2015 Total Regular Salary	2015-2016 Proposed COLA Increase	2015-2016 Proposed Merit Increase	2015-2016 Total Regular Salary	2015-2016 Overtime Provision	2015-2016 Addl pay for Halloween and X-Mas events	2015-2016 Total Salary	2015-2016 Hourly Rate
00043	Busch, Linda	$ 31,000.00	$ -	$ -	$ 31,000.00	$ 198.72	$ 397.44	$ 31,596.15	$ 16.56
00052	Penton, Suzette	$ 23,400.00	$ -	$ 1,300.00	$ 24,700.00	$ 158.33	$ 316.67	$ 25,175.00	$ 13.19
	Total Department	**$ 54,400.00**	**$ -**	**$ 1,300.00**	**$ 55,700.00**	**$ 357.05**	**$ 714.10**	**$ 56,771.15**	

City of Polk City Budget Worksheet

Fund: General **Department: 571 - Library**

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		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
310	Professional Services	$ 600.00	Compuer Services, Repair services, cleaning services, pest control, etc.	$ 600.00	Repair services, cleaning services, pest control, etc.
312	Professional Services – Other	$ 2,800.00	Library programs for the Summer reading program - $1,800.00. Annual Printing Software Support by Iteam Resources - $505.00, and other	$ 2,800.00	Library programs for the Summer reading program - $800.00. Annual Printing Software Support by Iteam Resources - $505.00.
400	Travel and Training	$ 1,200.00	Continuing staff development of library skills, Florida Library Director's meeting, or State Library Conference, and workshops	$ 1,200.00	Continuing staff development of library skills, Florida Library Director's meeting, or State Library Conference.
410	Communication Services	$ 2,200.00	Phone service with fax capability that library users are paying a fee to utilize.	$ 2,200.00	Phone service with fax capability that library users are paying a fee to utilize.
420	Education Reimbursement	$ -	To meet the suggested staff education requirements of the Polk County Library Cooperative.	$ -	To meet the suggested staff education requirements of the Polk County Library Cooperative.
430	Utilities	$ 5,000.00	Electric, water, sewer services	$ 5,000.00	Electric, water, sewer services
440	Rentals & Leases	$ -		$ -	
460	Repairs & Maintenance	$ 1,000.00	Routine maintenance.	$ 1,000.00	Routine maintenance.
480	Promo Activities & Legal Ads	$ 1,500.00	Purchase of bookmarks, calendars, items that place the library in users day to day observation and the materials needed for the Christmas parade and Safe Halloween.	$ 1,500.00	Purchase of bookmarks, calendars, items that place the library in users day to day observation and the materials needed for the Christmas parade and Safe Halloween.
510	Office Supplies	$ 1,200.00	Supplies needed for general library office needs.	$ 8,000.00	Supplies needed for general library office needs.
520	Operating Supplies	$ 8,000.00	Janitorial supplies, operating supplies, Machine to clean DVD's - $700, 3 New computers - $2,000.	$ 8,400.00	Janitorial supplies, operating supplies, and 3 New computers - $2,000.
540	Books, Publications, Subscriptions & Memberships	$ 900.00	Newspaper, magazine subscriptions, Library memberships : American Library Association and Florida Library Association etc.	$ 800.00	Newspaper, magazine subscriptions, Library memberships : American Library Association and Florida Library Association etc.
Capital Expenditures					
620	Buildings	$ -		$ -	
640	Machinery & Equipment	$ -		$ -	
660	Books, Publications & Library Materials	$ 12,000.00	Purchase of new books, other publications and media for children, teens, and adults - to be paid with operating cash.	$ 12,000.00	Purchase of new books, other publications and media for children, teens, and adults - to be paid with operating cash.

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-572-300	**PARKS - OPERATING EXPENSES**						
01-572-310	Professional Services	$ 1,500.00	$ -	$ -	$ -	$ -	$ -
01-572-315	Inmate Labor - Parks	$ 5,762	$ 5,750	$ 4,312	$ 5,750	$ 6,337	$ 6,337
01-572-400	Travel and Training - Parks	$ -	$ -		$ -	$ -	$ -
01-572-430	Utilities - Parks	$ 7,071	$ 8,000	$ 4,378	$ 7,000	$ 7,000	$ 8,000
01-572-440	Rentals and Leases - Parks	$ -	$ -	$ -	$ -	$ -	$ -
01-572-460	Repairs and Maintenance - Parks	$ 6,425	$ 55,000	$ 4,490	$ 4,000	$ 54,000	$ 4,000
01-572-493	Equipment Rental - Parks	$ -	$ -	$ -	$ -	$ -	$ -
01-572-520	Operating Supplies - Parks	$ 668	$ 1,200	$ 338	$ 1,200	$ 1,200	$ 1,200
		$ 21,427	$ 69,950	$ 13,518	$ 17,950	$ 68,537	$ 19,537
01-572-600	**PARKS - CAPITAL OUTLAY**						
01-572-610	Land - Parks	$ -	$ -	$ -	$ -	$ -	$ -
01-572-620	Buildings - Parks	$ -	$ -	$ -	$ -	$ -	$ -
01-572-630	Improvements Other than Building - Parks	$ 4,976	$ -	$ -	$ -	$ -	$ -
01-572-631	City Hall - Improv. O/T Bldgs - Parks	$ -	$ -	$ -	$ -	$ -	$ -
01-572-632	Activity Center - Improv. O/T Bldgs - Pa	$ -	$ -	$ -	$ -	$ -	$ -
01-572-633	Public Works - Improv. O/T Bldgs - Parks	$ -	$ -	$ -	$ -	$ -	$ -
01-572-640	Machinery & Equipment - Parks	$ -	$ -	$ -	$ -	$ -	$ -
01-572-641	City Hall - Mach. & Equipment - Parks	$ -	$ -	$ -	$ -	$ -	$ -
01-572-642	Activity Center - Mach. & Equipment - Pa	$ -	$ -	$ -	$ -	$ -	$ -
01-572-643	Public Works - Mach. & Equipment - Parks	$ -	$ -	$ -	$ -	$ -	$ -
01-572-650	Construction in Progress - Parks	$ -	$ -	$ -	$ -	$ -	$ -
01-572-660	Books, Pub.& Library Materials - Parks	$ -	$ -	$ -	$ -	$ -	$ -
		$ 4,976	$ -	$ -	$ -	$ -	$ -
	DEPARTMENT TOTAL	**$ 26,403**	**$ 69,950**	**$ 13,518**	**$ 17,950**	**$ 68,537**	**$ 19,537**

City of Polk City Budget Worksheet

Fund: General **Department: 572 - Parks**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
315	inmate labor	$ 5,750.00	Inmate labor contract - allocated between the following departments: General Govt Bldgs, Stormwater, Streets, Parks, Sewer Operations, and Water Operations.	$ 5,750.00	Inmate labor contract - allocated between the following departments: General Govt Bldgs, Stormwater, Streets, Parks, Sewer Operations, and Water Operations.
430	Utilities	$ 7,000.00	Lighting and electric for the parks, water and sewer	$ 8,000.00	Lighting for the parks, water and sewer
460	Repairs & Maintenance	$ 4,000.00	Regular repairs & maitnenace of parks & recreation areas	$ 4,000.00	Regular repairs & maintenance of parks & recreation areas
493	Equipment Rental	$ -		$ -	
520	Operating Supplies	$ 1,200.00	Operating supplies.	$ 1,200.00	Operating supplies.
Capital Expenditures					
630	Improvements Other Than Buildings	$ -		$ -	
640	Machinery & Equipment	$ -		$ -	

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-574-300	**SPECIAL EVENTS - OPERATING EXPENSES**						
01-574-310	Professional Services - Spec Events	$ 480	$ 600	$ 580	$ 600	$ 600	$ 600
01-574-440	Rentals and Leases - Spec Events	$ 198	$ 250	$ 554	$ 600	$ 600	$ 600
01-574-470	Printing and Reproduction - Spec Events	$ 294	$ 350	$ 428	$ 500	$ 500	$ 500
01-574-480	Promo Activities & Legal Ads - Spec Even	$ -	$ 100	$ -	$ 100	$ 100	$ 100
01-574-490	Other Current Charges - Spec Events	$ -	$ -	$ -	$ -	$ -	$ -
01-574-491	Van Fleet Cycling Challenge - Spec Events	$ 2,509	$ 3,000	$ -	$ -	$ -	$ -
01-574-520	Operating Supplies - Spec Events	$ 2,881	$ 3,500	$ 3,764	$ 5,000	$ 5,000	$ 5,000
		$ 6,362	$ 7,800	$ 5,326	$ 6,800	$ 6,800	$ 6,800
	DEPARTMENT TOTAL	**$ 6,362**	**$ 7,800**	**$ 5,326**	**$ 6,800**	**$ 6,800**	**$ 6,800**

City of Polk City Budget Worksheet

Fund: General **Department: 574 - Special Events**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
310	Professional Services	$ 600.00	Sheriff deputies for Christmas parade.	$ 600.00	Sheriff deputies for Christmas parade.
440	Rentals & Leases	$ 600.00	This is used for the rental of equipment that the City does not own to use for events the City sponsors. Helium Tank and Moonwalk. Safe Haven Halloween, Music Festival and Christmas Parade.	$ 600.00	This is used for the rental of equipment that the City does not own to use for events the City sponsors. Helium Tank and Moonwalk. Safe Haven Halloween, Music Festival and Christmas Parade.
470	Printing & Reproduction	$ 500.00	Envelopes or other printing supplies needed.	$ 500.00	Envelopes or other printing supplies needed.
480	Promo Activities & Legal Ads	$ 100.00	Promo activities for city functions such as the Christmas parade, Safe Haven and Music Festival Events.	$ 100.00	Promo activities for city functions such as the Christmas parade, Safe Haven and Music Festival.
490	Other Current Charges	$ -		$ -	
491	Van Fleet Cycling Challenge	$ -	nothing requested	$ -	nothing requested
520	Operating Supplies	$ 5,000.00	Copy Paper, Prizes for games, Santa Gifts, decorations, vendor space materials, etc. All Supplies -- popcorn, candy, etc. Safe Haven Halloween, Music Festival, Christmas Parade, City-wide Yard Sale. Includes the purchase of 2 dome tents and adopt families at Christmas.	$ 5,000.00	Copy Paper, Prizes for games, Santa Gifts, decorations, vendor space materials, etc. All Supplies -- popcorn, candy, etc. Safe Haven Halloween, Music Festival, Christmas Parade, and City-wide Yard Sale. Includes the purchase of 2 dome tents and sponsorhip of families at Christmas
640	Machinery & Equipment	$ -		$ -	

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
01-590-300	**NON-DEPARTMENTAL - OPERATING EXPENSES**						
01-590-310	Professional Services - Non-Dept	$ -	$ 1,500	$ 900	$ 1,500	$ 1,500	$ 1,500
01-590-311	Engineering Services - Non-Dept	$ -	$ 4,000	$ -	$ 5,000	$ 5,000	$ 5,000
01-590-312	Professional Services - Other - Non-Dept	$ 6,918	$ 8,800	$ 8,674	$ 8,800	$ 8,800	$ 8,939
01-590-320	Accounting and Auditing - Non-Dept	$ 13,992	$ 13,928	$ 12,974	$ 14,324	$ 14,324	$ 15,180
01-590-420	Education Reimbursement - Non-Dept	$ -	$ -		$ -	$ -	$ -
01-590-440	Rentals & Leases - Non-Dept	$ -	$ -	$ -	$ -	$ -	$ -
01-590-450	Liability Insurance - Non-Dept	$ 30,107	$ 32,500	$ 33,322	$ 35,750	$ 35,750	$ 35,750
01-590-520	Operating Supplies - Non-Dept	$ 4,312	$ -	$ -	$ -	$ -	$ -
01-590-528	Postage - Non-Dept	$ -	$ 4,500	$ 2,234	$ 4,500	$ 4,500	$ 4,500
		$ 55,329	$ 65,228	$ 58,104	$ 69,874	$ 69,874	$ 70,869
01-590-900	**NON-DEPARTMENTAL - OTHER USES**						
01-590-920	Transfer to Enterprise Fund - Non-Dept	$ -	$ -	$ -	$ -	$ -	$ -
01-590-930	Transfer to Public Safety Impact Fees Reserves- Non	$ -	$ -	$ -	$ -	$ -	$ -
01-590-931	Transfer to Transportation Impact Fees Reserves - Nc	$ -	$ -	$ -	$ -	$ -	$ -
01-590-932	Transfer to Parks & Rec Impact Fees Reserves - Non	$ -	$ -	$ -	$ -	$ -	$ -
01-590-933	Transfer to Public Facilities Impact Fees Reserves - N	$ -	$ -	$ -	$ -	$ -	$ -
01-590-940	Reserves - Unrestricted Reserves - Non-Dept	$ -	$ -	$ -	$ 32,709	$ 2,164	$ 15,983
01-590-941	Reserves - Emergencies and Contingencies - Non-De	$ -	$ 24,342	$ -	$ 22,000		$ -
01-590-942	Reserves - Capital Outlay Purchases - Non-Dept	$ -	$ 5,000	$ -		$ 10,000	$ -
01-590-950	Transfer to Restricted Streets Paving	$ -	$ 42,055	$ -	$ 44,694	$ 44,694	$ 44,694
01-590-951	Transfer to Restricted Building Permits	$ -	$ -	$ -	$ -	$ -	$ -
01-590-991	Aids to Private Organizations - Non-Dept	$ 250	$ 500	$ 250	$ 500	$ 500	$ 500
01-590-992	Unemployment Claims - Non-Dept	$ -	$ 2,500	$ 1,650	$ 2,500	$ 2,500	$ 2,500
01-590-993	Transfer to Reserve - Non-Dept	$ -	$ -	$ -	$ -	$ -	$ -
01-590-994	Bank Fees - Non-Dept	$ -	$ -	$ -	$ -	$ -	$ -
01-590-995	Refund of Overpayments - Non-Dept	$ -	$ -	$ -	$ -	$ -	$ -
01-590-996	Bad Debt - Non-Dept	$ 635	$ 3,000	$ -	$ 3,000	$ 3,000	$ 3,000
01-590-998	Fund Balance - Out of Balance - Non-Dept	$ -	$ -	$ -	$ -	$ -	$ -
01-590-999	Other - Non-Operating Charges - Non-Dept	$ 4,972	$ 5,500	$ 3,193	$ 5,000	$ 5,000	$ 5,000
		$ 5,858	$ 82,897	$ 5,093	$ 110,403	$ 67,858	$ 71,677
	DEPARTMENT TOTAL	**$ 61,187**	**$ 148,125**	**$ 63,197**	**$ 180,277**	**$ 137,732**	**$ 142,546**

