

POLK CITY

City Commission Workshop (6 pm) City Commission Meeting (7 pm)

August 17, 2020

Polk City Government Center
123 Broadway Blvd., SE

CALL TO ORDER – Mayor Joe LaCascia

INVOCATION – Pastor Walter Lawlor, New Life Community Church

PLEDGE OF ALLEGIANCE – Mayor Joe LaCascia

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

ESTABLISHMENT OF A QUORUM

APPROVE CONSENT AGENDA

PRESENTATIONS AND RECOGNITIONS

PUBLIC COMMENT – ITEMS NOT ON AGENDA (limit comments to 3 minutes)

AGENDA

1. Appointment to Planning Commission – Alternate Member
2. Approval of Lease with Polk County for Fire Station
3. Resolution 2020-07 – A Resolution of City Commission of Polk City, Florida adopting the 2020 Polk County Multi-Jurisdictional Local Mitigation Strategy Update.
4. Mt. Olive Road Wastewater System Evaluation – Wood Environment and Infrastructure Solutions, Inc.
5. Audit Presentation – FY 2019

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

COMMISSIONER ITEMS

Vice Mayor Kimsey
Commissioner Blethen
Commissioner Carroll
Commissioner Harper
Mayor LaCascia

ANNOUNCEMENTS

ADJOURNMENT

Please note: Pursuant to Section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the City Commission with respect to any matter considered during this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the American with Disabilities Act, a person with disabilities needing any special accommodations to participate in city meetings should contact the Office of the City Clerk, Polk City Government Center, 123 Broadway, Polk City, Florida 33868 Telephone (863) 984-1375. The City of Polk City may take action on any matter during this meeting, including items that are not set forth within this agenda. Minutes of the City Commission meetings may be obtained from the City Clerk's office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may arrange with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

CONSENT AGENDA
August 17, 2020

These action items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items. A Board Member may request an item be moved to the Regular Agenda for discussion.

A. CITY CLERK

1. Accept minutes – July 20, 2020 – City Commission Meeting
2. Accept minutes – July 20, 2020 – City Commission Workshop

B. REPORTS

1. Building Permits Report – July 2020
2. Code Enforcement Report – June 2020
3. Financial Report – June/July 2020
4. Library Report – July 2020
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – July 2020
7. Public Works Report – June/July 2020
8. Utilities Report – July 2020

C. OTHER

**City Commission Meeting
August 17, 2020**

CONSENT AGENDA ITEM: Accept minutes for:

1. Accept minutes – July 20, 2020 – City Commission Workshop
2. Accept minutes – July 20, 2020 – City Commission Meeting

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

1. Accept minutes – July 20, 2020 – City Commission Workshop
2. Accept minutes – July 20, 2020 – City Commission Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION WORKSHOP MINUTES

July 20, 2020

Mayor Joe LaCascia called the meeting to order at 6:10 pm.

ROLL CALL – City Manager Patricia Jackson

Present: Mayor Joe LaCascia, Vice Mayor Don Kimsey, Commissioner Wayne Harper, Commissioner Micheal T. Blethen, Commissioner Randy Carroll, City Attorney Thomas Cloud, and City Manager Patricia Jackson

Agenda Review - City Commission Meeting – July 20, 2020

Mayor LaCascia stated the purpose of the Workshop is to discuss items being presented on the Regular Meeting Agenda and address any questions or concerns and ultimately be able to proceed in a more efficient manner at the Regular Meeting.

ORDER OF BUSINESS

ORDINANCE 2020-06

AN ORDINANCE OF POLK CITY, FLORIDA, AMENDING THE POLK CITY CODE OF ORDINANCES (THE "CITY CODE"); AMENDING ARTICLE II, CHAPTER 34 IN THE CITY CODE TO MODIFY AND SUPPLEMENT THE CITY'S NOISE ORDINANCE; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE. **Second and Final Reading**

Major Ken Hall, Polk County Sheriff's Office (PCSO), District Commander for the West Division was present to discuss the Noise Ordinance concerns that have come about.

Major Hall also mentioned Sheriff Judd will be in office for the next four years as he ran unopposed.

Vice Mayor Kimsey spoke words of encouragement to the PCSO members that were in attendance.

Vice Mayor Kimsey addressed Section 34-36 (Page 4) of the Ordinance – asking if the PCSO has any issues following the Ordinance as it is written.

Major Hall responded section D – Enforcement – explained this is a misdemeanor and the Deputy has discretion. City Ordinance Citation is a civil matter. The County Ordinance does not have to give a warning.

Section 34-36 C - Major Hall recommended removing the 15 minutes timeframe in the Ordinance as well. This timeframe is not in the County Ordinance.

City Manager Jackson asked if we could just use the County Ordinance.

Major Hall stated PCSO will enforce whatever Polk City desires.

City Attorney stated adoption of the Polk County Ordinance will be fine.

City Manager Jackson stated Deputy Poindexter has done her research on the noise problem in the particular area and is available to speak, if necessary.

Mayor LaCascia stated this appears to be an isolated incident and there is only one complaint that has come forth. Polk City cannot write a specific Ordinance for one specific problem.

Major Hall stated the signed affidavit is no longer done. There is a sworn witness statement which will keep the accused person out of court. The more witnesses you have to a crime, the easier it will be to prosecute.

After lengthy conversation regarding Section 34-36 Enforcement – the recommendation of the Commission at the 7pm Regular Meeting will be to 1) change the word “Shall” to “May” throughout this Ordinance; 2) remove the fifteen (15) minute timeframe.

ORDINANCE 2020-07

AN ORDINANCE OF POLK CITY, FLORIDA, RATIFYING ALL ORDINANCES ADOPTED FROM APRIL 3, 2020, UNTIL JUNE 4, 2020, INCLUDING ORDINANCE NUMBERS 2020-02, 2020-03, 2020-04, & 2020-05; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE. **Second and Final Reading**

Mayor LaCascia stated this Ordinance is a Public Hearing for the Regular Meeting.

No further discussion.

RESOLUTION 2020-05

A RESOLUTION OF POLK CITY, FLORIDA; AMENDING RULES AND POLICIES GOVERNING PUBLIC COMMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Mayor LaCascia stated this Resolution is simply clarifying that each person has three (3) minutes to speak during a City Commission Meeting.

No further discussion.

Republic Services Franchise Agreement Contract Extension – 3% Automatic Increase

City Manager Jackson and Mayor LaCascia discussed the current Solid Waste and Recycling Collection Franchise Agreement with Republic Services (RS) that is set to expire January 1, 2021. Republic Services was given notice within the 180 days required by contract advising the contract would expire January 1, 2021.

In a letter dated June 24, 2020 (see attached), Republic Services has asked to extend the contract for one (1) additional term of three (3) years with an amendment to the contract to the annual rate adjustment section to an automatic fixed 3% increase on the anniversary of the contract and the proceeding years thereafter beginning on January 1, 2021.

City Manager Jackson stated that when Polk City initially entered into the contract with Republic Services, it was stated that the cost of living would automatically roll over. However, the Commission later changed it to where Republic Services would have to come forth requesting an increase with back up information.

This past year RS came to the City Commission about a 1.5% increase. The City Commission indicated that they would like to have an automatic rollover.

Therefore, Staff is recommending extending the current Solid Waste and Recycling Collection Franchise Agreement with Republic Services for one additional term of three years with an automatic of 1.5% and in the second year, come back to the City Commission with documentation for any additional increase. If the additional increase is not approved, it would revert back to the 1.5%.

No further discussion.

George Cotellis Financial Reporting Officer/Comptroller Services Agreement

City Manager Jackson discussed the Agreement will be for the year ending September 30, 2020. Mr. Cotellis will assist the City staff in making the necessary adjustments to provide for year-end closing of the accounting records and preparation of the schedules required to properly prepare the financial statements and related footnotes as well as for supporting documentation for the annual financial statement audit; preparation of the basic financial statements, required supplementary information, other supplementary information and related footnotes. He will not provide any opinion or form of assurance on these financial statements. The financial statements will be used solely by the City's independent auditors. Mr. Cotellis will also provide additional accounting services as requested by management as the need arises. Please see the attached agreement for full explanation of services and cost; however, total estimated cost is \$13,600.

This is an update to Mr. Cotellis' contract. There has not been an increase.

No further discussion.

YANMAR VI017 Mini Excavator Purchase

On many occasions during water line breaks, sewer line breaks and Public Works Repairs, and maintenance activities, the city-owned Caterpillar 416D Backhoe Combination has proven to be too large to safely maneuver in residential areas.

Cost - \$24,903.00. This equipment is in the budget.

City Manager Jackson stated this item is in the budget to purchase rather than using the large backhoe. Prices for used ones are almost the price of a new one.

Commissioner Blethen inquired about how many times a year is the bucket used?

Lori Pearson, Utilities Supervisor responded at least two weeks or more per month.

After lengthy discussion, the City Commission is in agreement for this purchase of a new Yanmar Excavator in the amount of \$24,903.00.

ADJOURNMENT – 7:04 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CITY COMMISSION MINUTES

July 20, 2020

Mayor Joe LaCascia called the meeting to order at 7:05 pm.

Pastor Walter Lawlor, New Life Community Church gave the invocation.

ROLL CALL –City Manager Patricia Jackson

Present: Mayor Joe LaCascia, Vice Mayor Don Kimsey, Commissioner Wayne Harper, Commissioner Micheal T. Blethen, Commissioner Randy Carroll, City Attorney Thomas Cloud, and City Manager Patricia Jackson

APPROVE CONSENT AGENDA

Motion by Vice Mayor Kimsey to approve the June 4, 2020 (Special City Commission Meeting) and June 15, 2020 (Regular Meeting) minutes; this motion was seconded by Commissioner Harper. **Unanimously approved by Voice Vote.**

PUBLIC COMMENT - None

ORDER OF BUSINESS

PUBLIC HEARING - ORDINANCE 2020-06

AN ORDINANCE OF POLK CITY, FLORIDA, AMENDING THE POLK CITY CODE OF ORDINANCES (THE "CITY CODE"); AMENDING ARTICLE II, CHAPTER 34 IN THE CITY CODE TO MODIFY AND SUPPLEMENT THE CITY'S NOISE ORDINANCE; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE. **Second and Final Reading**

City Attorney Cloud read the Ordinance by title only. Mayor LaCascia opened the Public Hearing; no one spoke for or against this Ordinance. Mayor LaCascia closed the Public Hearing.

Motion by Vice Mayor Kimsey to approve Ordinance 2020-06 on Second and Final Reading; this motion was seconded by Commissioner Harper.

Commissioner Harper inquired about whether we can kill this Ordinance and adopt the County's Ordinance. Can we vote to rescind this Ordinance?

City Attorney Cloud stated Polk City does in fact, have a Noise Ordinance in place that this Ordinance will amend, if approved. But, the City can decide to go with the County's Ordinance within the City limits.

Vice Mayor Kimsey asked what is the benefit to getting rid of Polk City's Ordinance and going with Polk County's Ordinance?

City Attorney Cloud stated that there is no answer to this.

City Manager Jackson stated if the three changes discussed during the Workshop are made, we would be in compliance with Polk County's Ordinance.

The Code Enforcement Officer can ensure compliance; however, she only works three days a week during normal business hours. The Special Magistrate can be called in, but that does not mean the individual(s) will be fined per day. Code Enforcement only meets every two months. The Code Enforcement Officer will take this as a complaint.

Mayor LaCascia asked Major Hall if Polk County has a specific Noise Ordinance.

Major Hall responded yes, even with the suggested changes for the City's Ordinance, the County's Ordinance has more "teeth" and does not require a warning at all. However, the warning does build a timeline.

Commissioner Blethen stated the PCSO will still enforce the County's Ordinance while this is being sorted out.

Motion by Vice Mayor Kimsey to amend the motion to reflect the three changes discussed during the 6pm Workshop (deleting "shall" and remove the 15-minute timeline sentence). This amended motion was seconded by Commissioner Harper.

Roll Call Vote: Mayor LaCascia-aye, Vice-Mayor Kimsey-aye, Commissioner Blethen-aye, Commissioner Carroll-aye, Commissioner Harper - aye

Motion carried unanimously.

PUBLIC HEARING - ORDINANCE 2020-07

AN ORDINANCE OF POLK CITY, FLORIDA, RATIFYING ALL ORDINANCES ADOPTED FROM APRIL 3, 2020, UNTIL JUNE 4, 2020, INCLUDING ORDINANCE NUMBERS 2020-02, 2020-03, 2020-04, & 2020-05; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE. **Second and Final Reading**

City Attorney Cloud read the Ordinance by title only. Mayor LaCascia opened the Public Hearing; no one spoke for or against this Ordinance. Mayor LaCascia closed the Public Hearing.

Motion by Commissioner Harper to approve Ordinance 2020-07 on Second and Final Reading; this motion was seconded by Commissioner Carroll.

Roll Call Vote: Commissioner Harper-aye, Commissioner Carroll-aye,
Commissioner Blethen-aye, Vice-Mayor Kimsey-aye, Mayor
LaCascia-aye

Motion carried unanimously.

RESOLUTION 2020-05

A RESOLUTION OF POLK CITY, FLORIDA; AMENDING RULES AND POLICIES GOVERNING PUBLIC COMMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Mayor LaCascia read the Resolution by title only.

This Resolution is simply changing the public speaking time from five minutes back to the original three minutes.

Motion by Commissioner Harper to adopt Resolution 2020-05; this motion was seconded by Commissioner Carroll.

Roll Call Vote: Commissioner Carroll-aye, Mayor LaCascia-aye, Vice Mayor Kimsey-aye, Commissioner Blethen-aye, Commissioner Harper-aye

Motion carried unanimously.

Republic Services Franchise Agreement Contract Extension – 3% Automatic Increase

Mayor LaCascia discussed the current Solid Waste and Recycling Collection Franchise Agreement with Republic Services will expire January 1, 2021. Republic Services was given notice within the 180 days required by contract advising the contract would expire January 1, 2021.

In a letter dated June 24, 2020 (see attached), Republic Services has asked to extend the contract for one (1) additional term of three (3) years with an amendment to the contract to the annual rate adjustment section to an automatic fixed 3% increase on the anniversary of the contract and the proceeding years thereafter beginning on January 1, 2021.

Staff recommended extending the current Solid Waste and Recycling Collection Franchise Agreement with Republic Services for one additional term of three years with an automatic of 1.5% and in the second year, come back to the City Commission with documentation for any additional increase. If the additional increase is not approved, it would revert back to the 1.5%.

Motion by Vice Mayor Kimsey to approve the Republic Services Franchise Agreement Contract Extension – 1.5% automatic increase over the term of the contract; this motion was seconded by Commissioner Harper.

Vice Mayor Kimsey asked if Republic Services has the option to accept or decline this 1.5% automatic increase.

City Attorney Cloud stated yes. If Republic Services declines the 1.5% increase, then Polk City can go out for bid for a new company for its Solid Waste and Recycling Services.

Motion carried unanimously by Voice Vote.

George Cotellis Financial Reporting Officer/Comptroller Services Agreement

Mayor LaCascia discussed the Agreement will be for the year ending September 30, 2020. Mr. Cotellis will assist the City staff in making the necessary adjustments to provide for year-end closing of the accounting records and preparation of the schedules required to properly prepare the financial statements and related footnotes as well as for supporting documentation for the annual financial statement audit; preparation of the basic financial statements, required supplementary information, other supplementary information and related footnotes. He will not provide any opinion or form of assurance on these financial statements. The financial statements will be used solely by the City's independent auditors. Mr. Cotellis will also provide additional accounting services as requested by management as the need arises. There has not been an increase; however the total estimated cost is \$13,600.

