

DRAFT

# Polk City

PROPOSED 2017-2018

PROPOSED 2018-2019

## 2 YEAR BUDGET

BUILDING TODAY FOR A BETTER TOMORROW





## **FY 2017-18 Proposed Budget**

I respectfully submit to you the FY 2017-18 Proposed Budget. This budget has been prepared with the goal of preparing for the future of Polk City, and with the goal of taking over the operation of our Utilities Department on January 1, 2018. Please note the following:

- The total budget for FY 2017-2018 is \$4,793,300, which is an increase of 8.64% (\$357,429)
- Ad Valorem is based on the current millage rate of 7.4877 mills.
- The City will be taking over the utilities January 1, 2018 and includes five employees; Aquarina will be on board the first three months of FY 2017-2018.
- There is a 3% Cost of Living Increase for all employees.
- The budget has money for improvement/capital projects for a total of \$237,884, including \$40,000 for sidewalks. There is \$70,813 set aside in the General Fund Capital Reserves—the City needs two utility trucks, which will be split with Enterprise Fund.
- There is \$109,785 set aside in Unrestricted Reserves in the Enterprise Fund to assist with capital projects (Voyles Loop Lift Station – 20 hp pump) and operation cost (these cost will be more concrete before the next budget workshop).
- Debt Service is \$976,062 (\$130,589 in the General Fund and \$845,463 in the Enterprise Fund)

### **General Fund Revenues**

- Ad Valorem is based the roll-back rate of 7.4877, which will bring in \$588,241 (\$37,413 more than what is budgeted for FY 2017)
- There will be a small increase in estimated Communication Services Tax based on State estimate – approximately \$30,000
- Building Permits shows an increase of the current budgeted amount to account for expected growth in the new year
- Impact Fees will show an increase to account for expected growth
- Community Development Block Grant money \$24,532

- Grants from Other Local Units – Library Coop Funding increased \$7,317
- Charges for Services had a slight increase
- Intergovernmental Transfers – Enterprise Fund (\$25,000 budgeted this year)

**Total General Fund Revenue increased \$192,839**

### **General Fund Expenditures**

- There was an increase in health insurance of 1.7%,
- Slight Change in Florida Retirement
- **Legislative** had a slight increase
- **Executive** had an increase of \$13,054, which includes salary increases and capital outlay. The Executive and City Clerk will be combined in the final FY 2017-18 budget
- **City Clerk** slight increase municipal election. This will combined with Legislative in the final FY 2017-18 budget
- **Legal Counsel** -- increase of \$6,500 (legal services and legal ads)
- **Comprehensive Planning** had an increase of \$1,000
- **Finance and Accounting** had an increase of \$22,627, this includes salary and wages, education reimbursement and a laptop
- **Debt Service** – no changes from current year; left something in the budget for public works and utilities facility. Working on the refinancing of the USDA Loan
- **Building & Zoning** – increase of \$22,114; cost of living increase and an increase in professional services for inspections
- **Code Enforcement** – no changes
- **Refuse/Sanitation** – slight increase for growth
- **Stormwater** – no increase
- **General Gov't** – decrease of \$8,100
- **Streets and Roads** – decrease of \$55,922; no paving projects, but includes sidewalk(s) project(s), as well as radios for work crew
- **Library** – slight decrease event with cost of living increase
- **Parks & Recreation** – decrease of \$18,468 and includes the \$24,532 CDBG Funding for the Freedom Park Restrooms and \$15,000 for other capital project(s)
- **Special Events** – Increase of \$2,300
- **Non-Departmental** – increase of \$320,993; this increase includes Impact Fees based on estimated growth and reserves for capital and other projects

**Total General Fund Expenditures are up \$192,839.**

## Enterprise Fund Revenues

- **Impact Fees** – increase in water and sewer impact fees of \$65,582 due to expected growth
- **Special Assessments** – increase in connection fees for water due to growth and decrease in Water and Sewer Readiness to Serve Charges of \$74,545 (those will shift to charges for services)
- No grants and Aids from Federal or State
- **Charges for Services** – Increase of water and sewer revenue of \$161,106 (a portion of this is the shift from readiness to serve and the balance is based on history of usage and base fees)
- **Other Judgements, fines & forfeitures** – decrease of \$5,438 (other fines and/or forfeitures)
- No interest income
- **Cash carry-forward** – none

**The Enterprise Fund Revenues increased \$164,590**

## Enterprise Fund Expenditures

### Water Operations

- Increase in salary and wages due to cost of living increase for two employees and hiring of two employees when operations is taken back in January 2018
- Contract Labor will decrease due to City taking back operations in January 2018 (Aquarina will be here through December)
- Professional services was increased \$10,900 to account for testing (lab work) and taking back operations
- Inmate Labor did not change
- Increase in Repairs and Maintenance of \$10,000
- Money budgeted for Repairs and Maintenance to Water Treatment Plants
- Funds were put in for chemicals and uniforms
- Funds were put in for the purchase of new meters and supplies (off-set by connection fees)
- Will meet with Aquarina and Public Works Director regarding Capital; \$2,500 was budgeted

Overall decrease in Water Operations: \$52,731

## Sewer Operations

- Salary and wages was budgeted for nine months in the amount of \$148,063.00 to cover three employees when the city takes over January 1, 2018
- Contract Labor was decreased to cover three months rather than a year
- Inmate labor had no changes
- Repairs and Maintenance increased \$20,000
- Cardinal Hill Repairs and maintenance had an increase of \$18,000, which includes painting of surge tank and re-piping of facility
- Funds were budgeted for chemicals and uniforms
- Capital Outlay – Cardinal Hill Fencing of \$27,000 (total cost is estimated at \$54,000 – half in reserves FY 2018 and half in reserves in FY 2019)
- Debt Service – slight increase

Overall increase in Sewer Operations: \$55,111

## Non-Departmental

- There was an increase in Professional Services of \$4,620
- Slight increase in liability insurance
- Capital Outlay is \$27,413, which is part of the new software costs
- **Non-Departmental Other**
  - 1) Transfer to unrestricted reserves \$147,256
  - 2) Reserves for Capital Outlay of \$25,000 for Mt. Olive Water Tanks

Overall increase in Non-Departmental: 162,210

**Enterprise Fund had a total increase of \$164,590**

**The total General Fund and Enterprise Fund is \$4,493,300, which is \$357,429 more than Fiscal Year 2017 (8.64%).**

Respectfully,



Patricia R Jackson  
City Manager



# Polk City

## City Commission

Mayor	Joe LaCascia	<a href="mailto:Joe.Lacascia@mypolkcitey.org">Joe.Lacascia@mypolkcitey.org</a>
Vice Mayor	Wanda Harris	<a href="mailto:Wanda.Harris@mypolkcitey.org">Wanda.Harris@mypolkcitey.org</a>
Commissioner	Don Kimsey	<a href="mailto:Don.Kimsey@mypolkcitey.org">Don.Kimsey@mypolkcitey.org</a>
Commissioner	Mike Blethen	<a href="mailto:Michael.Blethen@mypolkcitey.org">Michael.Blethen@mypolkcitey.org</a>
Commissioner	Randy Carroll	<a href="mailto:Randy.Caroll@mypolkcitey.org">Randy.Caroll@mypolkcitey.org</a>

## City Management

City Manager	Patricia Jackson	<a href="mailto:Patricia.Jackson@mypolkcitey.org">Patricia.Jackson@mypolkcitey.org</a>
Assistant to City Mngr/Deputy City Clerk	Sheandolen Dunn	<a href="mailto:Sheandolen.Dunn@mypolkcitey.org">Sheandolen.Dunn@mypolkcitey.org</a>
Finance Administrator	Joanna Knowles	<a href="mailto:Joanna.Knowles@mypolkcitey.org">Joanna.Knowles@mypolkcitey.org</a>
Development Srvcs Director	Kathy Delp	<a href="mailto:Kathy.Delp@mypolkcitey.org">Kathy.Delp@mypolkcitey.org</a>
Public Works Director	Keith Prestage	<a href="mailto:Keith.Prestage@mypolkcitey.org">Keith.Prestage@mypolkcitey.org</a>

### **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 2017-2018**  
**THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CITY OF POLK CITY ARE 6.22%**  
**MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.**

	GENERAL FUND	ENTERPRISE FUND	TOTAL
<b>CASH CARRYFORWARD</b>	\$ -	\$ -	\$ -
<b>ESTIMATED REVENUES</b>			
Ad Valorem Taxes	588,241		588,241
Local Option, Use & Fuel Taxes	141,503		141,503
Utility Taxes	126,948		126,948
Communication Services Taxes	172,976		172,976
Local Business Taxes	11,800		11,800
Building Permits	200,003		200,003
Franchise Fees	87,822		87,822
Impact Fees	245,487	188,822	434,309
Other Permits and Fees	-	109,921	109,921
Grants and Aids	65,674	-	65,674
Intergovernmental Revenue	188,919		188,919
Charges For Services	276,634	1,972,382	2,249,016
Transportation User Fees	16,303		16,303
Culture/Recreation	4,500		4,500
Fines & Forfeitures	2,000		2,000
Other Judgments, Fines, Forfeitures	125	55,500	55,625
Interest and Other Earnings	190	-	190
Rents and Royalties	3,000		3,000
Other Miscellaneous Revenues	9,200	350	9,550
<b>TOTAL SOURCES</b>	<b>2,141,325</b>	<b>2,326,975</b>	<b>4,468,300</b>
Intragovernmental Transfers In	25,000	-	25,000
Fund Balances/Reserves/Net Assets	-	-	-
<b>TOTAL REVENUES, TRANSFERS &amp; BALANCES</b>	<b>2,166,325</b>	<b>2,326,975</b>	<b>4,493,300</b>
<b>EXPENDITURES</b>			
Culture and Recreation	143,454		143,454
General Government	435,892		435,892
Other Uses	95,587	170,930	266,517
Physical Environment	333,842		333,842
Public Safety	228,635	950,673	1,179,308
Transportation	323,676		323,676
Debt Service	130,589	845,463	976,052
Capital Outlay	178,471	59,413	237,884
<b>TOTAL EXPENDITURES</b>	<b>1,870,146</b>	<b>2,026,479</b>	<b>3,896,625</b>
Transfers Out	-	25,000	25,000
Fund Balances/Reserves/Net Assets	296,179	275,496	571,675
<b>TOTAL APPROPRIATED EXPENDITURES, OTHER USES AND RESERVES</b>	<b>2,166,325</b>	<b>2,326,975</b>	<b>4,493,300</b>



**BUDGET SUMMARY**

**CITY OF POLK CITY - FISCAL YEAR 2017 - 2018 BUDGET**  
**THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CITY OF POLK CITY ARE 1.09%**  
**LESS THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.**

	GENERAL FUND	ENTERPRISE FUND	TOTAL
<b>CASH CARRYFORWARD</b>	\$ -	\$ -	\$ -
<b>ESTIMATED REVENUES</b>			
Ad Valorem Taxes	\$ 617,653		\$ 617,653
Local Option, Use & Fuel Taxes	\$ 141,503		\$ 141,503
Utility Taxes	\$ 132,298		\$ 132,298
Communication Services Taxes	\$ 172,976		\$ 172,976
Local Business Taxes	\$ 11,800		\$ 11,800
Building Permits	\$ 200,003		\$ 200,003
Franchise Fees	\$ 89,782		\$ 89,782
Impact Fees	\$ 245,487	\$ 220,234	\$ 465,721
Other Permits and Fees	\$ -	\$ 75,461	\$ 75,461
Grants and Aids	\$ 41,142	\$ -	\$ 41,142
Intergovernmental Revenue	\$ 188,919		\$ 188,919
Charges For Services	\$ 268,250	\$ 2,031,554	\$ 2,299,804
Transportation User Fees	\$ 16,303		\$ 16,303
Culture/Recreation	\$ 4,500		\$ 4,500
Fines & Forfeitures	\$ 2,000		\$ 2,000
Other Judgments, Fines, Forfeitures	\$ 125	\$ 51,500	\$ 51,625
Interest and Other Earnings	\$ 190	\$ -	\$ 190
Rents and Royalties	\$ 3,000		\$ 3,000
Other Miscellaneous Revenues	\$ 9,200	\$ 350	\$ 9,550
<b>TOTAL SOURCES</b>	\$ 2,145,131	\$ 2,379,099	\$ 4,524,230
Intragovernmental Transfers In	\$ 25,000	\$ -	\$ 25,000
Fund Balances/Reserves/Net Assets	\$ -	\$ -	\$ -
<b>TOTAL REVENUES, TRANSFERS &amp; BALANCES</b>	\$ 2,170,131	\$ 2,379,099	\$ 4,549,230
<b>EXPENDITURES</b>			
Culture and Recreation	\$ 148,103		\$ 148,103
General Government	\$ 439,194		\$ 439,194
Other Uses	\$ 179,543	\$ 172,530	\$ 352,073
Physical Environment	\$ 346,707	\$ 918,329	\$ 1,265,036
Public Safety	\$ 231,856		\$ 231,856
Transportation	\$ 340,689		\$ 340,689
Debt Service	\$ 130,589	\$ 943,711	\$ 1,074,300
Capital Outlay	\$ 77,613	\$ 164,500	\$ 242,113
<b>TOTAL EXPENDITURES</b>	\$ 1,894,294	\$ 2,199,070	\$ 4,093,364
Transfers Out	\$ -	\$ 25,000	\$ 25,000
Fund Balances/Reserves/Net Assets	\$ 275,837	\$ 155,029	\$ 430,866
<b>TOTAL APPROPRIATED EXPENDITURES, OTHER USES AND RESERVES</b>	\$ 2,170,131	\$ 2,379,099	\$ 4,549,230



**City of Polk City Budget Worksheet  
Budget Summary**

Account Number	Account Description	FY17 -			FY18 -		FY19 -
		Actual	Budget	YTD Actual	Dept Requested	Proposed	
01-517-000	DEBT SERVICE PAYMENTS	\$ 102,089	\$ 102,089	\$ -	\$ 130,589	\$ -	\$ -
01-521-000	LAW ENFORCEMENT	\$ 129,543	\$ 101,749	\$ 76,412	\$ 102,976	\$ -	\$ -
01-524-000	BUILDING AND ZONING	\$ 126,886	\$ 108,958	\$ 138,095	\$ 128,572	\$ -	\$ -
01-529-000	CODE ENFORCEMENT	\$ 101	\$ 1,200	\$ -	\$ 2,200	\$ -	\$ -
01-534-000	REFUSE/SANITATION	\$ 190,400	\$ 200,996	\$ 147,315	\$ 206,076	\$ -	\$ -
01-538-000	STORMWATER	\$ 27,695	\$ 26,116	\$ 21,651	\$ 26,116	\$ -	\$ -
01-539-000	GEN GOVT BUILDINGS	\$ 96,377	\$ 137,193	\$ 92,348	\$ 129,063	\$ -	\$ -
01-541-000	ROADS & STREETS	\$ 179,349	\$ 434,597	\$ 254,387	\$ 321,976	\$ -	\$ -
01-571-000	LIBRARY	\$ 112,460	\$ 120,571	\$ 77,348	\$ 120,004	\$ -	\$ -
01-572-000	PARKS	\$ 17,826	\$ 83,950	\$ 70,727	\$ 42,950	\$ -	\$ -
01-574-000	SPECIAL EVENTS - OPERATING EXPENSES	\$ 7,581	\$ 9,200	\$ 7,061	\$ 11,500	\$ -	\$ -
01-590-000	NON-DEPARTMENTAL - OPERATING EXPENSES	\$ 79,740	\$ 98,186	\$ 69,205	\$ 419,179	\$ -	\$ -
	<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 1,428,175</b>	<b>\$ 1,821,747</b>	<b>\$ 1,246,963</b>	<b>\$ 2,079,792</b>	<b>\$ 341,732</b>	<b>\$ 340,060</b>
<b>ENTERPRISE FUND CASH CARRYFORWARD</b>							
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ENTERPRISE FUND REVENUES</b>							
05-324-000	IMPACT FEES	\$ 394,520	\$ 123,240	\$ 314,620	\$ 188,822	\$ 188,822	\$ 220,234
05-325-000	SPECIAL ASSESSMENTS	\$ 213,168	\$ 160,431	\$ 162,287	\$ 102,368	\$ 102,368	\$ 74,461
05-329-000	OTHER PERMITS AND FEES	\$ 2,957	\$ 1,000	\$ 4,632	\$ 1,000	\$ 1,000	\$ 1,000
05-331-000	GRANTS & AIDS - FEDERAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
05-334-000	GRANTS & AIDS - STATE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
05-340-000	CHARGES FOR SERVICES	\$ 1,794,992	\$ 1,811,276	\$ 1,320,674	\$ 1,972,382	\$ 1,972,382	\$ 2,031,554
05-359-000	OTHER JUDGEMENTS, FINES, & FORFEITURES	\$ 60,321	\$ 60,938	\$ 49,690	\$ 55,500	\$ 55,500	\$ 51,500
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	\$ 2,414	\$ 500	\$ 1,166	\$ 350	\$ 350	\$ 350
05-381-000	INTRAGOVERNMENTAL TRANSFERS IN	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -
05-385-000	BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
05-386-000	INTRAGOVERNMENTAL TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL ENTERPRISE FUND REVENUES</b>	<b>\$ 2,468,372</b>	<b>\$ 2,162,385</b>	<b>\$ 1,853,070</b>	<b>\$ 2,320,422</b>	<b>\$ 2,320,422</b>	<b>\$ 2,379,099</b>
<b>TOTAL ENTERPRISE FUND ESTIMATED REVENUES AND CASH CARRYFORWARD:</b>							
		\$ 2,468,372	\$ 2,162,385	\$ 1,853,070	\$ 2,320,422	\$ 2,320,422	\$ 2,379,099
<b>ENTERPRISE FUND EXPENDITURES</b>							
05-535-000	SEWER OPERATIONS	\$ 952,495	\$ 1,112,030	\$ 598,504	\$ 1,167,141	\$ 1,167,141	\$ -
05-533-000	WATER OPERATIONS	\$ 651,031	\$ 713,726	\$ 448,918	\$ 660,996	\$ 649,168	\$ -
05-590-000	NON-DEPARTMENTAL	\$ 107,236	\$ 336,629	\$ 113,913	\$ 351,583	\$ 498,839	\$ -
	<b>TOTAL ENTERPRISE FUND EXPENDITURES</b>	<b>\$ 1,710,762</b>	<b>\$ 2,162,385</b>	<b>\$ 1,161,334</b>	<b>\$ 2,179,720</b>	<b>\$ 2,315,148</b>	<b>\$ -</b>