City of Polk City Budget Worksheet

Fund: General **Department: 590 - Non-Departmental**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
310	Professional Services	$ 1,500.00	Other misc services.	$ 1,500.00	Other misc services.
311	Engineering Services	$ 5,000.00	Misc engineering services not expensed to any other General Fund department.	$ 5,000.00	Misc engineering services not expensed to any other General Fund department.
312	Professional Services – Other	$ 8,800.00	Civic Plus - $5,897 x 33% = $1,946 for Web Hosting. Microsoft Outlook Annual Recurring Cost = $2,039.00. MCSJ Software & Hardware Maintenance $13,000 x 33% - $4,290. The Civic Plus and Edmunds expenses are expensed between the GF (33%) and EF (67%). Plus $525 to Wells Fargo (bond annual registrar/paying agent).	$ 8,939.00	Civic Plus - $5,897 x 33% = $1,946 for Web Hosting. Microsoft Outlook Annual Recurring Cost = $2,039.00. MCSJ Software & Hardware Maintenance $13,000 x 33% - $4,290. The Civic Plus and Edmunds expenses are expensed between the GF (33%) and EF (67%). Plus $525 to Wells Fargo (bond annual registrar/paying agent).
320	Accounting & Auditing	$ 14,324.00	George Cotellis - $13,005 x 33% = $4,292. Brynjulfson CPA - $30400 x 33% = $10,032 (Includes addl cost for CDBG single audit). Both vendors are expensed between the General Fund (33%) and Enterprise Fund (67%).	$ 15,180.00	George Cotellis - $14,000 x 33% = $4,620. Brynjulfson CPA - $32,000 x 33% = $10,5860 (Includes addl cost for CDBG single audit). Both vendors are expensed between the General Fund (33%) and Enterprise Fund (67%).
440	Rentals & Leases	$ -		$ -	
450	Liability Insurance	$ 35,750.00	PGIT Property and General Liability Insurance - This is expensed between the General and Enterprise Funds.	$ 35,750.00	PGIT Property and General Liability Insurance - This is expensed between the General and Enterprise Funds.
520	Operating Supplies	$ -		$ -	
528	Postage	$ 4,500.00	Postage Expense - General Fund departments, etc.	$ 4,500.00	Postage Expense - General Fund departments, etc.
Other Uses					
920	Transfer to Enterprise Fund	$ -		$ -	
930	Transfer to Public Safety Impact Fees Restricted Cash Account	$ -		$ -	
931	Transfer to transportation Impact Fees Restricted Cash Account	$ -		$ -	
932	Transfer to Parks & Recreation Impact Fees Restricted Cash Account	$ -		$ -	
933	Transfer to Public Facilities Impact Fees Restricted Cash Account	$ -		$ -	
940	Reserves - Unrestricted Reserves	$ 9,749.00		$ 15,983.00	

City of Polk City Budget Worksheet

Fund: General **Department: 590 - Non-Departmental**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
941	Reserves - Emergencies and Contingencies Reserves	$ -		$ -	
942	Reserves - Capital Outlay Purchases	$ 10,000.00	Purchase of new tractor ($30,000) to be split with Enterprise Fund Sewer (05-535-640) - Set aside $5,000 in FY15, FY16, and FY17. Item is expected to be purchased in FY17 (01-541-640) - $10,000.00 expense for this budget.	$ -	
950	Transfer to Restricted Streets Paving	$ 44,694.00		$ 44,694.00	
951	Transfer to Restricted Building Permits	$ -		$ -	
991	Aids to Private Organizations.	$ 500.00	Donations	$ 500.00	Donations
992	Unemployment Claims.	$ 2,500.00	Estimated unemployment claims.	$ 2,500.00	Estimated unemployment claims.
994	Bank Fees.	$ -	Bank Service charges on the following bank accounts: General Fund.	$ -	Bank Service charges on the following bank accounts: General Fund.
995	Refund of Overpayments	$ -	To refund credit balances on closed utility accounts.	$ -	To refund credit balances on closed utility accounts.
996	Bad Debt Expense	$ 3,000.00	Utility account balances realized as uncollectable (garbage, stormwater, or utility tax).	$ 3,000.00	Utility account balances realized as uncollectable (garbage, stormwater, or utility tax).
999	Other Non-Operating Charges.	$ 5,500.00	Other miscellaneous charges that don't belong in any other General Fund departmental expense accounts. (Joe G. Tedder postage exp for tax bills, King Groves Polk City taxes, Polk County BOCC tax increment billing, etc.).	$ 5,500.00	Other miscellaneous charges that don't belong in any other General Fund departmental expense accounts. (Joe G. Tedder postage exp for tax bills, King Groves Polk City taxes, Polk County BOCC tax increment billing, etc.).

ENTERPRISE FUND

REVENUES

City of Polk City Budget Worksheet
Enterprise Fund Revenues

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
05-324-000	**IMPACT FEES**						
05-324-210	Water Impact Fees	$ 55,904	$ 34,940	$ 50,663	$ 34,940	$ 34,940	$ 34,940
05-324-220	Sewer Impact Fees	$ 132,450	$ 88,300	$ 128,035	$ 88,300	$ 88,300	$ 88,300
		$ 188,354	**$ 123,240**	**$ 178,698**	**$ 123,240**	**$ 123,240**	**$ 123,240**
05-325-000	**SPECIAL ASSESSMENTS**						
05-325-110	Connection Fees - Sewer	$ -	$ -	$ -	$ -	$ -	$ -
05-325-111	Connection Fees - Water (Permits - Cash Basis)	$ 21,750	$ 12,180	$ 16,965	$ 16,965	$ 16,965	$ 16,965
05-325-112	Connection Fees - Water (Utility Billing - Accrual)	$ 870	$ -	$ 3,915	$ -	$ -	$ -
05-325-210	Readiness to Serve Charge - Sewer	$ 138,757	$ 115,620	$ 114,059	$ 102,780	$ 102,780	$ 102,780
05-325-211	Readiness to Serve Charge - Water	$ 83,075	$ 67,506	$ 64,604	$ 63,404	$ 63,404	$ 63,404
		$ 244,452	**$ 195,306**	**$ 199,543**	**$ 183,149**	**$ 183,149**	**$ 183,149**
05-329-000	**OTHER PERMITS AND FEES**						
05-329-200	Other Lic./Fees/Permits	$ 1,641	$ 7,500	$ 9,775	$ 100	$ 100	$ 100
		$ 1,641	**$ 7,500**	**$ 9,775**	**$ 100**	**$ 100**	**$ 100**
05-331-000	**GRANTS & AIDS - FEDERAL**						
05-331-310	Water Supply System Grants	$ -	$ -	$ -	$ -	$ -	$ -
05-331-350	Sewer/Wastewater Grants	$ -	$ -	$ -	$ -	$ -	$ -
05-331-510	CDBG	$ -	$ -	$ -	$ -	$ -	$ -
05-331-520	CDBG - SCADA	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
05-334-000	**GRANTS & AIDS - STATE**						
05-334-900	CIBR Grants	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
05-340-000	**CHARGES FOR SERVICES**						
05-340-100	Back Flow Fees	$ -	$ -	$ -	$ -	$ -	$ -
05-340-200	Monthly Fees	$ -	$ -	$ -	$ -	$ -	$ -
05-340-300	Water Utility Revenue	$ 845,916	$ 871,990	$ 584,938	$ 891,008	$ 891,008	$ 904,641
05-340-500	Sewer Utility Revenue	$ 800,920	$ 862,480	$ 574,055	$ 866,523	$ 872,064	$ 885,893
		$ 1,646,836	**$ 1,734,470**	**$ 1,158,993**	**$ 1,757,531**	**$ 1,763,072**	**$ 1,790,534**
05-359-000	**OTHER JUDGEMENTS, FINES, & FORFEITURES**						
05-359-100	Other Fines and/or Forfeitures	$ 39,980	$ 36,000	$ 25,120	$ 30,200	$ 30,200	$ 30,200
05-359-200	Non Sufficient Funds	$ 1,285	$ 1,350	$ 705	$ 900	$ 900	$ 900
05-359-300	Late Fees	$ 31,504	$ 31,000	$ 24,245	$ 29,100	$ 29,100	$ 29,100
		$ 72,769	**$ 68,350**	**$ 50,070**	**$ 60,200**	**$ 60,200**	**$ 60,200**
05-361-000	**INTEREST INCOME**						
05-361-100	Interest Income	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

City of Polk City Budget Worksheet
Enterprise Fund Revenues

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
05-365-000	**SALE OF SURPLUS MATERIALS AND SCRAP**						
05-365-100	Sales of Surplus Property	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
05-366-000	**CONTRIBUTIONS & DONATIONS - PRIVATE SOURCES**						
05-366-100	Private Donations	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
05-369-000	**OTHER MISCELLANEOUS INCOME**						
05-369-100	Misc. Income	$ 10,294	$ 500	$ 2,497	$ 500	$ 500	$ 500
05-369-110	Refund of Overpayments	$ -	$ -	$ -	$ -	$ -	$ -
05-369-111	Cash Drawer Overage	$ 5	$ -	$ -	$ -	$ -	$ -
05-369-300	Reappropriation of Surplus	$ -	$ -	$ -	$ -	$ -	$ -
05-369-400	Insurance Proceeds	$ -	$ -	$ -	$ -	$ -	$ -
05-369-700	Misc - Income - Reimbursement - Invoiced	$ 8,300	$ -	$ -	$ -	$ -	$ -
		$ 18,599	**$ 500**	**$ 2,497**	**$ 500**	**$ 500**	**$ 500**
05-381-000	**INTRAGOVERNMENTAL TRANSFERS IN**						
05-381-100	Transfer From General Fund	$ -	$ -	$ -	$ -	$ -	$ -
05-381-900	Cash Carry Forward	$ -	$ -	$ -	$ 39,334	$ 39,334	$ 5,000
		$ -	**$ -**	**$ -**	**$ 39,334**	**$ 39,334**	**$ 5,000**
05-385-000	**BOND PROCEEDS**						
05-385-100	Bond Proceeds - Sewer	$ -	$ -	$ -	$ -	$ -	$ -
05-385-101	Bond Proceeds - Water	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
05-386-000	**INTRAGOVERNMENTAL TRANSFERS**						
05-386-100	USDA Grant Proceeds - Sewer	$ -	$ -	$ -	$ -	$ -	$ -
05-386-101	USDA Grant Proceeds - Water	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	TOTAL ENTERPRISE FUND REVENUES	**$ 2,172,650**	**$ 2,129,366**	**$ 1,599,576**	**$ 2,164,054**	**$ 2,169,595**	**$ 2,162,723**