Motion by Commissioner Harper to approve the Financial Reporting Officer/Comptroller Services Agreement with George Cotellis, Jr; this motion was seconded by Commissioner Blethen.

Motion carried unanimously by Voice Vote.

YANMAR VI017 Mini Excavator Purchase

City Manager Jackson and Mayor LaCascia discussed on many occasions during water line breaks, sewer line breaks and public works Repairs, and maintenance activities, the city-owned Caterpillar 416D Backhoe Combination has proven to be too large to safely maneuver in residential areas. Cost - \$24,903.00. This equipment is in the budget.

Motion by Commissioner Blethen to approve the purchase of a YANMAR VIO17 Mini Excavator using Florida Sheriff's Association Contract (FSA18-VEH16.0) from Vermeer Southeast Sales & Service, Inc. in the amount of \$24,903.00; this motion was seconded by Commissioner Harper.

Motion carried unanimously by Voice Vote.

RESOLUTION 2020-06

A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA (CITY); EXTENDING ITS DECLARED STATE OF EMERGENCY DUE TO THE NOVEL CORONAVIRUS DISEASE 2019 (COVID-19); PROVIDING AN EFFECTIVE DATE.

City Attorney Cloud stated this Resolution is extending the already existing State of Emergency due to the Novel COVID-19 Coronavirus.

Motion by Commissioner Harper to approve Resolution 2020-06; this motion was seconded by Mayor LaCascia.

Commissioner Harper asked if we do this extension, does that mean going back to the televised meetings?

City Attorney Cloud stated No.

Vice Mayor Kimsey asked should a timeline be in this Resolution?

City Attorney Cloud stated no, we are in hold mode in Phase 2. This enables the city to take quick as needed by virtue of the executive order.

ROLL CALL VOTE: Commissioner Harper-aye, Mayor LaCascia – aye, Commissioner Blethen – aye, Commissioner Carroll – aye, Vice Mayor Kimsey - aye

Motion carried unanimously.

CITY ATTORNEY ITEMS

Ordinance 2020-08 – AN ORDINANCE OF POLK CITY, FLORIDA, RELATED TO PUBLIC HEALTH; REQUIRING PERSON THAT LIVE, WORK, VISIT OR DO BUSINESS IN POLK CITY TO WEAR FACE COVERINGS IN CERTAIN PUBLIC PLACES TO STOP OR SLOW THE SPREAD OF NOVEL CORONAVIRUS DISEASE 2019 (COVID-19); PROVIDING EXCEPTIONS; ESTABLISHING ENFORCEMENT AND PENALTY PROVISION FOR VIOLATIONS; PROVIDING FINDINGS; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE.

City Attorney Cloud discussed briefly his findings regarding the face masks. This proposed Ordinance is based on Winter Haven's Ordinance currently in place. Polk County has rejected the mandate. Polk City has an option to go for or against this Ordinance. Of course, the City Commission can do nothing.

Martina Gangleman (13331 Commonwealth Avenue North) inquired about who decided to charge the folks \$150 for not wearing the mask. Where will this money go, if collected? Everyone can't afford this fee. What about the people that refuse to wear their mask? She does not wear a mask when going into the stores.

Mayor LaCascia responded the money will go into the General Fund. If a person does not pay a fine. No one will be arrested.

City Manager Jackson stated if a business has a mask mandate sign and law enforcement is called, a person can be trespassed for not wearing a mask in the specific business.

Commissioner Blethen stated Florida is fourth in the nation with the Coronavirus. The death rate has decreased in the last week. What is the major priority here? This is a much bigger problem and not a 100% answer.

Commissioner Carroll – In favor of wearing a mask – encouraging

Commissioner Harper — mixed emotions – wears a masks and gloves for his personal health reasons. People have a choice when they go into an establishment. If the store says wear a mask or don't enter, you must abide by the rules. Opinion is to "*Suggest*".

Vice Mayor Kimsey – In favor of "*Suggest*".

Mayor LaCascia – is not in favor of mandates, if there are no consequences. Is in favor of Ordinance 2020-08.

Motion by Mayor LaCascia to approve the Ordinance 2020-08; this motion was seconded by Vice Mayor Kimsey.

Kwame Fosu (Owner, Sunshine Pharmacy) spoke in reference to the Covid-19 and wearing face masks. Is in favor or mandatory mask in Polk City.

Roll Call Vote: Commissioner Harper–aye, Vice-Mayor Kimsey–aye, Commissioner Carroll–aye, Commissioner Blethen–aye, Mayor LaCascia–aye

Motion carried unanimously.

CITY MANAGER ITEMS

Broadway Boulevard Multi-Use Trail - FDOT will be accepting applications for the construction of the Broadway Boulevard Multi-Use Trail. Polk City will need to go out to bid as well for the utilities – moving lines and relocating valves. Bid process will be 21 days.

Christmas Parade – Workshop with the Commission on parade route – will send possible meeting dates.

Rental of City Facilities – because of COVID-19 guidelines, these rentals are still on hold.

Tree Removal (old Public Works Facility) – in preparation of hurricane season, we are in the process of removing trees.

Influent Flow Meter at Cardinal Hill – This meter is going in and out and therefore needs to be replaced so there will not be any compliance issues with FDEP. We have received three quotes: 1) Jan and Jeff - \$11,600; 2) Central Water and Electric utility Services - \$13,000, and 3) AWK Industries - \$15,000.

Staff is recommending approval of Polk City using Jan and Jeff in the amount of \$11,600.

A motion is necessary as this item is over the City Manager's spending limit of \$10,000.

Motion by Commissioner Harper to approve using Jan and Jeff in the amount of \$11,600 to replace the influent meter at the Wastewater Treatment Plant; this motion was seconded by Mayor LaCascia. **Motion carried unanimously.**

Mask Giveaway – Thursday, July 23 and Friday, July 24 from 2 pm to 4 pm at the DBCC. Three masks per person. Information is on the website along with a map showing the lineup route.

Freedom Park Mural – being done by the Youth Group at First Baptist Church, Polk City. The mural will include a soldier, a child, a flag and an eagle. Will be done this week, weather permitting.

COMMISSIONER ITEMS

Commissioner Carroll – The Food Drive has been very productive. Pass the word along and this food is free.

Commissioner Harper – Thanked everyone for their comments. Thanked everyone for coming.

Vice Mayor Kimsey – None

Commissioner Blethen – None

Mayor LaCascia – The *First Responder Thank You Boards* will be placed at all Polk City entrances and in front of City Hall.

Mayor LaCascia is Polk City's delegate to the Transportation Planning Organization (TPO). At the last meeting we received a print-out of the money TPO will spend in Polk County from 2020-2025. What's in the budget for Polk City? NOTHING! Money will be spent on the Interchange Reconstruction Project in Northeast Lakeland (I-4, to University Boulevard to Tomkow Road).

ANNOUNCEMENTS - None

ADJOURNMENT – 8:18 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
August 17, 2020**

CONSENT AGENDA ITEM: Department Monthly Reports

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Department Reports attached for review and approval.

ATTACHMENTS:

Monthly Department Reports for:

1. Building Permits Report – July 2020
2. Code Enforcement Report – June 2020
3. Financial Report – June/July 2020
4. Library Report – July 2020
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – July 2020
7. Public Works Report – June/July 2020
8. Utilities Report – July 2020

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added

From: 07/01/20 To: 07/31/2020

DEMO

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-10810	557 HOMECOMING WAY, POLK CITY, FL 33868	7,500.00	07/23/2020
Subtotal:		\$7,500.00	

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-11054	642 GORDON RD, POLK CITY, FL 33868	4,500.00	07/29/2020
BT-2020-9636	510 N CITRUS GROVE BLVD, POLK CITY, FL 33868	500.00	07/01/2020
Subtotal:		\$5,000.00	

GAS

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-11052	211 N COMMONWEALTH AVE, POLK CITY, FL 33868	1,500.00	07/29/2020
Subtotal:		\$1,500.00	

MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-10540	222 TRAIL VIEW WAY, POLK CITY, FL 33868	8,937.00	07/21/2020
BT-2020-11001	134 CARTER BLVD, POLK CITY, FL 33868	2,200.00	07/29/2020
BT-2020-9483	503 ROSEWOOD LN, POLK CITY, FL 33868	5,941.00	07/02/2020
BT-2020-9836	767 TEABERRY TRL, POLK CITY, FL 33868	5,959.00	07/09/2020
Subtotal:		\$23,037.00	

POOL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-11126	8774 MICMAC CT, POLK CITY, FL 33868	48,000.00	07/31/2020
BT-2020-9450	8746 HINSDALE HEIGHTS DR, POLK CITY, FL 33868	37,000.00	07/01/2020
Subtotal:		\$85,000.00	

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-10777	420 ROSEWOOD LN, POLK CITY, FL 33868	3,000.00	07/24/2020
BT-2020-9445	240 TRAIL VIEW WAY, POLK CITY, FL 33868	10,250.00	07/02/2020
Subtotal:		\$13,250.00	

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2020-6157	8842 FOX DR, POLK CITY, FL 33868	101,000.00	07/01/2020
BR-2020-6160	8869 SUNAPEE LOOP, POLK CITY, FL 33868	28,000.00	07/01/2020
BR-2020-6161	8822 FOX DR, POLK CITY, FL 33868	108,900.00	07/01/2020

BR-2020-6164	5421 ANIMOSH CT, POLK CITY, FL 33868	96,800.00	07/01/2020
BR-2020-6250	222 TRAIL VIEW WAY, POLK CITY, FL 33868	10,000.00	07/04/2020
BR-2020-6558	438 ASHLEY RD, POLK CITY, FL 33868	5,814.25	07/13/2020
BR-2020-6573	300 BAYBERRY DR, POLK CITY, FL 33868	5,000.00	07/14/2020
BR-2020-6631	440 SUNRISE BLVD, POLK CITY, FL 33868	1,200.00	07/15/2020
BR-2020-6634	440 SUNRISE BLVD, POLK CITY, FL 33868	1,200.00	07/15/2020
BR-2020-6686	224 S CITRUS GROVE BLVD, POLK CITY, FL 33868	300.00	07/15/2020
BR-2020-6740	5405 ANIMOSH CT, POLK CITY, FL 33868	96,800.00	07/17/2020
BR-2020-6744	8766 MICMAC CT, POLK CITY, FL 33868	101,200.00	07/17/2020
BR-2020-6749	8740 MICMAC CT, POLK CITY, FL 33868	135,300.00	07/17/2020
BR-2020-6759	8834 FOX DR, POLK CITY, FL 33868	108,900.00	07/17/2020
BR-2020-6765	8708 MICMAC CT, POLK CITY, FL 33868	111,100.00	07/17/2020
BR-2020-6767	8818 FOX DR, POLK CITY, FL 33868	108,900.00	07/17/2020
BR-2020-6779	8712 MICMAC CT, POLK CITY, FL 33868	127,600.00	07/17/2020
BR-2020-6787	8728 MICMAC CT, POLK CITY, FL 33868	96,800.00	07/17/2020
BR-2020-6791	8724 MICMAC CT, POLK CITY, FL 33868	108,900.00	07/17/2020
BR-2020-6850	8767 RINDGE RD, POLK CITY, FL 33868	2,400.00	07/20/2020
BR-2020-7003	517 E ARBORVITAE LN, POLK CITY, FL 33868	500.00	07/22/2020
BR-2020-7119	111 CLEARWATER CT, POLK CITY, FL 33868	500.00	07/27/2020
BR-2020-7246	506 2ND ST, POLK CITY, FL 33868	5,000.00	07/28/2020
BR-2020-7300	315 HONEY BEE LN, POLK CITY, FL 33868	2,490.00	07/29/2020

Subtotal: \$1,364,604.25

Grand Total: \$1,499,891.25

35 SFR to Date
Happy Delp

Code Enforcement Report

JUNE 2020

1]

DATE	ADDRESS	VIOLATION	STATUS
6/2/2020	CITY WIDE	SNIPE SIGNS	REMOVED 14
6/2/2020	228 TRAILVIEW WAY	INSPECTED	COMPLIED C/O
6/2/2020	CITY HALL	CHECKED MESSAGES AND RETURNED PHONE CALLS	OFFICE
6/2/2020	CITY HALL	FILED PHOTOS	OFFICE
6/3/2020	718 4TH ST	INSPECTED	COMPLIED C/O
6/3/2020	550 CITRUS GROVE	INSPECTED	COMPLIED C/O
6/3/2020	O S COMMONWEALTH (1ST ST.)	INSPECTED	LETTER
6/3/2020	217 LARKSPUR	INSPECTED	COMPLIED C/O
6/3/2020	718 4TH ST	INSPECTED	COMPLIED C/O
6/3/2020	550 CITRUS GROVE	INSPECTED	COMPLIED C/O
6/4/2020	646 2ND ST	INSPECTED	COMPLIED C/O
6/4/2020	617 4TH ST	INSPECTED	COMPLIED C/O
6/4/2020	210 TRAILVIEW	INSPECTED	COMPLIED C/O
6/4/2020	204 PINE	INSPECTED	COMPLIED C/O
6/4/2020	206 CITRUS GROVE	INSPECTED	COMPLIED C/O
6/4/2020	119 CITRUS GROVE	INSPECTED	COMPLIED C/O
6/4/2020	104 SUNSHINE	INSPECTED	COMPLIED C/O
6/24/2020	644 3RD ST	INSPECTED	COMPLIED C/O
6/24/2020	224 CITRUS GROVE	UPDATED ON CASE AND QUESTIONS	OFFICE /PHONE
6/9/2020	112 CLEARWATER	BUILDING W/O PERMIT	LETTER SENT
6/16/2020	125 CARTER RD	OVERGROWTH / LIFT STATION VILATION	LETTER SENT
6/17/2020	729 2ND STREET	BUILD WO PERMIT/POOL/ HOUSE #S	LETTER SENT

6/24/2020	258 SUNSET	JUNK/DEBRIS/OVERGROWTH	LETTER SENT
6/25/2020	518 SUNRISE	JUNK/ OVERGROWTH	LETTER SENT
6/25/2020	516 2ND STREET	JUNK/ OVERGROWTH	LETTER SENT
6/25/2020	439 SUNRISE	INSPECTED	COMPLIED C/O
6/11/2020	745 4TH STREET	INSPECTED	COMPLIED C/O
6/17/2020	0 COMMONWEALTH /1ST STREET	INSPECTED	COMPLIED C/O
6/9/2020	639 2ND ST	INSPECTED	COMPLIED C/O
6/17/2020	642 2ND ST	INSPECTED	COMPLIED C/O
6/11/2020	0 LAKESHORE CT	INSPECTED	COMPLIED C/O
6/11/2020	111 PALMETTO LN	INSPECTED	COMPLIED C/O
6/18/2020	CITY WIDE	SNIPE SIGNS	REMOVED 13

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2020 thru Fiscal Month: Jun, for Fund: 01