**City of Polk City Budget Worksheet  
Budget Summary**

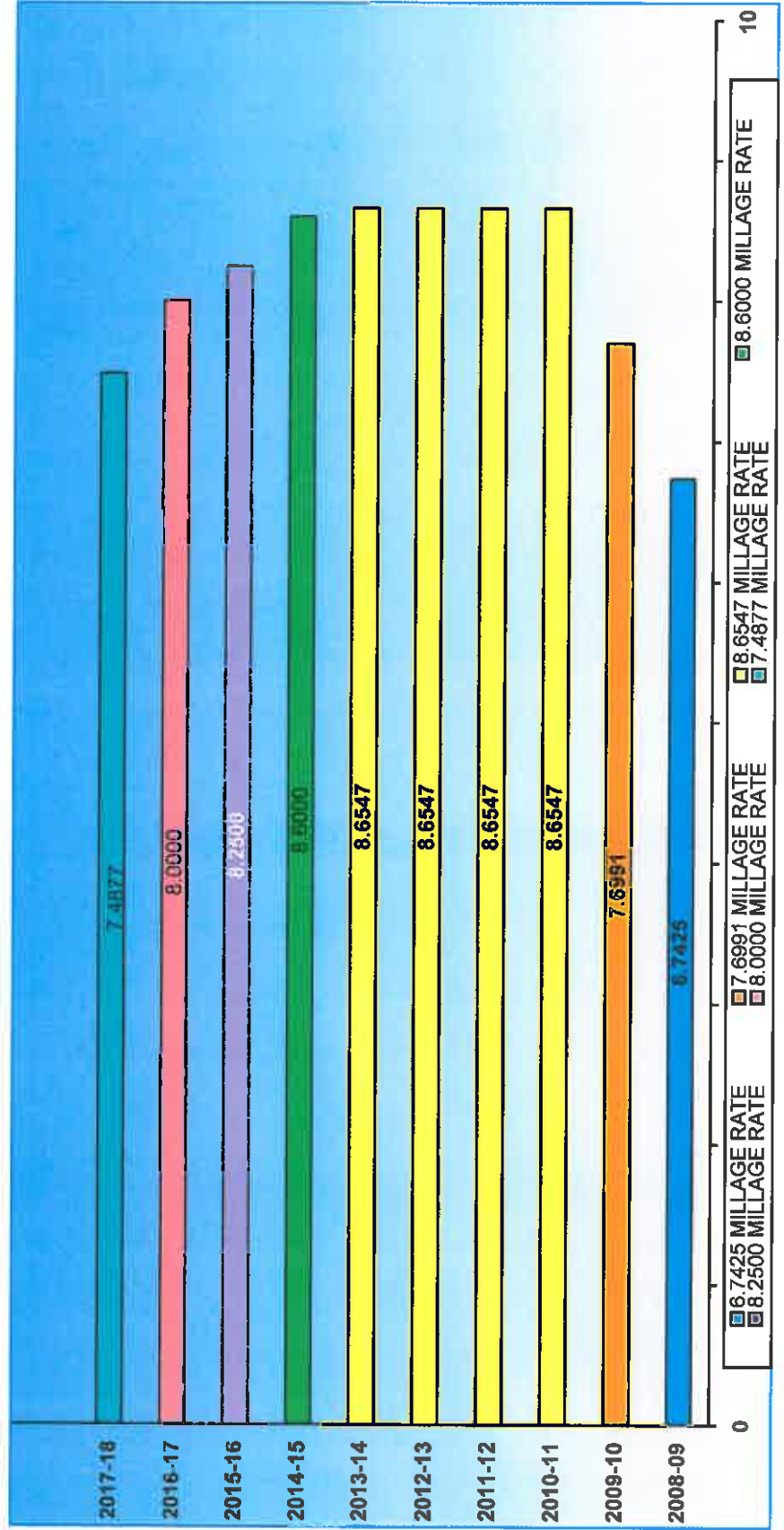
<u>Account Number</u>	<u>Account Description</u>	<u>FY16 Actual</u>	<u>FY17 - Budget</u>	<u>FY17 - Budget</u>	<u>07/07/2017 YTD Actual</u>	<u>FY18 - Dept Requested</u>	<u>FY18 - Proposed</u>	<u>Estimated FY19 Budget</u>
	CITY WIDE CASH CARRYFORWARD	\$ -	\$ 161,000	\$ -	\$ -	\$ -	\$ -	\$ -
	CITY WIDE REVENUE TOTALS	\$ 4,155,953	\$ 3,974,871	\$ 3,674,375	\$ 4,486,747	\$ 4,486,747	\$ 4,486,747	\$ 4,549,230
	CITY WIDE EXPENDITURE TOTALS	\$ 3,138,937	\$ 3,984,132	\$ 2,408,298	\$ 4,259,512	\$ 2,656,880	\$ 2,656,880	\$ 340,060
			\$ 1,266,077	\$ 227,235	\$ 1,829,867	\$ 1,829,867	\$ 4,209,170	
	GENERAL FUND REVENUES LESS EXPENSES	\$ 574,341	\$ 86,533	\$ 1,824,593	\$ 1,824,593	\$ 1,830,071	\$ 1,830,071	\$ 1,830,071
	ENTERPRISE FUND REVENUES LESS EXPENSES	\$ 691,736	\$ 140,702	\$ 5,274	\$ 5,274	\$ 5,274	\$ 5,274	\$ 2,379,099

# GRAPHS





# CITY OF POLK CITY TEN-YEAR MILLAGE RATE HISTORY



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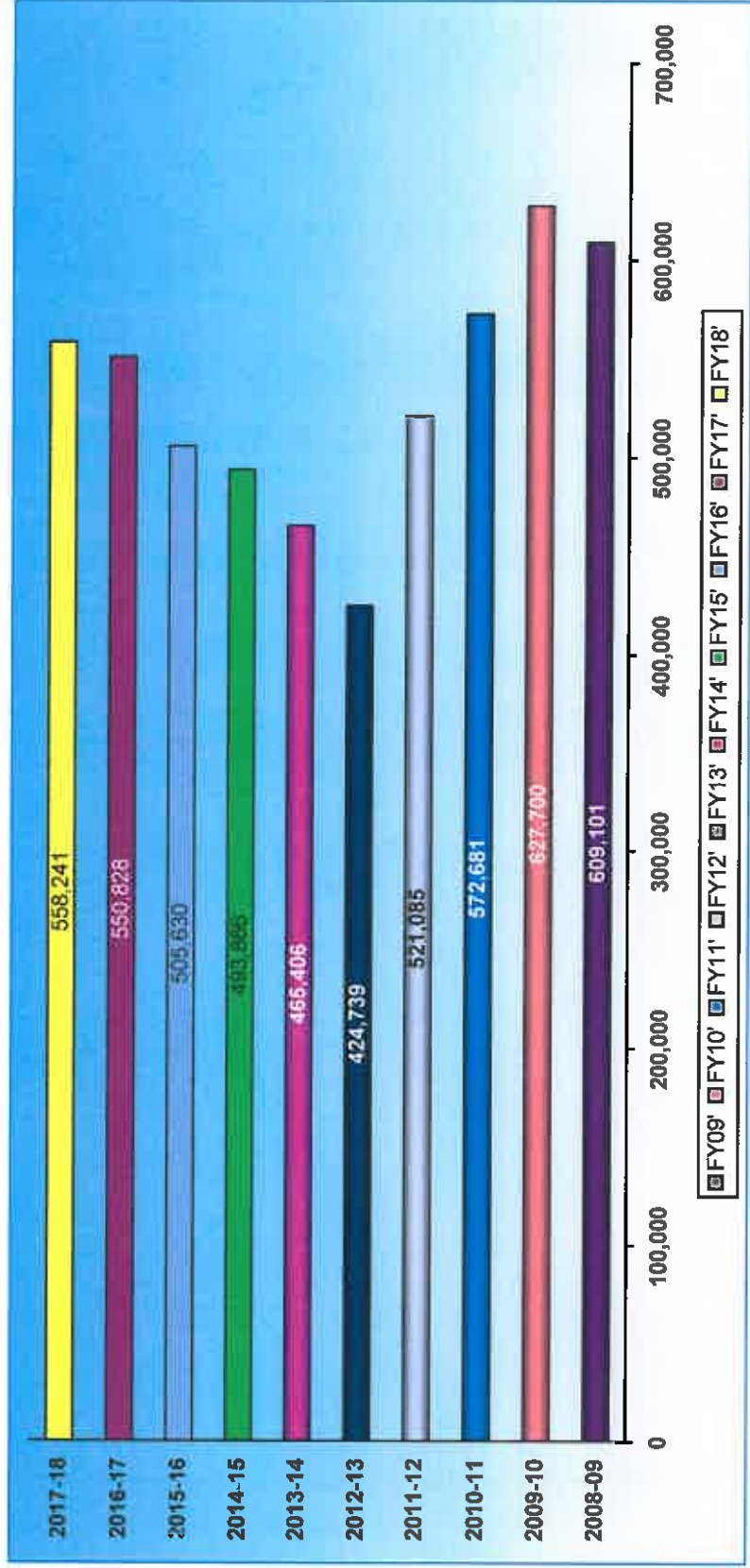
■ 6.7425 MILLAGE RATE   ■ 7.6991 MILLAGE RATE   ■ 8.6000 MILLAGE RATE  
 ■ 8.2500 MILLAGE RATE   ■ 8.0000 MILLAGE RATE   ■ 7.4877 MILLAGE RATE  
 ■ 8.5000 MILLAGE RATE   ■ 8.6547 MILLAGE RATE



# 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	FY17 -		FY18 - Dept	FY18 - Requested	FY18 - Proposed	Estimated
		FY16 Actual	FY17 - Budget				
<b>01-311-000</b>	<b>AD VALOREM TAXES</b>						
01-311-100	Ad Valorem Taxes	\$ 516,503	\$ 550,828	\$ 555,549	\$ 588,241	\$ 588,241	\$ 617,653
		\$ 516,503	\$ 550,828	\$ 555,549	\$ 588,241	\$ 588,241	\$ 617,653
<b>01-312-000</b>	<b>LOCAL OPTION, USE &amp; FUEL TAXES</b>						
01-312-300	9th Cent Gas Tax	\$ 13,603	\$ 13,568	\$ 8,018	\$ 13,745	\$ 13,745	\$ 13,745
01-312-400	Local Option Gas Tax	\$ 75,461	\$ 77,425	\$ 50,730	\$ 79,379	\$ 79,379	\$ 79,379
01-312-410	New Local Option Gas Tax	\$ 43,771	\$ 47,147	\$ 32,594	\$ 48,379	\$ 48,379	\$ 48,379
		\$ 132,835	\$ 138,140	\$ 91,342	\$ 141,503	\$ 141,503	\$ 141,503
<b>01-314-000</b>	<b>UTILITY TAX</b>						
01-314-100	Electric	\$ 86,290	\$ 74,847	\$ 51,299	\$ 78,487	\$ 78,487	\$ 82,847
01-314-300	Water - Utilities	\$ 42,871	\$ 43,773	\$ 35,848	\$ 44,648	\$ 44,648	\$ 45,722
01-314-301	Water - Readiness to Serve	\$ 5,477	\$ 4,904	\$ 3,914	\$ 513	\$ 513	\$ 429
01-314-400	Gas	\$ 3,184	\$ 3,300	\$ 3,028	\$ 3,300	\$ 3,300	\$ 3,300
		\$ 137,823	\$ 126,824	\$ 94,089	\$ 126,948	\$ 126,948	\$ 132,298
<b>01-315-000</b>	<b>COMMUNICATIONS SERVICES TAX</b>						
01-315-100	Communications Services Tax	\$ 138,966	\$ 140,000	\$ 117,124	\$ 172,976	\$ 172,976	\$ 172,976
		\$ 138,966	\$ 140,000	\$ 117,124	\$ 172,976	\$ 172,976	\$ 172,976
<b>01-316-000</b>	<b>LOCAL BUSINESS TAX</b>						
01-316-100	Local Business Licenses	\$ 12,995	\$ 11,800	\$ 96	\$ 11,800	\$ 11,800	\$ 11,800
		\$ 12,995	\$ 11,800	\$ 96	\$ 11,800	\$ 11,800	\$ 11,800
<b>01-322-000</b>	<b>BUILDING PERMITS</b>						
01-322-100	Building Permits	\$ 71,255	\$ 30,000	\$ 80,001	\$ 71,255	\$ 71,255	\$ 71,255
01-322-101	Bldg Permit - Plan Checking	\$ 37,079	\$ 15,000	\$ 41,884	\$ 37,079	\$ 37,079	\$ 37,079
01-322-102	Bldg Permit - Admin Fee	\$ 2,380	\$ 1,500	\$ 2,500	\$ 2,380	\$ 2,380	\$ 2,380
01-322-103	Bldg Permit - Electrical	\$ 9,825	\$ 5,200	\$ 10,315	\$ 9,825	\$ 9,825	\$ 9,825
01-322-104	Bldg Permit - Plumbing	\$ 9,325	\$ 5,000	\$ 9,680	\$ 9,325	\$ 9,325	\$ 9,325
01-322-105	Bldg Permit - Mechanical	\$ 8,750	\$ 4,900	\$ 9,970	\$ 8,750	\$ 8,750	\$ 8,750
01-322-106	Bldg Permit - T Pole	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-322-107	Bldg Permit - Cert of Occupancy	\$ 1,320	\$ 1,000	\$ 1,860	\$ 1,000	\$ 1,000	\$ 1,000
01-322-108	Bldg Permit - Inspections	\$ 33,920	\$ 20,000	\$ 54,670	\$ 60,389	\$ 60,389	\$ 60,389
01-322-109	Bldg Permit - Demolition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-322-110	Bldg Permit - Sign Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-322-111	Bldg Permit - Gas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-322-190	Impact Fee Retainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-322-200	DCA Radon - Retainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-322-300	BCAIB - Retainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-322-400	Variance Request Fees	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -
01-322-500	Development Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Polk City Budget Worksheet  
General Fund Revenues

Account Number	Account Description	FY17 -		FY18 -		FY18 - Dept Requested	FY18 - Proposed	Estimated FY19 Budget
		FY16 Actual	FY17 - Budget	07/07/2017 YTD Actual	200,003 \$			
<b>01-323-000</b>	<b>FRANCHISE FEES</b>							
01-323-100	Electric	\$ 28,510	\$ 55,000	\$ 18,351	\$ 57,022	\$ 57,022	\$ 57,022	\$ 58,732
01-323-300	Solid Waste	\$ 28,054	\$ 30,149	\$ 19,306	\$ 30,800	\$ 30,800	\$ 30,800	\$ 31,050
		\$ 56,563	\$ 85,149	\$ 37,657	\$ 87,822	\$ 87,822	\$ 87,822	\$ 89,782
<b>01-324-000</b>	<b>IMPACT FEES</b>							
01-324-100	Police - Public Safety Impact Fee	\$ -	\$ 17,822	\$ 41,924	\$ 41,924	\$ 41,924	\$ 41,924	\$ 41,924
01-324-110	Fire/Rescue - Public Safety Impact Fee	\$ -	\$ -	\$ 22,432	\$ 22,432	\$ 22,432	\$ 22,432	\$ 22,432
01-324-610	Parks & Recreation Impact Fee	\$ -	\$ 18,723	\$ 67,610	\$ 67,510	\$ 67,510	\$ 67,510	\$ 67,510
01-324-710	Public Facilities Impact Fee	\$ -	\$ 31,464	\$ 113,621	\$ 113,621	\$ 113,621	\$ 113,621	\$ 113,621
		\$ -	\$ 68,009	\$ 245,587	\$ 245,487	\$ 245,487	\$ 245,487	\$ 245,487
<b>01-329-000</b>	<b>OTHER PERMITS AND FEES</b>							
01-329-210	Yard Sale Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-329-220	Site Plan Reviews	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>01-331-000</b>	<b>GRANTS &amp; AIDS - FEDERAL</b>							
01-331-391	FEMA Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>01-331-510</b>	<b>CDBG</b>							
01-331-510	Community Development Block Grant	\$ -	\$ 15,402	\$ -	\$ 24,532	\$ 24,532	\$ 24,532	\$ -
01-331-700	FRDAP Grants	\$ -	\$ 50,000	\$ 46,748	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ 65,402	\$ 46,748	\$ 24,532	\$ 24,532	\$ 24,532	\$ -
<b>01-334-000</b>	<b>GRANTS &amp; AIDS - STATE</b>							
01-334-201	Justice Assistance Grant (JAG)	\$ 4,633	\$ 5,113	\$ 4,413	\$ 5,113	\$ 5,113	\$ 5,113	\$ 5,113
01-334-900	CIBR Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-334-910	DEO Community Planning Assistance Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 4,633	\$ 5,113	\$ 4,413	\$ 5,113	\$ 5,113	\$ 5,113	\$ 5,113
<b>01-335-000</b>	<b>INTERGOVERNMENTAL REVENUE</b>							
01-335-120	MRS - State Sales Tax	\$ 56,512	\$ 57,116	\$ 42,295	\$ 57,297	\$ 57,297	\$ 57,297	\$ 57,297
01-335-122	SRS - 8th Cent. Motor Fuel Tax	\$ 17,578	\$ 17,832	\$ 13,205	\$ 17,888	\$ 17,888	\$ 17,888	\$ 17,888
01-335-123	MRS - Municipal Fuel Tax	\$ 7	\$ 7	\$ 6	\$ 7	\$ 7	\$ 7	\$ 7
01-335-140	Mobile Home License	\$ 4,963	\$ 5,000	\$ 4,383	\$ 4,383	\$ 4,383	\$ 4,383	\$ 4,383
01-335-150	Alcoholic Beverage License	\$ 1,028	\$ 1,028	\$ 1,101	\$ 1,101	\$ 1,101	\$ 1,101	\$ 1,101
01-335-180	Half-Cent Sales Tax	\$ 100,267	\$ 100,496	\$ 67,964	\$ 108,243	\$ 108,243	\$ 108,243	\$ 108,243
		\$ 180,356	\$ 181,479	\$ 128,954	\$ 188,919	\$ 188,919	\$ 188,919	\$ 188,919
<b>01-337-000</b>	<b>GRANTS FROM OTHER LOCAL UNITS</b>							
01-337-100	Library Coop Funding	\$ 28,712	\$ 28,712	\$ 36,029	\$ 36,029	\$ 36,029	\$ 36,029	\$ 36,029
01-337-700	Library Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-337-800	Municipal Board of Examiners Funds	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -



City of Polk City Budget Worksheet  
 General Fund Revenues

<u>Account Number</u>	<u>Account Description</u>	<u>FY16 Actual</u>	<u>FY17 - Budget</u>	<u>FY17 - 07/07/2017 YTD Actual</u>	<u>FY18 - Dept Requested</u>	<u>FY18 - Proposed</u>	<u>Estimated FY19 Budget</u>
		\$ 4,723	\$ 3,800	\$ 6,067	\$ 3,200	\$ 3,200	\$ 3,200

City of Polk City Budget Worksheet  
General Fund Revenues

Account Number	Account Description	FY17 -		FY18 - Dept Requested	FY18 - Proposed	Estimated FY19 Budget
		FY16 Actual	FY17 - Budget			
<b>OTHER MISCELLANEOUS REVENUES</b>						
01-369-100	Misc. Income	\$ 1,058	\$ 1,000	\$ 300	\$ 300	\$ 300
01-369-101	Misc - Copies and Faxes	\$ -	\$ -	\$ -	\$ -	\$ -
01-369-102	Misc - Collection Allowance	\$ 8,624	\$ 2,000	\$ 5,000	\$ 5,000	\$ 5,000
01-369-103	Misc - Records Requests	\$ -	\$ -	\$ -	\$ -	\$ -
01-369-110	Refund of Overpayments	\$ -	\$ -	\$ -	\$ -	\$ -
01-369-111	Misc - Cash Drawer Overage	\$ -	\$ -	\$ -	\$ -	\$ -
01-369-120	Misc - Christmas	\$ 160	\$ 100	\$ 100	\$ 100	\$ 100
01-369-130	Misc - Halloween	\$ 140	\$ 60	\$ 100	\$ 100	\$ 100
01-369-140	Misc - City Wide Yard Sale	\$ 150	\$ 100	\$ -	\$ -	\$ -
01-369-140	Misc - Music Festival	\$ 350	\$ -	\$ 506	\$ -	\$ -
01-369-190	Misc - Van Fleet Cycling Challenge	\$ -	\$ -	\$ -	\$ -	\$ -
01-369-195	Misc - Ridge League Dinner	\$ -	\$ -	\$ -	\$ -	\$ -
01-369-200	Transfer From Street Funds	\$ -	\$ -	\$ -	\$ -	\$ -
01-369-300	Reappropriation of Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
01-369-400	Insurance Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
01-369-500	Refund of State Gas Tax	\$ 550	\$ 250	\$ -	\$ -	\$ -
		\$ 11,031	\$ 3,510	\$ 5,500	\$ 5,500	\$ 5,500
<b>INTRAGOVERNMENTAL TRANSFERS IN</b>						
01-381-000	Transfer From Enterprise Fund	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
01-381-900	Cash Carry Forward	\$ -	\$ 161,000	\$ -	\$ -	\$ -
		\$ -	\$ 186,000	\$ 25,000	\$ 25,000	\$ 25,000
<b>BOND PROCEEDS</b>						
01-385-100	Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
<b>INTRAGOVERNMENTAL TRANSFERS</b>						
01-386-000	USDA Grant Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL GENERAL FUND REVENUES</b>	\$ 1,687,580	\$ 1,973,486	\$ 2,166,325	\$ 2,166,325	\$ 2,170,131