ENTERPRISE FUND

EXPENDITURES

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
05-533-100	**WATER OPERATIONS - PERSONNEL EXPENSES**						
05-533-120	Regular Salary - Wages - Water Oper	$ -	$ 60,762	$ 35,559	$ 60,824	$ 60,824	$ 60,824
05-533-130	Other Salaries and Wages - Water Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-533-140	Overtime - Water Oper	$ -	$ 187	$ 339	$ 1,170	$ 1,170	$ 1,170
05-533-160	Bonuses and Gift Certificates - Water Op	$ -	$ -	$ -	$ -	$ -	$ -
05-533-210	Fica Taxes - Water Oper	$ -	$ 4,663	$ 2,692	$ 4,743	$ 4,743	$ 4,743
05-533-220	Retirement Contribution - Water Oper	$ -	$ 4,492	$ 2,646	$ 4,501	$ 4,501	$ 4,501
05-533-230	Life & Health Insurance - Water Oper	$ -	$ 15,786	$ 9,272	$ 16,783	$ 16,783	$ 16,783
05-533-240	Worker's Compensation - Water Oper	$ -	$ 210	$ 131	$ 210	$ 210	$ 210
		$ -	$ 86,100	$ 50,638	$ 88,231	$ 88,231	$ 88,231
05-533-300	**WATER OPERATIONS - OPERATING EXPENSES**						
05-533-305	Contract Labor - Water Oper	$ 300,311	$ 245,845	$ 176,930	$ 297,464	$ 255,000	$ 255,000
05-533-310	Professional Services - Water Oper	$ 929	$ 2,500	$ 350	$ 2,500	$ 2,500	$ 3,000
05-533-311	Engineering Services - Water Oper	$ 18,039	$ 12,500	$ 4,317	$ 37,500	$ 12,500	$ 25,000
05-533-312	Professional Services - Other - Water Op	$ 3,806	$ 6,200	$ 11,086	$ 33,000	$ 13,000	$ 13,000
05-533-315	Inmate Labor - Water Oper	$ 11,525	$ 11,499	$ 8,625	$ 11,499	$ 10,237	$ 10,237
05-533-400	Travel and Training - Water Oper	$ -	$ -	$ -	$ 500	$ 500	$ 500
05-533-410	Communication Services - Water Oper	$ 425	$ 500	$ 793	$ 1,100	$ 1,100	$ 1,200
05-533-420	Education Reimbursement - Water Operations	$ -	$ 2,500	$ -	$ -	$ -	$ -
05-533-430	Utilities - Water Oper	$ 45	$ -	$ -	$ -	$ -	$ -
05-533-431	Mt. Olive WTP - Utilities - Water Oper	$ 5,092	$ 6,000	$ 3,476	$ 6,000	$ 6,000	$ 6,600
05-533-432	Commonwealth WTP - Utilities - Water Oper	$ 3,476	$ 3,600	$ 3,414	$ 4,200	$ 4,200	$ 4,620
05-533-433	V. Matt Williams WTP - Utilities - Water Oper	$ 7,907	$ 10,000	$ 6,252	$ 10,000	$ 11,000	$ 12,000
05-533-440	Rentals and Leases - Water Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-533-460	Repairs and Maintenance - Water Oper	$ 27,253	$ 27,000	$ 11,397	$ 45,000	$ 30,000	$ 45,000
05-533-461	Mt. Olive WTP - Repairs & Maint - Water Oper	$ 22	$ -	$ 16,200	$ 28,000	$ 25,000	$ -
05-533-462	Commonwealth WTP - Repairs & Maint - Water Op	$ 22	$ -	$ -	$ -	$ -	$ 22,000
05-533-463	V. Matt Williams WTP - Repairs & Maint - Water Op	$ 47	$ -	$ 625	$ -	$ -	$ 55,000
05-533-464	Vehicle Fuel - Water Oper	$ 9,455	$ 8,300	$ 5,086	$ 7,000	$ 7,000	$ 7,700
05-533-465	Vehicle Maintenance - Water Oper	$ 2,800	$ 3,000	$ 279	$ 3,500	$ 3,500	$ 4,000
05-533-470	Printing and Reproduction - Water Oper	$ 124	$ 1,750	$ 1,862	$ 1,400	$ 2,000	$ 1,500
05-533-490	Other Current Charges - Water Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-533-492	Recording & Other Fees - Water Oper	$ 575	$ 4,500	$ 4,300	$ 4,500	$ 4,500	$ 4,500
05-533-493	Equipment Rental - Water Oper	$ -	$ 1,000	$ -	$ 1,000	$ 1,000	$ 1,000
05-533-510	Office Supplies - Water Oper	$ 301	$ 1,000	$ 528	$ 1,000	$ 1,000	$ 1,000
05-533-520	Operating Supplies - Water Oper	$ 329,243	$ 11,500	$ 20,084	$ 15,000	$ 15,000	$ 15,000
05-533-524	Chemicals - Water Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-533-525	Uniforms - Water Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-533-530	Road Materials & Supplies - Water Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-533-540	Books, Pub., Sub., & Memberships - Water	$ 2,620	$ 2,250	$ -	$ 2,500	$ 1,600	$ 1,600
		$ 724,015	$ 361,444	$ 275,603	$ 512,663	$ 406,637	$ 489,457

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
05-533-600	**WATER OPERATIONS - CAPITAL OUTLAY**						
05-533-605	Depreciation Expense - Water Oper	$ 346,077	$ -	$ -	$ -	$ -	$ -
05-533-630	Improvements Other than Building - Water	$ -	$ -	$ -	$ -	$ -	$ -
05-533-631	Improvements Other than Bldg - CDBG Exps	$ -	$ -	$ -	$ -	$ -	$ -
05-533-634	SCADA System - Water Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-533-640	Machinery & Equipment - Water Oper	$ -	$ 10,400	$ -	$ 16,500	$ 16,500	$ -
05-533-641	Mt. Olive WTP - Machinery & Equipment	$ -	$ -	$ -	$ -	$ -	$ -
05-533-642	Commonwealth WTP - Machinery & Equipment	$ -	$ -	$ -	$ -	$ -	$ -
05-533-643	V. Matt Williams WTP - Machinery & Equipment	$ -	$ -	$ -	$ -	$ -	$ -
05-533-650	Construction In Progress - Water Oper	$ -	$ -	$ -	$ -	$ -	$ -
		$ 346,077	$ 10,400	$ -	$ 16,500	$ 16,500	$ -
05-533-700	**WATER OPERATIONS - DEBT SERVICE**						
05-533-710	Principal - Water Oper	$ -	$ 66,151	$ 65,901	$ 67,833	$ 67,833	$ 69,529
05-533-720	Interest - Water Oper	$ 100,948	$ 104,903	$ 104,903	$ 102,959	$ 102,959	$ 100,966
05-533-730	Other Debt Service Costs - Water Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-533-733	Mandated Reserve - Water Oper	$ -	$ 6,846	$ 5,705	$ 6,846	$ 6,846	$ -
		$ 100,948	$ 177,900	$ 176,509	$ 177,638	$ 177,638	$ 170,495
	DEPARTMENT TOTAL	**$ 1,171,040**	**$ 635,844**	**$ 502,750**	**$ 795,032**	**$ 689,006**	**$ 748,183**

WATER OPERATIONS - 533

Employee ID	Employee	2014-2015 Total Regular Salary	2015-2016 Proposed COLA Increase	2015-2016 Proposed Merit Increase	2015-2016 Total Regular Salary	2015-2016 Overtime Provision	2015-2016 Addl pay for Halloween and X-Mas events	2015-2016 Total Salary	2015-2016 Hourly Rate
00058	Chasity Hall	$ 29,390.40	$ -	$ -	$ 29,390.40	$ 188.40	$ 376.80	$ 29,955.60	$ 15.70
00031	McKinney, Kathy	$ 29,390.40	$ -	$ -	$ 29,390.40	$ 188.40	$ 376.80	$ 29,955.60	$ 15.70
	Raise for Supervisor	$ 2,043.60			$ 2,043.60	$ 13.10	$ 26.20	$ 2,082.90	$ 1.09
	Total Department	**$ 60,824.40**	**$ -**	**$ -**	**$ 60,824.40**	**$ 389.90**	**$ 779.80**	**$ 61,994.10**	

City of Polk City Budget Worksheet

Fund: Enterprise **Department: 533 - Water Operations**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
305	Contract Labor	$ 297,464.00	Annual contract for Woodard & Curran utility operations. This expense is split evenly with the Sewer operations department (535).	$ 297,464.00	Annual contract for Woodard & Curran utility operations. This expense is split evenly with the Sewer operations department (535).
310	Professional Services	$ 2,500.00	Misc services needed outside of the Woodard & Curran contract. Example: special reporting, testing, annual inspections, etc. - $2,500.00.	$ 3,000.00	Misc services needed outside of the Woodard & Curran contract. Example: special reporting, testing, annual inspections, etc. - $2,500.00.
311	Engineering Services	$ 37,500.00	Misc engineering services.	$ 42,000.00	Start creation of city as-builts, water line repalcement in Clearwater Estages
312	Professional Services – Other	$ 33,000.00	Online Collections for utility deposit determinations- $1,800. Misc professional services - $2,500. $1,900.00 for the Master Meter maintenance for the handheld & software, and other	$ 32,000.00	Online Collections for utility deposit determinations- $1,800. Misc professional services - $2,500. $1,900.00 for the Master Meter maintenance for the handheld & software, and other
315	Inmate Labor	$ 11,499.00	Inmate labor contract - allocated between the following departments: General Govt Bldgs, Stormwater, Streets, Parks, Sewer Operations, and Water Operations.	$ 11,499.00	Inmate labor contract - allocated between the following departments: General Govt Bldgs, Stormwater, Streets, Parks, Sewer Operations, and Water Operations.
400	Travel and Training	$ 500.00	Utility billing training/customer service, etc.	$ 500.00	Utiling billing training/customer service, etc.
410	Communication Services	$ 1,100.00	Nextel and Brighthouse services.	$ 1,200.00	Nextel and Brighthouse services.
420	Education Reimbursement	$ -		$ -	
431	Mt. Olive WTP - Utilities	$ 6,000.00	Electric	$ 6,600.00	Electric
432	Cardinal Hill WTP - Utilities	$ 4,200.00	Electric	$ 4,620.00	Electric
433	V. Matt Williams WTP - Utilities	$ 10,000.00	Electric	$ 11,000.00	Electric
440	Rentals & Leases	$ -		$ -	
460	Repairs & Maintenance	$ 45,000.00	Possible repair and maintenance above the Woodard & Curran contract - $24,000. , Valve repair and replacement program ($12,000) painting of water plant(s)	$ 45,000.00	Possible repair and maintenance above the Woodard & Curran contract - $24,000, Generator inspection and maintenance. Valve repair and replacement program - $12,000, etc.
461	Mt. Olive WTP - Repairs & Maint	$ 28,000.00	MCC upgrade and replacement of plant equipment and controls		
462	Commonwealth WTP - Repairs & Maint	$ -		$ 22,000.00	Commonwalth WTP MCC-upgrade and replacement
463	V. Matt Williams WTP - Repairs & Maint	$ -		$ 55,000.00	Half of the MCC upgrade and replacement
464	Vehicle Fuel	$ 7,000.00		$ 7,700.00	
465	Vehicle Maintenance	$ 3,500.00		$ 4,000.00	
470	Printing & Reproduction	$ 1,400.00	Utility bill envelopes - $1,500. Payment receipt books, accounts payable checks, deposit slips, etc. - $250.	$ 1,500.00	Utility bill envelopes - $1,500. Payment receipt books, accounts payable checks, deposit slips, etc. - $250.

City of Polk City Budget Worksheet

Fund: Enterprise **Department: 533 - Water Operations**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
492	Recording & Other Fees	$ 4,500.00	Annual water license fees to Polk County Health Dept	$ 4,500.00	Annual water license fees to Polk County Health Dept
493	Equipment Rental	$ 1,000.00	Diesel generator, bypass pump, etc.	$ 1,000.00	
510	Office Supplies	$ 1,000.00		$ 1,000.00	
520	Operating Supplies	$ 15,000.00	Distribution system parts and materials for new meters and connections, etc - $13,500. Janitorial supplies - $1,500.	$ 15,000.00	Meters and brass hardware and Janitorial supplies
524	Chemicals	$ -		$ -	
540	Books, Publications, Subscriptions & Memberships	$ 2,500.00	Dues for Florida Rural Water Assoc, etc. Water Use Permit Renweal.	$ 2,500.00	Dues for Florida Rural Water Assoc, etc. Water Use Permit Renweal.
Capital Expenditures					
630	Improvements Other Than Buildings	$ -		$ -	
631	Improvements Other than Bldg - CDBG	$ -		$ -	
640	Machinery & Equipment	$ 16,500.00	Small pick-up truck, spare strap-on water meter	$ 25,000.00	Installment for fleet replacement
641	Mt. Olive WTP - Machinery & Equipment				
642	Commonwealth WTP - Machinery & Equipment				
643	V.Matt Williams - Machinery & Equipment				
650	Construction in Progress	$ -		$ -	
Debt Service					
710	Principal	$ 67,833.00	Fifth Third Bank Revenue Bond - $47,922.00 and Tax Exempt Leasing - $19,910.55.	$ 69,529.00	Fifth Third Bank Revenue Bond - $49,063.00 and Tax Exempt Leasing - 20,466.06
720	Interest	$ 102,959.00	Fifth Third Bank Revenue Bond - $99,385.09 and Tax Exempt Leasing - $3574.34	$ 100,966.26	Fifth Third Bank Revenue Bond - $97,947.43 and Tax Exempt Leasing - $3,018.83
733	Mandated Reserve	$ 6,846.00	$6,846 Fifth Third Bank Revenue Bond renewal, replacements, and improvements (Total to set aside for the Fifth Third loan is $30,000.00 - this is split between Sewer and Water).	$ -	The mandated reserve has been met (2016)