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	2,220,207.13	
01-101-800	Cash - GF Police Public Safety Impact Fees	184,759.45	
01-101-801	Cash - GF Fire Public Safety Impact Fees	119,017.72	
01-101-802	Cash - GF Recreation Impact Fees	356,774.72	
01-101-803	Cash - GF Gen Gov't Facilities Impact Fees	370,981.66	
01-101-990	Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	1,696.24-	
01-115-120	Accounts Receivable - Local Bus Licenses	7,540.20	
01-115-200	Accounts Receivable - Year End	77,070.75-	
01-117-100	Allowance for Bad Debt	8,857.17-	
01-133-100	Due From Other Governmental Units	45,928.19	
01-133-101	Due from Others (Franchise & Public Serv. Tax)	30,851.89	
01-153-302	Restricted Cash - New Local Opt Gas Tax	148,462.48	
01-153-303	Restricted Cash - Building and Codes	160,917.77	
01-160-902	Reserve Account	177,764.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		3,799,939.73
01-202-100	Accounts Payable	37,623.22	
01-202-900	Customer Deposits	3,485.00	
01-208-200	Due to BCAIB - Builder's Surcharge	6.00	
01-208-300	Due to County - Impact Fees	5,113.00	
01-208-310	Due to DCA - Bldg Permit Surcharge	895.43	
01-208-320	Due to Dept of Business - License Fees	1,918.97	
01-208-330	Due to PCSO - Police Education Revenue	186.59	
01-217-200	Accrued Sales Tax	17.50	
01-218-100	Payroll Taxes Payable	7,521.76-	
01-218-200	FRS Retirement Payable	0.54	
01-218-320	Supplemental Insurance Payable	2,613.96	
01-218-327	CHL- Child Support	171.23-	
01-218-400	Dental Plan Payable	359.04-	
01-218-410	Vision Plan Payable	755.69	
01-218-700	ICMA-RC	20.00-	
	** TOTAL LIABILITY**		44,543.87
01-243-100	Encumbrances Placed	15,316.15	
01-245-100	Reserved for Encumbrances	15,316.15-	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	3,257,977.11	
	** TOTAL EQUITY**		3,257,977.11
	** TOTAL REVENUE**		2,323,534.65
	** TOTAL EXPENSE**		1,826,115.90
	TOTAL LIABILITY AND EQUITY		3,799,939.73

POLK CITY
JUNE MONTHLY FINANCIALS

GENERAL FUND REVENUES
75.00 % Yr Complete For Fiscal Year: 2020 / 6

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	(EXCESS)/DEFICIT	2020 PERCENTAGE REALIZED
01-311-100	Ad Valorem Taxes	782,473.21	927,853.00	927,853.00	15,564.11	915,011.96	12,841.04	98.62 %
01-312-300	9th Cent Gas Tax	15,347.53	14,594.00	14,594.00	1,282.68	9,312.28	5,281.72	63.81 %
01-312-400	Local Option Gas Tax	85,233.57	84,702.00	84,702.00	5,245.83	49,946.19	34,755.81	58.97 %
01-312-410	New Local Option Gas Tax	53,778.65	52,721.00	52,721.00	3,564.82	36,457.83	16,263.17	69.15 %
01-314-100	Electric - Utility Tax	118,047.79	102,387.00	102,387.00	10,428.69	75,053.23	27,333.77	73.30 %
01-314-300	Water - Utility Tax	65,509.85	57,258.00	57,258.00	7,147.69	58,749.94	(1,491.94)	102.61 %
01-314-301	Water - Utility Tax - Readiness to Se	0.00	2,171.00	2,171.00	0.00	0.00	2,171.00	0.00 %
01-314-400	Gas - Utility Tax	7,883.91	5,800.00	5,800.00	511.24	11,939.36	(6,139.36)	205.85 %
01-315-100	Communications Services Tax	214,000.60	215,244.00	215,244.00	16,948.04	136,940.51	78,303.49	63.62 %
01-316-100	Local Business Licenses	5,344.00	17,500.00	17,500.00	0.00	7,150.20	10,349.80	40.86 %
01-316-102	County Business Tax	1,260.08	0.00	0.00	26.91	298.98	(298.98)	0.00 %
01-322-100	Building Permits	39,808.62	54,075.00	54,075.00	3,638.50	66,991.59	(12,916.59)	123.89 %
01-322-101	Bldg Permit - Plan Checking	19,077.94	26,780.00	26,780.00	1,819.25	33,486.49	(6,706.49)	125.04 %
01-322-102	Bldg Permit - Admin Fee	5,120.00	2,060.00	2,060.00	240.00	3,540.00	(1,480.00)	171.84 %
01-322-103	Bldg Permit - Electrical	8,895.00	12,875.00	12,875.00	270.00	12,045.00	830.00	93.55 %
01-322-104	Bldg Permit - Plumbing	7,900.00	12,875.00	12,875.00	250.00	10,202.50	2,672.50	79.24 %
01-322-105	Bldg Permit - Mechanical	8,725.00	12,875.00	12,875.00	625.00	11,650.00	1,225.00	90.49 %
01-322-107	Bldg Permit - Cert of Occupancy	3,450.00	3,090.00	3,090.00	240.00	1,660.00	1,430.00	53.72 %
01-322-108	Bldg Permit - Inspections	147,287.80	100,000.00	100,000.00	7,630.00	83,447.81	16,552.19	83.45 %
01-322-109	Bldg Permit - Demolition	57.50	0.00	0.00	0.00	0.00	0.00	0.00 %
01-323-100	Electric	74,157.26	76,492.00	76,492.00	0.00	26,267.40	50,224.60	34.34 %
01-323-300	Solid Waste	33,627.76	65,640.00	65,640.00	15,603.71	29,103.71	36,536.29	44.34 %
01-324-100	Police - Public Safety Impact Fee	27,089.58	59,984.00	59,984.00	644.99	43,671.35	16,312.65	72.80 %
01-324-110	Fire/Rescue - Public Safety Impact Fe	14,494.62	32,095.00	32,095.00	345.11	22,432.15	9,662.85	69.89 %
01-324-610	Parks & Recreation Impact Fee	42,646.56	96,734.00	96,734.00	1,040.16	67,610.40	29,123.60	69.89 %
01-324-710	Public Facilities Impact Fee	73,416.42	162,564.00	162,564.00	1,748.01	113,620.65	48,943.35	69.89 %
01-329-220	Site Plan Reviews	10,835.00	1,600.00	1,600.00	0.00	14,200.00	(12,600.00)	887.50 %
01-331-400	FEMA Federal Reimb. - Irma 2017	60,999.44	0.00	0.00	0.00	0.00	0.00	0.00 %
01-334-201	Justice Assistance Grant (JAG)	0.00	5,113.00	5,113.00	0.00	0.00	5,113.00	0.00 %
01-334-400	FEMA State Reimb. - Irma 2017	1,250.00	0.00	0.00	0.00	750.00	(750.00)	0.00 %
01-334-910	DEO GRANT	30,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-335-120	MRS - State Sales Tax	58,081.06	58,720.00	58,720.00	4,458.88	43,170.73	15,549.27	73.52 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	17,725.70	17,888.00	17,888.00	1,304.94	12,635.77	5,252.23	70.64 %
01-335-123	MRS - Municipal Fuel Tax	51.70	50.00	50.00	0.02	4.93	45.07	9.86 %
01-335-140	Mobile Home License	5,455.30	5,486.00	5,486.00	266.50	5,262.93	223.07	95.93 %
01-335-150	Alcoholic Beverage License	1,125.71	1,126.00	1,126.00	0.00	978.88	147.12	86.93 %
01-335-180	Half-Cent Sales Tax	121,829.13	143,520.00	143,520.00	9,636.44	91,122.60	52,397.40	63.49 %
01-337-100	Library Coop Funding	33,876.08	31,990.00	31,990.00	0.00	43,226.22	(11,236.22)	135.12 %
01-340-400	Solid Waste	303,419.35	326,479.00	326,479.00	25,951.60	211,381.61	115,097.39	64.75 %

POLK CITY
JUNE MONTHLY FINANCIALS

GENERAL FUND REVENUES
75.00 % Yr Complete For Fiscal Year: 2020 / 6

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	(EXCESS)/DEFICIT	2020 PERCENTAGE REALIZED
01-340-700	Stormwater Utility Fees	31,540.17	24,019.00	24,019.00	2,814.91	22,407.78	1,611.22	93.29 %
01-340-900	Notary Fees	175.00	0.00	0.00	40.00	180.00	(180.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	16,303.82	16,304.00	16,304.00	0.00	8,936.32	7,367.68	54.81 %
01-347-100	Library Income	7,209.99	6,000.00	6,000.00	320.65	4,124.61	1,875.39	68.74 %
01-351-200	Fines, Penalties, and Forfeitures	11,166.63	6,500.00	6,500.00	61.18	7,971.02	(1,471.02)	122.63 %
01-359-100	Other Fines and/or Forfeitures	902.50	0.00	0.00	0.00	436.29	(436.29)	0.00 %
01-359-300	Late Fees	204.08	200.00	200.00	0.00	103.50	96.50	51.75 %
01-361-100	Interest Income	1,009.22	900.00	900.00	0.00	523.77	376.23	58.20 %
01-362-100	Activity Center Rentals	3,150.00	2,700.00	2,700.00	0.00	700.00	2,000.00	25.93 %
01-362-200	Donald Bronson Community Center Renta	8,450.00	5,000.00	5,000.00	0.00	5,500.00	(500.00)	110.00 %
01-365-100	Sales of Surplus Property	136.10	0.00	0.00	0.00	0.00	0.00	0.00 %
01-366-100	Private Donations	490.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-366-101	Private Donations - Christmas	2,000.00	2,000.00	2,000.00	0.00	1,775.00	225.00	88.75 %
01-366-102	Private Donations - Halloween	1,000.00	1,000.00	1,000.00	0.00	1,605.00	(605.00)	160.50 %
01-366-110	Private Donations - Library	7,511.26	1,000.00	1,000.00	0.00	76.75	923.25	7.68 %
01-369-100	Misc. Income	942.76	100.00	100.00	8,427.86	8,631.86	(8,531.86)	8631.86 %
01-369-101	Misc Income - Copies and Faxes	105.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-369-102	Misc Income - Collection Allowance	6,488.06	5,000.00	5,000.00	50.80	7,839.92	(2,839.92)	156.80 %
01-369-120	Misc Income - Christmas	180.00	160.00	160.00	0.00	300.00	(140.00)	187.50 %
01-369-130	Misc Income - Halloween	320.00	240.00	240.00	0.00	60.00	180.00	25.00 %
01-369-400	Insurance Proceeds	2,214.91	2,000.00	2,000.00	0.00	2,155.40	(155.40)	107.77 %
01-369-401	Insurance - Claims	2,265.16	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-500	Refund of State Gas Tax	1,391.22	500.00	500.00	206.85	894.41	(394.41)	178.88 %
01-381-400	Transfer From Enterprise Fund	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-381-900	Cash Carry Forward	0.00	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
DEPARTMENT TOTALS		2,629,437.60	2,944,564.00	2,944,564.00	148,355.37	2,323,544.83	621,019.17	78.91 %

POLK CITY
JUNE MONTHLY FINANCIALS

General Fund Expenditures
75.00 % Yr Complete For Fiscal Year: 2020 / 6

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	7,863.60	10,800.00	10,800.00	1,200.00	8,400.00	2,400.00	77.78 %
01-511-160	Bonuses and Gift Certificates - Legis	2,165.65	2,500.00	2,500.00	0.00	2,707.11	(207.11)	108.28 %
01-511-210	Fica Taxes - Legislative	767.21	1,033.00	1,033.00	91.79	849.70	183.30	82.26 %
01-511-240	Worker's Compensation - Legislative	11.00	25.00	25.00	0.00	13.61	11.39	54.44 %
01-511-400	Travel and Training - Legislative	5,034.30	5,500.00	5,500.00	0.00	100.00	5,400.00	1.82 %
01-511-470	Printing and Reproduction - Legislati	54.69	500.00	500.00	135.66	135.66	364.34	27.13 %
01-511-480	Promo Activities & Legal Ads - Legisl	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-511-490	Other Current Charges - Legislative	150.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-511-510	Office Supplies - Legislative	142.22	400.00	400.00	53.44	53.44	346.56	13.36 %
01-511-520	Operating Supplies - Legislative	857.40	1,000.00	1,000.00	0.00	114.56	885.44	11.46 %
01-511-540	Books, Pub., Sub., & Memberships - Le	3,670.00	4,000.00	4,000.00	0.00	3,203.00	797.00	80.08 %
DEPARTMENT TOTAL								
		20,716.07	31,258.00	31,258.00	1,480.89	15,577.08	15,680.92	49.83 %
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	137,526.06	139,276.00	139,276.00	12,252.80	112,468.22	26,807.78	80.75 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	3,507.78	1,292.22	73.08 %
01-512-140	Overtime - Executive	71.80	0.00	0.00	0.00	0.00	0.00	0.00 %
01-512-160	Bonuses and Gift Certificates - Execu	21,056.34	22,750.00	22,750.00	0.00	25,663.26	(2,913.26)	112.81 %
01-512-210	Fica Taxes - Executive	12,249.92	11,022.00	11,022.00	950.86	10,935.18	86.82	99.21 %
01-512-220	Retirement Contribution - Executive	25,392.26	26,529.00	26,529.00	2,432.04	22,960.51	3,568.49	86.55 %
01-512-230	Life & Health Insurance - Executive	16,400.00	18,868.00	18,868.00	1,569.92	14,240.28	4,627.72	75.47 %
01-512-240	Worker's Compensation - Executive	194.00	320.00	320.00	0.00	175.49	144.51	54.84 %
01-512-310	Professional Services - Executive	32.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-512-400	Travel and Training - Executive	4,132.50	5,500.00	5,500.00	0.00	1,267.22	4,232.78	23.04 %
01-512-410	Communication Services - Executive	738.89	700.00	700.00	215.77	662.56	37.44	94.65 %
01-512-470	Printing and Reproduction - Executive	0.00	200.00	200.00	0.00	133.50	66.50	66.75 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	800.00	800.00	0.00	0.00	800.00	0.00 %
01-512-490	Other Current Charges - Executive	2,780.48	3,500.00	3,500.00	0.00	62.78	3,437.22	1.79 %
01-512-510	Office Supplies - Executive	362.73	1,000.00	1,000.00	57.42	171.53	828.47	17.15 %
01-512-520	Operating Supplies - Executive	1,534.19	1,000.00	1,000.00	0.00	124.14	156.86	12.41 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	889.33	2,000.00	2,000.00	14.99	746.18	1,253.82	37.31 %
DEPARTMENT TOTAL								
		228,160.62	238,565.00	238,565.00	17,863.04	193,118.63	44,727.37	80.95 %

75.00 % Yr Complete For Fiscal Year: 2020 / 6

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-516-120	Regular Salary - Wages - Fin & Acctng	74,903.00	87,256.00	87,256.00	6,614.95	60,933.36	26,322.64	69.83 %
01-516-140	Overtime - Fin & Acctng	246.23	519.00	519.00	0.00	183.68	335.32	35.39 %
01-516-210	Fica Taxes - Fin & Acctng	5,329.03	6,715.00	6,715.00	482.12	4,588.19	2,126.81	68.33 %
01-516-220	Retirement Contribution - Fin & Acctn	6,216.66	7,435.00	7,435.00	560.28	5,325.01	2,109.99	71.62 %
01-516-230	Life & Health Insurance - Fin & Acctn	15,369.46	18,580.00	18,580.00	1,545.94	14,024.46	4,555.54	75.48 %
01-516-240	Worker's Compensation - Fin & Acctng	124.00	202.00	202.00	0.00	109.94	92.06	54.43 %
01-516-310	Professional Services - Fin & Acctng	1,500.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-516-400	Travel and Training - Fin & Acctng	2,003.39	3,000.00	3,000.00	0.00	877.00	2,123.00	29.23 %
01-516-410	Communication Services - Fin & Acctng	586.72	600.00	600.00	131.17	593.68	6.32	98.95 %
01-516-470	Printing and Reproduction - Fin & Acc	410.40	700.00	700.00	0.00	0.00	700.00	0.00 %
01-516-510	Office Supplies - Fin & Acctng	731.34	1,200.00	1,200.00	591.96	1,493.43	(293.43)	124.45 %
01-516-520	Operating Supplies - Fin & Acctng	2,947.21	3,000.00	3,000.00	294.84	805.86	1,935.14	26.86 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	463.74	450.00	450.00	0.00	179.88	270.12	39.97 %