# GENERAL FUND

## Expenditures



City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -		FY18 -		FY18 - Dept	FY18 - Requested	FY18 - Proposed	Estimated FY19 Budget
		FY16 Actual	FY17 - Budget	07/07/2017 YTD Actual	FY18 - Dept				
<b>01-511-100</b>	<b>LEGISLATIVE - PERSONNEL EXPENSES</b>								
01-511-120	Regular Salary - Wages - Legislative	\$ 5,415	\$ 5,415	\$ 3,931	\$ 5,415	\$ 5,415	\$ 5,415	\$ 5,415	\$ 5,415
01-511-160	Bonuses and Gift Certificates - Legislat	\$ 1,083	\$ 2,331	\$ 2,166	\$ 2,331	\$ 2,331	\$ 2,331	\$ 2,331	\$ 2,331
01-511-210	Fica Taxes - Legislative	\$ 497	\$ 491	\$ 466	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
01-511-240	Worker's Compensation - Legislative	\$ 14	\$ 15	\$ 12	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
		\$ 7,009	\$ 8,252	\$ 6,575	\$ 8,361	\$ 8,361	\$ 8,361	\$ 8,361	\$ 8,361
<b>01-511-300</b>	<b>LEGISLATIVE - OPERATING EXPENSES</b>								
01-511-310	Professional Services - Legislative	\$ -	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-511-400	Travel and Training - Legislative	\$ 4,627	\$ 4,500	\$ 896	\$ 5,000	\$ 5,000	\$ 5,500	\$ 5,500	\$ 6,000
01-511-440	Rentals and Leases - Legislative	\$ -	\$ -	\$ 28	\$ -	\$ -	\$ -	\$ -	\$ 500
01-511-470	Printing and Reproduction - Legislative	\$ 22	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ -
01-511-480	Promo Activities & Legal Ads - Legislati	\$ 911	\$ 2,500	\$ 704	\$ 500	\$ 500	\$ 500	\$ 2,000	\$ 2,000
01-511-490	Other Current Charges - Legislative	\$ 2,154	\$ 2,500	\$ 1,209	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,500
01-511-510	Office Supplies - Legislative	\$ 220	\$ 200	\$ 269	\$ 3,000	\$ 3,000	\$ 2,000	\$ 2,000	\$ 400
01-511-520	Operating Supplies - Legislative	\$ 279	\$ 1,000	\$ 6,234	\$ 400	\$ 400	\$ 2,000	\$ 2,000	\$ 2,000
01-511-540	Books, Pub., Sub., & Memberships - Legis	\$ 3,953	\$ 5,840	\$ 4,604	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
		\$ 12,167	\$ 16,990	\$ 13,945	\$ 16,400	\$ 16,400	\$ 17,600	\$ 17,600	\$ 18,900
<b>01-511-600</b>	<b>LEGISLATIVE - CAPITAL OUTLAY</b>								
01-511-640	Machinery & Equipment - Legislative	\$ -	\$ -	\$ 9,892	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ 9,892	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>DEPARTMENT TOTAL</b>	\$ 19,176	\$ 25,242	\$ 30,412	\$ 24,761	\$ 24,761	\$ 25,961	\$ 25,961	\$ 27,261

# City of Polk City Budget Worksheet

LEGISLATIVE - 511

Employee ID	Employee	2016-2017 Total Regular Salary	2017-2018 Proposed COLA Increase	2017-2018 Possible Merit Increase	2017-2018 Total Regular Salary	2017-2018 Addl Regular Hours for Events	2017-2018 Overtime Provision	2017-2018 Total Salary	Possible 2017-2018 Hourly Rate
00047	Mayor LaCascia	\$ 1,563.22	\$ -	\$ -	\$ 1,563.22	N/A	N/A	\$ 1,563.22	
00057	Vice Mayor Harris	\$ 781.62	\$ -	\$ -	\$ 781.62	N/A	N/A	\$ 781.62	
00049	Commissioner Blethen	\$ 781.62	\$ -	\$ -	\$ 781.62	N/A	N/A	\$ 781.62	
00050	Commissioner Kimsey	\$ 781.62	\$ -	\$ -	\$ 781.62	N/A	N/A	\$ 781.62	
00064	Commissioner Carroll	\$ 781.62	\$ -	\$ -	\$ 781.62	N/A	N/A	\$ 781.62	
00011	Mayor Penton (Retired)*	\$ 724.99	\$ -	\$ -	\$ 724.99	N/A	N/A	\$ 724.99	
	<b>Total Department</b>	<b>\$ 5,414.69</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,414.69</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,414.69</b>	

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

**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.

FY18 Budget		FY19 Budget	
Line Item #	Line Item Name	Amount Requested	Justification
<b>Operating Expenses</b>			
310	Professional Services	\$ -	Misc Professional Services.
400	Travel and Training	\$ 5,000.00	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.
470	Printing & Reproduction	\$ 500.00	Business Cards, Name Badges/Plates and other printing
480	Promo Activities & Legal Ads	\$ 2,000.00	This expense is for a variety of activities that commission decide upon each year. For example it may be used for citizen recognition, awards, Christmas
490	Other Charges	\$ 3,000.00	Miscellaneous items and hosting Ridge League of Cities Dinner
510	Office Supplies	\$ 400.00	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	\$ 2,000.00	Expenditures for the general office supplies needed for the day-to-day operations of the city.
540	Books, Publications, Subscriptions & Memberships	\$ 5,500.00	Membership to the Florida League of Cities, Ridge league, Florida league of Mayors, Central Florida Development Council, Polk Visioning and Sam's club and Polk Regional Wtr Cooperative.. This also includes the subscription to several magazines for commission!. License fee for Music Events
640	Machinery and Equipment	\$ -	
		640	

City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -		FY18 - Dept		FY19 -	
		Actual	Budget	Requested	Proposed	Budget	Estimated
<b>EXECUTIVE - PERSONNEL EXPENSES</b>							
01-512-100	Regular Salary - Wages - Executive	118,979	119,500	123,085	123,085	123,085	123,085
01-512-130	Other Salaries and Wages - Executive	4,800	4,800	4,800	4,800	4,800	4,800
01-512-140	Overtime - Executive	454	837	-	-	-	-
01-512-160	Bonuses and Gift Certificates - Executive	14,131	12,650	14,350	14,350	14,350	14,350
01-512-210	Fica Taxes - Executive	10,798	11,552	12,153	12,153	12,153	12,153
01-512-220	Retirement Contribution - Executive	20,640	19,879	21,326	21,326	21,326	20,705
01-512-230	Life & Health Insurance - Executive	18,207	20,889	20,417	20,417	20,417	21,366
01-512-240	Worker's Compensation - Executive	309	310	310	310	310	310
		\$ 188,319	\$ 190,417	\$ 196,441	\$ 196,441	\$ 196,441	\$ 196,769
<b>EXECUTIVE - OPERATING EXPENSES</b>							
01-512-300	Professional Services - Executive	-	-	143	300	300	300
01-512-310	Travel and Training - Executive	3,815	3,200	3,800	3,800	3,800	4,000
01-512-410	Communication Services - Executive	-	-	680	680	680	680
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	-	250	250	250	250	250
01-512-480	Promo Activities & Legal Ads - Executive	-	1,000	800	800	800	800
01-512-490	Other Current Charges - Executive	1,222	2,500	2,500	2,500	2,500	2,500
01-512-510	Office Supplies - Executive	686	550	700	800	800	700
01-512-520	Operating Supplies - Executive	243	300	400	400	400	400
01-512-540	Books, Pub., Sub., & Memberships - Execu	1,176	1,200	1,500	1,500	1,500	1,500
		\$ 7,142	\$ 9,000	\$ 10,930	\$ 11,030	\$ 11,030	\$ 11,130
<b>EXECUTIVE - CAPITAL OUTLAY</b>							
01-512-600	Improvements Other than Building - Execu	-	-	-	-	-	-
01-512-630	Machinery & Equipment - Executive	-	-	5,000	5,000	5,000	-
01-512-640	Books, Pub. & Library Materials - Executi	-	-	-	-	-	-
01-512-660		-	-	5,000	5,000	5,000	-
		\$ 195,461	\$ 199,417	\$ 212,371	\$ 212,471	\$ 212,471	\$ 207,899
<b>DEPARTMENT TOTAL</b>							

# City of Polk City Budget Worksheet

EXECUTIVE - 512

Employee ID	Employee	2016-2017 Total Regular Salary	2017-2018 Proposed COLA Increase	2017-2018 Possible Merit Increase	2017-2018 Total Regular Salary	2017-2018 Addtl Regular Hours for Events	2017-2018 Overtime Provision	2017-2018 Total Salary	Possible 2017-2018 Hourly Rate
00042	Jackson, Patricia	\$ 76,000.00	\$ 2,280.00	\$ -	\$ 78,280.00	N/A	N/A	\$ 78,280.00	\$ 41.82
00055	Dunn, Sheandolen	\$ 43,500.00	\$ 1,305.00	\$ -	\$ 44,805.00	N/A	N/A	\$ 44,805.00	\$ 23.93
<b>Total Department</b>		<b>\$ 119,500.00</b>	<b>\$ 3,585.00</b>	<b>\$ -</b>	<b>\$ 123,085.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 123,085.00</b>	

## 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.

FY18 Budget		FY19 Budget	
Line Item #	Line Item Name	Amount Requested	Justification
<b>Operating Expenses</b>			
310	Professional Services	\$ 300.00	
400	Travel and Training	\$ 3,800.00	These funds are requested for attendance at the FLC, FLC Legislative Meetings, 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.
410	Communication Sys	\$ 680.00	Cell phone
440	Rentals & Leases		
460	Repairs & Maintenance		Repairs to equipment from normal day to day wear and tear.
470	Printing & Reproduction	\$ 250.00	City letterhead and business cards.
480	Promo Activities & Legal Ads	\$ 800.00	Promotion activities throughout the year
490	Other Current Charges	\$ 2,500.00	Miscellaneous activities throughout the year lunches/recognitions, activity with city businesses,
510	Office Supplies	\$ 700.00	Paper, pens, computer supplies, filing materials, etc
520	Operating Supplies	\$ 400.00	Forms required for the operation of the city. Computer software updates.
540	Books, Publications, Subscriptions & Memberships	\$ 1,500.00	Membership in FCCMA, ICMA, FACC, adobe, Tiger Bay Club, ILMC, for Manager. Plus subscription to Fair Labor Standards, . . etc.
<b>Capital Expenditures</b>			
640	Machinery & Equipment	\$ 5,000.00	Upgrade to Service Pro Book – City Manager and Assistant to the City Manager
		\$ -	Computer

City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -		FY18 - Dept	FY18 - Proposed	Estimated
		FY16 Actual	07/07/2017 YTD Actual			
<b>01-513-100</b>	<b>CITY CLERK - PERSONNEL EXPENSES</b>					
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 Clerk	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
<b>01-513-300</b>	<b>CITY CLERK - OPERATING EXPENSES</b>					
01-513-310	Professional Services - City Clerk	\$ 232	\$ -	\$ 800	\$ 800	\$ 800
01-513-400	Travel and Training - City Clerk	\$ 1,134	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
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	\$ 1,265	\$ 3,000	\$ 3,200	\$ 3,200	\$ 3,200
01-513-490	Other Current Charges - City Clerk	\$ -	\$ 3,000	\$ 4,500	\$ 4,500	\$ 1,500
01-513-492	Recording & Other Fees - City Clerk	\$ 313	\$ 600	\$ 700	\$ 700	\$ 700
01-513-510	Office Supplies - City Clerk	\$ 123	\$ 800	\$ 700	\$ 700	\$ 700
01-513-520	Operating Supplies - City Clerk	\$ 235	\$ 200	\$ 400	\$ 400	\$ -
01-513-540	Books, Pub., Sub., & Memberships - City	\$ 3,303	\$ 650	\$ 500	\$ 500	\$ 500
		\$ -	\$ 10,750	\$ 13,300	\$ 13,300	\$ 9,900
<b>01-513-600</b>	<b>CITY CLERK - CAPITAL OUTLAY</b>					
01-513-630	Improvements Other than Building - City	\$ -	\$ -	\$ -	\$ -	\$ -
01-513-640	Machinery & Equipment - City Clerk	\$ 1,495	\$ -	\$ -	\$ -	\$ -
01-513-660	Books, Pub. & Library Materials - City Clerk	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 1,495	\$ -	\$ -	\$ -	\$ -
	<b>DEPARTMENT TOTAL</b>	\$ 4,798	\$ 10,750	\$ 13,300	\$ 13,300	\$ 9,900

## 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.

FY18 Budget		FY19 Budget	
Line Item #	Line Item Name	Amount Requested	Justification
<b>Operating Expenses</b>			
310	Professional Services	\$ 800.00	Includes updates and support for the Questys Program (approximately \$4,200) and other software support; shredding of records that meet the record retention requirements
400	Travel and Training	\$ 2,500.00	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
440	Rentals & Leases	\$ -	None requested
460	Repairs & Maintenance	\$ -	To cover expenses for repair (in other general government)
470	Printing & Reproduction	\$ 3,200.00	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
490	Other Current Charges	\$ 4,500.00	Municipal Election will be charged to this account, which includes election workers, ballots, mailing of absentee ballots, election assessments, etc.; other miscellaneous items
492	Recording & Other Fees	\$ 700.00	Recording of documents such as deeds, interlocal agreements, annexations, Ordinances, etc.
510	Office Supplies	\$ 700.00	To cover the expense of regular stock items, and office supplies needed to properly run the City Clerk's Office
520	Operating Supplies	\$ 400.00	Supplies need to operate..
540	Books, Publications, Subscriptions & Memberships	\$ 500.00	To cover the membership dues for IIMC, FACC, Notary, Florida State Statutes, etc.
<b>Capital Expenditures</b>			

City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -		FY18 - Dept	FY18 - Requested	FY18 - Proposed	Estimated
		FY17 - Budget	Actual				
<b>01-514-300</b>	<b>LEGAL COUNSEL - OPERATING EXPENSES</b>						
01-514-310	Professional Services - Legal Counsel	\$ 40,311	\$ 32,045	\$ 60,000	\$ 60,000	\$ 60,000	\$ 65,000
01-514-312	Professional Services - Other - Legal Co	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-514-400	Travel and Training - Legal Counsel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-514-470	Printing and Reproduction - Legal Counsel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-514-480	Promo Activities & Legal Ads - Legal Cou	\$ 5,579	\$ 3,864	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
01-514-490	Other Current Charges - Legal Counsel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-514-492	Recording & Other Fees - Legal Counsel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 45,890	\$ 35,910	\$ 67,500	\$ 67,500	\$ 67,500	\$ 72,500
<b>01-514-600</b>	<b>LEGAL COUNSEL - CAPITAL OUTLAY</b>						
01-514-640	Machinery & Equipment - Legal Counsel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>DEPARTMENT TOTAL</b>	\$ 45,890	\$ 35,910	\$ 67,500	\$ 67,500	\$ 67,500	\$ 72,500

## 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.

FY18 Budget		FY19 Budget	
Line Item #	Line Item Name	Amount Requested	Justification
<b>Operating Expenses</b>			
310	Professional Services	\$ 60,000.00	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 .
400	Travel and Training	\$ -	Florida Association of Municipal Attorney conference.
470	Printing & Reproduction	\$ -	Forms, business cards, etc.
480	Promo Activities & Legal Ads	\$ 7,500.00	Legal advertisements
490	Other Current Charges	\$ -	Misc. expenses of the city attorney
492	Recording & Other Fees	\$ -	Recording fees for the clerk of courts.
<b>Capital Expenditures</b>			
640	Machinery & Equipment	\$ -	None Requested
		<b>\$ 67,500.00</b>	

Update any line item and any discriptions for FY18

Please make sure your discriptions are accurately depicted for each



City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -		FY18 - Dept	FY18 - Requested	FY18 - Proposed	Estimated
		FY17 - Budget	07/07/2017 YTD Actual				
<b>COMPREHENSIVE PLANNING - OPERATING EXPENSE</b>							
01-515-300	Professional Services - Comp Planning	\$ 18,000	\$ 9,000	\$ 18,000	\$ 20,000	\$ 20,000	
01-515-311	Engineering Services - Comp Planning	\$ -	\$ -	\$ -	\$ -	\$ -	
01-515-312	Professional Services - Other - Comp Planning	\$ 3,500	\$ 3,500	\$ 3,500	\$ 2,500	\$ 2,500	
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	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ 18,000	\$ 12,500	\$ 21,500	\$ 22,500	\$ 22,500	
<b>DEPARTMENT TOTAL</b>		\$ 18,000	\$ 12,500	\$ 21,500	\$ 22,500	\$ 22,500	

**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.

FY18 Budget		FY19 Budget	
Line Item #	Line Item Name	Amount Requested	Justification
<b>Operating Expenses</b>			
310	Professional Services	\$ 18,000.00	Annual contract with Central Florida Regional Planning Council - \$18,000.00 (increase of \$3,000)
312	Professional Services	\$ 3,500.00	Apply for grant to continue with special planning
		\$ 21,500.00	
		\$ 21,500.00	

# City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -			FY18 -			Estimated FY19 Budget
		Actual	Budget	YTD	Requested	Proposed	Budget	
<b>FINANCE AND ACCOUNTING - PERSONNEL EXPENSE</b>								
01-516-100	Regular Salary - Wages - Fin & Acctng	\$ 49,276	\$ 53,224	\$ 40,382	\$ 65,878	\$ 65,878	\$ 65,878	
01-516-140	Overtime - Fin & Acctng	\$ 289	\$ 920	\$ 482	\$ 593	\$ 593	\$ 593	
01-516-160	Bonuses and Gift Certificates - Fin & Ac	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
01-516-210	Fica Taxes - Fin & Acctng	\$ 3,682	\$ 4,142	\$ 3,017	\$ 5,085	\$ 5,085	\$ 5,085	
01-516-220	Retirement Contribution - Fin & Acctng	\$ 3,374	\$ 3,931	\$ 3,058	\$ 5,265	\$ 5,265	\$ 5,265	
01-516-230	Life & Health Insurance - Fin & Acctng	\$ 8,929	\$ 10,285	\$ 7,723	\$ 10,279	\$ 10,279	\$ 10,753	
01-516-240	Worker's Compensation - Fin & Acctng	\$ 135	\$ 210	\$ 125	\$ 310	\$ 310	\$ 310	
		\$ 65,685	\$ 72,712	\$ 54,786	\$ 87,410	\$ 87,410	\$ 87,884	
<b>FINANCE AND ACCOUNTING - OPERATING EXPENSE</b>								
01-516-300	Professional Services - Fin & Acctng	\$ 3,488	\$ -	\$ 946	\$ -	\$ -	\$ -	
01-516-320	Accounting and Auditing - Fin & Acctng	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
01-516-400	Travel and Training - Fin & Acctng	\$ 855	\$ 3,321	\$ -	\$ 3,000	\$ 3,000	\$ 3,500	
01-516-410	Communication Services - Fin & Acctng	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
01-516-420	Education Reimbursement - Fin & Acctng	\$ 3,000	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	
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	\$ 149	\$ 500	\$ 364	\$ 700	\$ 700	\$ 600	
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	\$ 1,227	\$ 1,200	\$ 926	\$ 1,300	\$ 1,300	\$ 1,400	
01-516-520	Operating Supplies - Fin & Acctng	\$ 366	\$ 1,000	\$ 166	\$ 3,000	\$ 3,000	\$ 2,000	
01-516-540	Books, Pub., Sub., & Memberships - Fin &	\$ 35	\$ 300	\$ 35	\$ 250	\$ 250	\$ 250	
		\$ 9,119	\$ 6,321	\$ 2,437	\$ 11,750	\$ 11,750	\$ 11,250	
<b>FINANCE AND ACCOUNTING - CAPITAL OUTLAY</b>								
01-516-600	Improvements Other than Building - Fin &	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
01-516-640	Machinery & Equipment - Fin & Acctng	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	
01-516-660	Books, Pub. & Library Materials - Fin & A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	
	<b>DEPARTMENT TOTAL</b>	\$ 74,805	\$ 79,033	\$ 57,223	\$ 99,160	\$ 101,660	\$ 99,134	

# City of Polk City Budget Worksheet

FINANCE AND ACCOUNTING - 516

Employee ID	Employee	2016-2017 Total Regular Salary	2017-2018 Proposed COLA Increase	2017-2018 Possible Merit Increase	2017-2018 Total Regular Salary	2017-2018 Addl Regular Hours for Events	2017-2018 Overtime Provision	2017-2018 Total Salary	Possible 2017-2018 Hourly Rate
00018	Knowles, Joanna	\$ 39,000.00	\$ 1,170.00	-	\$ 40,170.00	-	-	\$ 40,170.00	\$ 21.46
00063	Argenti, Bonnie	\$ 24,960.00	\$ 748.00	-	\$ 25,708.00	296.63	\$ 296.63	\$ 26,301.26	\$ 16.48
<b>Total Department</b>		<b>\$ 63,960.00</b>	<b>\$ 1,918.00</b>	<b>-</b>	<b>\$ 65,878.00</b>	<b>\$ 296.63</b>	<b>\$ 296.63</b>	<b>\$ 66,471.26</b>	

## City of Polk City Budget Worksheet

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

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.