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
05-535-300	**SEWER OPERATIONS - OPERATING EXPENSES**						
05-535-305	Contract Labor - Sewer Oper	$ 301,771	$ 245,845	$ 176,930	$ 297,464	$ 255,000	$ 255,000
05-535-310	Professional Services - Sewer Oper	$ -	$ 2,500	$ -	$ 2,500	$ 2,500	$ 2,500
05-535-311	Engineering Services - Sewer Oper	$ 3,947	$ 12,500	$ 815	$ 45,000	$ 12,500	$ 18,000
05-535-312	Professional Services - Other - Sewer Op	$ 1,517	$ 2,500	$ 456	$ 2,500	$ 2,500	$ 2,500
05-535-315	Inmate Labor - Sewer Oper	$ 11,525	$ 11,499	$ 9,625	$ 11,499	$ 10,237	$ 10,237
05-535-400	Travel and Training - Sewer Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-535-410	Communication Services - Sewer Oper	$ 661	$ 800	$ 604	$ 800	$ 800	$ 880
05-535-411	Cardinal Hill WWTP - Communications - Sewer	$ 509	$ 500	$ 435	$ 650	$ 650	$ 700
05-535-412	Mt. Olive WWTP - Communications - Sewer	$ 2,884	$ 3,100	$ 2,104	$ 3,100	$ 3,100	$ 3,400
05-535-430	Utilities - Sewer Oper	$ 3,493	$ 3,600	$ 1,838	$ 3,600	$ 3,600	$ 3,900
05-535-431	Cardinal Hill WWTP - Utilities - Sewer Oper	$ 16,873	$ 16,600	$ 14,821	$ 18,000	$ 18,000	$ 20,000
05-535-432	Mt. Olive WWTP - Utilities - Sewer Oper	$ 10,032	$ 11,000	$ 7,749	$ 10,000	$ 10,000	$ 11,000
05-535-440	Rentals and Leases - Sewer Oper	$ -	$ -	$ 1,781	$ -	$ -	$ -
05-535-450	Liability Insurance - Sewer Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-535-460	Repairs and Maintenance - Sewer Oper	$ 35,908	$ 72,000	$ 34,159	$ 72,000	$ 72,000	$ 50,000
05-535-461	Cardinal Hill - Repairs & Maint - Sewer Oper	$ 15	$ -	$ 3,652	$ 10,000	$ 10,000	$ 20,000
05-535-464	Vehicle Fuel - Sewer Oper	$ 6,009	$ 7,800	$ 1,848	$ 7,500	$ 7,500	$ 6,590
05-535-465	Vehicle Maintenance - Sewer Oper	$ 1,587	$ 3,000	$ 365	$ 3,000	$ 3,000	$ 3,000
05-535-470	Printing and Reproduction - Sewer Oper	$ -	$ 250	$ 557	$ 1,000	$ 1,000	$ 1,000
05-535-490	Other Current Charges - Sewer Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-535-492	Recording & Other Fees - Sewer Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-535-493	Equipment Rental - Sewer Oper	$ -	$ 2,500	$ -	$ 2,500	$ 2,500	$ 2,500
05-535-510	Office Supplies - Sewer Oper	$ 247	$ 550	$ 266	$ 550	$ 550	$ 550
05-535-520	Operating Supplies - Sewer Oper	$ 1,084	$ 1,500	$ 902	$ 1,500	$ 1,500	$ 1,500
05-535-524	Chemicals - Sewer Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-535-525	Uniforms - Sewer Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-535-530	Road Materials & Supplies - Sewer Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-535-540	Books, Pub., Sub., & Memberships - Sewer	$ -	$ -	$ -	$ -	$ -	$ -
		$ 398,062	$ 398,044	$ 258,907	$ 493,163	$ 416,937	$ 413,257
05-535-600	**SEWER OPERATIONS - CAPITAL OUTLAY**						
05-535-610	Land - Sewer Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-535-620	Buildings - Sewer Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-535-630	Improvements Other than Building - Sewer	$ -	$ -	$ -	$ 27,000	$ -	
05-535-640	Machinery & Equipment - Sewer Oper	$ -	$ 3,000	$ -	$ 88,000	$ 77,000	$ 5,000
05-535-641	Cardinal Hill WWTP - Machinery & Equip	$ -	$ 28,800	$ -	$ 88,000	$ -	$ 8,000
05-535-650	Construction In Progress - Sewer Oper	$ -	$ -	$ 900	$ -	$ -	$ -
05-535-660	Books, Pub.& Library Materials - Sewer O	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ 31,800	$ 900	$ 203,000	$ 77,000	$ 13,000

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
05-535-700	**SEWER OPERATIONS - DEBT SERVICE**						
05-535-710	Principal - Sewer Oper	$ -	$ 269,393	$ 213,473	$ 275,947	$ 275,947	$ 282,566
05-535-720	Interest - Sewer Oper	$ 416,713	$ 403,913	$ 372,729	$ 396,471	$ 396,471	$ 388,848
05-535-730	Other Debt Service Costs - Sewer Oper	$ -	$ -	$ -	$ -	$ -	$ -
05-535-733	Mandated Reserve - Sewer Oper	$ -	$ 23,154	$ 19,295	$ 23,154	$ 23,154	$ -
		$ 416,713	$ 696,460	$ 605,497	$ 695,572	$ 695,572	$ 671,414
	DEPARTMENT TOTAL	**$ 814,775**	**$ 1,126,304**	**$ 865,304**	**$ 1,391,735**	**$ 1,189,509**	**$ 1,097,671**

City of Polk City Budget Worksheet

Fund: Enterprise **Department: 533 - Water Operations**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
305	Contract Labor	$ 297,464.00	Annual contract for Woodard & Curran utility operations. This expense is split evenly with the Sewer operations department (535).	$ 297,464.00	Annual contract for Woodard & Curran utility operations. This expense is split evenly with the Sewer operations department (535).
310	Professional Services	$ 2,500.00	Misc services needed outside of the Woodard & Curran contract. Example: special reporting, testing, annual inspections, etc. - $2,500.00.	$ 3,000.00	Misc services needed outside of the Woodard & Curran contract. Example: special reporting, testing, annual inspections, etc. - $2,500.00.
311	Engineering Services	$ 37,500.00	Misc engineering services.	$ 42,000.00	Start creation of city as-builts, water line repalcement in Clearwater Estages
312	Professional Services – Other	$ 33,000.00	Online Collections for utility deposit determinations- $1,800. Misc professional services - $2,500. $1,900.00 for the Master Meter maintenance for the handheld & software, and other	$ 32,000.00	Online Collections for utility deposit determinations- $1,800. Misc professional services - $2,500. $1,900.00 for the Master Meter maintenance for the handheld & software, and other
315	Inmate Labor	$ 11,499.00	Inmate labor contract - allocated between the following departments: General Govt Bldgs, Stormwater, Streets, Parks, Sewer Operations, and Water Operations.	$ 11,499.00	Inmate labor contract - allocated between the following departments: General Govt Bldgs, Stormwater, Streets, Parks, Sewer Operations, and Water Operations.
400	Travel and Training	$ 500.00	Utility billing training/customer service, etc.	$ 500.00	Utiling billing training/customer service, etc.
410	Communication Services	$ 1,100.00	Nextel and Brighthouse services.	$ 1,200.00	Nextel and Brighthouse services.
420	Education Reimbursement	$ -		$ -	
431	Mt. Olive WTP - Utilities	$ 6,000.00	Electric	$ 6,600.00	Electric
432	Cardinal Hill WTP - Utilities	$ 4,200.00	Electric	$ 4,620.00	Electric
433	V. Matt Williams WTP - Utilities	$ 10,000.00	Electric	$ 11,000.00	Electric
440	Rentals & Leases	$ -		$ -	
460	Repairs & Maintenance	$ 45,000.00	Possible repair and maintenance above the Woodard & Curran contract - $24,000. , Valve repair and replacement program ($12,000) painting of water plant(s)	$ 45,000.00	Possible repair and maintenance above the Woodard & Curran contract - $24,000, Generator inspection and maintenance. Valve repair and replacement program - $12,000, etc.
461	Mt. Olive WTP - Repairs & Maint	$ 28,000.00	MCC upgrade and replacement of plant equipment and controls		
462	Commonwealth WTP - Repairs & Maint	$ -		$ 22,000.00	Commonwalth WTP MCC-upgrade and replacement
463	V. Matt Williams WTP - Repairs & Maint	$ -		$ 55,000.00	Half of the MCC upgrade and replacement
464	Vehicle Fuel	$ 7,000.00		$ 7,700.00	
465	Vehicle Maintenance	$ 3,500.00		$ 4,000.00	
470	Printing & Reproduction	$ 1,400.00	Utility bill envelopes - $1,500. Payment receipt books, accounts payable checks, deposit slips, etc. - $250.	$ 1,500.00	Utility bill envelopes - $1,500. Payment receipt books, accounts payable checks, deposit slips, etc. - $250.

City of Polk City Budget Worksheet

Fund: Enterprise **Department: 535 - Sewer Operations**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
490	Other Current Charges	$ -		$ -	
492	Recording & Other Fees	$ -		$ -	
493	Equipment Rental	$ 2,500.00	Diesel generator, bypass pump, etc.	$ 2,000.00	Diesel generator, bypass pump, etc.
510	Office Supplies	$ 550.00		$ 550.00	
520	Operating Supplies	$ 1,500.00	Janitorial supplies - $1,500.	$ 1,500.00	Janitorial supplies - $1,500.
524	Chemicals	$ -		$ -	
525	Uniforms	$ -		$ -	
530	Road repair	$ -		$ -	
540	Books, Publications, Subscriptions &	$ -		$ -	
Capital Expenditures					
630	Improvements Other than Building - Sewer	$ 27,000.00	Fencing Cardinal Hill Property		
640	Machinery & Equip	$ 88,000.00	Mobile Generator-$59,000 ($39,334 totall in reserves), new composite samples -$7,500, Back up portable crane system for lift stations - $6,000, upgrade to lift station #7 - $12,000	$ 5,000.00	Purchase of tractor (G.F. to pay $25,000 – E.F. set aside $5,000 in reserves in FY 2015)
641	Cardinal Hill WWTP - Machinery & Equip	$ 88,000.00		$ 8,000.00	New composite sampler
660	Books, Publications & Library Materials	$ -		$ -	
Debt Service					
710	Principal	$ 275,947.00	DEP - $113,869.18 and Fifth Third Bank Revenue Bond - $162,078.00	$ 282,566.00	DEP - $116,629, and Fifth Third Bank Revenue Bond - $165,937
720	Interest	$ 396,471.00	DEP - $60,338.90 and Fifth Third Bank Revenue Bond - $336,132.41.	$ 388,848.19	DEP - $57,578.12, and Fifth Third Bank Revenue Bond - $331,270.07.
733	Mandated Reserve	$ 23,154.00	$23,154 for Fifth Third Bank Revenue Bond renewal, replacements, and improvements (Total to set aside for the Fifth Third loan is $30,000.00 - this is split between Sewer and Water).	$ -	Mandated Reserve has been met

City of Polk City Budget Worksheet

Account Number	Account Description	FY14 Actual	FY15 - Budget	FY15- 07/24/15 YTD Actual	FY16 - Dept Requested	FY16- Proposed	Estimated FY17 Budget
05-590-300	**NON-DEPARTMENTAL - OPERATING EXPENSES**						
05-590-310	Professional Services - Non-Dept	$ -	$ 1,000	$ -	$ 2,500	$ -	$ -
05-590-312	Professional Services – Other - Non-Dept	$ 16,255	$ 15,886	$ 16,602	$ 16,845	$ 16,845	$ 16,845
05-590-320	Accounting and Auditing - Non-Dept	$ 28,407	$ 28,277	$ 26,381	$ 29,081	$ 29,081	$ 30,820
05-590-440	Rentals & Leases - Non-Dept	$ 12,666	$ 12,421	$ 11,077	$ 12,421	$ 12,421	$ 12,421
05-590-450	Liability Insurance - Non-Dept	$ 43,649	$ 44,000	$ 45,343	$ 45,343	$ 45,343	$ 45,343
05-590-492	Recording & Other Fees - Non-Dept	$ 2,500	$ 2,300	$ -	$ 2,300	$ 2,300	$ 2,300
05-590-520	Operating Supplies - Non-Dept	$ 10,433	$ -	$ -	$ 400	$ 400	$ 400
05-590-528	Postage - Non-Dept	$ -	$ 11,000	$ 5,514	$ 11,500	$ 11,500	$ 11,500
		$ 113,909	$ 114,884	$ 104,916	$ 120,390	$ 117,890	$ 119,629
05-590-600	**NON-DEPARTMENTAL - CAPITAL OUTLAY**						
05-590-630	Improvements Other Than Buildings	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -
05-590-900	**NON-DEPARTMENTAL - OTHER USES**						
05-590-920	Transfer to General Fund - Non-Dept	$ 242,950	$ 20,000	$ -	$ -	$ -	$ -
05-590-930	Transfer to Water Impact Fees Reserves - Non-Dept	$ -	$ 34,940	$ 15,723	$ 34,940	$ 34,940	$ 34,940
05-590-931	Transfer to Sewer Impact Fees Reserves - Non-Dept	$ -	$ 78,300	$ 39,735	$ 78,300	$ 78,300	$ 78,300
05-590-940	Transfer to Unrestricted Reserves - Non-Dept	$ -	$ -	$ -	$ -	$ 2,450	$ -
05-590-941	Emergencies and Contingencies - Non-Dept	$ -	$ 41,427	$ -	$ -		$ -
05-590-942	Reserves - Capital Outlay Purchases - Non-Dept	$ -	$ 24,667	$ -			$ 27,000
05-590-992	Unemployment Claims - Non-Dept	$ -	$ 1,500	$ -	$ 1,500	$ 1,500	$ 1,000
05-590-993	Transfer to Reserve - Non-Dept	$ -	$ -	$ -	$ -	$ -	$ -
05-590-994	Bank Fees - Non-Dept	$ 536	$ 1,500	$ 321	$ 1,500	$ 1,500	$ 1,500
05-590-995	Refund of Overpayments - Non-Dept	$ -	$ -	$ -	$ -	$ -	$ -
05-590-996	Bad Debt - Non-Dept	$ -	$ 50,000	$ -	$ 50,000	$ 50,000	$ 50,000
05-590-999	Other Non-Operating Charges - Non-Dept	$ 4,892	$ -	$ 4,522	$ 4,500	$ 4,500	$ 4,500
		$ 248,378	$ 252,334	$ 60,301	$ 170,740	$ 173,190	$ 197,240
	DEPARTMENT TOTAL	$ 362,286	$ 367,218	$ 165,217	$ 291,130	$ 291,080	$ 316,869