DEPARTMENT TOTAL		110,831.18	131,657.00	131,657.00	10,221.26	89,114.49	42,283.51	67.69 %
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DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	74,323.84	76,922.00	76,922.00	6,388.78	57,412.51	19,509.49	74.64 %
01-517-720	Interest - CB&T Debt Service Pmts	45,486.61	42,865.00	42,865.00	3,595.43	32,445.38	10,419.62	75.69 %

DEPARTMENT TOTAL		119,810.45	119,787.00	119,787.00	9,984.21	89,857.89	29,929.11	75.01 %
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LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	99,374.00	101,500.00	101,500.00	0.00	75,972.75	25,527.25	74.85 %
01-521-310	Professional Services - Law Enf	27,920.00	28,000.00	28,000.00	3,268.00	20,588.00	7,412.00	73.53 %
01-521-460	Repairs and Maintenance - Law Enf	0.00	500.00	500.00	0.00	3,099.00	(2,599.00)	619.80 %
01-521-510	Office Supplies - Law Enf	0.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-521-520	Operating Supplies - Law Enf	0.00	150.00	150.00	0.00	0.00	150.00	0.00 %
01-521-649	Machinery & Equip - JAG Grant - Law E	0.00	5,113.00	5,113.00	0.00	0.00	5,113.00	0.00 %

DEPARTMENT TOTAL		127,294.00	135,363.00	135,363.00	3,268.00	99,659.75	35,703.25	73.62 %
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POLK CITY
JUNE MONTHLY FINANCIALS

General Fund Expenditures
75.00 % Yr Complete For Fiscal Year: 2020 / 6

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MYD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	82,135.82	87,048.00	87,048.00	6,694.41	61,313.67	25,734.33	70.44 %
01-524-140	Overtime - Bldg & Zoning	384.86	464.00	464.00	0.00	254.82	209.18	54.92 %
01-524-210	Fica Taxes - Bldg & Zoning	6,060.85	6,695.00	6,695.00	498.07	4,722.18	1,972.82	70.53 %
01-524-220	Retirement Contribution - Bldg & Zoni	6,780.09	7,412.00	7,412.00	567.01	5,376.75	2,035.25	72.54 %
01-524-230	Life & Health Insurance - Bldg & Zoni	16,124.30	18,623.00	18,623.00	1,549.55	14,056.95	4,566.05	75.48 %
01-524-240	Worker#39;s Compensation - Bldg & Zo	912.00	1,331.00	1,331.00	0.00	977.40	353.60	73.43 %
01-524-310	Professional Services - Bldg & Zoning	164,363.33	100,000.00	100,000.00	10,860.37	100,776.47	(776.47)	100.78 %
01-524-311	Engineering Services - Bldg & Zoning	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-524-400	Travel and Training - Bldg & Zoning	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-524-480	Promo Activities & Legal Ads - Bldg &	0.00	0.00	0.00	0.00	432.20	(432.20)	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	299.84	200.00	200.00	93.55	487.45	(287.45)	243.73 %
01-524-520	Operating Supplies - Bldg & Zoning	1,888.16	100.00	100.00	0.00	179.99	(79.99)	179.99 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	226.68	0.00	0.00	14.99	119.92	(119.92)	0.00 %
01-524-630	Improvements Other than Building - Bl	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
DEPARTMENT TOTAL		279,175.93	231,373.00	231,373.00	20,277.95	188,697.80	42,675.20	81.56 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	21,424.50	23,978.00	23,978.00	1,891.00	17,577.69	6,400.31	73.31 %
01-529-210	Fica Taxes - Code Enf	1,563.19	1,834.00	1,834.00	140.56	1,342.76	491.24	73.21 %
01-529-220	Retirement Contribution - Code Enf	1,742.87	2,031.00	2,031.00	160.16	1,529.96	501.04	75.33 %
01-529-230	Life & Health Insurance - Code Enf	6,689.85	9,267.00	9,267.00	757.24	6,856.45	2,410.55	73.99 %
01-529-240	Worker#39;s Compensation - Code Enf	372.00	549.00	549.00	0.00	403.08	145.92	73.42 %
01-529-310	Professional Services - Code Enf	4,000.00	6,000.00	6,000.00	3,000.00	4,500.00	1,500.00	75.00 %
01-529-400	Travel and Training - Code Enf	1,030.86	500.00	500.00	0.00	75.00	425.00	15.00 %
01-529-410	Communication Services - Code Enf	558.72	0.00	0.00	111.64	504.15	(504.15)	0.00 %
01-529-470	Printing and Reproduction - Code Enf	330.69	0.00	0.00	54.69	219.69	(219.69)	0.00 %
01-529-480	Promo Activities & Legal Ads - Code E	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-492	Recording & Other Fees	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-510	Office Supplies - Code Enf	167.44	200.00	200.00	0.00	95.36	104.64	47.68 %
01-529-520	Operating Supplies - Code Enf	1,611.39	100.00	100.00	0.00	31.04	(240.04)	31.04 %
01-529-540	Books, Pub., Sub., & Memberships - Co	0.00	1,584.00	1,584.00	0.00	80.00	1,504.00	5.05 %

POLK CITY
JUNE MONTHLY FINANCIALS

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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-529-630	Improvements Other than Building - Co	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %

	DEPARTMENT TOTAL	39,491.51	52,443.00	52,443.00	6,115.29	33,215.18	18,918.82	63.34 %
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REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	154,673.12	176,840.00	176,840.00	14,903.60	132,248.36	44,591.64	74.78 %
01-534-342	Refuse Disposal - Commercial - Refuse	85,664.63	85,722.00	85,722.00	13,742.48	71,533.88	14,188.12	83.45 %

	DEPARTMENT TOTAL	240,337.75	262,562.00	262,562.00	28,646.08	203,782.24	58,779.76	77.61 %
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STORMWATER								
01-538-310	PROFESSIONAL SERVICES - STORMWATER	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-538-311	Engineering Services - Stormwater	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-538-400	Travel and Training - Stormwater	812.28	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-538-460	Repairs and Maintenance - Stormwater	0.00	14,000.00	14,000.00	0.00	10,095.00	3,905.00	72.11 %
01-538-492	Recording & Other Fees - Stormwater	100.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-538-540	Books, Pub., Sub., & Memberships - St	1,000.00	500.00	500.00	0.00	0.00	500.00	0.00 %

	DEPARTMENT TOTAL	1,912.28	21,000.00	21,000.00	0.00	10,095.00	10,905.00	48.07 %
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GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov#39;t	18,033.01	22,000.00	22,000.00	1,767.09	11,201.64	10,798.36	50.92 %
01-539-312	Professional Services - Other - Gen G	1,807.00	6,000.00	6,000.00	220.84	1,047.52	4,952.48	17.46 %
01-539-411	City Hall - Communication - Gen Gov#	13,566.49	15,500.00	15,500.00	1,135.22	10,067.98	5,432.02	64.95 %
01-539-413	Public Works - Communication - Gen Go	1,866.91	2,200.00	2,200.00	207.70	1,776.46	423.54	80.75 %
01-539-414	Community Center-Communication-Gen Go	1,686.78	2,000.00	2,000.00	152.90	1,387.91	612.09	69.40 %
01-539-431	City Hall - Utilities - Gen Gov#39;t	15,832.67	23,000.00	23,000.00	1,165.97	10,545.15	12,454.85	45.85 %
01-539-432	Activity Center - Utilities - Gen Gov	4,658.25	4,000.00	4,000.00	152.89	1,471.30	2,528.70	36.78 %
01-539-433	Public Works - Utilities - Gen Gov#3	2,466.57	3,000.00	3,000.00	184.05	1,733.63	1,266.37	57.79 %
01-539-434	Community Center-Utilities-Gen Gov#3	5,235.40	5,500.00	5,500.00	463.95	3,681.09	1,818.91	66.93 %

POLK CITY
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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	2020 PERCENTAGE REALIZED
01-539-440	Rentals and Leases - Gen Gov't Bldg	8,632.30	8,000.00	8,000.00	994.12	5,802.73	2,197.27	72.53 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	18,396.95	15,000.00	15,000.00	424.96	29,582.37	(14,582.37)	197.22 %
01-539-462	Activity Center - Repairs & Maint - G	1,113.40	7,500.00	7,500.00	0.00	1,599.08	5,900.92	21.32 %
01-539-463	Public Works I - Repairs & Maint - Gen	707.53	500.00	500.00	739.10	2,422.91	(1,922.91)	484.58 %
01-539-464	Community Center-Repairs & Maint-Gen	5,051.25	12,000.00	12,000.00	213.26	13,750.60	(1,750.60)	114.59 %
01-539-466	Public Works/Utilities Oper - Repairs	12,110.51	5,000.00	5,000.00	1,341.37	3,166.41	1,833.59	63.33 %
01-539-490	Other Current Charges - Gen Gov't	65.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-539-510	Office Supplies - Gen Gov't Bldgs	107.37	0.00	0.00	0.00	1,295.10	(1,295.10)	0.00 %
01-539-521	City Hall - Operating Supplies - Gen	3,849.92	6,000.00	6,000.00	1,307.48	3,217.36	2,782.64	53.62 %
01-539-522	Activity Center - Operating Supplies	891.61	1,000.00	1,000.00	0.00	948.65	51.35	94.87 %
01-539-523	Public Works - Operating Supplies - G	62.92	0.00	0.00	0.00	9.59	(9.59)	0.00 %
01-539-524	Community Center-Operating Supplies-G	1,706.77	1,500.00	1,500.00	0.00	921.03	578.97	61.40 %
01-539-526	Public Works/Utilities Oper - Operati	953.11	1,000.00	1,000.00	0.00	30.83	969.17	3.08 %
01-539-634	Community Center - Improv. O/T Bldgs	0.00	30,000.00	30,000.00	0.00	1,638.55	28,361.45	5.46 %
01-539-640	Public Works - Bldgs/Property - Gen G	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %

DEPARTMENT TOTAL		118,801.72	178,700.00	178,700.00	10,470.90	107,297.89	71,402.11	60.04 %
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ROADS AND STREETS								
01-541-120	Regular Salary - Wages - Roads & Stre	171,151.68	190,565.00	190,565.00	13,042.41	123,029.10	67,535.90	64.56 %
01-541-140	Overtime - Roads & Streets	1,445.27	3,406.00	3,406.00	0.00	1,316.15	2,089.85	38.64 %
01-541-210	Fica Taxes - Roads & Streets	12,963.41	14,839.00	14,839.00	981.83	9,659.43	5,179.57	65.09 %
01-541-220	Retirement Contribution - Roads & Str	14,263.02	16,429.00	16,429.00	1,104.68	10,862.76	5,566.24	66.12 %
01-541-230	Life & Health Insurance - Roads & Str	35,147.35	45,019.00	45,019.00	3,485.84	31,602.84	13,416.16	70.20 %
01-541-240	Worker's Compensation - Roads & S	14,034.00	17,059.00	17,059.00	0.00	12,386.28	4,672.72	72.61 %
01-541-310	Professional Services - Roads & Stree	3,205.21	0.00	0.00	0.00	124.20	(124.20)	0.00 %
01-541-311	Engineering Services - Roads & Street	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-541-400	Travel and Training - Roads & Streets	284.44	1,000.00	1,000.00	0.00	70.00	930.00	7.00 %
01-541-410	Communication Services - Roads & Stre	2,331.32	3,500.00	3,500.00	304.50	1,067.35	2,432.65	30.50 %
01-541-430	Utilities - Roads & Streets	22,941.24	30,000.00	30,000.00	3,055.65	23,294.84	6,705.16	77.65 %
01-541-460	Repairs and Maintenance - Roads & Str	4,253.89	10,000.00	10,000.00	940.58	7,068.03	2,931.97	70.68 %
01-541-461	Repairs & Maintenance-Equipment - Roa	19,785.76	8,000.00	8,000.00	1,951.16	5,648.53	2,351.47	70.61 %
01-541-464	Vehicle Fuel - Roads & Streets	8,118.35	7,500.00	7,500.00	283.15	3,672.92	3,827.08	48.97 %
01-541-465	Vehicle Maintenance - Roads & Streets	4,092.20	8,000.00	8,000.00	727.03	7,112.73	887.27	88.91 %
01-541-466	Public Works/Utilities Facility - Rep	0.00	6,000.00	6,000.00	0.00	397.37	5,602.63	6.62 %
01-541-480	Promo Activities & Legal Ads - Roads	34.99	0.00	0.00	0.00	0.00	0.00	0.00 %

POLK CITY
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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-541-490	Other Current Charges - Roads & Stree	6.60	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-493	Equipment Rental - Roads & Streets	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-541-510	Office Supplies - Roads & Streets	695.03	1,000.00	1,000.00	121.52	328.35	671.65	32.84 %
01-541-520	Operating Supplies - Roads & Streets	12,810.30	10,000.00	10,000.00	1,282.00	8,916.45	1,083.55	89.16 %
01-541-524	Chemicals - Roads & Streets	141.98	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & S	3,376.09	15,000.00	15,000.00	0.00	4,250.57	10,749.43	28.34 %
01-541-531	Landscape Materials & Supplies - Road	0.00	0.00	0.00	0.00	4,228.92	(4,228.92)	0.00 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	208.20	500.00	500.00	54.98	252.76	247.24	50.55 %
01-541-630	Improvements Other than Building - Ro	0.00	100,000.00	100,000.00	0.00	146,736.90	(46,736.90)	146.74 %
01-541-640	Machinery & Equipment - Roads & Stree	9,061.76	50,000.00	50,000.00	24,299.30	52,062.63	(15,324.78)	104.13 %
DEPARTMENT TOTAL		340,352.09	545,817.00	545,817.00	51,634.63	454,089.11	78,465.74	83.19 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	74,947.60	83,606.00	83,606.00	5,259.22	51,976.49	31,629.51	62.17 %
01-571-140	Overtime - Library	451.71	986.00	986.00	0.00	471.11	514.89	47.78 %
01-571-210	Pica Taxes - Library	5,542.34	6,471.00	6,471.00	383.19	3,948.37	2,522.63	61.02 %
01-571-220	Retirement Contribution - Library	6,229.31	7,165.00	7,165.00	445.46	4,569.63	2,595.37	63.78 %
01-571-230	Life & Health Insurance - Library	16,125.88	18,756.00	18,756.00	1,540.91	14,034.69	4,721.31	74.83 %
01-571-240	Worker's Compensation - Library	0.00	195.00	195.00	0.00	105.04	89.96	53.87 %
01-571-310	Professional Services - Library	4,938.44	2,000.00	2,000.00	533.50	3,137.40	(1,137.40)	156.87 %
01-571-312	Professional Services - Other - Libra	1,752.50	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-571-400	Travel and Training - Library	194.75	700.00	700.00	0.00	0.00	700.00	0.00 %
01-571-410	Communication Services - Library	3,741.50	6,200.00	6,200.00	479.38	3,267.72	2,932.28	52.71 %
01-571-420	Education Reimbursement - Library	0.00	2,040.00	2,040.00	0.00	0.00	2,040.00	0.00 %
01-571-430	Utilities - Library	3,015.20	4,500.00	4,500.00	229.84	2,599.09	1,900.91	57.76 %
01-571-460	Repairs and Maintenance - Library	3,617.00	4,100.00	4,100.00	0.00	2,359.79	1,740.21	57.56 %
01-571-480	Promo Activities & Legal Ads - Librar	583.48	2,500.00	2,500.00	0.00	386.42	2,113.58	15.46 %
01-571-490	Other Current Charges - Library	0.00	0.00	0.00	0.00	42.79	(42.79)	0.00 %
01-571-510	Office Supplies - Library	449.83	1,300.00	1,300.00	0.00	371.68	928.32	28.59 %
01-571-520	Operating Supplies - Library	3,604.76	9,000.00	9,000.00	732.23	3,644.91	4,588.09	40.50 %
01-571-540	Books, Pub., Sub., & Memberships - Li	706.07	600.00	600.00	476.66	529.66	70.34	88.28 %
01-571-630	Improvements Other than Building - Li	0.00	0.00	0.00	0.00	12,510.00	(12,510.00)	0.00 %
01-571-660	Books, Pub. & Library Materials - Libr	16,033.54	17,000.00	17,000.00	1,670.98	11,293.64	5,706.36	66.43 %
DEPARTMENT TOTAL		141,933.91	169,619.00	169,619.00	11,751.37	115,248.43	53,603.57	67.95 %