		FY18 Budget		FY19 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
<b>Operating Expenses</b>					
310	Professional Services	\$ -		\$ -	
400	Travel and Training	\$ 3,000.00	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. Including continuing education classes.	\$ 3,500.00	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. Including continuing education classes.
420	Education Reimbursement	\$ 3,500.00	Estimated reimbursement for Joanna Knowles to continue taking college courses majoring in accounting.	\$ 3,500.00	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 supplies as well as any costs associated with the preparation of the budget reports. New checks/forms for ADG.	\$ 500.00	This amount is required for the purchase of office forms, envelopes, accounts payable and payroll supplies as well as any costs associated with the preparation of the budget reports.
510	Office Supplies	\$ 1,300.00	These materials are necessary as normal operating expenses of this department.	\$ 1,400.00	These materials are necessary as normal operating expenses of this department.
520	Operating Supplies	\$ 3,000.00	Supplies needed to operate. Purchase a laptop for Finance Administrator (1200.00) new desk printer for Finance Clerk (\$500.00)	\$ 1,200.00	Supplies needed to operate.
540	Books, Publications, Subscriptions & Memberships	\$ 250.00	The expenses budgeted here include the Finance Administrators membership in the FGFOA and costs for subscriptions to government finance and HR publications.	\$ 250.00	The expenses budgeted here include the Finance Administrators membership in the FGFOA and costs for subscriptions to government finance and HR publications.
<b>Capital Expenditures</b>					
640	Machinery & Equipment	\$ -		\$ -	
		\$ 11,750.00		\$ 10,350.00	

City of Polk City Budget Worksheet

Account Number	Account Description	FY16		FY17 -		FY18 -		Estimated FY19 Budget
		Actual	Budget	07/07/2017 YTD Actual	Dept Requested	Dept Requested	Proposed	
01-517-700	DEBT SERVICE PAYMENTS	\$ 41,969	\$ 41,969	\$ -	\$ 45,503	\$ 45,503	\$ 45,503	\$ 47,380
01-517-710	Principal - Debt Service Pmts	\$ -60,120	\$ 60,120	\$ -	\$ 56,586	\$ 56,586	\$ 56,586	\$ 54,709
01-517-720	Interest - Debt Service Pmts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-517-733	Mandated Reserve - Debt Service Pmts	\$ -	\$ 28,500	\$ -	\$ 28,500	\$ 28,500	\$ 28,500	\$ 28,500
01-517-734	Public Works Property	\$ 102,089	\$ 130,589	\$ -	\$ 130,589	\$ 130,589	\$ 130,589	\$ 130,589
	<b>DEPARTMENT TOTAL</b>	<b>\$ 102,089</b>	<b>\$ 130,589</b>	<b>\$ -</b>	<b>\$ 130,589</b>	<b>\$ 130,589</b>	<b>\$ 130,589</b>	<b>\$ 130,589</b>

**City of Polk City Budget Worksheet**

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

FY18 Budget		FY19 Budget	
Line Item #	Line Item Name	Amount Requested	Justification
<b>Operating Expenses</b>			
710	Principal	\$ 45,503.00	USDA Debt Service for the Polk City Government Center.
720	Interest	\$ 56,586.00	USDA Debt Service for the Polk City Government Center.
730	Other Debt Service Costs	\$ 28,500.00	Public Works/Utilities Facility
733	Mandated Reserve		

Update any line item and any descriptions for FY18

Please make sure your descriptions are accurately depicted for each

City of Polk City Budget Worksheet

FY17 -

Account Number	FY16		FY17 - Budget		07/07/2017 YTD		FY18 - Requested		FY18 - Proposed		Estimated	
	Actual	Budget	Actual	Budget	Actual	Dept	Requested	Proposed	FY19 Budget			
<b>LAW ENFORCEMENT - OPERATING EXPENSES</b>												
01-521-305	124,278	95,454	71,591		97,363			97,363				99,310
01-521-310	-	-	-	-	-	-	-	-	-	-	-	-
01-521-410	-	-	-	-	-	-	-	-	-	-	-	-
01-521-440	628	582	387									
01-521-460	3	500			300			300				300
01-521-490	-	-	22		100			100				100
01-521-510	-	-	-	-	-	-	-	-	-	-	-	-
01-521-520	-	100	-		100			100				100
01-521-529	-	-	-		-			-				-
	124,910	96,636	71,999		97,863			97,863				99,810
<b>LAW ENFORCEMENT - CAPITAL OUTLAY</b>												
01-521-600	4,633	5,113	4,413		5,113			5,113				5,113
01-521-649	4,633	5,113	4,413		5,113			5,113				5,113
	129,543	101,749	76,412		102,976			102,976				104,923
<b>DEPARTMENT TOTAL</b>												



**City of Polk City Budget Worksheet**

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

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FY18 Budget			FY19 Budget		
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
<b>Operating Expenses</b>					
305	Contract Labor	\$ 97,365.00	Annual contract amount for FY14'. This Includes 1 sergeant (estimated for budget purposes).	\$ 99,310.00	Annual contract amount for FY14'. This Includes 1 sergeant (estimated for budget purposes).
310	Professional Services	\$ -		\$ -	
410	Communication Services	\$ -	Nextel	\$ -	Nextel
440	Rentals & Leases	\$ 582.00	Konica copier lease.	\$ 582.00	Konica copier lease.
460	Repairs & Maintenance	\$ 300.00	General Repairs & Maintenance to substation, repairs of golf cart, etc.	\$ 300.00	General Repairs & Maintenance to substation, repairs of golf cart, etc.
490	Other Current Chargers	\$ 100.00		\$ 100.00	
510	Office Supplies	\$ -	Paper, pens, computer supplies, filing materials, etc	\$ -	Paper, pens, computer supplies, filing materials, etc
520	Operating Supplies	\$ 100.00	Misc operating costs that may arise	\$ 100.00	Misc operating costs that may arise
<b>Capital Expenditures</b>					
630	Improvements Other Than Buildings				
649	Machinery & Equipment - JAG Grant	\$ 5,113.00	Edward Byrne Memorial Justice Grant (JAG)	\$ 5,113.00	Edward Byrne Memorial Justice Grant (JAG)

City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -			FY18 - Dept	FY18 - Proposed	Estimated FY19 Budget
		FY16 Actual	FY17 - Budget	07/07/2017 YTD Actual			
<b>BUILDING AND ZONING - PERSONNEL EXPENSES</b>							
01-524-100	Regular Salary - Wages - Bldg & Zoning	\$ 45,822	\$ 47,476	\$ 35,612	\$ 48,357	\$ 48,357	
01-524-140	Overtime - Bldg & Zoning	\$ -	\$ -	\$ 448	\$ -	\$ -	
01-524-160	Bonuses and Gift Certificates - Bldg & Z	\$ -	\$ -	\$ -	\$ -	\$ -	
01-524-210	Fica Taxes - Bldg & Zoning	\$ 3,508	\$ 3,632	\$ 2,732	\$ 3,595	\$ 3,595	
01-524-220	Retirement Contribution - Bldg & Zoning	\$ 3,478	\$ 3,570	\$ 2,687	\$ 3,722	\$ 3,722	
01-524-230	Life & Health Insurance - Bldg & Zoning	\$ 8,982	\$ 10,363	\$ 7,700	\$ 10,127	\$ 10,601	
01-524-240	Worker's Compensation - Bldg & Zoning	\$ 1,122	\$ 117	\$ 583	\$ 583	\$ 583	
		\$ 62,913	\$ 65,158	\$ 49,762	\$ 66,383	\$ 66,857	
<b>BUILDING AND ZONING - OPERATING EXPENSES</b>							
01-524-300	Professional Services - Bldg & Zoning	\$ 63,716	\$ 42,000	\$ 86,285	\$ 60,389	\$ 60,389	
01-524-310	Engineering Services - Bldg & Zoning	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	
01-524-311	Professional Services - Other - Bldg & Z	\$ -	\$ -	\$ -	\$ -	\$ -	
01-524-312	Travel and Training - Bldg & Zoning	\$ -	\$ 500	\$ 70	\$ 500	\$ 1,000	
01-524-400	Communication Services - Bldg & Zoning	\$ -	\$ -	\$ -	\$ -	\$ -	
01-524-410	Education Reimbursement - Bldg & Zoning	\$ -	\$ -	\$ -	\$ -	\$ -	
01-524-420	Rentals and Leases - Bldg & Zoning	\$ -	\$ -	\$ -	\$ -	\$ -	
01-524-440	Repairs and Maintenance - Bldg & Zoning	\$ -	\$ -	\$ -	\$ -	\$ -	
01-524-460	Printing and Reproduction - Bldg & Zonin	\$ -	\$ -	\$ -	\$ -	\$ -	
01-524-470	Promo Activities & Legal Ads - Bldg & Zo	\$ -	\$ -	\$ -	\$ -	\$ -	
01-524-480	Recording & Other Fees - Bldg & Zoning	\$ -	\$ -	\$ -	\$ -	\$ -	
01-524-492	Equipment Rental - Bldg & Zoning	\$ -	\$ -	\$ -	\$ -	\$ -	
01-524-493	Office Supplies - Bldg & Zoning	\$ 82	\$ 200	\$ 409	\$ 200	\$ 300	
01-524-510	Operating Supplies - Bldg & Zoning	\$ -	\$ 100	\$ 1,569	\$ 100	\$ 300	
01-524-520	Books, Pub., Sub., & Memberships - Bldg	\$ 175	\$ -	\$ -	\$ -	\$ -	
01-524-540		\$ 63,973	\$ 43,800	\$ 88,333	\$ 62,189	\$ 62,989	
<b>BUILDING AND ZONING - CAPITAL OUTLAY</b>							
01-524-600	Improvements Other than Building - Bldg	\$ -	\$ -	\$ -	\$ -	\$ -	
01-524-630	Machinery & Equipment - Bldg & Zoning	\$ -	\$ -	\$ -	\$ 2,500	\$ -	
01-524-640	Books, Pub. & Library Materials - Bldg &	\$ -	\$ -	\$ -	\$ -	\$ -	
01-524-660		\$ -	\$ -	\$ -	\$ 2,500	\$ -	
		\$ 126,886	\$ 108,958	\$ 138,095	\$ 128,572	\$ 129,846	
<b>DEPARTMENT TOTAL</b>							

BUILDING AND ZONING - 524

Employee ID	Employee	2016-2017 Total Regular Salary	2017-2018 Proposed COLA Increase	2017-2018 Possible Merit Increase	2017-2018 Total Regular Salary	2017-2018 Addl Regular Hours for Events	2017-2018 Overtime Provision	2017-2018 Total Salary	Possible 2017-2018 Hourly Rate
00034	Delp, Kathleen	\$ 45,620.00	\$ 1,368.60	-	\$ 46,988.60	N/A	N/A	\$ 46,988.60	\$ 25.10
	<b>Total Department</b>	<b>\$ 45,620.00</b>	<b>\$ 1,368.60</b>	<b>-</b>	<b>\$ 46,988.60</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,988.60</b>	

**City of Polk City Budget Worksheet**

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

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.

FY18 Budget			FY19 Budget		
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
<b>Operating Expenses</b>					
310	Professional Services	\$ 42,000.00	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.	\$ 84,000.00	Inspection fees, plan review fees & building official service invoices from BOCC are approx 7000.00 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, etc.	\$ 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.
482	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
<b>Capital Expenditures</b>					
630	Improvements Other Than Buildings	\$ -	None Requested	\$ -	None Requested
640	Machinery & Equipment	\$ -	None Requested	\$ -	None Requested
		\$ 43,800.00		\$ 85,800.00	

# City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -		FY18 -		FY19 Budget
		Actual	Budget	Requested	Proposed	
<b>CODE ENFORCEMENT - PERSONNEL EXPENSES</b>						
01-529-100	Regular Salary - Wages - Code Enf	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-120	Overtime - Code Enf	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-140	Bonuses and Gift Certificates - Code Enf	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-160	Fica Taxes - Code Enf	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-210	Retirement Contribution - Code Enf	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-220	Life & Health Insurance - Code Enf	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-230	Worker's Compensation - Code Enf	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-240		\$ -	\$ -	\$ -	\$ -	\$ -
<b>CODE ENFORCEMENT - OPERATING EXPENSES</b>						
01-529-300	Professional Services - Code Enf	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
01-529-310	Travel and Training - Code Enf	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
01-529-400	Communication Services - Code Enf	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-410	Education Reimbursement - Code Enf	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-420	Rentals and Leases - Code Enf	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-440	Repairs and Maintenance - Code Enf	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-460	Vehicle Fuel - Code Enf	\$ -	\$ 250	\$ 250	\$ 250	\$ 250
01-529-464	Vehicle Maintenance - Code Enf	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-465	Printing and Reproduction - Code Enf	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-470	Promo Activities & Legal Ads - Code Enf	\$ 53	\$ 150	\$ 150	\$ 150	\$ 150
01-529-480	Other Current Charges - Code Enf	\$ -	\$ 100	\$ -	\$ -	\$ -
01-529-490	Recording & Other Fees - Code Enf	\$ -	\$ -	\$ 100	\$ 100	\$ 100
01-529-492	Equipment Rental - Code Enf	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-493	Office Supplies - Code Enf	\$ 33	\$ 100	\$ 100	\$ 100	\$ 100
01-529-510	Operating Supplies - Code Enf	\$ -	\$ 100	\$ 100	\$ 100	\$ 100
01-529-520	Books, Pub., Sub., & Memberships - Code	\$ 15	\$ -	\$ -	\$ -	\$ -
01-529-540		\$ 101	\$ 1,200	\$ 2,200	\$ 2,200	\$ 2,200
<b>CODE ENFORCEMENT - CAPITAL OUTLAY</b>						
01-529-600	Improvements Other than Building - Code	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-630	Machinery & Equipment - Code Enf	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-640	Books, Pub. & Library Materials - Code En	\$ -	\$ -	\$ -	\$ -	\$ -
01-529-660		\$ -	\$ -	\$ -	\$ -	\$ -
<b>DEPARTMENT TOTAL</b>		\$ 101	\$ 1,200	\$ 2,200	\$ 2,200	\$ 2,200

**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.

FY18 Budget		FY19 Budget	
Line Item #	Line Item Name	Amount Requested	Justification
<b>Operating Expenses</b>			
310	Professional Services	\$ 1,000.00	
400	Travel and Training	\$ 500.00	Training
420	Education Reimbursement	\$ -	None Requested
440	Rentals & Leases	\$ -	
460	Repairs & Maintenance	\$ -	
464	Vehicle Fuel	\$ 250.00	fuel for truck
465	Vehicle Maintenance	\$ -	None Requested
470	Printing & Reproduction	\$ -	None Requested
480	Promo Activities & 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.
493	Equipment Rental	\$ -	None Requested
510	Office Supplies	\$ 100.00	supplies for files, printing pictures etc
520	Operating Supplies	\$ 100.00	Forms for violation notices and letters, etc.
540	Books, Publications, Subscriptions & Memberships	\$ -	None Requested
<b>Capital Expenditures</b>			
630	Improvements Other Than Buildings	\$ -	
640	Machinery & Equipment	\$ -	
		\$ 2,200.00	

# City of Polk City Budget Worksheet

<u>Account Number</u>	<u>Account Description</u>	<u>FY17 -</u>		<u>07/07/2017 YTD</u>		<u>FY18 - Dept</u>		<u>FY18 -</u>		<u>Estimated</u>
		<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Requested</u>	<u>Requested</u>	<u>Proposed</u>	<u>FY19 Budget</u>		
<b>REFUSE/SANITATION - OPERATING EXPENSES</b>										
01-534-300	Refuse Disposal - Residential - Refuse/S	\$ 115,648	\$ 121,256	\$ 88,092	\$ 126,336	\$ 126,336	\$ 126,336	\$ 128,001		\$ 128,001
01-534-341	Refuse Disposal - Commercial - Refuse/Sa	\$ 74,752	\$ 79,740	\$ 59,223	\$ 79,740	\$ 79,740	\$ 79,740	\$ 79,740		\$ 79,740
01-534-342	Recycling - Refuse/Sanitaton	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
01-534-343		\$ 190,400	\$ 200,996	\$ 147,315	\$ 206,076	\$ 206,076	\$ 206,076	\$ 207,741		\$ 207,741
<b>DEPARTMENT TOTAL</b>		<b>\$ 190,400</b>	<b>\$ 200,996</b>	<b>\$ 147,315</b>	<b>\$ 206,076</b>	<b>\$ 206,076</b>	<b>\$ 206,076</b>	<b>\$ 207,741</b>		<b>\$ 207,741</b>

**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.

FY18 Budget		FY19 Budget	
Line Item #	Line Item Name	Amount Requested	Justification
<b>Operating Expenses</b>			
341	Refuse Disposal -- Residential	\$ 126,336.00	Republic Services - service for residential can pick up.
342	Refuse Disposal -- Commercial	\$ 79,740.00	Republic Services - service for commercial can pick up and dumpsters.
		\$ 206,076.00	
		\$ 128,001.00	Republic Services - service for residential can pick up.
		\$ 79,740.00	Republic Services - service for commercial can pick up and dumpsters.
		\$ 207,741.00	



City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -			FY18 - Dept	FY18 - Proposed	Estimated FY19 Budget
		FY16 Actual	FY17 - Budget	07/07/2017 YTD Actual			
<b>01-538-300</b>	<b>STORMWATER - OPERATING EXPENSES</b>						
01-538-310	Professional Services - Stormwater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-538-311	Engineering Services - Stormwater	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
01-538-315	Inmate Labor - Stormwater	\$ 5,750	\$ 5,750	\$ 5,750	\$ 5,750	\$ 5,750	\$ 5,750
01-538-400	Travel and Training - Stormwater	\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ 500
01-538-430	Utilities - Stormwater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-538-440	Rentals and Leases - Stormwater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-538-460	Repairs and Maintenance - Stormwater	\$ 21,845	\$ 14,000	\$ 15,301	\$ 14,000	\$ 14,000	\$ 14,000
01-538-492	Recording & Other Fees - Stormwater	\$ 100	\$ 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	\$ 500	\$ 366	\$ 366	\$ 366
		\$ 27,695	\$ 26,116	\$ 21,651	\$ 26,116	\$ 26,116	\$ 26,116
<b>01-538-600</b>	<b>STORMWATER - CAPITAL OUTLAY</b>						
01-538-630	Improvements Other than Building - Stormwater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-538-640	Machinery & Equipment - Stormwater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>DEPARTMENT TOTAL</b>	\$ 27,695	\$ 26,116	\$ 21,651	\$ 26,116	\$ 26,116	\$ 26,116

**City of Polk City Budget Worksheet**

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

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.