City of Polk City Budget Worksheet

Fund: Enterprise **Department: 590 - Non-Departmental**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
Operating Expenses					
310	Professional Services	$ 2,500.00	Rapid Tech computer maintenance.	$ 2,500.00	Rapid Tech computer maintenance.
312	Professional Services – Other	$ 16,845.00	Civic Plus - $5,836 x 67% = $3,910 for Web Hosting. MCSJ Software & Hardware Maintenance $13,000 x 67% = $8,710.00. Both of these are expensed between the GF (33%) and EF (67%). Plus $1,200.00 for the WIPP utility online payment portal software and maintenance. Plus $2,500 for DACBond for the ongoing annual filing/storage fee for financial reporting for the 5th 3rd bond. Plus $525 to Wells Fargo (bond annual registrar/paying agent).	$ 16,845.00	Civic Plus - $5,836 x 67% = $3,910 for Web Hosting. MCSJ Software & Hardware Maintenance $13,000 x 67% = $8,710.00. Both of these are expensed between the GF (33%) and EF (67%). Plus $1,200.00 for the WIPP utility online payment portal software and maintenance. Plus $2,500 for DAC Bond for the ongoing annual filing/storage fee for financial reporting for the 5th 3rd bond. Plus $525 to Wells Fargo (bond annual registrar/paying agent).
320	Accounting & Auditing	$ 29,081.00	George Cotellis - $13,005 x 67% = $8713 Brynjulfson CPA - $30,400 x 67% = $20,368. Both vendors are expensed between the General Fund (33%) and Enterprise Fund (67%).	$ 30,820.00	George Cotellis - $14,000 x 67% = $9,380. Brynjulfson CPA - $32,000 x 67% = $21,440. Both vendors are expensed between the General Fund (33%) and Enterprise Fund (67%).
440	Rentals & Leases	$ 12,421.00	Mailfinance lease (Postage Machine & Letter Folding Machine) - $10,278.00. Konica Copier lease - $2,143.00	$ 12,421.00	Mailfinance lease (Postage Machine & Letter Folding Machine) - $10,278.00. Konica Copier lease - $2,143.00
450	Liability Insurance	$ 44,000.00	PGIT Property and General Liability Insurance $30,000 - This is expensed between the General and Enterprise Funds.Water plant pollution insurance - $14,000.	$ 44,000.00	PGIT Property and General Liability Insurance $30,000 - This is expensed between the General and Enterprise Funds.Water plant pollution insurance - $14,000.
492	Recording & Other Fees	$ 2,300.00	Expense for putting liens on properties.	$ 2,300.00	Expense for putting liens on properties.
520	Operating Supplies	$ 400.00	supplies for postage machine -- ink, etc.	$ -	
528	Postage	$ 11,500.00	Postage Expense - Enterprise Fund departments	$ 11,500.00	Postage Expense - Enterprise Fund departments
Capital Expenditures		$ -		$ -	
630	Improvements Other Than Buildings	$ -	5th 3rd Bond Capital Improvements Project.	$ -	5th 3rd Bond Capital Improvements Project.
Other Uses					
920	Transfer to General Fund	$ -	Enterprise Fund allocation for a percentage of certain GF expenses (Salaries w/benefits, Attorney Expense, GF USDA Debt Payment, GF 5th 3rd Bond Payment).	$ -	Enterprise Fund allocation for a percentage of certain GF expenses (Salaries w/benefits, Attorney Expense, GF USDA Debt Payment, GF 5th 3rd Bond Payment).
930	Transfer to Water Impact Fees Restricted Cash Account	$ 34,940.00	For restricted water impact fees.	$ 34,940.00	For restricted water impact fees.
931	Transfer to Sewer Impact Fees Restricted Cash Account	$ 78,300.00	For restricted sewer impact fees - Use $10,000 from sewer impact fees to help pay the DEP loan.	$ 78,300.00	For restricted sewer impact fees - Use $10,000 from sewer impact fees to help pay the DEP loan.
940	Transfer to Unrestricted Reserves	$ -		$ -	

City of Polk City Budget Worksheet

Fund: Enterprise **Department: 590 - Non-Departmental**

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a eight-digit number. The first two digits indicate the fund, and the next set of three digits represent the department, and the last three digits represent the expense code or object classification code. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City.

		FY16 Budget		FY17 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
941	Transfer to Emergencies and Contingencies Reserves				
942	Reserves - Capital Outlay Purchases			$ 27,000.00	New fencing to enclose the Cardinal Hill WWTP property (Total Cost = $54,000). Set 1/2 of cost aside in FY17, and the remainder in FY18. Will be purchased in FY18 (535-642) - $27,000 per FY.
991	Aids to Private Organizations.	$ -		$ -	
992	Unemployment Claims.	$ 1,500.00		$ 1,500.00	
994	Bank Fees.	$ 1,500.00	Bank Service Charges	$ 1,550.00	Bank Service Charges
995	Refund of Overpayments	$ -	To refund credit balances on closed utility accounts.	$ -	To refund credit balances on closed utility accounts.
996	Bad Debt Expense	$ 50,000.00	Utility account balances realized as uncollectable (water, sewer, and irrigation); or current fiscal year revenue uncollectable in the current year. Includes readiness to serve charge revenues.	$ 50,000.00	Utility account balances realized as uncollectable (water, sewer, and irrigation); or current fiscal year revenue uncollectable in the current year. Includes readiness to serve charge revenues.
999	Other Non-Operating C	$ -	Other miscellaneous charges that don't belong in any other Enterprise Fund departmental expense accounts.	$ -	Other miscellaneous charges that don't belong in any other Enterprise Fund departmental expense accounts.

CAPITAL IMPROVEMENTS PROGRAM FY16 - 20

City of Polk C.
Capital Improvements Program (CIP) - Department Requested - Broken Down by Fiscal Year
Fiscal Years 2016 - 2020

FY 2016

Project Name	Project Task	GL Acct	Capital Outlay Cost Estimate	Capital Outlay Reserves Estimate	Repair & Maintenance - Cost Estimate	Paid w/ Operating Cash	Paid w/ Revenue Bonds	Paid w/ Grant Funds	Paid w/ Impact Fees	Paid w/ Streets Restricted Cash	Paid w/Cash Carryforward	Set aside in Reserves to purchase in future FY.	Paid w/Set Aside Reserves
Capital Improvements:													
Machinery and Equipment - JAG Grant - Law Enforcement	FY16 - Speed Bumps though out the City	01-521-649	$4,680.00					$4,680.00					
Books, Pub, and Library Materials - Library	New books & materials for Library	01-571-660	$12,000.00			$12,000.00							
Machinery and Equipment - Roads & Streets	Purchase of new tractor ($30,000) - Set aside $5,000 in FY15, $10,000 in FY16, and FY17. Item is expected to be purchased in FY17 (01-541-640 / 05-535-640) - $5,000.00 is expensed from Enterprise Fund Sewer (05-535-640)	01-590-942		$10,000.00								$10,000.00	$5,000.00
Machinery and Equipment - Water Operations	Small Pick-up Truck	05-533-640	$16,500.00			$16,500.00							
Machinery and Equipment - Water Operations	Back up portable crane system for lift stations.	05-533-640	$6,000.00			$6,000.00							
Machinery and Equipment - Sewer Operations	Upgrade Pump/Controls LS #7 Add 3rd Pump	05-535-640	$12,000.00			$12,000.00							
Machinery and Equipment - Sewer Operations	Purchase of new tractor ($30,000) to be split with General Fund Streets Dept (01-541-640) - Set aside $5,000 in FY15, FY16, and FY17. Item is expected to be purchased in FY17 (01-541-640 / 05-535-640) - $5,000.00 expense for this budget.	05-590-942	$5,000.00									$5,000.00	
Machinery and Equipment - Sewer Operations	Mobile Generator Set for all Stations - $59,000.00. **Set 1/3 of cost aside in FY14', FY15, and the remainder in FY16'. Will be purchased in FY16' (535-640).	05-590-942	$59,000.00			$59,000.00							$39,334.00
			$115,180.00	**$10,000.00**	**$0.00**	**$105,500.00**	**$0.00**	**$4,680.00**	**$0.00**	**$0.00**	**$0.00**	**$15,000.00**	**$44,334.00**
			$125,180.00			**$125,180.00**							**$44,334.00**

FY 2016

Project Name	Project Task	GL Acct	Capital Outlay Cost Estimate	Capital Outlay Reserves Estimate	Repair & Maintenance - Cost Estimate	Paid w/ Operating Cash	Paid w/ Revenue Bonds	Paid w/ Grant Funds	Paid w/ Impact Fees	Paid w/ Streets Restricted Cash	Paid w/Cash Carryforward	Set aside in Reserves to purchase in future FY.	Paid w/Set Aside Reserves
Larger Cost Repairs and Maintenance:													
Repairs & Maintenance - Stormwater	Stormwater Pipe Replacement	01-538-460			$32,000.00	$32,000.00							
Repair and Maintenance - Water Operations	Water Valve Repair/Replacement Program	05-533-460			$12,000.00	$12,000.00							
Repair and Maintenance - Sewer Operations	Jacob Water Facility MCC R&R - Mt. Olive WTP	05-533-461			$22,000.00	$22,000.00							
Operating Supplies - Water Operations	Distribution system parts and materials.	05-533-520			$10,000.00	$10,000.00							
Repair and Maintenance - Sewer Operations	Wastewater Sprayfield Pump/Controls R&R	05-535-460			$20,000.00	$20,000.00							
Repair and Maintenance - Sewer Operations	Wastewater Collection System Camera Inspection: 1.40 per linear foot approx.	05-535-460			$8,000.00	$8,000.00							
Repair and Maintenance - Sewer Operations	Wastewater Lift Station #2 Panel Replacement with pump evaluation	05-535-460			$16,000.00	$16,000.00							
			$0.00	**$0.00**	**$120,000.00**	**$120,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
			$120,000.00			**$120,000.00**							**$0.00**

Total FY16 CIP: $125,180.00 | **Total FY16 R&M: $120,000.00** | **Total FY16 CIP and R&M Budgeted: $245,180.00**

$0.00

FY 2017

Project Name	Project Task	GL Acct	Capital Outlay Cost Estimate	Capital Outlay Reserves Estimate	Repair & Maintenance - Cost Estimate	Paid w/ Operating Cash	Paid w/ Revenue Bonds	Paid w/ Grant Funds	Paid w/ Impact Fees	Paid w/ Streets Restricted Cash	Paid w/Cash Carryforward	Set aside in Reserves to purchase in future FY.	Paid w/Set Aside Reserves	
Capital Improvements:														
Machinery and Equipment - JAG Grant - Law Enforcement	To be determined	01-521-649	$4,680.00					$4,680.00						
Machinery and Equipment - Roads & Streets	Purchase of new tractor ($30,000) - Set aside $5,000 in FY15, $10,000 in FY16, and FY17. Item is expected to be purchased in FY17 (01-541-640 / 05-535-640) - $5,000.00 is expensed from Enterprise Fund Sewer (05-535-640)	01-541-640	$25,000.00			$25,000.00							$15,000.00	
Improvements Other than Buildings - Library	Re-pave the Library parking lot	01-571-630	$7,500.00			$7,500.00								
Books, Pub, and Library Materials - Library	New books & materials for Library	01-571-660	$12,000.00			$12,000.00								
Machinery and Equipment - Sewer Operations	New composite samplers	05-535-640	$7,500.00			$7,500.00								
Machinery and Equipment - Sewer Operations	Purchase of new tractor ($30,000) to be split with General Fund Streets Dept (01-541-640) - Set aside $5,000 in FY15, FY16, and FY17. Item is expected to be purchased in FY17 (01-541-640 / 05-535-640) - $5,000.00 expense for this budget.	05-535-640											$5,000.00	
Machinery and Equipment - Water Operations	Clearwater Neighborhood Water Line R&R. **Set 1/3 of cost aside in FY17, FY18, & the remainder in FY18. Will be purchased in FY18. (533-460) - Apply for CDBG Grant	05-590-942		$25,000.00								$25,000.00		
			$56,680.00	$25,000.00	$0.00	$52,000.00	$0.00	$4,680.00	$0.00	$0.00	$0.00	$25,000.00	$20,000.00	$49,680.00
				$81,680.00					$81,680.00				$20,000.00	