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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
PARKS								
01-572-310	Professional Services - Parks	1,056.50	0.00	0.00	62.50	5,251.57	(5,251.57)	0.00 %
01-572-430	Utilities - Parks	7,026.15	23,000.00	23,000.00	411.52	6,522.49	16,477.51	28.36 %
01-572-460	Repairs and Maintenance - Parks	12,232.19	15,000.00	15,000.00	316.17	13,590.59	1,409.41	90.60 %
01-572-493	Equipment Rental - Parks	0.00	1,000.00	1,000.00	0.00	630.42	369.58	63.04 %
01-572-520	Operating Supplies - Parks	1,829.33	1,200.00	1,200.00	0.00	1,417.16	(217.16)	118.10 %
01-572-630	Improvements Other than Building - Pa	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-572-640	Machinery & Equipment - Parks	0.00	0.00	0.00	0.00	562.98	(562.98)	0.00 %
DEPARTMENT TOTAL								
		22,144.17	50,200.00	50,200.00	790.19	27,975.21	22,224.79	55.73 %
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	680.00	2,000.00	2,000.00	0.00	560.00	1,440.00	28.00 %
01-574-440	Rentals and Leases - Spec Events	125.00	1,000.00	1,000.00	0.00	3,387.40	(2,387.40)	338.74 %
01-574-470	Printing and Reproduction - Spec Even	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-574-480	Promo Activities & Legal Ads - Spec E	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-490	Other Current Charges - Spec Events	0.00	0.00	0.00	0.00	145.58	(145.58)	0.00 %
01-574-520	Operating Supplies - Spec Events	8,652.46	11,000.00	11,000.00	195.75	9,010.97	1,989.03	81.92 %
DEPARTMENT TOTAL								
		9,457.46	16,500.00	16,500.00	195.75	13,103.95	3,396.05	79.42 %
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	9,785.28	25,000.00	25,000.00	1,000.85	6,502.49	18,497.51	26.01 %
01-590-311	Engineering Services - Non-Dept	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-590-312	Professional Services - Other - Non-D	2,310.00	8,000.00	8,000.00	7,500.00	7,500.00	500.00	93.75 %
01-590-315	Inmate Labor - GF Non - Dept	28,748.50	28,749.00	28,749.00	0.00	21,561.39	7,187.61	75.00 %
01-590-320	Accounting and Auditing - Non-Dept	19,271.44	17,000.00	17,000.00	0.00	10,293.10	6,706.90	60.55 %
01-590-450	Liability Insurance - Non-Dept	45,736.50	70,000.00	70,000.00	193.00	46,712.00	23,288.00	66.73 %
01-590-464	Vehicle Fuel - Non- Departmental	443.55	500.00	500.00	16.41	183.73	316.27	36.75 %

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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-590-465	Vehicle Maintenance - Non-Departmental	823.41	500.00	500.00	0.00	57.50	442.50	11.50 %
01-590-510	Office Supplies - Non-Departmental	937.63	2,000.00	2,000.00	119.96	351.18	1,648.82	17.56 %
01-590-520	Operating Supplies - Non-Dept	2,625.27	3,000.00	3,000.00	0.00	1,017.88	1,982.12	33.93 %
01-590-521	Emergencies & Contingencies - Operati	1,676.27	20,000.00	20,000.00	0.00	3,726.07	16,273.93	18.63 %
01-590-525	Uniforms - Non Dept	2,899.14	4,500.00	4,500.00	0.00	619.85	3,880.15	13.77 %
01-590-528	Postage - Non-Dept	766.10	1,000.00	1,000.00	42.00	115.25	884.75	11.53 %
01-590-540	Books, Pub., Sub., & Memberships -NON	0.00	0.00	0.00	0.00	2,725.00	(2,725.00)	0.00 %
01-590-930	Transfer - Police Public Safety Impact	0.00	59,984.00	59,984.00	0.00	0.00	59,984.00	0.00 %
01-590-931	Transfer to Fire Public Safety Impact	0.00	32,095.00	32,095.00	0.00	0.00	32,095.00	0.00 %
01-590-932	Transfer - Parks & Rec Impact Reserve	0.00	96,734.00	96,734.00	0.00	0.00	96,734.00	0.00 %
01-590-933	Transfer -Public Facility Impact Rese	0.00	162,564.00	162,564.00	0.00	0.00	162,564.00	0.00 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	63,392.00	63,392.00	0.00	0.00	63,392.00	0.00 %
01-590-941	Reserves - Emergencies & Contingencie	5,191.76	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	2,340.00	5,000.00	5,000.00	0.00	350.00	4,650.00	7.00 %
01-590-992	Unemployment Claims - Non-Dept	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-590-994	Bank Fees - Non-Dept	0.00	0.00	0.00	0.00	7.50	(7.50)	0.00 %
01-590-996	Bad Debt - Non-Dept	(2,476.98)	3,000.00	3,000.00	0.00	8,722.63	(5,722.63)	290.75 %
01-590-999	Other - Non-Operating Charges - Non-D	(877.25)	5,500.00	5,500.00	473.69	8,007.23	(2,507.23)	145.59 %

DEPARTMENT TOTAL		120,200.62	621,018.00	621,018.00	9,345.91	118,452.80	502,565.20	19.07 %
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General Fund Revenues Total

General Fund Expenditures Total

Total Revenue vs. Expenditures

2,629,437.60	2,944,564.00	2,944,564.00	148,355.37	2,323,544.83	621,019.17	21.09%
-2,050,923.28	-2,944,564.00	-2,944,564.00	-180,358.02	-1,865,364.53	-605,128.92	22.59%
578,514.32	0.00	0.00	-32,003.25	458,180.30	-44,109.75	

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2020 thru Fiscal Month: Jun, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	1,717,580.31	
05-101-710	Cash - Enterprise Fund Capital Imprvmnts	52,898.45	
05-101-800	Cash - Sewer Impact Fee Account	1,806,577.04	
05-101-900	Cash - Water Impact Fee Account	433,710.30	
05-101-913	DEP Loan - Sinking Fund	43,552.02	
05-101-915	Tax Exempt Leasing - Sinking Fund	17,613.63	
05-101-916	US Bank - Sink Fund	521,789.58	
05-101-917	US Bank - Renewal & Replacement Series	18,844.38	
05-101-918	DEP Loan WW531400 - Sink Fund	492.53	
05-101-919	DEP Loan WW531402 - Sink Fund	28,636.00	
05-101-920	Cash - Customer Deposits	362,044.56	
05-115-100	Accounts Receivable - Utilities	35,633.01	
05-115-130	Accounts Receivable - Readiness to Serve	67,278.41	
05-115-200	Accounts Receivable - Year End	344,321.00-	
05-117-100	Allowance for Bad Debt	42,672.50-	
05-117-200	Allowance for Uncollectible A/R	68,835.67-	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	37,363.62	
05-159-100	Deferred Outflows - Related to Pension	104,459.01	
05-159-200	Deferred Outflows - Loss on Refunding	810,157.03	
05-160-902	Reserve Account	225,392.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-160-904	Reserve Acct - CIP Purchases	25,778.78	
05-160-906	Reserve Acct - Cardinal Hill	25,000.00	
05-161-900	Fixed Assets - Land	2,730,735.50	
05-164-100	Utility Plant in Service	12,366,533.92	
05-164-900	Improvements Other than Buildings	33,331.74-	
05-164-910	Improvements Other than Buildings - MOSN	33,331.74	
05-165-900	Acc.Dep. - Improvements Other than Build	316,892.74-	
05-166-900	Equipment & Furniture	470,766.19	
05-167-900	Accumulated Depreciation - Equipment	3,850,216.76-	
05-169-900	CIP - Construction Costs	2,080,266.14	
	** TOTAL ASSET**		19,408,207.74
05-202-100	Accounts Payable	177,787.59-	
05-202-300	Construction Payables	206,855.85	
05-202-305	Retainage Payable	93,375.00	
05-202-900	Customer Deposits	326,544.56	
05-203-100	Accumulated Interest Payable	53,780.56	
05-203-600	SRF Loan WW51201P	2,059,675.11	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	35,641.30	
05-203-615	SRF Loan WW531402/SG531403	1,284,410.00	
05-203-710	US Bank 2017 Bond Note	8,185,000.00	
05-203-750	Tax Exempt Leasing Loan	45,074.78	
05-203-910	Unamortized Bond Premiums - US Bank	602,902.93	
05-208-305	Taxes Payable	10,236.23-	
05-225-100	Deferred Inflows - Related to Pension	14,550.02	
05-234-100	L-T-D - Current Portion	399,250.00	
05-234-901	Less: Current Portion of LTD	399,250.00-	
05-235-900	Net Pension Liability	206,873.16	
	** TOTAL LIABILITY**		12,926,659.45
05-243-100	Encumbrances Placed	165,010.16	
05-245-100	Reserved for Encumbrances	165,010.16-	
	** TOTAL ENCUMBRANCE**		0.00
05-250-100	Contributed Capital	598,715.40	

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2020 thru Fiscal Month: Jun, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	4,066,494.82	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		5,426,206.01
	** TOTAL REVENUE**		2,630,393.18
	** TOTAL EXPENSE**		1,575,050.90
	TOTAL LIABILITY AND EQUITY		19,408,207.74

POLK CITY
JUNE MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE

75.00 % Yr Complete For Fiscal Year: 2020 / 6

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	(EXCESS)/DEFICIT	2020 PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTY T	2,112.49	0.00	0.00	0.00	158.93	(158.93)	0.00 %
05-324-210	Water Impact Fees	85,603.00	162,471.00	162,471.00	3,494.00	118,796.00	43,675.00	73.12 %
05-324-220	Sewer Impact Fees	211,920.00	410,595.00	410,595.00	4,415.00	286,975.00	123,620.00	69.89 %
05-325-111	Connection Fees - Water - Cash Basis	42,430.16	81,840.00	81,840.00	1,740.00	57,855.00	23,985.00	70.69 %
05-325-112	Connection Fees - Water - Accrual Bas	3,045.00	500.00	500.00	435.00	4,275.44	(3,775.44)	855.09 %
05-325-210	Readiness to Serve Charge - Sewer	30,892.30	29,148.00	29,148.00	0.00	2,741.30	26,406.70	9.40 %
05-325-211	Readiness to Serve Charge - Water	21,260.00	21,704.00	21,704.00	0.00	1,589.37	20,114.63	7.32 %
05-329-200	Other Lic./Fees/Permits	2,661.00	2,000.00	2,000.00	0.00	800.00	1,200.00	40.00 %
05-331-350	Sewer/Wastewater Grants	0.00	0.00	0.00	0.00	469,302.00	(469,302.00)	0.00 %
05-331-370	Small Community Wastewater Grant	128,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-340-300	Water Utility Revenue	1,165,225.74	1,214,879.00	1,214,879.00	115,492.26	847,000.75	367,878.25	69.72 %
05-340-500	Sewer Utility Revenue	1,091,753.54	1,149,532.00	1,149,532.00	101,113.33	792,819.35	356,712.65	68.97 %
05-359-100	Other Fines and/or Forfeitures	30,795.00	23,800.00	23,800.00	0.00	20,530.00	3,270.00	86.26 %
05-359-200	Non Sufficient Funds	1,560.00	1,300.00	1,300.00	30.00	875.00	425.00	67.31 %
05-359-300	Late Fees	30,996.00	29,000.00	29,000.00	0.00	11,707.50	17,292.50	40.37 %
05-369-100	Misc. Income	(505.68)	0.00	0.00	8,427.85	8,427.85	(8,427.85)	0.00 %
05-369-111	Cash Drawer Overage	0.00	0.00	0.00	0.00	20.00	(20.00)	0.00 %
05-369-112	Cash Drawer Overage - Bank Rec	0.00	0.00	0.00	0.00	838.06	(838.06)	0.00 %
05-369-400	Insurance Proceeds	0.00	0.00	0.00	0.00	5,681.63	(5,681.63)	0.00 %
05-369-401	Insurance - Claims	7,023.45	0.00	0.00	0.00	0.00	0.00	0.00 %
05-381-900	Cash Carry Forward	0.00	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00 %
DEPARTMENT TOTALS		2,854,772.00	3,256,769.00	3,256,769.00	235,147.44	2,630,393.18	626,375.82	80.77 %