FY18 Budget			FY19 Budget		
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
<b>Operating Expenses</b>					
310	Professional Services	\$ -		\$ -	
311	Engineering Services	\$ 5,000.00	NPDES Permit MS4 Engineering Services, plus pipe replacement.	\$ 5,000.00	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	\$ 14,000.00	Stormwater Pipe repair numbered streets, Storm drain inlet repair Basketball courts	\$ 14,000.00	Stormwater Pipe repair. Storm drain inlet repair.
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	FY17 -		FY18 - Dept	FY18 - Requested	FY18 - Proposed	Estimated
		FY16 Actual	FY17 - Budget				
<b>GEN GOVT BUILDINGS - OPERATING EXPENSES</b>							
01-539-310	Professional Services - Gen Gov't Bldgs	\$ 12,284	\$ 14,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 18,000
01-539-312	Professional Services - Other - Gen Gov'	\$ 2,625	\$ 600	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
01-539-313	Professional Services - Activity Center	\$ 288	\$ -	\$ -	\$ -	\$ -	\$ -
01-539-315	Inmate Labor - Gen Gov't Bldgs	\$ 5,750	\$ 5,750	\$ 6,750	\$ 6,750	\$ 6,750	\$ 6,750
01-539-411	City Hall - Communication - Gen Gov't Bld	\$ 12,683	\$ 12,700	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500
01-539-412	Activity Center - Communication - Gen Gov'	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,800
01-539-413	Public Works - Communication - Gen Gov't	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-539-414	Community Center - Communication - Gen Gov't	\$ 1,655	\$ 1,680	\$ -	\$ -	\$ -	\$ -
01-539-431	City Hall - Utilities - Gen Gov't Bldgs	\$ 12,304	\$ 12,800	\$ 13,500	\$ 13,500	\$ 13,500	\$ 15,500
01-539-432	Activity Center - Utilities - Gen Gov't	\$ 1,697	\$ 2,800	\$ 3,000	\$ 3,000	\$ 3,000	\$ 4,000
01-539-433	Public Works - Utilities - Gen Gov't Bld	\$ 2,221	\$ 2,200	\$ 5,000	\$ 5,000	\$ 5,000	\$ 6,000
01-539-434	Community Center - Utilities - Gen Gov't Bld	\$ 2,992	\$ 6,250	\$ 5,500	\$ 5,500	\$ 5,500	\$ 6,500
01-539-440	Rentals and Leases - Gen Gov't Bldgs	\$ 8,597	\$ 6,600	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,500
01-539-461	City Hall - Repairs & Maint - Gen Gov't	\$ 7,445	\$ 4,500	\$ 11,000	\$ 11,000	\$ 11,000	\$ 12,000
01-539-462	Activity Center - Repairs & Maint - Gen	\$ 531	\$ 800	\$ 2,500	\$ 2,500	\$ 2,500	\$ 3,000
01-539-463	Public Works - Repairs & Maint - Gen Gov	\$ 528	\$ 1,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
01-539-464	Community Center - Repairs & Maint - Gen Gov	\$ 7,100	\$ 2,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,500
01-539-470	Printing and Reproduction - Gen Gov't Bld	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,200
01-539-490	Other Current Charges - Gen Gov't Bld	\$ 146	\$ 500	\$ -	\$ -	\$ -	\$ -
01-539-510	Office Supplies - Gen Gov't Bldgs	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -
01-539-521	City Hall - Operating Supplies - Gen Gov	\$ 998	\$ 1,200	\$ 2,500	\$ 2,500	\$ 2,500	\$ 3,000
01-539-522	Activity Center - Operating Supplies - G	\$ 253	\$ 300	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500
01-539-523	Public Works - Operating Supplies - Gen	\$ -	\$ 300	\$ 500	\$ 500	\$ 500	\$ 500
01-539-524	Community Center - Operating Supplies - Gen	\$ 1,424	\$ 1,300	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,600
		\$ 81,504	\$ 77,280	\$ 101,650	\$ 101,650	\$ 101,650	\$ 112,850
<b>GEN GOVT BUILDINGS - CAPITAL OUTLAY</b>							
01-539-600	Buildings - Gen Gov't Bldgs	\$ -	\$ 12,500	\$ -	\$ -	\$ -	\$ -
01-539-620	City Hall - Improv. O/T Bldgs - Gen Gov'	\$ -	\$ 27,413	\$ 27,413	\$ 27,413	\$ 27,413	\$ 7,013
01-539-631	Activity Center - Improv. O/T Bldgs - Ge	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -
01-539-632	Public Works - Improv. O/T Bldgs - Gen G	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-539-633	City Hall - Mach. & Equipment - Gen Gov'	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-539-641	Activity Center - Mach. & Equipment - Ge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-539-642	Public Works - Mach. & Equipment - Gen G	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-539-643	Community Center - Mach. & Equipment - Gen G	\$ 14,873	\$ -	\$ -	\$ -	\$ -	\$ -
01-539-644	Construction in Progress - Gen Gov't Bld	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-539-650		\$ 14,873	\$ 59,913	\$ 27,413	\$ 27,413	\$ 27,413	\$ 7,013
		\$ 96,377	\$ 137,193	\$ 129,063	\$ 129,063	\$ 129,063	\$ 119,863
<b>DEPARTMENT TOTAL</b>							

**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.

		<b>FY18 Budget</b>		<b>FY19 Budget</b>	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
<b>Operating Expenses</b>					
310	Professional Services	\$ 16,000.00	IT service and software support; Haines City Fire Extinguisher (Qrty Fire Alarm Monitoring), etc. and Fire Sprinkler Inspections., Annual Service Agreement with Massey Svcs; Annual Sv Agreement with Ringpower for Generator and Aquatic Weed Control Fishing Pier	\$ 18,000.00	IT service and software support; Haines City Fire Extinguisher (Qrty Fire Alarm Monitoring), etc. and Fire Sprinkler Inspections., Annual Service Agreement with Massey Svcs; Annual Sv Agreement with Ringpower for Generator and Aquatic Weed Control Fishing Pier
312	Professional Services - Other	\$ 1,000.00	Annual termite service	\$ 1,000.00	Annual termite service
315	Inmate Labor	\$ 6,750.00	Inmate labor contract - allocated between the following departments: General Govt Bldgs, Stormwater, Streets, Parks, Sewer Operations, and Water Operations.	\$ 6,750.00	Inmate labor contract - allocated between the following departments: General Govt Bldgs, Stormwater, Streets, Parks, Sewer Operations, and Water Operations.
411	City Hall - Communication	\$ 15,500.00	Verizon and Brighthouse	\$ 15,500.00	Verizon and Brighthouse
414	Community Center - Communication	\$ 2,500.00	Brighthouse	\$ 2,800.00	Brighthouse
431	City Hall - Utilities	\$ 13,500.00	Polk City Utilities, Lakeland Electric	\$ 15,500.00	Polk City Utilities, Lakeland Electric
432	Woman's Club - Utilities	\$ 3,000.00	Polk City Utilities, Lakeland Electric	\$ 4,000.00	Polk City Utilities, Lakeland Electric
433	Public Works - Utilities	\$ 5,000.00	Polk City Utilities, Lakeland Electric	\$ 6,000.00	Polk City Utilities, Lakeland Electric
434	Community Center - Utilities	\$ 5,500.00	Polk City Utilities, Lakeland Electric	\$ 6,500.00	Polk City Utilities, Lakeland Electric
440	Rentals and Leases	\$ 7,000.00	Maintenance lease (Postage Machine) - \$1931.00, Konica Copier Leases - \$4,603 (based on # copies)	\$ 7,500.00	Maintenance lease (Postage Machine & Letter Folding Machine) - \$3,426.00. Konica Copier Leases - \$4,603 (based on # copies)
461	City Hall - Repairs & Maintenance	\$ 11,000.00	Routine maintenance on the building and grounds.Keeping City Hall appearance acceptable.	\$ 12,000.00	Routine maintenance on the building and grounds.Keeping City Hall appearance acceptable.
462	Woman's Club - Repairs & Maintenance	\$ 2,500.00	Routine maintenance on the building and grounds. Paint exterior of building.	\$ 3,000.00	Routine maintenance on the building and grounds. Paint exterior of building.
463	Public Works - Repairs & Maintenance	\$ 3,000.00	Routine maintenance	\$ 3,000.00	Routine maintenance
464	Community Center - Repairs & Maintenance	\$ 3,000.00	Routine maintenance.	\$ 3,500.00	Routine maintenance.
490	Other Current Charges	\$ 1,000.00	Miscellaneous items not covered elsewhere (decorations for Christmas and other general supplies)	\$ 1,200.00	Miscellaneous items not covered elsewhere
510	Office Supplies	\$ -	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	\$ 2,500.00	Supplies needed such as toilet paper, cleaning supplies, soap, paper towels, paper goods, plastic ware, garbage bags, etc.	\$ 3,000.00	Supplies needed such as toilet paper, cleaning supplies, soap, paper towels, paper goods, plastic ware, garbage bags, etc.
522	Woman's Club - Operating Supplies	\$ 1,000.00	Supplies needed such as paper towels, soap, cleaning materials, garbage bags, etc.	\$ 1,500.00	Supplies needed such as paper towels, soap, cleaning materials, garbage bags, etc.
523	Public Works - Operating Supplies	\$ 500.00	Supplies need 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	\$ 1,400.00	Supplies needed to upkeep the buildings and the grounds.	\$ 1,600.00	Supplies needed to upkeep the buildings and the grounds.
<b>Capital Expenditures</b>					

**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.		<b>FY18 Budget</b>		<b>FY19 Budget</b>	
<b>Line Item #</b>	<b>Line Item Name</b>	<b>Amount Requested</b>	<b>Justification</b>	<b>Amount Requested</b>	<b>Justification</b>
620	Buildings-Gen Gov't				

City of Polk City Budget Worksheet

FY17 -

Account Number	Account Description	FY17 -			FY18 - Requested	FY18 - Proposed	Estimated FY19 Budget
		FY16 Actual	FY17 - Budget	07/07/2017 YTD Actual			
<b>01-541-100</b>	<b>ROADS &amp; STREETS - PERSONNEL EXPENSES</b>						
01-541-120	Regular Salary - Wages - Roads & Streets	\$ 76,184	\$ 139,100	\$ 80,605	\$ 153,959	\$ 153,959	\$ 153,959
01-541-140	Overtime - Roads & Streets	\$ 346	\$ 1,602	\$ 1,071	\$ 1,714	\$ 1,714	\$ 1,714
01-541-160	Bonuses and Gift Certificates - Roads & Streets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-541-210	Fica Taxes - Roads & Streets	\$ 5,970	\$ 10,762	\$ 6,277	\$ 11,842	\$ 11,842	\$ 11,842
01-541-220	Retirement Contribution - Roads & Street	\$ 4,999	\$ 9,805	\$ 5,629	\$ 16,620	\$ 16,620	\$ 16,620
01-541-230	Life & Health Insurance - Roads & Street	\$ 18,244	\$ 32,406	\$ 18,263	\$ 29,404	\$ 29,404	\$ 29,404
01-541-240	Worker's Compensation - Roads & Streets	\$ 4,742	\$ 11,736	\$ 5,451	\$ 11,348	\$ 11,348	\$ 11,348
		\$ 110,485	\$ 205,411	\$ 117,295	\$ 224,887	\$ 224,887	\$ 228,400
<b>01-541-300</b>	<b>ROADS &amp; STREETS - OPERATING EXPENSES</b>						
01-541-305	Contract Labor - Roads & Streets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-541-310	Professional Services - Roads & Streets	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -
01-541-311	Engineering Services - Roads & Streets	\$ -	\$ 800	\$ 3,290	\$ 1,000	\$ 1,000	\$ 1,000
01-541-315	Inmate Labor - Roads & Streets	\$ 17,249	\$ 18,249	\$ 17,249	\$ 20,249	\$ 20,249	\$ 20,249
01-541-400	Travel and Training - Roads & Streets	\$ -	\$ 300	\$ -	\$ 300	\$ 2,000	\$ 2,500
01-541-410	Communication Services - Roads & Streets	\$ 634	\$ 540	\$ 479	\$ 540	\$ 540	\$ 540
01-541-430	Utilities - Roads & Streets	\$ 20,980	\$ 25,000	\$ 18,472	\$ 25,000	\$ 25,000	\$ 25,000
01-541-440	Rentals and Leases - Roads & Streets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-541-460	Repairs and Maintenance - Roads & Street	\$ 5,169	\$ 8,000	\$ 3,666	\$ 10,000	\$ 10,000	\$ 10,000
01-541-461	Repairs & Maintenance-Equipment - Roads	\$ 5,206	\$ 4,000	\$ 2,536	\$ 5,000	\$ 5,000	\$ 5,000
01-541-464	Vehicle Fuel - Roads & Streets	\$ 4,431	\$ 5,000	\$ 2,535	\$ 5,000	\$ 5,000	\$ 5,000
01-541-465	Vehicle Maintenance - Roads & Streets	\$ 1,270	\$ 4,500	\$ 3,095	\$ 5,000	\$ 5,000	\$ 5,000
01-541-480	Promo Activities & Legal Ads - Roads & S	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-541-492	Recording & Other Fees - Roads & Streets	\$ 39	\$ -	\$ -	\$ -	\$ -	\$ -
01-541-493	Equipment Rental - Roads & Streets	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
01-541-510	Office Supplies - Roads & Streets	\$ 744	\$ 250	\$ 690	\$ 500	\$ 500	\$ 500
01-541-520	Operating Supplies - Roads & Streets	\$ 6,013	\$ 10,000	\$ 8,097	\$ 10,000	\$ 10,000	\$ 10,000
01-541-524	Chemicals - Roads & Streets	\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ 500
01-541-525	Uniforms - Roads & Streets	\$ -	\$ -	\$ 99	\$ -	\$ -	\$ 13,000
01-541-530	Road Materials & Supplies - Roads & Stre	\$ 2,400	\$ 6,500	\$ 5,324	\$ 13,000	\$ 13,000	\$ 13,000
01-541-540	Books, Pub., Sub., & Memberships - Roads	\$ 30	\$ -	\$ 180	\$ -	\$ -	\$ -
		\$ 65,964	\$ 84,639	\$ 65,712	\$ 97,089	\$ 98,789	\$ 112,289
<b>01-541-600</b>	<b>ROADS &amp; STREETS - CAPITAL OUTLAY</b>						
01-541-630	Improvements Other than Building - Roads	\$ -	\$ 122,147	\$ 13,936	\$ -	\$ 40,000	\$ 48,000
01-541-640	Machinery & Equipment - Roads & Streets	\$ 2,900	\$ 22,400	\$ 57,445	\$ -	\$ 15,000	\$ -
01-541-650	Construction in Progress - Roads & Stree	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 2,900	\$ 144,547	\$ 71,381	\$ -	\$ 55,000	\$ 48,000
	<b>DEPARTMENT TOTAL</b>	\$ 179,349	\$ 434,597	\$ 254,387	\$ 321,976	\$ 378,676	\$ 388,689



**City of Polk City Budget Worksheet**

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

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.

FY18 Budget		FY19 Budget	
Line Item #	Line Item Name	Amount Requested	Justification
<b>Operating Expenses</b>			
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.
311	Engineering Services	\$ 1,000.00	Engineering Services
315	Inmate Labor	\$ 20,249.00	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	
410	Communication Services	\$ 540.00	Sprint
420	Education Reimbursement	\$ -	None Requested
430	Utilities	\$ 25,000.00	Lakeland Electric, TECO, and Polk City Utilities. Street lighting, etc.
440	Rentals & Leases	\$ -	
460	Repairs & Maintenance	\$ 10,000.00	General maintenance. Plus maintenance of decorative street lights
461	Repairs & Maintenance- Equipment - Roads	\$ 5,000.00	Routine repairs & maintenance of equipment
464	Vehicle Fuel	\$ 5,000.00	Fuel to operate the streets trucks & equipment
465	Vehicle Maintenance	\$ 5,000.00	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)
510	Office Supplies	\$ 500.00	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 a pole saw and 2 weed wackers.
524	Chemicals	\$ 500.00	Buying the needed chemicals to keep lawns green and absent of insects.
530	Road Materials & Supplies	\$ 13,000.00	\$2,500.00 pot hole repair, \$7000.00 Sidewalk repair, stop sign & speed limit signs
540	Books, Publications, Subscriptions & Memberships	\$ -	
<b>Capital Expenditures</b>			
630	Improvement other than buildings	\$ 122,147.00	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.



## City of Polk City Budget Worksheet

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

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.

FY18 Budget		FY19 Budget	
Line Item #	Line Item Name	Amount Requested	Justification
640	Machinery & Equipment	\$ -	
650	Construction in Progress	\$ -	None Requested
		\$ 219,236.00	
		\$ -	None Requested
		\$ 96,789.00	

# City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -			FY18 - Dept	FY18 - Requested	FY18 - Proposed	Estimated
		FY16 Actual	FY17 - Budget	07/07/2017 YTD Actual				
<b>01-571-100</b>	<b>LIBRARY - PERSONNEL EXPENSES</b>							
01-571-120	Regular Salary - Wages - Library	\$ 58,508	\$ 51,400	\$ 38,555	\$ 53,153	\$ 53,153	\$ 53,153	
01-571-140	Overtime - Library	\$ 269	\$ 950	\$ 787	\$ 999	\$ 999	\$ 999	
01-571-160	Bonuses and Gift Certificates - Library	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
01-571-210	Fica Taxes - Library	\$ 4,534	\$ 4,005	\$ 2,954	\$ 4,066	\$ 4,066	\$ 4,066	
01-571-220	Retirement Contribution - Library	\$ 4,121	\$ 3,176	\$ 2,398	\$ 4,210	\$ 4,210	\$ 4,210	
01-571-230	Life & Health Insurance - Library	\$ 20,507	\$ 21,840	\$ 15,287	\$ 20,026	\$ 20,026	\$ 20,975	
01-571-240	Worker's Compensation - Library	\$ 142	\$ 150	\$ 116	\$ 150	\$ 150	\$ 150	
		\$ 88,080	\$ 81,521	\$ 60,097	\$ 82,604	\$ 82,604	\$ 83,553	
<b>01-571-300</b>	<b>LIBRARY - OPERATING EXPENSES</b>							
01-571-310	Professional Services - Library	\$ -	\$ 800	\$ 371	\$ 2,000	\$ 2,000	\$ 2,000	
01-571-312	Professional Services - Other - Library	\$ 875	\$ 3,200	\$ 1,720	\$ 2,500	\$ 2,500	\$ 2,500	
01-571-400	Travel and Training - Library	\$ 275	\$ 1,200	\$ 151	\$ 600	\$ 600	\$ 700	
01-571-410	Communication Services - Library	\$ 1,427	\$ 2,200	\$ 261	\$ 2,300	\$ 2,300	\$ 2,500	
01-571-420	Education Reimbursement - Library	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
01-571-430	Utilities - Library	\$ 3,215	\$ 5,000	\$ 2,134	\$ 4,000	\$ 4,000	\$ 4,500	
01-571-440	Rentals and Leases - Library	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
01-571-460	Repairs and Maintenance - Library	\$ 543	\$ 1,000	\$ 242	\$ 1,000	\$ 1,000	\$ 1,000	
01-571-470	Printing and Reproduction - Library	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
01-571-480	Promo Activities & Legal Ads - Library	\$ 985	\$ 1,500	\$ 929	\$ 2,200	\$ 2,200	\$ 2,500	
01-571-510	Office Supplies - Library	\$ 1,367	\$ 950	\$ 833	\$ 1,200	\$ 1,200	\$ 1,300	
01-571-520	Operating Supplies - Library	\$ 3,277	\$ 9,400	\$ 1,755	\$ 7,000	\$ 7,000	\$ 7,500	
01-571-540	Books, Pub., Sub., & Memberships - Libra	\$ 523	\$ 800	\$ 458	\$ 600	\$ 600	\$ 600	
		\$ 12,487	\$ 26,050	\$ 8,855	\$ 23,400	\$ 23,400	\$ 25,100	
<b>01-571-600</b>	<b>LIBRARY - CAPITAL OUTLAY</b>							
01-571-610	Land - Library	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
01-571-620	Buildings - Library	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
01-571-630	Improvements Other than Building - Libra	\$ -	\$ -	\$ 920	\$ -	\$ -	\$ -	
01-571-640	Machinery & Equipment - Library	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
01-571-650	Construction in Progress - Library	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
01-571-660	Books, Pub. & Library Materials - Library	\$ 11,893	\$ 13,000	\$ 7,476	\$ 14,000	\$ 14,000	\$ 14,500	
		\$ 11,893	\$ 13,000	\$ 8,396	\$ 14,000	\$ 14,000	\$ 14,500	
	<b>DEPARTMENT TOTALS</b>	\$ 112,460	\$ 120,571	\$ 77,348	\$ 120,004	\$ 120,004	\$ 123,153	