FY 2017

Project Name	Project Task	GL Acct	Capital Outlay Cost Estimate	Capital Outlay Reserves Estimate	Repair & Maintenance - Cost Estimate	Paid w/ Operating Cash	Paid w/ Revenue Bonds	Paid w/ Grant Funds	Paid w/ Impact Fees	Paid w/ Streets Restricted Cash	Paid w/Cash Carryforward	Set aside in Reserves to purchase in future FY.	Paid w/Set Aside Reserves	
Larger Cost Repairs and Maintenance:														
Engineering - Water Operations	Create Set of Updated As-Builts for Assets (Split Cost Between Water Dept 533 and Sewer Dept 535)	05-533-311			$5,000.00	$5,000.00								
Repair and Maintenance - Water Operations	Water Valve Repair/Replacement Program	05-533-460			$12,000.00	$12,000.00								
Repair and Maintenance - Water Operations	Matt Williams WTP control system and wiring upgrade	05-533-463			$50,000.00	$50,000.00								
Operating Supplies - Water Operations	Distribution system parts and materials.	05-533-520			$10,000.00	$10,000.00								
Engineering - Sewer Operations	Create Set of Updated As-Builts for Assets (Split Cost Between Water Dept 533 and Sewer Dept 535)	05-535-311			$5,000.00	$5,000.00								
Repair and Maintenance - Sewer Operations	Wastewater Collection System Camera Inspection: 1.40 per linear foot approx.	05-535-480			$10,000.00	$10,000.00								
Repairs and Maintenance - Commonwealth WTP	Commonwealth Water Facility MCC R&R	05-535-462			$22,000.00	$22,000.00								
			$0.00	$0.00	$114,000.00	$114,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
				$114,000.00					$114,000.00				$0.00	
				Total FY17 CIP:	$81,680.00		Total FY17 R&M:	$114,000.00			Total FY17 CIP and R&M Budgeted:		$195,680.00	

FY 2018

Project Name	Project Task	GL Acct	Capital Outlay Cost Estimate	Capital Outlay Reserves Estimate	Repair & Maintenance - Cost Estimate	Paid w/ Operating Cash	Paid w/ Revenue Bonds	Paid w/ Grant Funds	Paid w/ Impact Fees	Paid w/ Streets Restricted Cash	Paid w/Cash Carryforward	Set aside in Reserves to purchase in future FY.	Paid w/Set Aside Reserves	
Capital Improvements:														
Machinery and Equipment - JAG Grant - Law Enforcement	To be determined	01-521-649	$4,680.00					$4,680.00						
Paving/Street Repair	Paving	01-541-630	$112,000.00							$44,000.00	$68,000.00			
Books, Pub, and Library Materials - Library	New books & materials for Library	01-571-660	$13,000.00			$13,000.00								
Machinery and Equipment - Water Operations	Vehicle for utilities	05-533-640	$20,000.00			$20,000.00								
Machinery and Equipment - Sewer Operations	New composite samplers	05-535-640	$7,500.00			$7,500.00								
Machinery and Equipment - Sewer Operations	Mobile Generator Set for all Stations	05-535-640	$45,000.00			$45,000.00								
Machinery and Equipment - Sewer Operations	New fencing to enclose Cardinal Hill WWTP property - $54,000.00. *Set aside 1/2 of cost aside in FY16, and the remainder in FY17. Will be purchased in FY17. (535-641).	05-535-641	$27,000.00									$27,000.00		
Machinery and Equipment - Water Operations	Clearwater Neighborhood Water Line R&R. **Set 1/3 of cost aside in FY17, FY18, & the remainder in FY18. Will be purchased in FY18. (533-460) - Apply for CDBG Grant	05-590-942	$25,000.00									$25,000.00	$25,000.00	
			$254,180.00	**$0.00**	**$0.00**	**$85,500.00**	**$0.00**	**$4,680.00**	**$0.00**	**$44,000.00**	**$68,000.00**	**$52,000.00**	**$25,000.00**	**$193,680.00**
				$254,180.00					**$254,180.00**				**$25,000.00**	

FY 2018

Project Name	Project Task	GL Acct	Capital Outlay Cost Estimate	Capital Outlay Reserves Estimate	Repair & Maintenance - Cost Estimate	Paid w/ Operating Cash	Paid w/ Revenue Bonds	Paid w/ Grant Funds	Paid w/ Impact Fees	Paid w/ Streets Restricted Cash	Paid w/Cash Carryforward	Set aside in Reserves to purchase in future FY.	Paid w/Set Aside Reserves	
Larger Cost Repairs and Maintenance:														
Engineering - Water Operations	(Split Cost Between Water Dept 533 and Sewer Dept 535)	05-533-311			$5,000.00	$5,000.00								
Repair and Maintenance - Water Operations	Water Valve Repair/Replacement Program	05-533-460			$12,000.00	$12,000.00								
Operating Supplies - Water Operations	Distribution system parts and materials.	05-533-520			$10,000.00	$10,000.00								
Engineering - Sewer Operations	Create Set of Updated As-Builts for Assets (Split Cost Between Water Dept 533 and Sewer Dept 535)	05-535-311			$5,000.00	$5,000.00								
Repair and Maintenance - Sewer Operations	Wastewater Collection System Camera Inspection: 1.40 per linear foot approx.	05-535-460			$15,000.00	$15,000.00								
			$0.00	**$0.00**	**$47,000.00**	**$47,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
				$47,000.00					$47,000.00				$0.00	

Total FY18 CIP: $254,180.00

Total FY18 R&M: $47,000.00

Total FY18 CIP and R&M Budgeted: $301,180.00

FY 2019

Project Name	Project Task	GL Acct	Capital Outlay Cost Estimate	Capital Outlay Reserves Estimate	Repair & Maintenance - Cost Estimate	Paid w/ Operating Cash	Paid w/ Revenue Bonds	Paid w/ Grant Funds	Paid w/ Impact Fees	Paid w/ Streets Restricted Cash	Paid w/Cash Carryforward	Set aside in Reserves to purchase in future FY.	Paid w/Set Aside Reserves	
Capital Improvements:														
Machinery and Equipment - JAG Grant - Law Enforcement	To be determined	01-521-649	$4,680.00					$4,680.00						
Books, Pub, and Library Materials - Library	New books & materials for Library	01-571-660	$13,500.00			$13,500.00								
Machinery and Equipment - Water Operations	New fencing at Mt.Olive WTP	05-533-641	$16,000.00			$16,000.00								
Machinery and Equipment - Sewer Operations	New composite samplers	05-535-640	$7,500.00			$7,500.00								
Machinery and Equipment - Sewer Operations	Vehicle for utilities	05-535-640	$20,000.00			$20,000.00								
			$61,680.00	**$0.00**	**$0.00**	**$57,000.00**	**$0.00**	**$4,680.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$4,680.00**
				$61,680.00					**$61,680.00**				**$0.00**	

FY 2019

Project Name	Project Task	GL Acct	Capital Outlay Cost Estimate	Capital Outlay Reserves Estimate	Repair & Maintenance - Cost Estimate	Paid w/ Operating Cash	Paid w/ Revenue Bonds	Paid w/ Grant Funds	Paid w/ Impact Fees	Paid w/ Streets Restricted Cash	Paid w/Cash Carryforward	Set aside in Reserves to purchase in future FY.	Paid w/Set Aside Reserves	
Larger Cost Repairs and Maintenance:														
Engineering - Water Operations	Create Set of Updated As-Builts for Assets (Split Cost Between Water Dept 533 and Sewer Dept 535)	05-533-311			$5,000.00	$5,000.00								
Repair and Maintenance - Water Operations	Water Valve Repair/Replacement Program	05-533-460			$12,000.00	$12,000.00								
Machinery and Equipment - Sewer Operations	New fencing to enclose Cardinal Hill WWTP property - $54,000.00. *Set aside 1/2 of cost aside in FY16, and the remainder in FY17. Will be purchased in FY17. (535-641).	05-535-641		$27,000.00								$27,000.00		
Machinery and Equipment - Water Operations	Clearwater Neighborhood Water Line R&R. **Set 1/3 of cost aside in FY17, FY18, & the remainder in FY18. Will be purchased in FY18. (533-460) - Apply for CDBG Grant	05-590-942			$75,000.00	$75,000.00							$50,000.00	
Operating Supplies - Water Operations	Distribution system parts and materials.	05-533-520			$10,000.00	$10,000.00								
Engineering - Sewer Operations	Create Set of Updated As-Builts for Assets (Split Cost Between Water Dept 533 and Sewer Dept 535)	05-535-311			$5,000.00	$5,000.00								
Repair and Maintenance - Sewer Operations	Wastewater Collection System Camera Inspection: 1.40 per linear foot approx.	05-535-460			$15,000.00	$15,000.00								
			$0.00	**$27,000.00**	**$122,000.00**	**$122,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$27,000.00**	**$50,000.00**	**$77,000.00**
				$149,000.00					$149,000.00				$50,000.00	

Total FY19 CIP: $88,680.00

Total FY19 R&M: $122,000.00

Total FY19 CIP and R&M Budgeted: $210,680.00

FY 2020

Project Name	Project Task	GL Acct	Capital Outlay Cost Estimate	Capital Outlay Reserves Estimate	Repair & Maintenance - Cost Estimate	Paid w/ Operating Cash	Paid w/ Revenue Bonds	Paid w/ Grant Funds	Paid w/ Impact Fees	Paid w/ Streets Restricted Cash	Paid w/Cash Carryforward	Set aside in Reserves to purchase in future FY.	Paid w/Set Aside Reserves	
Capital Improvements:														
Machinery and Equipment - JAG Grant - Law Enforcement	To be determined	01-521-649	$4,680.00					$4,680.00						
Books, Pub, and Library Materials - Library	New books & materials for Library	01-571-660	$13,500.00			$13,500.00								
Machinery and Equipment - Sewer Operations	New composite samplers	05-535-640	$7,500.00			$7,500.00								
			$25,680.00	**$0.00**	**$0.00**	**$21,000.00**	**$0.00**	**$4,680.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$4,680.00**
				$25,680.00					**$25,680.00**				**$0.00**	

FY 2020

Project Name	Project Task	GL Acct	Capital Outlay Cost Estimate	Capital Outlay Reserves Estimate	Repair & Maintenance - Cost Estimate	Paid w/ Operating Cash	Paid w/ Revenue Bonds	Paid w/ Grant Funds	Paid w/ Impact Fees	Paid w/ Streets Restricted Cash	Paid w/Cash Carryforward	Set aside in Reserves to purchase in future FY.	Paid w/Set Aside Reserves	
Larger Cost Repairs and Maintenance:														
Engineering - Water Operations	Create Set of Updated As-Builts for Assets (Split Cost Between Water Dept 533 and Sewer Dept 535)	05-533-311			$5,000.00	$5,000.00								
Repair and Maintenance - Water Operations	Water Valve Repair/Replacement Program	05-533-460			$12,000.00	$12,000.00								
Operating Supplies - Water Operations	Distribution system parts and materials.	05-533-520			$10,000.00	$10,000.00								
Engineering - Sewer Operations	Create Set of Updated As-Builts for Assets (Split Cost Between Water Dept 533 and Sewer Dept 535)	05-535-311			$5,000.00	$5,000.00								
Repair and Maintenance - Sewer Operations	Wastewater Collection System Camera Inspection: 1.40 per linear foot approx.	05-535-460			$15,000.00	$15,000.00								
			$0.00	**$0.00**	**$47,000.00**	**$47,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
				$47,000.00					$47,000.00				$0.00	

Total FY20 CIP: **$25,680.00**

Total FY20 R&M: **$47,000.00**

Total FY20 CIP and R&M Budgeted: **$72,680.00**

Grand Totals:

Total FY16 - FY20 CIP: **$575,400.00**

Total FY16 - FY20 R&M: **$450,000.00**

Total FY16 - FY20 CIP & R&M Budgeted: **$1,025,400.00**

DEBT SERVICE

EXPENDITURES

City of Polk City

Debt Service Summary

GL Acct #	Vendor	Loan	FY16 Debt Expense Principal	FY16 Interest	FY16 Mandated Reserves	FY16 Total	FY17 Debt Expense Principal	FY17 Interest	FY17 Mandated Reserves	FY17 Total
01-517.710	USDA	USDA Public Facilities Loan	$41,969.00			$41,969.00	$43,700.00			$43,700.00
Total 01-517.710 (Principal Exp)						**$41,969.00**				**$43,700.00**
01-517.720	USDA	USDA Public Facilities Loan		$60,120.15		$60,120.15		$58,388.93		$58,388.93
Total 01-517.720 (Interest Exp)						**$60,120.15**				**$56,388.93**
01-517.733	USDA	USDA Public Facilities Loan			$0.00	$0.00			$0.00	$0.00
Total 01-517.733 (Mandated Reserves)						**$0.00**				**$0.00**
05-535.710	DEP	DEP SRF Loan Payment	$113,869.18			$113,869.18	$116,629.96			$116,629.96
05-535.710	Wells Fargo	2011 Fifth Third Bank Bond	$162,078.00			$162,078.00	$165,937.00			$165,937.00
Total 05-535.710 (Principal Exp)						**$275,947.18**				**$282,566.96**
05-535.720	DEP	DEP SRF Loan Payment		$60,338.90		$60,338.90		$57,578.12		$57,578.12
05-535.720	Wells Fargo	2011 Fifth Third Bank Bond		$336,132.41		$336,132.41		$331,270.07		$331,270.07
Total 05-535.720 (Interest Exp)						**$396,471.31**				**$388,848.19**
05-535.733	Wells Fargo	2011 Fifth Third Bank Bond			$23,154.00	$23,154.00			$0.00	$0.00
Total 05-535.733 (Mandated Reserves)						**$23,154.00**				**$0.00**
05-533.710	Wells Fargo	2011 Fifth Third Bank Bond	$47,922.00			$47,922.00	$49,063.00			$49,063.00
05-533.710	Tax-Exempt Leasir	2014 Meter Replacement Program	$19,910.55			$19,910.55	$20,466.06			$20,466.06
Total 05-533.710 (Principal Exp)						**$67,832.55**				**$69,529.06**
05-533.720	Wells Fargo	2011 Fifth Third Bank Bond		$99,385.09		$99,385.09		$97,947.43		$97,947.43
05-533.720	Tax-Exempt Leasir	2014 Meter Replacement Program		$3,574.34		$3,574.34		$3,018.83		$3,018.83
Total 05-533.720 (Interest Exp)						**$102,959.43**				**$100,966.26**
05-533.733	Wells Fargo	2011 Fifth Third Bank Bond			$6,846.00	$6,846.00			$0.00	$0.00
Total 05-533.733 (Mandated Reserves)						**$6,846.00**				**$0.00**
			$385,748.73	$559,550.89	$30,000.00	**$975,299.62**	$395,796.02	$548,203.38	$0.00	**$943,999.40**
						Grand Total				**Grand Total**