POLK CITY
JUNE MONTHLY FINANCIALS

Enterprise Fund Expenditures

75.00 % Yr Complete For Fiscal Year: 2020 / 6

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	2020 PERCENTAGE REALIZED
Water								
05-533-120	Regular Salary - Wages - Water Oper	176,307.51	205,272.00	205,272.00	12,588.03	111,028.59	94,243.41	54.09 %
05-533-140	Overtime - Water Oper	2,916.21	5,262.00	5,262.00	267.77	3,213.31	2,048.69	61.07 %
05-533-210	Fica Taxes - Water Oper	13,253.83	16,106.00	16,106.00	957.00	8,779.10	7,326.90	54.51 %
05-533-220	Retirement Contribution - Water Oper	36,384.70	17,832.00	17,832.00	1,088.89	10,384.61	7,447.39	58.24 %
05-533-230	Life & Health Insurance - Water Oper	42,373.15	54,105.00	54,105.00	3,090.38	30,351.20	23,753.80	56.10 %
05-533-240	Worker's Compensation - Water Oper	7,570.00	9,746.00	9,746.00	0.00	6,304.58	3,441.42	64.69 %
05-533-310	Professional Services - Water Oper	28,291.81	20,000.00	20,000.00	60.00	14,563.04	5,436.96	72.82 %
05-533-311	Engineering Services - Water Oper	(1,558.00)	30,000.00	30,000.00	2,337.00	5,274.50	24,725.50	17.58 %
05-533-312	Professional Services - Other - Water	3,952.02	20,000.00	20,000.00	275.03	2,079.14	17,920.86	10.40 %
05-533-313	Professional Services - Polk Regional	2,871.00	5,000.00	5,000.00	730.80	1,957.42	3,042.58	39.15 %
05-533-400	Travel and Training - Water Oper	872.95	500.00	500.00	20.81	195.06	304.94	39.01 %
05-533-410	Communication Services - Water Oper	4,160.22	3,500.00	3,500.00	320.17	2,678.53	821.47	76.53 %
05-533-420	Education Reimbursement - Water Oper	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-533-430	Utilities - Water Oper	1,266.22	0.00	0.00	106.44	917.21	(917.21)	0.00 %
05-533-431	Mt. Olive WTP - Utilities - Water Oper	3,191.68	6,900.00	6,900.00	279.56	14,111.55	(7,211.55)	204.52 %
05-533-432	Commonwealth WTP - Utilities - Water	1,501.25	4,620.00	4,620.00	15.50	282.42	4,337.58	6.11 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	12,853.99	12,000.00	12,000.00	1,680.09	19,926.47	(7,926.47)	166.05 %
05-533-460	Repairs and Maintenance - Water Oper	39,221.53	40,000.00	40,000.00	0.00	6,071.22	33,928.78	15.18 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	34,080.99	10,000.00	10,000.00	5,448.00	13,096.00	(3,096.00)	130.96 %
05-533-462	Commonwealth WTP - Repairs and Maint	0.00	8,000.00	8,000.00	0.00	2,586.00	5,414.00	32.33 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	0.00	8,000.00	8,000.00	0.00	4,061.41	3,938.59	50.77 %
05-533-464	Vehicle Fuel - Water Oper	10,665.49	7,000.00	7,000.00	506.00	5,528.52	1,471.48	78.98 %
05-533-465	Vehicle Maintenance - Water Oper	13,133.97	8,000.00	8,000.00	4,822.63	5,379.32	2,620.68	67.24 %
05-533-466	Public Works/Utilities Facility - Rep	4,285.01	6,000.00	6,000.00	0.00	555.03	5,444.97	9.25 %
05-533-470	Printing and Reproduction - Water Oper	0.00	0.00	0.00	0.00	155.00	(155.00)	0.00 %
05-533-492	Recording & Other Fees - Water Oper	5,300.00	4,300.00	4,300.00	4,300.00	3,300.00	1,000.00	76.74 %
05-533-493	Equipment Rental - Water Oper	0.00	0.00	0.00	0.00	218.38	(218.38)	0.00 %
05-533-510	Office Supplies - Water Oper	252.66	1,000.00	1,000.00	98.30	278.82	721.18	27.88 %
05-533-520	Operating Supplies - Water Oper	24,075.89	15,000.00	15,000.00	1,706.43	11,235.53	2,937.47	74.90 %
05-533-524	Chemicals - Water Oper	3,233.99	9,000.00	9,000.00	0.00	4,012.00	4,988.00	44.58 %
05-533-526	Water Supplies - New Installs - Water	56,117.68	90,000.00	90,000.00	0.00	77,422.44	12,577.56	86.02 %
05-533-527	Water Supplies - Repairs & Maintenanc	11,814.64	20,000.00	20,000.00	0.00	35,919.89	(14,656.79)	179.60 %
05-533-530	Road Materials & Supplies - Water Oper	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	1,403.78	0.00	0.00	280.00	759.88	(759.88)	0.00 %
05-533-605	Depreciation Expense - Water Oper	123,312.95	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-640	Machinery & Equipment - Water Oper	0.00	120,000.00	120,000.00	5,783.40	5,783.40	75,227.91	4.82 %
05-533-641	Mt. Olive WTP - Machinery & Equipment	0.00	150,000.00	150,000.00	0.00	124,934.00	(79,868.00)	83.29 %

POLK CITY
JUNE MONTHLY FINANCIALS

Enterprise Fund Expenditures
75.00 % Yr Complete For Fiscal Year: 2020 / 6

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	2020 PERCENTAGE REALIZED
05-533-642	Commonwealth WTP - Machinery & Equipm	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-533-643	V.Matt Williams WTP - Machinery & Equ	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-533-650	Construction In Progress - Water Oper	0.00	0.00	0.00	12,765.00	19,147.50	(34,040.00)	0.00 %
05-533-660	Other Capital Assets - Water Operatio	0.00	0.00	0.00	0.00	32,177.50	(32,177.50)	0.00 %
05-533-710	Principal - Water Oper	0.00	79,277.00	79,277.00	0.00	22,227.30	57,049.70	28.04 %
05-533-720	Interest - Water Oper	76,351.08	72,847.00	72,847.00	0.00	37,681.16	35,165.84	51.73 %

05-533-720	DEPARTMENT TOTAL	739,438.20	1,104,267.00	1,104,267.00	59,527.23	644,577.03	301,310.88	58.37 %
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Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	109,003.76	130,319.00	130,319.00	7,823.70	66,302.40	64,016.60	50.88 %
05-535-140	Overtime - Sewer Oper	3,492.28	3,475.00	3,475.00	934.15	3,484.10	(9.10)	100.26 %
05-535-210	Fica Taxes - Sewer Oper	8,464.96	10,235.00	10,235.00	658.27	5,387.43	4,847.57	52.64 %
05-535-220	Retirement Contribution - Sewer Oper	20,007.96	11,332.00	11,332.00	741.80	6,427.38	4,904.62	56.72 %
05-535-230	Life & Health Insurance - Sewer Oper	22,997.52	30,744.00	30,744.00	1,936.53	17,567.48	13,176.52	57.14 %
05-535-240	Worker#39;s Compensation - Sewer Ope	3,694.00	10,388.00	10,388.00	0.00	0.00	10,388.00	0.00 %
05-535-310	Professional Services - Sewer Oper	35,123.80	25,000.00	25,000.00	4,040.00	37,965.25	(12,965.25)	151.86 %
05-535-311	Engineering Services - Sewer Oper	(1,558.00)	20,000.00	20,000.00	190.00	8,428.75	11,571.25	42.14 %
05-535-312	Professional Services - Other - Sewer	4,566.06	14,000.00	14,000.00	95.83	487.49	13,512.51	3.48 %
05-535-400	Travel and Training - Sewer Oper	1,941.52	2,000.00	2,000.00	0.00	45.47	1,954.53	2.27 %
05-535-410	Communication Services - Sewer Oper	3,299.99	3,500.00	3,500.00	676.43	2,467.51	1,032.49	70.50 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	975.47	1,500.00	1,500.00	0.00	131.70	1,368.30	8.78 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,376.00	2,500.00	2,500.00	0.00	1,625.65	874.35	65.03 %
05-535-430	Utilities - Sewer Oper	6,216.09	7,000.00	7,000.00	332.44	4,392.67	2,607.33	62.75 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	18,679.65	21,000.00	21,000.00	1,421.23	17,325.35	3,674.65	82.50 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	7,476.06	11,000.00	11,000.00	585.33	6,323.69	4,676.31	57.49 %
05-535-460	Repairs and Maintenance - Sewer Oper	53,550.80	100,000.00	100,000.00	12,047.18	63,031.93	36,968.07	63.03 %
05-535-461	Cardinal Hill - Repairs and Maint - S	4,887.70	40,000.00	40,000.00	0.00	1,494.00	38,506.00	3.74 %
05-535-464	Vehicle Fuel - Sewer Oper	12,007.80	4,000.00	4,000.00	731.13	8,111.75	(4,111.75)	202.79 %
05-535-465	Vehicle Maintenance - Sewer Oper	13,287.66	8,000.00	8,000.00	6,047.66	7,749.49	250.51	96.87 %
05-535-466	Public Works/Utilities Facility - Rep	4,420.68	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
05-535-470	Printing and Reproduction - Sewer Ope	0.00	60.00	60.00	0.00	0.00	60.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	168.22	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	125.00	1,000.00	1,000.00	0.00	100.00	900.00	10.00 %
05-535-493	Equipment Rental - Sewer Oper	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	262.98	1,000.00	1,000.00	98.30	278.74	721.26	27.87 %

POLK CITY
JUNE MONTHLY FINANCIALS

Enterprise Fund Expenditures
75.00 % Yr Complete For Fiscal Year: 2020 / 6

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
05-535-520	Operating Supplies - Sewer Oper	11,207.82	8,000.00	8,000.00	895.15	6,162.97	1,837.03	77.04 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	27.34	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	15,360.00	0.00	0.00	0.00	3,952.00	(3,952.00)	0.00 %
05-535-524	Chemicals - Sewer Oper	30,789.99	17,000.00	17,000.00	920.00	12,397.00	4,603.00	72.92 %
05-535-530	Road Materials & Supplies - Sewer Ope	27.74	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-540	Books, Pub., Sub., & Memberships - Se	418.27	1,000.00	1,000.00	280.00	580.00	420.00	58.00 %
05-535-605	Depreciation Expense - Sewer Oper	207,323.29	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-630	Improvements Other than Building - Se	0.00	50,000.00	50,000.00	0.00	6,805.00	43,195.00	13.61 %
05-535-640	Machinery & Equipment - Sewer Oper	930.00	80,000.00	80,000.00	0.00	0.00	73,368.93	0.00 %
05-535-641	Cardinal Hill - Mach & Equip - Sewer	950.00	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	0.00	410,595.00	410,595.00	0.00	273,883.71	136,711.29	66.70 %
05-535-710	Principal - Sewer Oper	0.00	319,972.00	319,972.00	0.00	63,134.52	256,837.48	19.73 %
05-535-720	Interest - Sewer Oper	302,312.44	295,533.00	295,533.00	0.00	148,143.45	147,389.55	50.13 %
05-535-722	Interest - DEP Effluent Disposal Loan	4,626.30	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		909,441.15	1,688,153.00	1,688,153.00	40,455.13	774,186.88	907,335.05	45.86 %
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EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	27,327.92	25,000.00	25,000.00	4,193.87	18,202.41	6,797.59	72.81 %
05-590-311	Engineering Services - Non-Dept	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-590-312	Professional Services - Other - Non-D	8,240.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-590-315	Inmate Labor - EF Non - Dept	28,748.50	28,749.00	28,749.00	0.00	21,561.36	7,187.64	75.00 %
05-590-320	Accounting and Auditing - Non-Dept	30,497.31	17,000.00	17,000.00	0.00	20,898.15	(3,898.15)	122.93 %
05-590-440	Rentals and Leases - Non-Dept	4,609.06	0.00	0.00	534.37	3,270.32	(3,270.32)	0.00 %
05-590-450	Liability Insurance - Non-Dept	45,736.50	70,000.00	70,000.00	193.00	46,712.00	23,288.00	66.73 %
05-590-510	Office Supplies - Non-Departmental	840.65	1,000.00	1,000.00	119.96	329.90	670.10	32.99 %
05-590-520	Operating Supplies - Non-Dept	843.76	3,000.00	3,000.00	24.25	69.92	2,930.08	2.33 %
05-590-521	Emergencies & Contingencies - Operati	7,137.82	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-590-525	Uniforms - Non Dept	1,493.52	4,500.00	4,500.00	0.00	1,271.29	3,228.71	28.25 %
05-590-528	Postage - Non-Dept	64.32	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-540	Books, Pub., Sub., & Memberships -NON	0.00	0.00	0.00	0.00	1,152.00	(1,152.00)	0.00 %
05-590-720	Interest - Bond 2017 Issue	(44,749.17)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	64,104.94	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
05-590-930	Transfer to Water Impact Fee Reserves	0.00	162,471.00	162,471.00	0.00	0.00	162,471.00	0.00 %
05-590-941	Reserves - Emergencies & Contingencie	0.00	83,077.00	83,077.00	0.00	0.00	83,077.00	0.00 %

POLK CITY
JUNE MONTHLY FINANCIALS

Enterprise Fund Expenditures
75.00 % Yr Complete For Fiscal Year: 2020 / 6

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
05-590-992	Unemployment Claims - Non-Dept	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-590-994	Bank Fees - Non-Dept	0.00	1,550.00	1,550.00	0.00	0.00	1,550.00	0.00 %
05-590-996	Bad Debt - Non-Dept	11,249.07	0.00	0.00	0.00	42,197.08	(42,197.08)	0.00 %
05-590-999	Other - Non-Operating Charges - Non-D	4,729.74	0.00	0.00	93.68	622.56	(622.56)	0.00 %

DEPARTMENT TOTAL		215,933.94	464,347.00	464,347.00	5,159.13	156,286.99	308,060.01	33.66 %
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Enterprise Fund Revenues Total

Enterprise Fund Expenditures Total

Total Revenue vs. Expenditures

Enterprise Fund Revenues Total	2,854,772.00	3,256,769.00	3,256,769.00	235,147.44	2,630,393.18	626,375.82	80.77%
Enterprise Fund Expenditures Total	-1,864,813.29	-3,256,769.00	-3,256,769.00	-105,141.49	-1,575,050.90	-1,516,705.94	48.36%
Total Revenue vs. Expenditures	989,958.71	0.00	0.00	130,005.95	1,055,342.28	-890,330.12	

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2020 thru Fiscal Month: Jul, for Fund: 01

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	2,175,944.84	
01-101-800	Cash - GF Police Public Safety Impact Fees	187,339.41	
01-101-801	Cash - GF Fire Public Safety Impact Fees	120,398.16	
01-101-802	Cash - GF Recreation Impact Fees	360,935.36	
01-101-803	Cash - GF Gen Gov't Facilities Impact Fees	377,973.70	
01-101-990	Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	5,079.84-	
01-115-105	Accounts Receivable - Invoicing	9,792.15	
01-115-120	Accounts Receivable - Local Bus Licenses	7,540.20	
01-115-200	Accounts Receivable - Year End	77,070.75-	
01-117-100	Allowance for Bad Debt	8,857.17-	
01-133-100	Due From Other Governmental Units	45,928.19	
01-133-101	Due from Others (Franchise & Public Serv. Tax)	30,851.89	
01-153-302	Restricted Cash - New Local Opt Gas Tax	152,935.94	
01-153-303	Restricted Cash - Building and Codes	160,917.77	
01-160-902	Reserve Account	177,764.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		3,781,672.53
01-202-100	Accounts Payable	6,984.49	
01-202-200	Accounts Payable - Year End	35,025.76	
01-202-900	Customer Deposits	2,985.00	
01-208-200	Due to BCAIB - Builder's Surcharge	6.00	
01-208-300	Due to County - Impact Fees	39,703.08	
01-208-310	Due to DCA - Bldg Permit Surcharge	1,120.03	
01-208-320	Due to Dept of Business - License Fees	2,076.34	
01-208-330	Due to PCSO - Police Education Revenue	198.89	
01-217-200	Accrued Sales Tax	3.50	
01-218-100	Payroll Taxes Payable	399.60	
01-218-200	FRS Retirement Payable	9,120.15-	
01-218-320	Supplemental Insurance Payable	3,204.72	
01-218-400	Dental Plan Payable	110.14	
01-218-410	Vision Plan Payable	864.47	
	** TOTAL LIABILITY**		83,561.87
01-243-100	Encumbrances Placed	13,262.15	
01-245-100	Reserved for Encumbrances	13,262.15-	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	3,252,128.50	
	** TOTAL EQUITY**		3,252,128.50
	** TOTAL REVENUE**		2,490,124.66
	** TOTAL EXPENSE**		2,044,142.50
	TOTAL LIABILITY AND EQUITY		3,781,672.53