**City of Polk City Budget Worksheet**

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

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		FY18 Budget		FY19 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
<b>Operating Expenses</b>					
310	Professional Services	\$ 2,000.00	Repair services, cleaning services, Massey's Pest Control - \$172.00, etc. Annual Printing Software Support by Iteam Resources - \$550.00. = \$2,000	\$ 2,000.00	Repair services, cleaning services, Massey's Pest Control - \$172.00, etc. Annual Printing Software Support by Iteam Resources - \$575.00. = \$2,000
312	Professional Services - Other	\$ 2,500.00	Library programs for the Summer reading program - \$1,250.00.	\$ 2,500.00	Library programs for the Summer reading program - \$1,250.00.
400	Travel and Training	\$ 600.00	Continuing staff development of library skills, Florida Library Director's meeting, or State Library Conference.	\$700.00	Continuing staff development of library skills, Florida Library Director's meeting, or State Library Conference.
410	Communication Services	\$ 2,300.00	Phone service with fax capability that library users are paying a fee to utilize.	\$ 2,500.00	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	\$ 4,000.00	Electric, water, sewer services	\$ 4,500.00	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	\$ 2,200.00	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.	\$ 2,500.00	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.	\$ 1,300.00	Supplies needed for general library office needs.
520	Operating Supplies	\$ 7,000.00	Janitorial supplies, operating supplies	\$ 7,500.00	Janitorial supplies, operating supplies
540	Books, Publications, Subscriptions & Memberships	\$ 600.00	Newspaper, magazine subscriptions, Library memberships : American Library Association and Florida Library Association etc.	\$ 600.00	Newspaper, magazine subscriptions, Library memberships : American Library Association and Florida Library Association etc.
<b>Capital Expenditures</b>					
620	Buildings	\$ -		\$ -	
640	Machinery & Equipment	\$ -		\$ -	
660	Books, Publications & Library Materials	\$ 14,000.00	Purchase of new books, other publications and media for children, teens, and adults - to be paid with operating cash.	\$ 14,500.00	Purchase of new books, other publications and media for children, teens, and adults - to be paid with operating cash.
		\$ 37,400.00		\$ 39,800.00	

# City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -		FY18 - Dept Requested	FY18 - Proposed	Estimated FY19 Budget
		FY16 Actual	FY17 - Budget			
<b>PARKS - OPERATING EXPENSES</b>						
01-572-300	Professional Services	\$ -	\$ 480.00	\$ -	\$ -	\$ -
01-572-315	Inmate Labor - Parks	\$ 5,750	\$ 5,750	\$ 6,750	\$ 6,750	\$ 6,750
01-572-400	Travel and Training - Parks	\$ -	\$ -	\$ -	\$ -	\$ -
01-572-430	Utilities - Parks	\$ 7,711	\$ 11,995	\$ 8,000	\$ 8,000	\$ 8,000
01-572-440	Rentals and Leases - Parks	\$ -	\$ -	\$ -	\$ -	\$ -
01-572-460	Repairs and Maintenance - Parks	\$ 3,171	\$ 52,154	\$ 10,000	\$ 10,000	\$ 10,000
01-572-493	Equipment Rental - Parks	\$ -	\$ -	\$ -	\$ -	\$ -
01-572-520	Operating Supplies - Parks	\$ 294	\$ 348	\$ 1,200	\$ 1,200	\$ 1,200
		\$ 16,925	\$ 70,727	\$ 25,950	\$ 25,950	\$ 25,950
<b>PARKS - CAPITAL OUTLAY</b>						
01-572-600	Land - Parks	\$ -	\$ -	\$ -	\$ -	\$ -
01-572-610	Buildings - Parks	\$ -	\$ -	\$ -	\$ 24,532	\$ -
01-572-620	Improvements Other than Building - Parks	\$ 901	\$ 11,000	\$ 17,000	\$ 15,000	\$ 10,000
01-572-630	City Hall - Improv. O/T Bldgs - Parks	\$ -	\$ -	\$ -	\$ -	\$ -
01-572-631	Activity Center - Improv. O/T Bldgs - Pa	\$ -	\$ -	\$ -	\$ -	\$ -
01-572-632	Public Works - Improv. O/T Bldgs - Parks	\$ -	\$ -	\$ -	\$ -	\$ -
01-572-633	Machinery & Equipment - Parks	\$ -	\$ -	\$ -	\$ -	\$ -
01-572-640	City Hall - Mach. & Equipment - Parks	\$ -	\$ -	\$ -	\$ -	\$ -
01-572-641	Activity Center - Mach. & Equipment - Pa	\$ -	\$ -	\$ -	\$ -	\$ -
01-572-642	Public Works - Mach. & Equipment - Pa	\$ -	\$ -	\$ -	\$ -	\$ -
01-572-643	Construction in Progress - Parks	\$ -	\$ -	\$ -	\$ -	\$ -
01-572-650	Books, Pub. & Library Materials - Parks	\$ -	\$ -	\$ -	\$ -	\$ -
01-572-660		\$ 901	\$ 11,000	\$ 17,000	\$ 39,532	\$ 10,000
		\$ 17,826	\$ 83,950	\$ 42,950	\$ 65,462	\$ 35,950
<b>DEPARTMENT TOTAL</b>						

## City of Polk City Budget Worksheet

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

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FY18 Budget		FY19 Budget	
Line Item #	Line Item Name	Amount Requested	Justification
<b>Operating Expenses</b>			
315	Inmate labor	\$ 6,750.00	Inmate labor contract - allocated between the following departments: General Govt Bldgs, Stormwater, Streets, Parks, Sewer Operations, and Water Operations.
430	Utilities	\$ 8,000.00	Lighting for the parks, water and sewer
460	Repairs & Maintenance	\$ 10,000.00	Regular repairs & maintenance of parks & recreation areas
493	Equipment Rental	\$ -	
520	Operating Supplies	\$ 1,200.00	Operating supplies.
<b>Capital Expenditures</b>			
630	Improvements Other Than Buildings	\$ 17,000.00	Adult exercise equipment along the Van Fleet Trail, refurbish handball courts, Playground mulch use CDBG Funds, if approved for \$ 7659.
640	Machinery & Equipment	\$ -	
		<b>\$ 42,950.00</b>	
		<b>\$ 35,950.00</b>	

City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -		FY18 -		FY18 - Dept	FY18 - Requested	FY18 - Proposed	Estimated FY19 Budget
		FY16 Actual	FY17 - Budget	07/07/2017 YTD Actual	FY18 - Dept				
<b>01-574-300</b>	<b>SPECIAL EVENTS - OPERATING EXPENSES</b>								
01-574-310	Professional Services - Spec Events	\$ 696	\$ 800	\$ 1,853	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
01-574-440	Rentals and Leases - Spec Events	\$ 1,103	\$ 1,300	\$ 475	\$ 800	\$ 800	\$ 800	\$ 800	\$ 1,000
01-574-470	Printing and Reproduction - Spec Events	\$ 680	\$ 900	\$ 892	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,500
01-574-480	Promo Activities & Legal Ads - Spec Even	\$ 33	\$ 200	\$ 816	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500
01-574-490	Other Current Charges - Spec Events	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-574-491	Van Fleet Cycling Challenge - Spec Events	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-574-520	Operating Supplies - Spec Events	\$ 5,069	\$ 6,000	\$ 3,026	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 7,500
		\$ 7,581	\$ 9,200	\$ 7,061	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 13,500
	<b>DEPARTMENT TOTAL</b>	\$ 7,581	\$ 9,200	\$ 7,061	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 13,500

## 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.

		FY18 Budget		FY19 Budget	
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
<b>Operating Expenses</b>					
310	Professional Services	\$ 2,000.00	Sheriff deputies for Christmas parade, swamp-land musci festival,	\$ 2,000.00	Sheriff deputies for Christmas parade.
440	Rentals & Leases	\$ 800.00	This is used for the rental of equipment that the City does not own to use for events the City sponsors. Safe Haven Halloween, Music Festival, Christmas Parade (barricades, etc.), summer activities and food distribution	\$ 1,000.00	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	\$ 1,200.00	Event signs (changing dates), printing supplies, envelopes, etc.	\$ 1,500.00	Envelopes or other printing supplies needed.
480	Promo Activities & Legal Ads	\$ 1,000.00	Promo activities for city functions such as the Christmas parade, Safe Haven, Music Festiva, summer activities and food distribution.	\$ 1,500.00	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	\$ 6,500.00	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 sponsorship of families at Christmas; also includes smmer activities for children	\$ 7,500.00	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 sponsorship of families at Christmas
640	Machinery & Equipment	\$ -		\$ -	
		\$ 11,500.00		\$ 13,500.00	



City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -		FY18 -		FY19 -
		Actual	Budget	Request	Proposed	
<b>01-590-300</b>	<b>NON-DEPARTMENTAL - OPERATING EXPENSES</b>					
01-590-310	Professional Services - Non-Dept	\$ -	\$ 5,318	\$ 5,391	\$ 37,000	\$ 38,000
01-590-311	Engineering Services - Non-Dept	\$ 17,136	\$ 5,000	\$ -	\$ 8,000	\$ 8,000
01-590-312	Professional Services - Other - Non-Dept	\$ 8,933	\$ 5,000	\$ 5,682	\$ 7,000	\$ 8,000
01-590-320	Accounting and Auditing - Non-Dept	\$ 14,864	\$ 13,682	\$ 12,347	\$ 15,000	\$ 15,000
01-590-420	Education Reimbursement - Non-Dept	\$ -	\$ -	\$ -	\$ -	\$ -
01-590-440	Rentals & Leases - Non-Dept	\$ -	\$ -	\$ -	\$ -	\$ -
01-590-450	Liability Insurance - Non-Dept	\$ 33,015	\$ 32,209	\$ 35,337	\$ 36,000	\$ 38,000
01-590-520	Operating Supplies - Non-Dept	\$ 76	\$ -	\$ -	\$ -	\$ -
01-590-528	Postage - Non-Dept	\$ 919	\$ 3,000	\$ 226	\$ 3,000	\$ -
		\$ 74,944	\$ 64,209	\$ 58,982	\$ 106,000	\$ 107,000
<b>01-590-900</b>	<b>NON-DEPARTMENTAL - OTHER USES</b>					
01-590-920	Transfer to Enterprise Fund - Non-Dept	\$ -	\$ -	\$ -	\$ -	\$ -
01-590-930	Transfer to Public Safety Impact Fees Reserves- Non-	\$ -	\$ -	\$ -	\$ 64,356	\$ 64,356
01-590-931	Transfer to Transportation Impact Fees Reserves - Nc	\$ -	\$ -	\$ -	\$ -	\$ -
01-590-932	Transfer to Parks & Rec Impact Fees Reserves - Non-	\$ -	\$ -	\$ -	\$ 67,510	\$ 67,510
01-590-933	Transfer to Public Facilities Impact Fees Reserves - N	\$ -	\$ -	\$ -	\$ 85,121	\$ 85,121
01-590-940	Reserves - Unrestricted Reserves - Non-Dept	\$ -	\$ 22,477	\$ -	\$ -	\$ -
01-590-941	Reserves - Emergencies and Contingencies - Non-De	\$ -	\$ -	\$ 2,211	\$ -	\$ -
01-590-942	Reserves - Capital Outlay Purchases - Non-Dept	\$ -	\$ -	\$ -	\$ 70,813	\$ 70,813
01-590-950	Transfer to Restricted Streets Paving	\$ -	\$ -	\$ -	\$ 8,379	\$ 8,379
01-590-951	Transfer to Restricted Building Permits	\$ -	\$ -	\$ -	\$ -	\$ -
01-590-991	Aids to Private Organizations - Non-Dept	\$ 250	\$ 500	\$ 1,250	\$ 500	\$ 500
01-590-992	Unemployment Claims - Non-Dept	\$ 1,925	\$ 2,500	\$ 1,375	\$ 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	\$ 95	\$ -	\$ -	\$ -	\$ -
01-590-996	Bad Debt - Non-Dept	\$ (1,291)	\$ 3,000	\$ -	\$ 3,000	\$ 3,000
01-590-997	Other - Employee Settlements - Non Dept	\$ -	\$ -	\$ 3,000	\$ 5,500	\$ 5,500
01-590-998	Fund Balance - Out of Balance - Non-Dept	\$ -	\$ -	\$ -	\$ -	\$ -
01-590-999	Other - Non-Operating Charges - Non-Dept	\$ 3,817	\$ 5,500	\$ 2,386	\$ 5,500	\$ 5,500
		\$ 4,796	\$ 33,977	\$ 10,222	\$ 313,179	\$ 292,837
	<b>DEPARTMENT TOTAL</b>	\$ 79,740	\$ 98,186	\$ 69,205	\$ 419,179	\$ 399,837

**City of Polk City Budget Worksheet**

**Fund: General**

**Department: 590 - Non-Departmental**

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FY18 Budget			FY19 Budget		
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
<b>Operating Expenses</b>					
310	Professional Services	\$ 37,000.00	Summit Professional Services -- Grant Writing, other misc. services	\$ 38,000.00	Other misc services.
311	Engineering Services	\$ 8,000.00	Misc engineering services not expensed to any other General Fund department.	\$ 8,000.00	Misc engineering services not expensed to any other General Fund department.
312	Professional Services - Other	\$ 7,000.00	website host - \$990 (3000 -GF 33% and EF 67%)for Web Hosting. ADG Software & Hardware Maintenance \$2310 (\$7,000 -GF 33% and E.F. 67%). Plus \$1,200.00 for the WPPP utility online payment portal software and maintenance.	\$ 8,000.00	Civic Plus - \$5,897 x 33% = \$1,946 for Web Hosting. Microsoft Outlook Annual Recurring Cost = \$2,099.00. 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	\$ 15,000.00	George Cotellis - \$14,000 x 33% = \$4,620. Brynjulfson CPA - \$28,200 x 33% = \$9,306 (Includes addl cost for supplemental info). Both vendors are expensed between the General Fund (33%) and Enterprise Fund (67%).	\$ 15,000.00	George Cotellis - \$14,000 x 33% = \$4,620. Brynjulfson CPA - \$32,000 x 33% = \$10,560 (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	\$ 36,000.00	PGIT Property and General Liability Insurance - This is expensed between the General and Enterprise Funds.	\$ 38,000.00	PGIT Property and General Liability Insurance - This is expensed between the General and Enterprise Funds.
520	Operating Supplies	\$ -		\$ -	
528	Postage	\$ 3,000.00	Postage Expense - General Fund departments, etc.	\$ -	Postage Expense - General Fund departments, etc.
<b>Other Uses</b>					
920	Transfer to Enterprise Fund	\$ -		\$ -	
930	Transfer to Public Safety Impact Fees Restricted Cash Account	\$ 35,644.00		\$ 35,644.00	
931	Transfer to Transportation Impact Fees Restricted Cash Account	\$ -		\$ -	
932	Transfer to Parks & Recreation Impact Fees Restricted Cash Account	\$ 18,723.00		\$ 18,723.00	
933	Transfer to Public Facilities Impact Fees Restricted Cash Account	\$ 31,464.00		\$ 31,464.00	

## 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.

FY18 Budget			FY19 Budget		
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
940	Reserves - Unrestricted Reserves	\$ -		\$ -	
941	Reserves - Emergencies and Contingencies Reserves	\$ -		\$ -	
942	Reserves - Capital Outlay Purchases	\$ -		\$ -	
950	Transfer to Restricted Streets Paving	\$ 48,379.00		\$ 48,379.00	
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

Account Number	Account Description	FY17 -		FY18 - Dept		FY18 -		Estimated FY19 Budget
		FY16 Actual	FY17 - Budget	07/07/2017 YTD Actual	Requested	Proposed	FY19 Budget	
05-533-540	Books, Pub., Sub., & Memberships - Water	\$ 560	\$ 2,500	\$ 771	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
		\$ 335,353	\$ 443,799	\$ 293,261	\$ 315,763	\$ 315,763	\$ 284,494	\$ 284,494
<b>05-533-600</b>	<b>WATER OPERATIONS - CAPITAL OUTLAY</b>							
05-533-605	Depreciation Expense - Water Oper	\$ 116,757	-	-	-	-	-	-
05-533-620	Buildings - Water	-	-	1,944	-	-	-	-
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	-	7,500	11,982	2,500	2,500	5,000	5,000
05-533-641	Mt. Olive WTP - Machinery & Equipment	-	-	-	-	-	130,000	130,000
05-533-642	Commonwealth WTP - Machinery & Equipment	-	-	-	-	-	-	-
05-533-643	V. Matt Williams WTP - Machinery & Equipment	-	-	-	-	-	-	-
05-533-650	Construction In Progress - Water Oper	-	-	-	-	-	-	-
		\$ 116,757	\$ 7,500	\$ 13,926	\$ 2,500	\$ 2,500	\$ 135,000	\$ 135,000
<b>05-533-700</b>	<b>WATER OPERATIONS - DEBT SERVICE</b>							
05-533-710	Principal - Water Oper	-	69,529	20,466	72,382	72,382	74,110	74,110
05-533-720	Interest - Water Oper	102,959	100,966	51,993	98,923	98,923	96,796	96,796
05-533-730	Other Debt Service Costs - Water Oper	-	-	-	-	-	-	-
05-533-733	Mandated Reserve - Water Oper	-	-	-	-	-	-	-
		\$ 102,959	\$ 170,495	\$ 72,459	\$ 171,305	\$ 171,305	\$ 170,906	\$ 170,906
	<b>DEPARTMENT TOTAL</b>	\$ 651,031	\$ 713,726	\$ 448,918	\$ 660,996	\$ 660,996	\$ 660,995	\$ 767,906



City of Polk City Budget Worksheet

Enterprise Fund Revenues		FY17 -		FY17 -		FY17 -		FY18 -		FY18 -		FY18 -		Estimated		
Account Number	Account Description	FY16 Actual	Budget	07/07/2017 YTD Actual	Request	Dept	Requested	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	FY19 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	\$ 705	\$ 500	\$ 382	\$ 350		\$ 350	\$ 350	\$ 350						\$ 350	
05-369-110	Refund of Overpayments	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -						\$ -	
05-369-111	Cash Drawer Overage	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -						\$ -	
05-369-300	Reappropriation of Surplus	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -						\$ -	
05-369-400	Insurance Proceeds	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -						\$ -	
05-369-700	Misc - Income - Reimbursement - Invoiced	\$ 1,709	\$ -	\$ 785	\$ -		\$ -	\$ -	\$ -						\$ -	
		\$ 2,414	\$ 500	\$ 1,166	\$ 350		\$ 350	\$ 350	\$ 350						\$ 350	
05-381-000	INTRAGOVERNMENTAL TRANSFERS IN															
05-381-100	Transfer From General Fund	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -						\$ -	
05-381-900	Cash Carry Forward	\$ -	\$ 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	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -						\$ -	
		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -						\$ -	
	<b>TOTAL ENTERPRISE FUND REVENUES</b>	\$ 2,468,372	\$ 2,162,385	\$ 1,853,070	\$ 2,320,422		\$ 2,320,422	\$ 2,326,975	\$ 2,326,975						\$ 2,379,099	