FY16 Debt	Loan	FY16 Debt	Loan
$102,089.15	USDA Loan Pymt	$102,088.93	USDA Loan Pymt
$0.00	USDA Reserves Requirement	$0.00	USDA Reserves Requirement
$174,208.08	DEP Loan Pymt	$174,208.08	DEP Loan Pymt
$645,517.50	5th 3rd Bond Loan Pymt	$644,217.50	5th 3rd Bond Loan Pymt
$30,000.00	5th 3rd Bond R&R Requirement	$0.00	5th 3rd Bond R&R Requirement
$23,484.89	Meter Replacement Program	$23,484.89	Meter Replacement Program
$975,299.62	**Total FY16 Debt Payments**	**$943,999.40**	**Total FY16 Debt Payments**

City olk City

Current Debt Schedule - Amounts Include Principal and Interest

9/8/2015

		Series 2007 - 4.125% Interest	2.41% Interest	4.97% Interest	*Not a debt. Money set aside per bond requirements	2.79% Interest	
		Annual Payments	Semiannual Payments	Semiannual Payments	Money set aside for renewal, replacement, and improvements	Annual Payments	
		1) USDA GF	2) DEP	3) Fifth Third Bank	3) Fifth Third Bank	4) Tax Exempt Leasing	Total Per Fiscal Year
FY	2016	$102,089.15	$174,208.08	$645,517.50	$30,000.00	$23,484.89	$975,299.62
	2017	$102,088.93	$174,208.08	$644,217.50		$23,484.89	$943,999.40
	2018	$102,089.30	$174,208.08	$647,767.50		$23,484.89	$947,549.77
	2019	$102,089.30	$174,208.08	$646,017.50		$23,484.89	$945,799.77
	2020	$102,088.88	$174,208.08	$647,967.50		$23,484.89	$947,749.35
	2021	$102,088.85	$174,208.08	$648,367.50		$23,484.89	$948,149.32
	2022	$102,088.88	$174,208.08	$648,367.50			$924,664.46
	2023	$102,088.50	$174,208.08	$647,967.50			$924,264.08
	2024	$102,089.12	$174,208.08	$647,167.50			$923,464.70
	2025	$102,088.95	$174,208.08	$645,617.50			$921,914.53
	2026	$102,089.11	$174,208.08	$643,292.50			$919,589.69
	2027	$102,088.52	$174,208.08	$645,167.50			$921,464.10
	2028	$102,088.96	$174,208.08	$645,992.50			$922,289.54
	2029	$102,088.99	$174,208.08	$646,142.50			$922,439.57
	2030	$102,089.02	$174,208.08	$645,100.00			$921,397.10
	2031	$102,089.28	$174,208.08	$648,000.00			$924,297.36
	2032	$102,088.76	$174,208.08	$644,000.00			$920,296.84
	2033	$102,089.32	$174,208.07	$644,250.00			$920,547.39
	2034	$102,088.50		$643,500.00			$745,588.50
	2035	$102,088.74		$646,750.00			$748,838.74
	2036	$102,089.14		$643,750.00			$745,839.14
	2037	$101,186.60		$644,750.00			$745,936.60
	2038			$644,500.00			$644,500.00
	2039			$648,000.00			$648,000.00
	2040			$645,000.00			$645,000.00
	2041			$645,750.00			$645,750.00
		$2,245,054.80	**$3,135,745.43**	**$16,792,920.00**	**$30,000.00**	**$140,909.34**	**$22,344,629.57**

it Notes to Long-Term Obligations Table:

Governmental Activities:

1) Series 2007 Revenue Bonds – The USDA Rural Utilities Service Series 2007 Revenue Bonds are secured primarily by the communication services tax and the half cent sales tax. The Series 2007 bonds bear interest at 4.125% with a final maturity of December 1, 2023. The bond proceeds were used to retire the Series 2006 Capital Improvement Revenue Bond Anticipation Note which was used to construct the new City administration facilities. The Series 2007 bonds require the maintenance of sinking and reserve funds.

Audit Notes to Long-Term Obligations Table:

Business-Type Activities:

2) Installment Note to Florida Department of Environmental Protection (WW 51201P) - This note is secured by the net revenues of the sewer system and sewer impact fees. The note bears interest at 2.41%, with semi-annual principal and interest payments on March 15 and September 15 with a final maturity in September 2033. The note proceeds were used to fund the planning, administrative, and engineering costs for construction of wastewater transmission, collection, reuse and treatment facilities. The note requires the maintenance of a sinking fund.

3) Series 2011 A&B Bonds Payable to Fifth Third Bank - This note payable bears interest at 4.97% and is secured by the (See below*).
The principal payments are annual on August 1st, and the interest payments are semi-annual on February 1st and August 1st. The bond proceeds were used to pay off the USDA SF and WF notes, Suntrust note, Polk County Sprayfield loan, and the $531,000.00 in past due impact fees due to Polk County. This loan also provided Polk City with: 1) $850,000.00 to purchase the Cardinal Hill property, 2) $1,370,000.00 for utility capital needs, 3) $648,367.50 for an Enterprise Fund debt service reserve fund for this bond, and 4) miscellaneous issuance costs in obtaining the bond. The 5th 3rd bonds require the maintenance of sinking and reserve funds, as well as a renewal, replacement, and improvements fund.

*This bond is secured by a pledge of and are payable solely from the net revenues of the system, certain public service tax revenues and, until applied in accordance with the provisions of the Bond Resolution, the moneys on deposit in the various funds and accounts pursuant to the bond resolution except (A) for the rebate fund, (B) to the extent moneys therein shall be required to pay the cost of operation and maintenance in accordance with the terms of the bond resolution, and © to the extent moneys on deposit in the 2011 reserve fund subaccount or the project fund shall be pledged solely for the payment of the series of bonds for which it was established in accordance with the provisions of the bond resolution (collectively - the 'pledged revenues').
Pledged: Water & Sewer Utility Revenues, WAC/SAC & Readiness to Serve Charges, and the Public Service Tax.

4) 2014 Water Meter Replacement Program - This master lease purchase agreement bears interest at 2.79%.This purchase is for 501 water meters, 200 registers, a Toughbook laptop, and Masterlink Vehicle Reading Software. This purchase agreeement is secured by the Enterprise Fund water and wastewater revenue.

PAYROLL SUMMARY

EXPENDITURES

City of Polk City
Payroll & Benefits for FY15'
8/7/2015

Employee ID	Employee	.120 Proposed 2014-2015 Total Salary	.130 Car Allowance	.210 FICA Taxes 7.65%	.230 United Healthcare	.230 Reliance Life Insurance	.230 Reliance L.T.D.	.160 Bonuses (Christmas)	.220 FL Retirement	.240 Workman's Comp	Total Benefits
00047	Mayor LaCascia	$ 1,563.22	$ -	$ 134.89	$ -	$ -	$ -	$ 215.30	$ -	$ 2.50	$ 1,915.91
00049	Vice Mayor Blethen	$ 781.62	$ -	$ 75.09	$ -	$ -	$ -	$ 215.30	$ -	$ 2.50	$ 1,074.51
00048	Councilperson Block	$ 781.62	$ -	$ 75.09	$ -	$ -	$ -	$ 215.30	$ -	$ 2.50	$ 1,074.51
00054	Councilperson Prestage	$ 781.62	$ -	$ 75.09	$ -	$ -	$ -	$ 215.30	$ -	$ 2.50	$ 1,074.51
00050	Councilperson Kimsey	$ 781.62	$ -	$ 75.09	$ -	$ -	$ -	$ 215.30	$ -	$ 2.50	$ 1,074.51
00011	Mayor Penton (Retired)*	$ 724.99	$ -	$ 55.46	$ -	$ -	$ -	$ -	$ -	$ 2.50	$ 782.95
Total Dept 511 - Legislative		**$ 5,414.69**	**$ -**	**$ 490.72**	**$ -**	**$ -**	**$ -**	**$ 1,076.50**	**$ -**	**$ 15.00**	**$ 6,996.91**
					$ -						
00042	Jackson, Patricia	$ 76,000.00	$ 4,800.00	$ 6,181.20	$ 8,071.68	$ 111.00	$ 396.00	$ -	$ 16,286.80	$ 155.00	$ 112,001.68
00055	Dunn, Sheandolen	$ 42,807.84	$ -	$ 3,274.80	$ 8,071.68	$ 111.00	$ 231.00	$ -	$ 3,107.85	$ 155.00	$ 57,759.17
Total Dept 512 - Executive		**$ 118,807.84**	**$ 4,800.00**	**$ 9,456.00**	**$ 16,143.36**	**$ 222.00**	**$ 627.00**	**$ -**	**$ 19,394.65**	**$ 310.00**	**$ 169,760.85**
					$ 16,992.36						
00018	Knowles, Joanna	$ 36,998.08	$ -	$ 2,830.35	$ 8,071.68	$ 111.00	$ 154.44	$ -	$ 2,686.06	$ 105.00	$ 50,956.61
	P/T Position	$ 16,432.00	$ -	$ 1,257.05				$ -	$ 1,192.96	$ 105.00	$ 18,987.01
Total Dept 516 - Finance		**$ 53,430.08**	**$ -**	**$ 4,087.40**	**$ 8,071.68**	**$ 111.00**	**$ 154.44**	**$ -**	**$ 3,879.02**	**$ 210.00**	**$ 69,943.62**
					$ 8,337.12						
00034	Delp, Kathleen	$ 45,120.00	$ -	$ 3,451.68	$ 8,071.68	$ 111.00	$ 231.72	$ -	$ 3,275.71	$ 117.00	$ 60,378.79
Total Dept 524 - Building		**$ 45,120.00**	**$ -**	**$ 3,451.68**	**$ 8,071.68**	**$ 111.00**	**$ 231.72**	**$ -**	**$ 3,275.71**	**$ 117.00**	**$ 60,378.79**
					$ 8,414.40						
00024	Downing, Kelly	$ 25,534.19	$ -	$ 1,953.37	$ 8,071.68	$ 111.00	$ 128.76	$ -	$ 1,100.52	$ 105.00	$ 37,004.52
00010	Harmon, Clifton	$ 28,429.20	$ -	$ 2,174.83	$ 1,258.60	$ 55.56	$ 115.80	$ -	$ 2,063.96	$ 3,747.50	$ 37,845.65
00056	Tomer, Charles Scott	$ 26,777.23	$ -	$ 2,048.46	$ 8,071.68	$ 111.00	$ 154.44	$ -	$ 1,944.03	$ 3,747.50	$ 42,854.33
Total Dept 541 - Streets		**$ 80,740.62**	**$ -**	**$ 6,176.66**	**$ 17,402.16**	**$ 277.56**	**$ 399.00**	**$ -**	**$ 5,108.51**	**$ 7,600.00**	**$ 117,704.51**
					$ 18,078.72						
00043	Busch, Linda	$ 31,596.16	$ -	$ 2,417.11	$ 9,329.68	$ 111.00	$ 170.52	$ -	$ 2,293.88	$ 75.00	$ 45,993.35
00052	Penton, Suzette	$ 24,869.23	$ -	$ 1,902.50	$ 8,071.68	$ 111.00	$ 118.44	$ -	$ 1,805.51	$ 75.00	$ 36,953.35
Total Dept 571 - Library		**$ 56,465.39**	**$ -**	**$ 4,319.60**	**$ 17,401.36**	**$ 222.00**	**$ 288.96**	**$ -**	**$ 4,099.39**	**$ 150.00**	**$ 82,946.70**
					$ 17,912.32						
00058	Hall, Chasity	$ 29,952.00	$ -	$ 2,291.33	$ 8,071.68	$ 111.00	$ 264.24	$ -	$ 2,174.52	$ 105.00	$ 42,969.76
00031	McKinney, Kathy	$ 29,952.00	$ -	$ 2,291.33	$ 8,071.68	$ 111.00	$ 154.44	$ -	$ 2,174.52	$ 105.00	$ 42,859.96
Total Dept 533 - Utility Billing		**$ 59,904.00**	**$ -**	**$ 4,582.66**	**$ 16,143.36**	**$ 222.00**	**$ 418.68**	**$ -**	**$ 4,349.03**	**$ 210.00**	**$ 85,829.73**
					$ 16,784.04						
Total for All Depts/Funds		**$ 419,882.62**	**$ 4,800.00**	**$ 32,564.72**	**$ 83,233.60**	**$ 1,165.56**	**$ 2,119.80**	**$ 1,076.50**	**$ 40,106.31**	**$ 8,612.00**	**$ 593,561.11**
					$ 86,518.96						

Notes:

1) The United Healthcare insurance rate is estimated at $672.64 per month per employee for FY16. We received a 4% increase in rates which is still a 5% savings. We also pay a Medicare subsidiary to employees who are Medicare eligible (doing this significantly decreased the city's expense).