POLK CITY
JULY 2020 MONTHLY FINANCIALS

GENERAL FUND REVENUES
83.33 % Yr Complete For Fiscal Year: 2020 / 7

G/I ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	(EXCESS)/DEFICIT	2020 PERCENTAGE REALIZED
01-311-100	Ad Valorem Taxes	782,473.21	927,853.00	927,853.00	26,848.50	941,860.46	(14,007.46)	101.51 %
01-312-300	9th Cent Gas Tax	15,347.53	14,594.00	14,594.00	915.08	10,227.36	4,366.64	70.08 %
01-312-400	Local Option Gas Tax	85,233.57	84,702.00	84,702.00	6,795.34	56,741.53	27,960.47	66.99 %
01-312-410	New Local Option Gas Tax	53,776.65	52,721.00	52,721.00	4,473.46	40,931.29	11,789.71	77.64 %
01-314-100	Electric - Utility Tax	118,047.79	102,387.00	102,387.00	11,924.34	86,977.57	15,409.43	84.95 %
01-314-300	Water - Utility Tax	65,509.85	57,258.00	57,258.00	5,890.15	64,640.09	(7,382.09)	112.89 %
01-314-301	Water - Utility Tax - Readiness to Se	0.00	2,171.00	2,171.00	0.00	0.00	2,171.00	0.00 %
01-314-400	Gas - Utility Tax	7,883.91	5,800.00	5,800.00	566.86	12,506.22	(6,706.22)	215.62 %
01-315-100	Communications Services Tax	214,000.60	215,244.00	215,244.00	14,356.95	151,297.46	63,946.54	70.29 %
01-316-100	Local Business Licenses	5,344.00	17,500.00	17,500.00	30.00	7,180.20	10,319.80	41.03 %
01-316-102	County Business Tax	1,260.08	0.00	0.00	18.24	317.22	(317.22)	0.00 %
01-316-103	FJC Delinquent Bus. Tax Program	0.00	0.00	0.00	1,110.00	1,110.00	(1,110.00)	0.00 %
01-322-100	Building Permits	39,808.62	54,075.00	54,075.00	4,023.25	71,014.84	(16,939.84)	131.33 %
01-322-101	Bldg Permit - Plan Checking	19,077.94	26,780.00	26,780.00	1,996.75	35,483.24	(8,703.24)	132.50 %
01-322-102	Bldg Permit - Admin Fee	5,120.00	2,060.00	2,060.00	480.00	4,020.00	(1,960.00)	195.15 %
01-322-103	Bldg Permit - Electrical	8,895.00	12,875.00	12,875.00	1,000.00	13,045.00	(170.00)	101.32 %
01-322-104	Bldg Permit - Plumbing	7,900.00	12,875.00	12,875.00	875.00	11,077.50	1,797.50	86.04 %
01-322-105	Bldg Permit - Mechanical	8,725.00	12,875.00	12,875.00	1,250.00	12,900.00	(25.00)	100.19 %
01-322-107	Bldg Permit - Cert of Occupancy	3,450.00	3,090.00	3,090.00	180.00	1,840.00	1,250.00	59.55 %
01-322-108	Bldg Permit - Inspections	147,287.80	100,000.00	100,000.00	6,370.00	89,817.81	10,182.19	89.82 %
01-322-109	Bldg Permit - Demolition	57.50	0.00	0.00	0.00	0.00	0.00	0.00 %
01-323-100	Electric	74,157.26	76,492.00	76,492.00	14,130.21	40,397.61	36,094.39	52.81 %
01-323-300	Solid Waste	33,627.76	65,640.00	65,640.00	2,250.00	31,353.71	34,286.29	47.77 %
01-324-100	Police - Public Safety Impact Fee	27,089.58	59,984.00	59,984.00	2,579.96	46,251.31	13,732.69	77.11 %
01-324-110	Fire/Rescue - Public Safety Impact Fe	14,494.62	32,095.00	32,095.00	1,380.44	23,812.59	8,282.41	74.19 %
01-324-610	Parks & Recreation Impact Fee	42,646.56	96,734.00	96,734.00	4,160.64	71,771.04	24,962.96	74.19 %
01-324-710	Public Facilities Impact Fee	73,416.42	162,564.00	162,564.00	6,992.04	120,612.69	41,951.31	74.19 %
01-329-220	Site Plan Reviews	10,835.00	1,600.00	1,600.00	1,600.00	15,800.00	(14,200.00)	987.50 %
01-331-400	FEMA Federal Reimb. - Irma 2017	60,999.44	0.00	0.00	0.00	0.00	0.00	0.00 %
01-334-201	Justice Assistance Grant (JAG)	0.00	5,113.00	5,113.00	0.00	0.00	5,113.00	0.00 %
01-334-400	FEMA State Reimb. - Irma 2017	1,250.00	0.00	0.00	0.00	750.00	(750.00)	0.00 %
01-334-910	DEO GRANT	30,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-335-120	MRS - State Sales Tax	58,081.06	58,720.00	58,720.00	0.00	43,170.73	15,549.27	73.52 %
01-335-122	SSS - 8th Cent. Motor Fuel Tax	17,725.70	17,888.00	17,888.00	0.00	12,635.77	5,252.23	70.64 %
01-335-123	MRS - Municipal Fuel Tax	51.70	50.00	50.00	0.00	4.93	45.07	9.86 %
01-335-140	Mobile Home License	5,455.30	5,486.00	5,486.00	1,202.75	6,465.68	(979.68)	117.86 %
01-335-150	Alcoholic Beverage License	1,125.71	1,126.00	1,126.00	0.00	978.88	147.12	86.93 %
01-335-180	Half-Cent Sales Tax	121,829.13	143,520.00	143,520.00	11,226.93	102,349.53	41,170.47	71.31 %
01-337-100	Library Coop Funding	33,876.08	31,990.00	31,990.00	0.00	43,226.22	(11,236.22)	135.12 %

POLK CITY
JULY 2020 MONTHLY FINANCIALS

GENERAL FUND REVENUES
83.33 % Yr Complete For Fiscal Year: 2020 / 7

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	2020 ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	(EXCESS)/DEFICIT	2020 PERCENTAGE REALIZED
01-340-400	Solid Waste	303,419.35	326,479.00	326,479.00	27,701.50	239,083.11	87,395.89	73.23 %
01-340-700	Stormwater Utility Fees	31,540.17	24,019.00	24,019.00	2,843.41	25,251.19	(1,232.19)	105.13 %
01-340-900	Notary Fees	175.00	0.00	0.00	10.00	190.00	(190.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	16,303.82	16,304.00	16,304.00	0.00	8,936.32	7,367.68	54.81 %
01-347-100	Library Income	7,209.99	6,000.00	6,000.00	372.84	4,497.45	1,502.55	74.96 %
01-351-200	Fines, Penalties, and Forfeitures	11,166.63	6,500.00	6,500.00	757.82	8,728.84	(2,228.84)	134.29 %
01-359-100	Other Fines and/or Forfeitures	902.50	0.00	0.00	0.00	436.29	(436.29)	0.00 %
01-359-300	Late Fees	204.08	200.00	200.00	10.50	114.00	86.00	57.00 %
01-361-100	Interest Income	1,009.22	900.00	900.00	0.00	523.77	376.23	58.20 %
01-362-100	Activity Center Rentals	3,150.00	2,700.00	2,700.00	0.00	700.00	2,000.00	25.93 %
01-362-200	Donald Bronson Community Center Renta	8,450.00	5,000.00	5,000.00	300.00	5,800.00	(800.00)	116.00 %
01-365-100	Sales of Surplus Property	136.10	0.00	0.00	0.00	0.00	0.00	0.00 %
01-366-100	Private Donations	490.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-366-101	Private Donations - Christmas	2,000.00	2,000.00	2,000.00	0.00	1,775.00	225.00	88.75 %
01-366-102	Private Donations - Halloween	1,000.00	1,000.00	1,000.00	0.00	1,605.00	(605.00)	160.50 %
01-366-110	Private Donations - Library	7,511.26	1,000.00	1,000.00	0.00	76.75	923.25	7.68 %
01-369-100	Misc. Income	942.76	100.00	100.00	0.00	8,631.86	(8,531.86)	8631.86 %
01-369-101	Misc Income - Copies and Faxes	105.00	100.00	100.00	3.00	3.00	97.00	3.00 %
01-369-102	Misc Income - Collection Allowance	6,488.06	5,000.00	5,000.00	(46.13)	7,793.79	(2,793.79)	155.88 %
01-369-120	Misc Income - Christmas	180.00	160.00	160.00	0.00	300.00	(140.00)	187.50 %
01-369-130	Misc Income - Halloween	320.00	240.00	240.00	0.00	60.00	180.00	25.00 %
01-369-400	Insurance Proceeds	2,214.91	2,000.00	2,000.00	0.00	2,155.40	(155.40)	107.77 %
01-369-401	Insurance - Claims	2,265.16	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-500	Refund of State Gas Tax	1,391.22	500.00	500.00	0.00	894.41	(394.41)	178.88 %
01-381-400	Transfer From Enterprise Fund	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-381-900	Cash Carry Forward	0.00	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
DEPARTMENT TOTALS		2,629,437.60	2,944,564.00	2,944,564.00	166,579.83	2,490,124.66	454,439.34	84.57 %

POLK CITY
JULY 2020 MONTHLY FINANCIALS

General Fund Expenditures

83.33 % Yr Complete For Fiscal Year: 2020 / 7

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	7,863.60	10,800.00	10,800.00	900.00	9,300.00	1,500.00	86.11 %
01-511-160	Bonuses and Gift Certificates - Legis	2,165.65	2,500.00	2,500.00	0.00	2,707.11	(207.11)	108.28 %
01-511-210	Fica Taxes - Legislative	767.21	1,033.00	1,033.00	68.86	918.56	114.44	88.92 %
01-511-240	Worker's Compensation - Legislative	11.00	25.00	25.00	0.00	13.61	11.39	54.44 %
01-511-400	Travel and Training - Legislative	5,034.30	5,500.00	5,500.00	0.00	100.00	5,400.00	1.82 %
01-511-470	Printing and Reproduction - Legislati	54.69	500.00	500.00	0.00	135.66	364.34	27.13 %
01-511-480	Promo Activities & Legal Ads - Legisl	0.00	3,000.00	3,000.00	1,610.00	1,610.00	1,390.00	53.67 %
01-511-490	Other Current Charges - Legislative	150.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-511-510	Office Supplies - Legislative	142.22	400.00	400.00	0.00	53.44	346.56	13.36 %
01-511-520	Operating Supplies - Legislative	857.40	1,000.00	1,000.00	0.00	114.56	885.44	11.46 %
01-511-540	Books, Pub., Sub., & Memberships - Le	3,670.00	4,000.00	4,000.00	0.00	3,203.00	797.00	80.08 %

DEPARTMENT TOTAL		20,716.07	31,258.00	31,258.00	2,578.86	18,155.94	13,102.06	58.08 %
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EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	137,526.06	139,276.00	139,276.00	18,379.20	130,847.42	8,428.58	93.95 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	553.86	4,061.64	738.36	84.62 %
01-512-140	Overtime - Executive	71.80	0.00	0.00	0.00	0.00	0.00	0.00 %
01-512-160	Bonuses and Gift Certificates - Execu	21,056.34	22,750.00	22,750.00	0.00	25,663.26	(2,913.26)	112.81 %
01-512-210	Fica Taxes - Executive	12,249.92	11,022.00	11,022.00	1,426.30	12,361.48	(1,339.48)	112.15 %
01-512-220	Retirement Contribution - Executive	25,392.26	26,529.00	26,529.00	3,972.47	26,932.98	(403.98)	101.52 %
01-512-230	Life & Health Insurance - Executive	16,400.00	18,868.00	18,868.00	1,419.52	15,659.80	3,208.20	83.00 %
01-512-240	Worker's Compensation - Executive	194.00	320.00	320.00	0.00	175.49	144.51	54.84 %
01-512-310	Professional Services - Executive	32.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-512-400	Travel and Training - Executive	4,132.50	5,500.00	5,500.00	(525.00)	742.22	4,757.78	13.49 %
01-512-410	Communication Services - Executive	738.89	700.00	700.00	109.42	771.98	(71.98)	110.28 %
01-512-470	Printing and Reproduction - Executive	0.00	200.00	200.00	0.00	133.50	66.50	66.75 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	800.00	800.00	0.00	0.00	800.00	0.00 %
01-512-490	Other Current Charges - Executive	2,780.48	3,500.00	3,500.00	14.96	77.74	3,422.26	2.22 %
01-512-510	Office Supplies - Executive	362.73	1,000.00	1,000.00	24.36	195.89	804.11	19.59 %
01-512-520	Operating Supplies - Executive	1,534.19	1,000.00	1,000.00	1,909.00	2,033.14	(1,033.14)	203.31 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	889.33	2,000.00	2,000.00	14.99	761.17	1,238.83	38.06 %

DEPARTMENT TOTAL		228,160.62	238,565.00	238,565.00	27,299.08	220,417.71	18,147.29	92.39 %

POLK CITY
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General Fund Expenditures

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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-516-120	Regular Salary - Wages - Fin & Acctng	74,903.00	87,256.00	87,256.00	10,062.73	70,996.09	16,259.91	81.37 %
01-516-140	Overtime - Fin & Acctng	246.23	519.00	519.00	19.43	203.11	315.89	39.13 %
01-516-210	Fica Taxes - Fin & Acctng	5,329.03	6,715.00	6,715.00	735.40	5,323.59	1,391.41	79.28 %
01-516-220	Retirement Contribution - Fin & Acctn	6,216.66	7,435.00	7,435.00	1,008.22	6,333.23	1,101.77	85.18 %
01-516-230	Life & Health Insurance - Fin & Acctn	15,369.46	18,580.00	18,580.00	1,395.54	15,420.00	3,160.00	82.99 %
01-516-240	Worker's Compensation - Fin & Acctng	124.00	202.00	202.00	0.00	109.94	92.06	54.43 %
01-516-310	Professional Services - Fin & Acctng	1,500.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-516-400	Travel and Training - Fin & Acctng	2,003.39	3,000.00	3,000.00	0.00	877.00	2,123.00	29.23 %
01-516-410	Communication Services - Fin & Acctng	586.72	600.00	600.00	56.21	649.89	(49.89)	108.32 %
01-516-470	Printing and Reproduction - Fin & Acc	410.40	700.00	700.00	0.00	0.00	700.00	0.00 %
01-516-510	Office Supplies - Fin & Acctng	731.34	1,200.00	1,200.00	0.00	1,493.43	(293.43)	124.45 %
01-516-520	Operating Supplies - Fin & Acctng	2,947.21	3,000.00	3,000.00	259.00	1,231.19	1,768.81	41.04 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	463.74	450.00	450.00	50.00	229.88	220.12	51.08 %
DEPARTMENT TOTAL								
		110,831.18	131,657.00	131,657.00	13,586.53	102,867.35	28,789.65	78.13 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	74,323.84	76,922.00	76,922.00	6,522.87	63,935.38	12,986.62	83.12 %
01-517-720	Interest - CB&T Debt Service Pmts	45,486.61	42,865.00	42,865.00	3,461.34	35,906.72	6,958.28	83.77 %
DEPARTMENT TOTAL								
		119,810.45	119,787.00	119,787.00	9,984.21	99,842.10	19,944.90	83.35 %
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	99,374.00	101,500.00	101,500.00	25,324.25	101,297.00	203.00	99.80 %
01-521-310	Professional Services - Law Enf	27,920.00	28,000.00	28,000.00	2,172.00	22,760.00	5,240.00	81.29 %
01-521-460	Repairs and Maintenance - Law Enf	0.00	500.00	500.00	0.00	3,099.00	(2,599.00)	619.80 %
01-521-510	Office Supplies - Law Enf	0.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-521-520	Operating Supplies - Law Enf	0.00	150.00	150.00	0.00	0.00	150.00	0.00 %
01-521-649	Machinery & Equip - JAG Grant - Law E	0.00	5,113.00	5,113.00	0.00	0.00	5,113.00	0.00 %
DEPARTMENT TOTAL								
		127,294.00	135,363.00	135,363.00	27,496.25	127,156.00	8,207.00	93.94 %