# ENTERPRISE FUND

## Expenditures





# City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -			FY18 -			Estimated FY19 Budget
		FY16 Actual	FY17 - Budget	07/07/2017 YTD Actual	FY18 - Dept Requested	FY18 - Proposed		
<b>05-533-100</b>	<b>WATER OPERATIONS - PERSONNEL EXPENSES</b>							
05-533-120	Regular Salary - Wages - Water Oper	\$ 62,100	\$ 60,824	\$ 45,440	\$ 106,329	\$ 106,329	\$ 106,329	
05-533-130	Other Salaries and Wages - Water Oper	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
05-533-140	Overtime - Water Oper	\$ 164	\$ 1,170	\$ 442	\$ 2,045	\$ 2,045	\$ 2,045	
05-533-160	Bonuses and Gift Certificates - Water Op	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
05-533-210	Fica Taxes - Water Oper	\$ 4,644	\$ 4,744	\$ 3,522	\$ 8,741	\$ 8,741	\$ 8,741	
05-533-220	Retirement Contribution - Water Oper	\$ 11,033	\$ 4,663	\$ 3,602	\$ 9,049	\$ 9,049	\$ 9,049	
05-533-230	Life & Health Insurance - Water Oper	\$ 17,870	\$ 20,321	\$ 16,124	\$ 37,558	\$ 37,558	\$ 43,636	
05-533-240	Worker's Compensation - Water Oper	\$ 150	\$ 210	\$ 143	\$ 7,705	\$ 7,705	\$ 7,705	
		\$ 95,961	\$ 91,932	\$ 69,273	\$ 171,427	\$ 171,427	\$ 177,505	
<b>05-533-300</b>	<b>WATER OPERATIONS - OPERATING EXPENSES</b>							
05-533-305	Contract Labor - Water Oper	\$ 215,688	\$ 231,250	\$ 192,814	\$ 58,969	\$ 58,969	\$ -	
05-533-310	Professional Services - Water Oper	\$ 2,202	\$ 4,100	\$ 2,610	\$ 15,000	\$ 15,000	\$ 41,000	
05-533-311	Engineering Services - Water Oper	\$ 5,493	\$ 25,000	\$ 325	\$ 25,000	\$ 25,000	\$ 30,000	
05-533-312	Professional Services - Other - Water Op	\$ 9,714	\$ 20,000	\$ 3,479	\$ 20,000	\$ 20,000	\$ 20,000	
05-533-315	Inmate Labor - Water Oper	\$ 11,499	\$ 11,499	\$ 11,499	\$ 11,499	\$ 11,499	\$ 11,499	
05-533-400	Travel and Training - Water Oper	\$ 95	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	
05-533-410	Communication Services - Water Oper	\$ 997	\$ 1,500	\$ 710	\$ 1,500	\$ 1,500	\$ 1,500	
05-533-420	Education Reimbursement - Water Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
05-533-430	Utilities - Water Oper	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
05-533-431	Mt. Olive WTP - Utilities - Water Oper	\$ 4,339	\$ 6,600	\$ 3,663	\$ 6,900	\$ 6,900	\$ 6,900	
05-533-432	Commonwealth WTP - Utilities - Water Oper	\$ 2,424	\$ 4,650	\$ 347	\$ 4,620	\$ 4,620	\$ 4,620	
05-533-433	V. Matt Williams WTP - Utilities - Water Oper	\$ 6,839	\$ 11,000	\$ 6,780	\$ 12,000	\$ 12,000	\$ 12,000	
05-533-440	Rentals and Leases - Water Oper	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
05-533-460	Repairs and Maintenance - Water Oper	\$ 8,592	\$ 30,000	\$ 13,366	\$ 40,000	\$ 40,000	\$ 40,000	
05-533-461	Mt. Olive WTP - Repairs & Maint - Water Oper	\$ 733	\$ 22,000	\$ 572	\$ -	\$ -	\$ -	
05-533-462	Commonwealth WTP - Repairs & Maint - Water Oper	\$ -	\$ -	\$ 7	\$ 8,000	\$ 8,000	\$ 8,000	
05-533-463	V. Matt Williams WTP - Repairs & Maint - Water Oper	\$ 6,111	\$ 35,000	\$ 640	\$ 8,000	\$ 8,000	\$ 8,000	
05-533-464	Vehicle Fuel - Water Oper	\$ 1,008	\$ 6,600	\$ 580	\$ 6,600	\$ 6,600	\$ 3,300	
05-533-465	Vehicle Maintenance - Water Oper	\$ 322	\$ 4,000	\$ 3,413	\$ 6,000	\$ 6,000	\$ 4,000	
05-533-470	Printing and Reproduction - Water Oper	\$ 1,015	\$ 600	\$ -	\$ 600	\$ 600	\$ 600	
05-533-490	Other Current Charges - Water Oper	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
05-533-492	Recording & Other Fees - Water Oper	\$ 4,300	\$ 2,500	\$ 4,300	\$ 2,500	\$ 2,500	\$ 2,500	
05-533-493	Equipment Rental - Water Oper	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	
05-533-510	Office Supplies - Water Oper	\$ 464	\$ 500	\$ 296	\$ 575	\$ 575	\$ 575	
05-533-520	Operating Supplies - Water Oper	\$ 52,958	\$ 20,000	\$ 47,088	\$ 30,000	\$ 30,000	\$ 30,000	
05-533-524	Chemicals - Water Oper	\$ -	\$ -	\$ -	\$ 9,000	\$ 9,000	\$ 11,000	
05-533-525	Uniforms - Water Oper	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	
05-533-526	Meter Supplies - Water Oper	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	
05-533-530	Road Materials & Supplies - Water Oper	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -		FY18 - Dept		FY18 - Proposed	Estimated FY19 Budget
		FY16 Actual	FY17 - Budget	07/07/2017 YTD Actual	Requested		
<b>05-533-600</b>	<b>WATER OPERATIONS - CAPITAL OUTLAY</b>						
05-533-605	Depreciation Expense - Water Oper	\$ 335,353	\$ 443,799	\$ 293,261	\$ 315,763	\$ 315,763	\$ 284,494
05-533-620	Buildings - Water	\$ 116,757	-	-	-	-	-
05-533-630	Improvements Other than Building - Water	-	-	1,944	-	-	-
05-533-631	Improvements Other than Bldg - CDBG Exps	-	-	-	-	-	-
05-533-634	SCADA System - Water Oper	-	-	-	-	-	-
05-533-640	Machinery & Equipment - Water Oper	-	7,500	11,982	2,500	2,500	5,000
05-533-641	Mt. Olive WTP - Machinery & Equipment	-	-	-	-	-	130,000
05-533-642	Commonwealth WTP - Machinery & Equipment	-	-	-	-	-	-
05-533-643	V. Matt Williams WTP - Machinery & Equipment	-	-	-	-	-	-
05-533-650	Construction In Progress - Water Oper	-	-	-	-	-	-
		\$ 116,757	\$ 7,500	\$ 13,926	\$ 2,500	\$ 2,500	\$ 135,000
<b>05-533-700</b>	<b>WATER OPERATIONS - DEBT SERVICE</b>						
05-533-710	Principal - Water Oper	-	\$ 69,529	\$ 20,466	\$ 72,382	\$ 72,382	\$ 74,110
05-533-720	Interest - Water Oper	\$ 102,959	\$ 100,966	\$ 51,993	\$ 98,923	\$ 98,923	\$ 96,796
05-533-730	Other Debt Service Costs - Water Oper	-	-	-	-	-	-
05-533-733	Mandated Reserve - Water Oper	-	-	-	-	-	-
		\$ 102,959	\$ 170,495	\$ 72,459	\$ 171,305	\$ 171,305	\$ 170,906
	<b>DEPARTMENT TOTAL</b>	\$ 651,031	\$ 713,726	\$ 448,918	\$ 660,996	\$ 660,995	\$ 767,906



**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.

FY18 Budget		FY19 Budget	
Line Item #	Line Item Name	Amount Requested	Justification
<b>Operating Expenses</b>			
305	Contract Labor	\$ 235,875.00	Annual contract for Utility Operations Contractor. This expense is split evenly with the Sewer operations department (535).
310	Professional Services	\$ 20,000.00	Lab Services, ERC Analysis, special reporting, testing, annual inspections, etc. - \$2,500.00., and other misc
311	Engineering Services	\$ 25,000.00	Continuation of as-builts and replacement of water lines
312	Professional Services - Other	\$ 20,000.00	Online Collections for utility deposit determinations- \$1,800. Misc professional services - \$2,500. \$1,500.00 for the Master Meter maintenance for the handheld & software, and generator inspections -\$2,035
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.
400	Travel and Training	\$ 500.00	Utiling billing training/customer service, etc.
410	Communication Services	\$ 1,500.00	Nextel and Brighthouse services.
420	Education Reimbursement	\$ -	
431	Mt. Olive WTP - Utilities	\$ 6,900.00	Electric
432	Cardinal Hill WTP - Utilities	\$ 4,620.00	Electric
433	V. Matt Williams WTP - Utilities	\$ 12,000.00	Electric
460	Repairs & Maintenance	\$ 40,000.00	Possible repair and maintenance above the Aquarina contract, Generator maintenance,
461	Mt. Olive WTP - Repairs & Maint	\$ 25,000.00	set aside in reserves for tank replacement (2017-2019)
462	Commonwealth WTP - Repairs & Maint	\$ 8,000.00	Commonwealth WTP MCC-upgrade and replacement
463	V. Matt Williams WTP - Repairs & Maint	\$ 8,000.00	Half of the MCC upgrade and replacement
464	Vehicle Fuel	\$ 6,600.00	fuel/gas for vehicles and equipment outside of contract; Matt Williams WTP generator fuel
465	Vehicle Maintenance	\$ 6,000.00	vehicle and equipment repair
470	Printing & Reproduction	\$ 600.00	Payment receipt books, accounts payable checks, deposit slips, etc.
492	Recording & Other Fees	\$ 2,500.00	Annual water license fees to Polk County Health Dept
493	Equipment Rental	\$ 4,000.00	generator for WTP if emergency
		\$ -	
		\$ 8,000.00	Commonwealth WTP MCC-upgrade and replacement
		\$ 8,000.00	Half of the MCC upgrade and replacement
		\$ 3,300.00	fuel/gas for vehicles and equipment outside of contract; Matt Williams WTP generator fuel
		\$ 4,000.00	vehicle and equipment repair
		\$ 600.00	Payment receipt books, accounts payable checks, deposit slips, etc.
		\$ 2,500.00	Annual water license fees to Polk County Health Dept
		\$ 4,000.00	generator for WTP if emergency

**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.

FY18 Budget			FY19 Budget		
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
510	Office Supplies	\$ 575.00	general office supplies	\$ 575.00	general office supplies
520	Operating Supplies	\$ 20,000.00	Meters and brass hardware and Janitorial supplies	\$ 30,000.00	Meters and brass hardware and Janitorial supplies
524	Chemicals	\$ -		\$ -	
540	Books, Publications, Subscriptions & Memberships	\$ 3,000.00	Dues for Florida Rural Water Assoc. etc. Water Use Permit Renewal.	\$ 3,000.00	Dues for Florida Rural Water Assoc. etc. Water Use Permit Renewal.
<b>Capital Expenditures</b>					
630	Improvements Other Than Buildings	\$ -		\$ -	
631	Improvements Other than Bldg - CDBG Exps	\$ -		\$ -	
640	Machinery & Equipment	\$ 2,500.00	Installment for fleet replacement (1/2 water, 1/2 sewer)	\$ 5,000.00	Installment for fleet replacement (1/2 water, 1/2 sewer)
641	Mt. Olive WTP - Machinery & Equipment	\$ -		\$ -	
642	Commonwealth WTP - Machinery & Equipment				
643	V. Matt Williams - Machinery & Equipment				
650	Construction in Progress	\$ -		\$ -	
<b>Debt Service</b>					
710	Principal	\$ 72,382.00	Fifth Third Bank Revenue Bond - \$51,345.00 and Tax Exempt Leasing - 21,037.00	\$ 74,109.99	Fifth Third Bank Revenue Bond - \$52,486.00 and Tax Exempt Leasing - 21,623.99
720	Interest	\$ 98,923.37	Fifth Third Bank Revenue Bond - \$96,475.54 and Tax Exempt Leasing - 2,447.83	\$ 96,796.18	Fifth Third Bank Revenue Bond - \$94,935.14 and Tax Exempt Leasing - \$1,860.99
733	Mandated Reserve	\$ -	The mandated reserve has been met (2016)	\$ -	The mandated reserve has been met (2016)
		\$ 635,974.37		\$ 407,900.17	

# City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -			FY18 - Requested	FY18 - Proposed	Estimated FY19 Budget
		FY16 Actual	FY17 - Budget	07/07/2017 YTD Actual			
<b>SEWER OPERATIONS - PERSONNEL EXPENSES</b>							
05-535-100	Regular Salary - Wages - Water Oper				\$ 91,718	\$ 91,718	\$ 122,291
05-535-130	Other Salaries and Wages - Water Oper						
05-535-140	Overtime - Water Oper				\$ 653	\$ 653	\$ 653
05-535-160	Bonuses and Gift Certificates - Water Op						
05-535-210	Fica Taxes - Water Oper				\$ 7,066	\$ 7,066	\$ 9,498
05-535-220	Retirement Contribution - Water Oper				\$ 7,316	\$ 7,316	\$ 9,833
05-535-230	Life & Health Insurance - Water Oper				\$ 24,169	\$ 24,169	\$ 31,863
05-535-240	Worker's Compensation - Water Oper				\$ 11,243	\$ 11,243	\$ 11,243
					\$ 142,165	\$ 142,165	\$ 185,380
<b>SEWER OPERATIONS - OPERATING EXPENSES</b>							
05-535-300	Contract Labor - Sewer Oper	\$ 215,688	\$ 231,250	\$ 192,708	\$ 58,969	\$ 58,969	\$ -
05-535-305	Professional Services - Sewer Oper	\$ 1,760	\$ 2,500	\$ 4,170	\$ 26,000	\$ 26,000	\$ 30,000
05-535-310	Engineering Services - Sewer Oper	\$ 25,947	\$ 18,000	\$ 16,033	\$ 20,000	\$ 20,000	\$ 20,000
05-535-311	Professional Services - Other - Sewer Op	\$ 1,900	\$ 14,000	\$ 2,190	\$ 14,000	\$ 14,000	\$ 14,000
05-535-312	Inmate Labor - Sewer Oper	\$ 11,499	\$ 11,499	\$ 11,499	\$ 11,499	\$ 11,499	\$ 11,499
05-535-315	Travel and Training - Sewer Oper		\$ 500		\$ 500	\$ 500	\$ 500
05-535-400	Communication Services - Sewer Oper	\$ 715	\$ 900	\$ 595	\$ 900	\$ 900	\$ 900
05-535-410	Cardinal Hill WWTP - Communications - Sewer	\$ 503	\$ 1,000	\$ 351	\$ 1,200	\$ 1,200	\$ 1,200
05-535-411	Mt. Olive WWTP - Communications - Sewer	\$ 2,382	\$ 2,400	\$ 1,985	\$ 2,500	\$ 2,500	\$ 2,500
05-535-412	Utilities - Sewer Oper	\$ 3,328	\$ 3,300	\$ 2,347	\$ 3,500	\$ 3,500	\$ 3,500
05-535-430	Cardinal Hill WWTP - Utilities - Sewer Oper	\$ 16,252	\$ 18,000	\$ 15,203	\$ 19,800	\$ 19,800	\$ 19,800
05-535-431	Mt. Olive WWTP - Utilities - Sewer Oper	\$ 8,946	\$ 10,000	\$ 6,960	\$ 11,000	\$ 11,000	\$ 11,000
05-535-432	Rentals and Leases - Sewer Oper			\$ 4,033			
05-535-440	Liability Insurance - Sewer Oper						
05-535-450	Repairs and Maintenance - Sewer Oper	\$ 32,694	\$ 70,000	\$ 50,800	\$ 90,000	\$ 90,000	\$ 90,000
05-535-460	Cardinal Hill - Repairs & Maint - Sewer Oper	\$ 2,725	\$ 20,000	\$ 1,701	\$ 38,000	\$ 38,000	\$ 38,000
05-535-462	Vehicle Fuel - Sewer Oper	\$ 1,043	\$ 5,000	\$ 580	\$ 2,000	\$ 2,000	\$ 2,000
05-535-464	Vehicle Maintenance - Sewer Oper	\$ 322	\$ 3,400	\$ 5,274	\$ 3,400	\$ 3,400	\$ 6,000
05-535-465	Printing and Reproduction - Sewer Oper	\$ 931					
05-535-470	Other Current Charges - Sewer Oper						
05-535-490	Recording & Other Fees - Sewer Oper		\$ 1,500		\$ 1,500	\$ 1,500	\$ 1,500
05-535-492	Equipment Rental - Sewer Oper		\$ 4,000		\$ 4,000	\$ 4,000	\$ 4,000
05-535-493	Office Supplies - Sewer Oper	\$ 224	\$ 550	\$ 160	\$ 1,550	\$ 1,550	\$ 550
05-535-510	Operating Supplies - Sewer Oper	\$ 955	\$ 2,000	\$ 1,081	\$ 2,000	\$ 2,000	\$ 2,000
05-535-520	Chemicals - Sewer Oper				\$ 8,000	\$ 8,000	\$ 11,000
05-535-524	Uniforms - Sewer Oper				\$ 1,000	\$ 1,000	\$ 1,000
05-535-525	Road Materials & Supplies - Sewer Oper						
05-535-530	Books, Pub., Sub., & Memberships - Sewer						
05-535-540							

# City of Polk City Budget Worksheet

<u>Account Number</u>	<u>Account Description</u>	<u>FY17 -</u>		<u>07/07/2017 YTD</u>		<u>FY18 - Dept</u>		<u>FY18 -</u>		<u>Estimated</u>
		<u>FY16 Actual</u>	<u>FY17 - Budget</u>	<u>Actual</u>	<u>Request</u>	<u>Requested</u>	<u>Proposed</u>	<u>FY19 Budget</u>		
<b>05-535-600</b>	<b>SEWER OPERATIONS - CAPITAL OUTLAY</b>									
05-535-605	Depreciation Expense - Sewer Oper	\$ 327,812	\$ 419,799	\$ 317,672	\$ 321,318	\$ 321,318	\$ -	\$ -	\$ 270,949	
05-535-610	Land - Sewer Oper	\$ 211,994	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
05-535-620	Buildings - Sewer Oper	\$ -	\$ -	\$ 1,944	\$ -	\$ -	\$ -	\$ -	\$ -	
05-535-630	Improvements Other than Building - Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
05-535-640	Machinery & Equipment - Sewer Oper	\$ 8,570	\$ 13,317	\$ 26,149	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	
05-535-641	Cardinal Hill WWTP - Machinery & Equip	\$ -	\$ 7,500	\$ -	\$ 27,000	\$ 27,000	\$ -	\$ -	\$ 27,000	
05-535-650	Construction In Progress - Sewer Oper	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
05-535-660	Books, Pub.& Library Materials - Sewer O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ 220,564	\$ 20,817	\$ 28,093	\$ 29,500	\$ 29,500	\$ -	\$ 29,500	\$ 29,500	

City of Polk City Budget Worksheet

Account Number	Account Description	FY16		FY17 -		FY17 -		FY18 -		Estimated FY19 Budget
		Actual	Budget	07/07/2017 YTD Actual	Actual	Requested	Debt Requested	Proposed		
05-535-700	SEWER OPERATIONS - DEBT SERVICE									
05-535-710	Principal - Sewer Oper	\$ -	\$ 282,566	\$ 57,966	\$ 57,966	\$ 293,113	\$ 293,113	\$ 293,113	\$ 399,868	
05-535-720	Interest - Sewer Oper	\$ 404,119	\$ 388,848	\$ 194,773	\$ 194,773	\$ 381,045	\$ 381,045	\$ 381,045	\$ 372,937	
05-535-730	Other Debt Service Costs - Sewer Oper	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
05-535-733	Mandated Reserve - Sewer Oper	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ 404,119	\$ 671,414	\$ 252,739	\$ 252,739	\$ 674,158	\$ 674,158	\$ 674,158	\$ 772,805	
	DEPARTMENT TOTAL	\$ 952,495	\$ 1,112,030	\$ 598,504	\$ 598,504	\$ 1,167,141	\$ 1,167,141	\$ 1,167,141	\$ 1,073,254	



SEWER OPERATIONS - 535

Employee ID	Employee	2016-2017 Total Regular Salary	2017-2018 Proposed COLA Increase	2017-2018 Possible Merit Increase	2017-2018 Total Regular Salary	2017-2018 Addl Regular Hours for Events	2017-2018 Overtime Provision	2017-2018 Total Salary	Possible 2017-2018 Hourly Rate
	Water/Wastewater Lead Operator	\$ 35,100.00	-	-	\$ 35,100.00	-	-	\$ 35,100.00	\$ 23.08
	WW Plant Operator	\$ 30,368.00	-	-	\$ 30,368.00	-	\$ 350.46	\$ 30,718.46	\$ 19.47
	Field Tech	\$ 26,250.00	-	-	\$ 26,250.00	-	\$ 302.94	\$ 26,552.94	\$ 16.83
	<b>Total Department</b>	<b>\$ 91,718.00</b>	<b>-</b>	<b>-</b>	<b>\$ 91,718.00</b>	<b>-</b>	<b>\$ 653.40</b>	<b>\$ 92,371.40</b>	

Institute evaluations--possible 3%  
**Below positions budgeted for 9 months**  
  
 Lead Operator Salary based on 40 hrs  
 WW Plant Operator based on 36 hours 5 days hrly  
 Field Tech hourly  
  