2) The FL Retirement System (FRS) total contribution rate is 24.43% of the city manager's gross payroll, and 10.26% of gross payroll for all other employees. As of July 1st, 2015, the city's portion of the regular employee's rate decreased from 7.37% to 7.26% of gross payroll, and for the city manager the city's rate increased from 21.14% to 21.43% of gross payroll. The UA (Unfunded Actuarial) expense for Kelly Downing increased from 3.80% to 4.31%. All FRS eligible employees will continue to pay 3% of the contribution rate.

City's FRS Regular Class Exp =	7.26%
City's FRS Senior Mngt Class Exp =	21.43%
City's FRS - UA Exp =	4.31%

BUDGET LINE ITEM

DESCRIPTIONS

City of Polk City

Budget Line Item Descriptions

The City of Polk City uses the line item budget format in order to present a detailed and accurate classification of revenues and expenditures. The City's numbering system for revenues and expenditures is comprised of a fifteen-digit number. The first three indicate the fund, and the second three digits represent the department, the third three represent the category of expense, and the fourth three indicate the expense code or object classification code. The fifth three are zero filled and are for system purposes only. The object classification code is standard throughout the chart. For example, the travel and training line item is 400 in all departments and across all funds. While the majority of these numbers may be used in most departments, we still have some unique numbers due to special events and services that are important to our City. Listed below is the description of the individual account numbers for the expenditures in our chart of accounts.

Line Item #	Line Item Name	Description
Personnel Expenses		
110	Executive Salaries	Legislative Salaries. This line is for the salary expense of elected officials.
120	Regular Salaries – Wages	Full-time, part-time, and prorated portions of the costs for work performed by employees of the government. The combined salary line items represent approximately 50% of the total operating budget excluding capital.
130	Other Salaries and Wages	Full-time, part-time, and prorated portions of the costs for work performed by temporary or seasonal employees of the government.
140	Overtime	Amounts paid to employees of the government in either temporary or permanent positions for work performed in addition to the normal work period for which the employee is compensated.
160	Bonuses and Gift Certificates	Gift certificates provided by the City to council and employees at Christmas and Thanksgiving.
210	FICA Taxes	The City's portion of the matching share of Social Security and Medicare tax.
220	Retirement Contribution	The City funded retirement contribution for the employees into the Florida Retirement System. The retirement plan is non-contributory and requires 6 years of service to be vested. The cost of retirement benefits fluctuates and is dependant on the rate set by the retirement system. Under the rules of the retirement system, the City begins contributing for each permanent employee immediately upon employment.
230	Life & Health Insurance	The City's share of the employee health, life, dental, accidental death and dismemberment and short-term disability insurances. The City's insurance is obtained through United Health Care and managed by Colonial Health. Because the City is such a small group health insurance is extremely expensive. In addition, there is not an across-the-board rate for the employees. Each employee is rated separately producing different premiums for each employee. In 2003-2004, the employees began paying 20% of the insurance costs. Last year, due to rising insurance costs, the City chose a different coverage plan, which is a flat rate per employee regardless of coverage cost. That plan continues this year regardless of increases in insurance costs.
240	Worker's Compensation	Amounts paid by the City to provide compensation to employees injured on the job. The City Belongs to PIGT, which is currently serviced by Brown and Brown Insurance. The rates are determined by applying a factor to a particular job function and multiplying it by the payroll estimates for that function. Worker's compensation has increased drastically since 1999. The largest single jump was in 2002, reflecting the tragedy of September 11, 1991. Polk City has been fortunate in that we have not had an on the job injury for several years.

City of Polk City

Budget Line Item Descriptions

Line Item #	Line Item Name	Description
Operating Expenses		
305	Contract Labor	Amounts paid to individuals for services rendered to the City. These are part-time workers who are not on our payroll and do not receive benefits.
310	Professional Services	Services supporting general government operations and administration. These include the services of the City Attorney, architects, planners, system analysts, and laboratory work.
311	Engineering Services	Contracted engineering services for the City. This is for plans development plans review, subdivisions, and streets work.
313	Professional Services – Other	Contracted services that are support for employee
315	Inmate Labor	This line is the expense for the inmate labor the city receives each day, which includes the guard and all other expenses.
320	Accounting & Auditing	Cost of services for our annual audit.
341	Refuse Disposal – Residential	Amounts paid by the City for the collection and disposal of curbside refuse. This amount is offset by the monthly collection of garbage fees.
342	Refuse Disposal – Commercial	Amounts paid by the City for the collection and disposal of commercial dumpster refuse. This amount is offset by the monthly collection of garbage fees.
400	Travel and Training	Expenditures for transportation, meals, hotel, education, and other expenses associated with staff and council development. Mileage (currently at $0.505) is also charged here. The majority of expenses here are associated with the various educational conferences attended by council and staff...
410	Communication Services	Expenditures for communication services utilized by the City.
411	City Hall – Communication	
412	Activity Center – Communication	
413	Public Works - Communication	
420	Education Reimbursement	Reimbursement for higher education directly related to position or job duties.
430	Utilities	Expenditures for water/sewerage for the various buildings provided by the Polk City Utilities. Expenditures for sewage disposal provided by Polk County. Expenditures for Electric Service provided by Lakeland Electric and TECO.
431	City Hall – Utilities	
432	Activity Center – Utilities	
433	Public Works – Utilities	
440	Rentals & Leases	Expenditures for the rental and/or lease of office equipment used by the City to complete work for which we do not own the equipment.
450	Liability Insurance	Amounts paid by the City to secure liability insurance on all City facilities. The insurance also include bonding for employees and public officials
460	Repairs & Maintenance	Expenditures for the repair and maintenance of machinery, equipment, computers necessary throughout the course of the year.
461	City Hall – Repairs & Maintenance	
462	Activity Center – Repairs & Maintenance	

City of Polk City

Budget Line Item Descriptions

Line Item #	Line Item Name	Description
463	Public Works – Repairs & Maintenance	
464	Vehicle Fuel	Gasoline and diesel for the city's fleet of vehicles.
465	Vehicle Maintenance	Repairs and maintenance on the city's vehicles. This includes tires, oil changes etc.
470	Printing & Reproduction	Expenditures for the printing and reproduction of forms, letterhead, envelopes, business cards, and the municipal code update used in the operation of City business.
480	Promo Activities & Legal Ads	Expenditures for the promotional activities of the City. In addition, this line is utilized for any legal advertisements that are required to be published throughout the year.
490	Other Current Charges	Expenses of the City that are not classified elsewhere.
492	Recording & Other Fees	Expenditures for the recording of documents with the Polk County Clerk of Courts. In addition, annual fees for the water, sewer, and streets come out of this line along with other miscellaneous annual fees.
493	Equipment Rental	Expenditures for the rental and/or lease of heavy equipment used by the City to complete work for which we do not own the equipment. Items include backhoes, emergency generators and the like.
510	Office Supplies	Expenditures for the general office supplies needed for the day-to-day operations of the City. Such purchases include paper, pens, computer supplies, filing materials, etc.
520	Operating Supplies	Expenditures for the day-to-day operations of the City. Postage and cleaning materials and supplies.
521	City Hall – Operating Supplies	
522	Activity Center – Operating Supplies	
523	Public Works – Operating Supplies	
524	Chemicals	Expenditures include chemicals, for the operation of the water and wastewater departments.
525	Uniforms	Uniform expense for the public works department. This includes safety clothing and work boots.
528	Postage	Postage Expense.
529	JAG Grant – Operating Supplies	Expenditures for items purchased for day to day operations such as alarm systems, displays, etc that cost under $1,000.00 each which don't qualify as a capital improvement expenditure – purchased from JAG Grant funds.
530	Road Materials & Supplies	Expenditures for the upkeep and repair of the City streets. Items include such items as asphalt, road signs, etc.

City of Polk City

Budget Line Item Descriptions

Line Item #	Line Item Name	Description
540	Books, Publications, Subscriptions & Memberships	Expenditures for short-term books, publications, and subscriptions. These include the newspapers, monthly magazines, and publications required to keep council and staff up-to-date on current events, rules, and regulations in each field of expertise. In addition, this line covers individual memberships to organizations such as the Florida League of Cities, Florida City County Managers Association, International City County Managers Association, Rural Water Association, and several more.
Capital Expenditures		
605	Depreciation Expense	This line is to expense the depreciation on the City's equipment, vehicles, and structures. This is an expense line for accounting purposes only and is utilized by accounting staff and the auditors.
610	Land	Expenditures for the purchase of land. The purchase of the site for the new City hall complex was expensed under this line in 2003.
620	Buildings	Expenditures for the construction of new City facilities. This year the expenses for the new city hall complex are to be found here along with the new wastewater treatment facility.
630	Improvements Other Than Buildings	Included in this category are expenditures for capital improvements over $500.00 in a given department. Items would include the expansion of water and sewer lines, street repaving, computer software, etc.
631	City Hall – Improvements Other Than Buildings	
632	Activity Center – Improvements Other Than Buildings	
633	Public Works – Improvements Other Than Buildings	
640	Machinery & Equipment	Included in this category are expenditures for capital improvements for machinery and equipment over $1,000.00 in a given department. Included would be the radar detector requested by the Law Enforcement, computers, lawn equipment, and a variety of other equipment
641	City Hall – Machinery & Equipment	
642	Activity Center – Machinery & Equipment	
643	Public Works - Machinery & Equipment	
650	Construction in Progress	Amounts budgeted for the completion of projects under construction at mid year in which the expense was not fully allocated in the prior year
660	Books, Publications & Library Materials	Expenditures for long-term books, publications, and library materials. Currently, the only department that utilizes line is the library for the purchase of additional reading materials for the Polk City Public Library.
Debt Service		
710	Principal	Amounts paid to institutions for the principal payment for revenue bonds used to construct or expand services.
720	Interest	Amounts paid to institutions for the interest payment for revenue bonds used to construct or expand services.
730	Other Debt Service Costs	Amounts paid to individuals or firms for the services provided in securing the revenue bonds used to construct or expand services

City of Polk City

Budget Line Item Descriptions

Line Item #	Line Item Name	Description
733	Mandated Reserve	Amounts that are required by the institutions the City obtained the revenue bonds used to construct or expand services to be set aside for reserve
Other Uses		
900	Transfer to Utility Fund.	Amounts transferred to the utility accounts to cover expenses. The last year that this was done was in 2002. The utility accounts are now completely self-supporting.
910	Police Reserve Transfer.	Amounts transferred to the Police Reserve account for capital expenditures for the startup of a future police department. Amounts are no longer transferred, as impact fees will cover these expenses.
920	Transfer to General Fund	Dividends transferred to the General Fund from the Utility Funds.
930	Transfer to Public Safety Impact Fees	Amounts transferred to the restricted public safety impact fees cash account.
931	Transfer to Transportation Impact Fees	Amounts transferred to the restricted transportation impact fees cash account.
932	Transfer to Parks & Rec Impact Fees	Amounts transferred to the restricted parks and recreation impact fees cash account.
933	Transfer to Public Facilities Impact Fees	Amounts transferred to the restricted public facilities impact fees cash account.
940	Transfer to Unrestricted Reserves	Amounts set aside to reserves that are not assigned to a specific expenditure.
941	Transfer to Emergencies and Contingencies	Amounts set aside to reserves that are assigned for emergencies and contingencies.
942	Transfer to Reserves for Capital Outlay Purchases	Amounts set aside to reserves that are assigned for the purchasing of capital assets.
950	Transfer to Restricted Streets Gas Tax	Amounts set aside to reserves that are assigned for paving. Per the Florida State Statute for the New Local Opt Gas Tax.
951	Transfer to Restricted Building Permits	Amounts set aside to reserves that are assigned for Building Dept expenses per Florida State Statutes.
991	Aids to Private Organizations.	Amounts provided to community organizations that provide services to the residents of Polk City.
992	Unemployment Claims.	The City is on a reimbursable method of unemployment rather than paying a percentage of salaries each quarter. This means that the City must reimburse the state in full for all claims paid during a quarter.
993	Transfer to Reserve	Amounts set aside for uncertain events, dependent on occurrences. The city tries to maintain these finds at ten percent of the budget. Currently the city is in the process of rebuilding reserves as reserves were exhausted during the 2004 storms.
994	Bank Fees.	Amounts charged by Colonial Bank for the services provided.
995	Refund of Overpayments	The city issues refunds on closed utility accounts that have a credit balance due to a customer overpayment on the account.
996	Bad Debt Expense	The city must offset utility bad debts with this line.
999	Other Non-Operating Charges.	Amounts that are expensed that are not a part of the operations of the City.