 Overtime includes special events

**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.

FY18 Budget			FY19 Budget		
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
<b>Operating Expenses</b>					
305	Contract Labor	\$ 235,875.00	Annual contract for Utility Operations Contractor. This expense is split evenly with the Sewer operations department (533).	\$ 235,875.00	Annual contract for Utility Operations Contractor. This expense is split evenly with the Sewer operations department (533).
310	Professional Services	\$ 43,500.00	Misc services needed - lab services, sludge hauling, special reporting, testing, annual inspections, etc. - \$2,500.00.	\$ 2,500.00	Misc services needed outside of the Utility Operations Contractor contract. Example: special reporting, testing, annual inspections, etc. - \$2,500.00.
311	Engineering Services	\$ 20,000.00	Misc engineering services.	\$ 20,000.00	Misc engineering services.
312	Professional Services - Other	\$ 14,000.00	Misc professional services; annual inspections on generators	\$ 14,000.00	Misc professional services
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		\$ 500.00	
410	Communication Services	\$ 900.00	Brighthouse. Required to monitor system lift stations.	\$ 900.00	Brighthouse. Required to monitor system lift stations.
411	Cardinal Hill WWTP - Communication Svcs	\$ 1,200.00	Verizon.	\$ 1,200.00	Verizon.
412	Mt. Olive WWTP - Communication Svcs	\$ 2,500.00	Brighthouse. Required to monitor system lift stations.	\$ 2,500.00	Brighthouse. Required to monitor system lift stations.
430	Utilities	\$ 3,500.00	Lakeland Electric and Polk City Utilities.	\$ 3,500.00	Lakeland Electric and Polk City Utilities.
431	Cardinal Hill WWTP - Utilities	\$ 19,800.00	Lakeland Electric.	\$ 19,800.00	Lakeland Electric.
432	Mt. Olive WWTP - Utilities	\$ 11,000.00	Lakeland Electric and Polk City Utilities.	\$ 11,000.00	Lakeland Electric and Polk City Utilities.
440	Rentals & Leases	\$ -		\$ -	
450	Liability Insurance	\$ -		\$ -	
460	Repairs & Maintenance	\$ 90,000.00	Possible repair and maintenance above the Aquarina contract - \$20,000. Also includes \$5,000.00 for generator maintenance contracts for five generators. \$65,000 Rehabilitation of Ruth Road lift station. Sewer Line inspection	\$ 25,000.00	Possible repair and maintenance above the Aquarina contract - \$20,000. Also includes \$5,000.00 for generator maintenance contracts for five generators. Sewer Line inspection
462	Cardinal Hill WWTP - Repairs & Maintenance	\$ 38,000.00	Cardinal Hill Facility repiping. \$18,000 for painting surge tank. Additional money to be used on paint touchup on remaining tanks.	\$ 38,000.00	Cardinal Hill Facility repiping. \$18,000 for painting surge tank. Additional money to be used on paint touchup on remaining tanks.
464	Vehicle Fuel	\$ 2,000.00	fuel/gas for equipment, vehicles and generator	\$ 2,000.00	fuel/gas for equipment, vehicles and generator
465	Vehicle Maintenance	\$ 3,400.00	general repair/maintenance above contract for vehicles and equipment	\$ -	
470	Printing & Reproduction	\$ -		\$ -	
490	Other Current Charges	\$ -		\$ -	
492	Recording & Other Fees	\$ 1,500.00	Recording of RSC Liens	\$ 1,500.00	Recording of RSC Liens
493	Equipment Rental	\$ 4,000.00	Diesel generator, bypass pump, etc.	\$ 4,000.00	Diesel generator, bypass pump, etc.
510	Office Supplies	\$ 550.00	general office supplies	\$ 550.00	general office supplies

**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.

FY18 Budget		FY19 Budget	
Line Item #	Line Item Name	Amount Requested	Justification
520	Operating Supplies	\$ 2,000.00	Janitorial supplies - \$1,500.
524	Chemicals	\$ -	
525	Uniforms	\$ -	
530	Road repair	\$ -	
540	Books, Publications, Subscriptions & Memberships	\$ -	
<b>Capital Expenditures</b>			
630	Improvements Other than Building - Sewer		
640	Machinery & Equip	\$ 2,500.00	\$5,000 service truck to restricted reserve (1/2 water, 1/2 sewer)
641	Cardinal Hill WWTP - Machinery & Equip	\$ 27,000.00	New fencing to enclose Cardinal Hill WWTP property \$54,000 (set aside 1/2 of cost in FY18 and remainder in FY19)
660	Books, Publications & Library Materials	\$ -	
<b>Debt Service</b>			
710	Principal	\$ 283,112.66	DEP - \$119,457.66, and Fifth Third Bank Revenue Bond - \$173,655.00
720	Interest	\$ 381,045.38	DEP - \$54,750.42, and Fifth Third Bank Revenue Bond - \$326,294.96
733	Mandated Reserve	\$ -	Mandated Reserve has been met

City of Polk City Budget Worksheet

Account Number	Account Description	FY17 -		FY18 - Dept		FY18 - Proposed		Estimated FY19 Budget
		FY16 Actual	FY17 - Budget	07/07/2017 YTD Actual	Requested			
<b>NON-DEPARTMENTAL - OPERATING EXPENSES</b>								
05-590-310	Professional Services - Non-Dept	\$ 7,813	\$ 24,300	\$ 10,334	\$ 24,300	\$ 24,300	\$ 24,300	\$ 24,300
05-590-312	Professional Services - Other - Non-Dept	\$ 17,692	\$ 13,880	\$ 10,040	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500
05-590-320	Accounting and Auditing - Non-Dept	\$ 30,179	\$ 27,306	\$ 25,069	\$ 27,306	\$ 27,306	\$ 27,306	\$ 27,306
05-590-440	Rentals & Leases - Non-Dept	\$ 11,022	\$ 4,074	\$ 2,775	\$ 4,074	\$ 4,074	\$ 4,074	\$ 4,074
05-590-450	Liability Insurance - Non-Dept	\$ 46,105	\$ 45,841	\$ 35,043	\$ 48,400	\$ 48,400	\$ 48,400	\$ 50,000
05-590-492	Recording & Other Fees - Non-Dept	\$ -	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300
05-590-520	Operating Supplies - Non-Dept	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
05-590-528	Postage - Non-Dept	\$ 3,516	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
		\$ 116,326	\$ 120,701	\$ 85,560	\$ 127,880	\$ 127,880	\$ 127,880	\$ 129,480
<b>NON-DEPARTMENTAL - CAPITAL OUTLAY</b>								
05-590-600	Improvements Other Than Buildings	\$ -	\$ 34,638	\$ 2,874	\$ 27,413	\$ 27,413	\$ 27,413	\$ 7,013
05-590-630		\$ -	\$ 34,638	\$ 2,874	\$ 27,413	\$ 27,413	\$ 27,413	\$ 7,013
<b>NON-DEPARTMENTAL - OTHER USES</b>								
05-590-920	Transfer to General Fund - Non-Dept	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
05-590-930	Transfer to Water Impact Fees Reserves - Non-Dept	\$ -	\$ 34,940	\$ -	\$ 34,940	\$ 34,940	\$ 34,940	\$ 34,940
05-590-931	Transfer to Sewer Impact Fees Reserves - Non-Dept	\$ -	\$ 78,300	\$ -	\$ 68,300	\$ 68,300	\$ 68,300	\$ 78,300
05-590-940	Transfer to Unrestricted Reserves - Non-Dept	\$ -	\$ -	\$ -	\$ -	\$ 147,256	\$ 147,256	\$ 41,789
05-590-941	Reserves - Emergencies and Contingencies - Non-Dept	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
05-590-942	Reserves - Capital Outlay Purchases - Non-Dept	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 27,000
05-590-992	Unemployment Claims - Non-Dept	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
05-590-993	Transfer to Reserve - Non-Dept	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
05-590-994	Bank Fees - Non-Dept	\$ 126	\$ 1,550	\$ -	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550
05-590-995	Refund of Overpayments - Non-Dept	\$ 4,622	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
05-590-996	Bad Debt - Non-Dept	\$ (24,473)	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
05-590-999	Other Non-Operating Charges - Non-Dept	\$ 10,634	\$ -	\$ 478	\$ -	\$ -	\$ -	\$ -
		\$ (9,090)	\$ 181,290	\$ 25,478	\$ 196,290	\$ 343,546	\$ 250,079	\$ 386,572
<b>DEPARTMENT TOTAL</b>		\$ 107,236	\$ 336,629	\$ 113,913	\$ 351,583	\$ 498,839	\$ 386,572	\$ 386,572

**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.

FY17 Budget		FY18 Budget	
Line Item #	Line Item Name	Amount Requested	Justification
<b>Operating Expenses</b>			
310	Professional Services	\$ 24,300.00	Rapid Tech computer maintenance, agreement with BMS for printing and mailing out utility bills / newsletters; ERC Audit, and other services
312	Professional Services - Other	\$ 18,500.00	Civic Plus - \$5,836 x 67% = \$4,352 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	\$ 27,306.00	George Cotellis - \$13,005 x 67% = \$8,713. Brynjulifson CPA - \$27,750 x 67% = \$18,593. Both vendors are expensed between the General Fund (33%) and Enterprise Fund (67%) -- allowed for supplemental info
440	Rentals & Leases	\$ 4,074.00	Mailfinance lease (Postage Machine \$1,930). Konica Copier lease - \$2,144.00
450	Liability Insurance	\$ 48,400.00	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 recording documents, which includes RTS Liens
520	Operating Supplies	\$ -	
528	Postage	\$ 3,000.00	Postage Expense - Enterprise Fund departments
<b>Capital Expenditures</b>			
630	Improvements Other Than Buildings	\$ 27,413.00	Purchase of new software with payments over 2 years \$7,012.56 (total software after down payment \$42,500) Setup and Conversion-Training-Customer Modification, as well as travel and per diem to be paid and Invoice s services are provided(estimated \$40,800) Both to be split between GF-33% and EF 67T
<b>Other Uses</b>			
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).
930	Transfer to Water Impact Fees Restricted Cash Account	\$ 34,940.00	For restricted water impact fees.
931	Transfer to Sewer Impact Fees Restricted Cash Account	\$ 68,300.00	For restricted sewer impact fees - Use \$10,000 from sewer impact fees to help pay the DEP loan.

## 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.

FY17 Budget			FY18 Budget		
Line Item #	Line Item Name	Amount Requested	Justification	Amount Requested	Justification
940	Transfer to Unrestricted Reserves	\$ -		\$ -	
941	Transfer to Emergencies and Contingencies Reserves				
942	Reserves - Capital Outlay Purchases	\$ 25,000.00	Mt Olive Water Plant Tanks	\$ 27,000.00	New fencing to enclose the Cardinal Hill WWTP property (Total Cost = \$54,000). Set 1/2 of cost aside in FY18, and the remainder in FY19. Will be purchased in FY19 (535-642) - \$27,000 per FY.
991	Aids to Private Organizations.	\$ -		\$ -	
992	Unemployment Claims.	\$ 1,500.00		\$ 1,500.00	
994	Bank Fees.	\$ 1,550.00	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	\$ 40,000.00	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.	\$ 40,000.00	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.
		326,583.00		319,783.00	

# PAYROLL SUMMARY

## EXPENDITURES



City of Polk City  
Payroll & Benefits for FY18  
8/11/2017

Employee ID	Employee	Proposed 2018 2017 Total Salary	Car Allowance	FICA Taxes 7.65%	United Healthcare	Reliance Life Insurance	Reliance L.T.D.	Bonuses (Christmas)	FL Retirement	Workman's Comp	Total Benefits	EF Payroll Allocation	
												EF %	Employee Total Benefits x EF %
00047	Mayor LeCascia	\$ 1,563.22	\$ -	\$ 150.19	\$ -	\$ -	\$ -	\$ 466.28	\$ -	\$ 2.50	\$ 2,182.19	12.50%	\$ 272.77
00057	Vice Mayor Harris	\$ 781.62	\$ -	\$ 90.39	\$ -	\$ -	\$ -	\$ 466.28	\$ -	\$ 2.50	\$ 1,340.79	12.50%	\$ 167.60
00049	Commissioner Blethen	\$ 781.62	\$ -	\$ 90.39	\$ -	\$ -	\$ -	\$ 466.28	\$ -	\$ 2.50	\$ 1,340.79	12.50%	\$ 167.60
00054	Commissioner Prestige	\$ 781.62	\$ -	\$ 90.39	\$ -	\$ -	\$ -	\$ 466.28	\$ -	\$ 2.50	\$ 1,340.79	12.50%	\$ 167.60
00050	Commissioner Kimsey	\$ 781.62	\$ -	\$ 90.39	\$ -	\$ -	\$ -	\$ 466.28	\$ -	\$ 2.50	\$ 1,340.79	12.50%	\$ 167.60
00011	Mayor Penton (Retired)*	\$ 724.96	\$ -	\$ 55.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.50	\$ 782.95	12.50%	\$ 97.87
<b>Total Dept 511 - Legislative</b>		\$ 5,414.69	\$ -	\$ 567.22	\$ -	\$ -	\$ -	\$ 2,331.40	\$ -	\$ 15.00	\$ 8,328.31		\$ 1,041.04
00042	Jackson, Patricia	\$ 78,280.00	\$ 4,800.00	\$ 6,355.92	\$ 9,784.05	\$ 111.00	\$ 396.00	\$ -	\$ 17,777.39	\$ 155.00	\$ 117,659.06	12.50%	\$ 14,707.38
00055	Dunn, Sheandien	\$ 44,805.00	\$ -	\$ 3,427.58	\$ 9,784.05	\$ 111.00	\$ 231.00	\$ -	\$ 3,548.56	\$ 155.00	\$ 62,062.19	12.50%	\$ 7,757.77
<b>Total Dept 512 - Executive</b>		\$ 123,085.00	\$ 4,800.00	\$ 9,783.20	\$ 19,568.10	\$ 222.00	\$ 627.00	\$ -	\$ 21,325.94	\$ 310.00	\$ 179,721.25		\$ 22,465.16
							20,417.10						
00018	Knowles, Joanna	\$ 40,170.00	\$ -	\$ 3,073.01	\$ 9,784.05	\$ 111.00	\$ 154.44	\$ -	\$ 3,181.46	\$ 105.00	\$ 56,578.96	15%	\$ 8,486.84
00063	Argenti, Bonnie	\$ 26,301.28	\$ -	\$ 2,012.05	\$ -	\$ 111.00	\$ 118.44	\$ -	\$ 2,083.06	\$ 105.00	\$ 30,730.83	15%	\$ 4,609.62
<b>Total Dept 516 - Finance</b>		\$ 66,471.28	\$ -	\$ 5,085.05	\$ 9,784.05	\$ 222.00	\$ 272.88	\$ -	\$ 5,264.53	\$ 210.00	\$ 87,309.79		\$ 13,096.47
							10,278.93						
00034	Delp, Kathleen	\$ 46,988.60	\$ -	\$ 3,594.83	\$ 9,784.05	\$ 111.00	\$ 231.72	\$ -	\$ 3,721.50	\$ 582.96	\$ 65,014.46	5%	\$ 3,250.72
<b>Total Dept 524 - Building</b>		\$ 46,988.60	\$ -	\$ 3,594.83	\$ 9,784.05	\$ 111.00	\$ 231.72	\$ -	\$ 3,721.50	\$ 582.96	\$ 65,014.46		\$ 3,250.72
							10,126.77						
00000	Prestige, Keith	\$ 66,950.00	\$ -	\$ 5,121.68	\$ 9,784.05	\$ 111.00	\$ 128.76	\$ -	\$ 5,302.44	\$ 3,747.50	\$ 91,145.43	5%	\$ 4,557.27
00024	Downing, Kelly	\$ 27,615.10	\$ -	\$ 2,112.56	\$ 9,784.05	\$ 111.00	\$ 128.76	\$ -	\$ 2,187.12	\$ 105.00	\$ 42,043.58	5%	\$ 2,102.18
00010	Hannon, Clifton - See Notes	\$ 30,751.08	\$ -	\$ 2,352.48	\$ 1,920.00	\$ 55.56	\$ 115.80	\$ -	\$ 2,435.49	\$ 3,747.50	\$ 40,777.88	25%	\$ 10,194.47
00062	Laver, Andrew	\$ 29,478.60	\$ -	\$ 2,255.11	\$ 7,893.83	\$ 55.56	\$ 115.80	\$ -	\$ 6,694.59	\$ 3,747.50	\$ 50,040.99	25%	\$ 12,510.25
<b>Total Dept 541 - Streets</b>		\$ 154,794.78	\$ -	\$ 11,841.80	\$ 28,581.93	\$ 333.12	\$ 489.12	\$ -	\$ 16,619.63	\$ 11,347.50	\$ 224,007.88		\$ 24,806.90
							29,404.17						
00052	Penton, Suzette	\$ 26,708.23	\$ -	\$ 2,043.18	\$ 9,784.05	\$ 111.00	\$ 118.44	\$ -	\$ 2,115.29	\$ 75.00	\$ 40,955.19	0%	\$ -
00007	Peterson, Pam	\$ 26,444.82	\$ -	\$ 2,023.03	\$ 9,784.05	\$ 110.00	\$ 118.44	\$ -	\$ 2,094.43	\$ 75.00	\$ 40,649.77	0%	\$ -
<b>Total Dept 571 - Library</b>		\$ 53,153.05	\$ -	\$ 4,066.21	\$ 19,568.10	\$ 221.00	\$ 236.88	\$ -	\$ 4,209.72	\$ 150.00	\$ 81,604.96		\$ -
							20,025.98						
00058	Hall, Chesity	\$ 32,056.80	\$ -	\$ 2,452.35	\$ 9,784.05	\$ 111.00	\$ 264.24	\$ -	\$ 2,538.90	\$ 105.00	\$ 47,312.33		Billed to EF
00031	McKinney, Kathy	\$ 29,972.52	\$ -	\$ 2,292.90	\$ 11,104.05	\$ 111.00	\$ 154.44	\$ -	\$ 2,373.82	\$ 105.00	\$ 46,113.73		Billed to EF
00000	Field Tech/Meter Reader II	\$ 30,421.00	\$ -	\$ 2,327.21	\$ 7,893.83	\$ 111.00	\$ 300.00	\$ -	\$ 2,409.34	\$ 3,747.50	\$ 47,009.88		Billed to EF
00000	Field Tech/Meter Reader I	\$ 21,303.00	\$ -	\$ 1,629.68	\$ 7,893.83	\$ 111.00	\$ 120.00	\$ -	\$ 1,887.20	\$ 3,747.50	\$ 36,292.21		Billed to EF
<b>Total Dept 533 - Utility Billing</b>		\$ 113,753.32	\$ -	\$ 8,702.13	\$ 36,275.76	\$ 444.00	\$ 838.68	\$ -	\$ 9,009.26	\$ 7,705.00	\$ 176,728.15		\$ -
							37,558.44						
00000	Operator 1	\$ 35,100.00	\$ -	\$ 2,855.15	\$ 7,893.83	\$ 111.00	\$ 300.00	\$ -	\$ 2,779.92	\$ 3,747.50	\$ 52,417.40		Billed to EF
00000	Operator 2	\$ 30,718.46	\$ -	\$ 2,349.98	\$ 7,893.83	\$ 111.00	\$ 300.00	\$ -	\$ 2,432.90	\$ 3,747.50	\$ 47,363.65		Billed to EF
00000	Field Tech I	\$ 26,552.94	\$ -	\$ 2,031.30	\$ 7,893.83	\$ 111.00	\$ 155.00	\$ -	\$ 2,102.99	\$ 3,747.50	\$ 42,394.56		Billed to EF
<b>Total Dept 535 - Operations</b>		\$ 92,371.40	\$ -	\$ 7,066.41	\$ 23,081.49	\$ 333.00	\$ 755.00	\$ -	\$ 7,315.81	\$ 11,242.50	\$ 142,165.82		\$ -
							24,169.49						
<b>Total for All Depts/Funds</b>		\$ 656,032.12	\$ 4,800.00	\$ 50,706.66	\$ 146,643.48	\$ 1,886.12	\$ 3,451.28	\$ 2,331.40	\$ 67,466.40	\$ 31,562.96	\$ 964,660.41		\$ 64,660.28
							151,980.88						

Notes:

- The United Healthcare insurance rate is estimated at \$672.64 per month per employee for FY18. We received a 4% increase in rates which is still a 5% savings.
- We also pay a Medicare subsidy to employees who are Medicare eligible (doing this significantly decreased the city's expense).
- The FL Retirement System (FRS) total contribution rate is 25.71% of the city manager's gross payroll, and 10.92% of gross payroll for all other employees. As of July 1st, 2017, the city's portion of the regular employee's rate increased from 7.52% to 7.92% of gross payroll, and for the city manager the city's rate increased from 21.77% to 22.71% of gross payroll. The UA (Unfunded Actuarial) expense for K. Downing and P. Peterson has been changed to a new investment plan that shows an increase from 4.49% to 7.92%. All FRS eligible employees will continue to pay 3% of the contribution rate.