POLK CITY
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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zoning	82,135.82	87,048.00	87,048.00	10,041.61	71,355.28	15,692.72	81.97 %
01-524-140	Overtime - Bldg & Zoning	384.86	464.00	464.00	0.00	254.82	209.18	54.92 %
01-524-210	Fica Taxes - Bldg & Zoning	6,060.85	6,695.00	6,695.00	747.08	5,469.26	1,225.74	81.69 %
01-524-220	Retirement Contribution - Bldg & Zoni	6,780.09	7,412.00	7,412.00	1,004.76	6,381.51	1,030.49	86.10 %
01-524-230	Life & Health Insurance - Bldg & Zoni	16,124.30	18,623.00	18,623.00	1,399.15	15,456.10	3,166.90	82.99 %
01-524-240	Worker's Compensation - Bldg & Zo	912.00	1,331.00	1,331.00	0.00	977.40	353.60	73.43 %
01-524-310	Professional Services - Bldg & Zoning	164,363.33	100,000.00	100,000.00	5,323.15	106,099.62	(6,099.62)	106.10 %
01-524-311	Engineering Services - Bldg & Zoning	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-524-400	Travel and Training - Bldg & Zoning	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-524-480	Promo Activities & Legal Ads - Bldg &	0.00	0.00	0.00	0.00	432.20	(432.20)	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	299.84	200.00	200.00	0.00	487.45	(287.45)	243.73 %
01-524-520	Operating Supplies - Bldg & Zoning	1,888.16	100.00	100.00	279.00	458.99	(358.99)	458.99 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	226.68	0.00	0.00	14.99	134.91	(134.91)	0.00 %
01-524-630	Improvements Other than Building - Bl	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
DEPARTMENT TOTAL		279,175.93	231,373.00	231,373.00	18,809.74	207,507.54	23,865.46	89.69 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	21,424.50	23,978.00	23,978.00	2,841.24	20,418.93	3,559.07	85.16 %
01-529-210	Fica Taxes - Code Enf	1,563.19	1,834.00	1,834.00	211.22	1,553.98	280.02	84.73 %
01-529-220	Retirement Contribution - Code Enf	1,742.87	2,031.00	2,031.00	284.12	1,814.08	216.92	89.32 %
01-529-230	Life & Health Insurance - Code Enf	6,689.85	9,267.00	9,267.00	682.04	7,538.49	1,728.51	81.35 %
01-529-240	Worker's Compensation - Code Enf	372.00	549.00	549.00	0.00	403.08	145.92	73.42 %
01-529-310	Professional Services - Code Enf	4,000.00	6,000.00	6,000.00	500.00	5,000.00	1,000.00	83.33 %
01-529-400	Travel and Training - Code Enf	1,030.86	500.00	500.00	0.00	75.00	425.00	15.00 %
01-529-410	Communication Services - Code Enf	558.72	0.00	0.00	66.21	570.36	(570.36)	0.00 %
01-529-470	Printing and Reproduction - Code Enf	330.69	0.00	0.00	0.00	219.69	(219.69)	0.00 %
01-529-480	Promo Activities & Legal Ads - Code E	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-492	Recording & Other Fees	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-510	Office Supplies - Code Enf	167.44	200.00	200.00	0.00	95.36	104.64	47.68 %
01-529-520	Operating Supplies - Code Enf	1,611.39	100.00	100.00	309.00	340.04	(240.04)	340.04 %
01-529-540	Books, Pub., Sub., & Memberships - Co	0.00	1,584.00	1,584.00	0.00	80.00	1,504.00	5.05 %

POLK CITY
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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-529-630	Improvements Other than Building - Co	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %

	DEPARTMENT TOTAL	39,491.51	52,443.00	52,443.00	4,893.83	38,109.01	14,333.99	72.67 %
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REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	154,673.12	176,840.00	176,840.00	14,987.96	147,236.32	29,603.68	83.26 %
01-534-342	Refuse Disposal - Commercial - Refuse	85,664.63	85,722.00	85,722.00	7,035.09	78,568.97	7,153.03	91.66 %

	DEPARTMENT TOTAL	240,337.75	262,562.00	262,562.00	22,023.05	225,805.29	36,756.71	86.00 %
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STORMWATER								
01-538-310	PROFESSIONAL SERVICES - STORMWATER	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-538-311	Engineering Services - Stormwater	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-538-400	Travel and Training - Stormwater	812.28	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-538-460	Repairs and Maintenance - Stormwater	0.00	14,000.00	14,000.00	6,000.00	16,095.00	(2,095.00)	114.96 %
01-538-492	Recording & Other Fees - Stormwater	100.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-538-540	Books, Pub., Sub., & Memberships - St	1,000.00	500.00	500.00	0.00	0.00	500.00	0.00 %

	DEPARTMENT TOTAL	1,912.28	21,000.00	21,000.00	6,000.00	16,095.00	4,905.00	76.64 %
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GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't	18,033.01	22,000.00	22,000.00	5,895.67	17,097.31	4,902.69	77.72 %
01-539-312	Professional Services - Other - Gen G	1,807.00	6,000.00	6,000.00	386.62	1,434.14	4,565.86	23.90 %
01-539-411	City Hall - Communication - Gen Gov&#	13,566.49	15,500.00	15,500.00	1,126.10	11,194.08	4,305.92	72.22 %
01-539-413	Public Works - Communication - Gen Go	1,866.91	2,200.00	2,200.00	207.70	1,984.16	215.84	90.19 %
01-539-414	Community Center-Communication-Gen Go	1,686.78	2,000.00	2,000.00	152.90	1,540.81	459.19	77.04 %
01-539-431	City Hall - Utilities - Gen Gov't	15,832.67	23,000.00	23,000.00	1,510.91	12,056.06	10,943.94	52.42 %
01-539-432	Activity Center - Utilities - Gen Gov	4,658.25	4,000.00	4,000.00	189.67	1,660.97	2,339.03	41.52 %
01-539-433	Public Works - Utilities - Gen Gov	2,466.57	3,000.00	3,000.00	201.10	1,934.73	1,065.27	64.49 %
01-539-434	Community Center-Utilities-Gen Gov	5,235.40	5,500.00	5,500.00	409.63	4,090.72	1,409.28	74.38 %

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01-539-440	Rentals and Leases - Gen Gov't Bldg	8,632.30	8,000.00	8,000.00	705.58	6,508.31	1,491.69	81.35 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	18,396.95	15,000.00	15,000.00	397.50	29,979.87	(14,979.87)	199.87 %
01-539-462	Activity Center - Repairs & Maint - G	1,113.40	7,500.00	7,500.00	0.00	1,599.08	5,900.92	21.32 %
01-539-463	Public Works I - Repairs & Maint - Ge	707.53	500.00	500.00	321.01	2,743.92	(2,243.92)	548.78 %
01-539-464	Community Center-Repairs & Maint-Gen	5,051.25	12,000.00	12,000.00	106.00	13,856.60	(1,856.60)	115.47 %
01-539-466	Public Works/Utilities Oper - Repairs	12,110.51	5,000.00	5,000.00	459.08	3,625.49	1,374.51	72.51 %
01-539-490	Other Current Charges - Gen Gov't	65.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-539-510	Office Supplies - Gen Gov't Bldgs	107.37	0.00	0.00	0.00	1,295.10	(1,295.10)	0.00 %
01-539-521	City Hall - Operating Supplies - Gen	3,849.92	6,000.00	6,000.00	854.10	4,071.46	1,928.54	67.86 %
01-539-522	Activity Center - Operating Supplies	891.61	1,000.00	1,000.00	48.10	996.75	3.25	99.68 %
01-539-523	Public Works - Operating Supplies - G	62.92	0.00	0.00	0.00	9.59	(9.59)	0.00 %
01-539-524	Community Center-Operating Supplies-G	1,706.77	1,500.00	1,500.00	48.10	969.13	530.87	64.61 %
01-539-526	Public Works/Utilities Oper - Operati	953.11	1,000.00	1,000.00	91.20	122.03	877.97	12.20 %
01-539-634	Community Center - Improv. O/T Bldgs	0.00	30,000.00	30,000.00	0.00	1,638.55	28,361.45	5.46 %
01-539-640	Public Works - Bldgs/Property - Gen G	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %

DEPARTMENT TOTAL		118,801.72	178,700.00	178,700.00	13,110.97	120,408.86	58,291.14	67.38 %
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ROADS AND STREETS								
01-541-120	Regular Salary - Wages - Roads & Stre	171,151.68	190,565.00	190,565.00	20,465.89	143,494.99	47,070.01	75.30 %
01-541-140	Overtime - Roads & Streets	1,445.27	3,406.00	3,406.00	0.00	1,316.15	2,089.85	38.64 %
01-541-210	Fica Taxes - Roads & Streets	12,963.41	14,839.00	14,839.00	1,541.81	11,201.24	3,637.76	75.49 %
01-541-220	Retirement Contribution - Roads & Str	14,263.02	16,429.00	16,429.00	2,057.71	12,920.47	3,508.53	78.64 %
01-541-230	Life & Health Insurance - Roads & Str	35,147.35	45,019.00	45,019.00	3,184.33	34,787.17	10,231.83	77.27 %
01-541-240	Worker's Compensation - Roads & S	14,034.00	17,059.00	17,059.00	0.00	12,386.28	4,672.72	72.61 %
01-541-310	Professional Services - Roads & Stree	3,205.21	0.00	0.00	0.00	124.20	(124.20)	0.00 %
01-541-311	Engineering Services - Roads & Street	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-541-400	Travel and Training - Roads & Streets	284.44	1,000.00	1,000.00	0.00	70.00	930.00	7.00 %
01-541-410	Communication Services - Roads & Stre	2,331.32	3,500.00	3,500.00	153.50	1,220.85	2,279.15	34.88 %
01-541-430	Utilities - Roads & Streets	22,941.24	30,000.00	30,000.00	2,421.74	25,716.58	4,283.42	85.72 %
01-541-460	Repairs and Maintenance - Roads & Str	4,253.89	10,000.00	10,000.00	0.00	7,068.03	2,931.97	70.68 %
01-541-461	Repairs & Maintenance-Equipment - Roa	19,785.76	8,000.00	8,000.00	1,896.54	7,545.07	454.93	94.31 %
01-541-464	Vehicle Fuel - Roads & Streets	8,118.35	7,500.00	7,500.00	406.33	4,079.25	3,420.75	54.39 %
01-541-465	Vehicle Maintenance - Roads & Streets	4,092.20	8,000.00	8,000.00	482.00	7,594.73	405.27	94.93 %
01-541-466	Public Works/Utilities Facility - Rep	0.00	6,000.00	6,000.00	106.82	504.19	5,495.81	8.40 %
01-541-480	Promo Activities & Legal Ads - Roads	34.99	0.00	0.00	0.00	0.00	0.00	0.00 %

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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-541-490	Other Current Charges - Roads & Stree	6.60	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-493	Equipment Rental - Roads & Streets	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-541-510	Office Supplies - Roads & Streets	695.03	1,000.00	1,000.00	0.00	328.35	671.65	32.84 %
01-541-520	Operating Supplies - Roads & Streets	12,810.30	10,000.00	10,000.00	814.22	9,730.67	269.33	97.31 %
01-541-524	Chemicals - Roads & Streets	141.98	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & S	3,376.09	15,000.00	15,000.00	0.00	4,250.57	10,749.43	28.34 %
01-541-531	Landscape Materials & Supplies - Road	0.00	0.00	0.00	0.00	4,228.92	(4,228.92)	0.00 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	208.20	500.00	500.00	14.99	267.75	232.25	53.55 %
01-541-630	Improvements Other than Building - Ro	0.00	100,000.00	100,000.00	0.00	146,736.90	(46,736.90)	146.74 %
01-541-640	Machinery & Equipment - Roads & Stree	9,061.76	50,000.00	50,000.00	0.00	52,062.63	(15,324.78)	104.13 %
DEPARTMENT TOTAL		340,352.09	545,817.00	545,817.00	33,545.88	487,634.99	44,919.86	89.34 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	74,947.60	83,606.00	83,606.00	7,888.81	59,865.30	23,740.70	71.60 %
01-571-140	Overtime - Library	451.71	986.00	986.00	44.10	515.21	470.79	52.25 %
01-571-210	Fica Taxes - Library	5,542.34	6,471.00	6,471.00	578.15	4,526.52	1,944.48	69.95 %
01-571-220	Retirement Contribution - Library	6,229.31	7,165.00	7,165.00	793.29	5,362.92	1,802.08	74.85 %
01-571-230	Life & Health Insurance - Library	16,125.88	18,756.00	18,756.00	1,353.62	15,388.31	3,367.69	82.04 %
01-571-240	Worker's Compensation - Library	0.00	195.00	195.00	0.00	105.04	89.96	53.87 %
01-571-310	Professional Services - Library	4,938.44	2,000.00	2,000.00	223.00	3,360.40	(1,360.40)	168.02 %
01-571-312	Professional Services - Other - Libra	1,752.50	2,500.00	2,500.00	95.00	95.00	2,405.00	3.80 %
01-571-400	Travel and Training - Library	194.75	700.00	700.00	0.00	0.00	700.00	0.00 %
01-571-410	Communication Services - Library	3,741.50	6,200.00	6,200.00	185.38	3,453.10	2,746.90	55.70 %
01-571-420	Education Reimbursement - Library	0.00	2,040.00	2,040.00	0.00	0.00	2,040.00	0.00 %
01-571-430	Utilities - Library	3,015.20	4,500.00	4,500.00	224.63	2,823.72	1,676.28	62.75 %
01-571-460	Repairs and Maintenance - Library	3,617.00	4,100.00	4,100.00	0.00	2,359.79	1,740.21	57.56 %
01-571-480	Promo Activities & Legal Ads - Librar	583.48	2,500.00	2,500.00	0.00	386.42	2,113.58	15.46 %
01-571-490	Other Current Charges - Library	0.00	0.00	0.00	0.00	42.79	(42.79)	0.00 %
01-571-510	Office Supplies - Library	449.83	1,300.00	1,300.00	38.95	410.63	889.37	31.59 %
01-571-520	Operating Supplies - Library	3,604.76	9,000.00	9,000.00	908.60	4,553.51	4,446.49	50.59 %
01-571-540	Books, Pub., Sub., & Memberships - Li	706.07	600.00	600.00	54.97	584.63	15.37	97.44 %
01-571-630	Improvements Other than Building - Li	0.00	0.00	0.00	0.00	12,510.00	(12,510.00)	0.00 %
01-571-660	Books, Pub. & Library Materials - Libr	16,033.54	17,000.00	17,000.00	1,291.62	12,585.26	4,414.74	74.03 %
DEPARTMENT TOTAL		141,933.91	169,619.00	169,619.00	13,680.12	128,928.55	40,690.45	76.01 %

POLK CITY
JULY 2020 MONTHLY FINANCIALS

General Fund Expenditures

83.33 % Yr Complete For Fiscal Year: 2020 / 7

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	2020 PERCENTAGE REALIZED
PARKS								
01-572-310	Professional Services - Parks	1,056.50	0.00	0.00	4,800.00	10,051.57	(10,051.57)	0.00 %
01-572-430	Utilities - Parks	7,026.15	23,000.00	23,000.00	418.43	6,940.92	16,059.08	30.18 %
01-572-460	Repairs and Maintenance - Parks	12,232.19	15,000.00	15,000.00	3,758.58	17,349.17	(2,349.17)	115.66 %
01-572-493	Equipment Rental - Parks	0.00	1,000.00	1,000.00	0.00	630.42	369.58	63.04 %
01-572-520	Operating Supplies - Parks	1,829.33	1,200.00	1,200.00	48.06	1,465.22	(265.22)	122.10 %
01-572-630	Improvements Other than Building - Pa	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-572-640	Machinery & Equipment - Parks	0.00	0.00	0.00	0.00	562.98	(562.98)	0.00 %
DEPARTMENT TOTAL								
		22,144.17	50,200.00	50,200.00	9,025.07	37,000.28	13,199.72	73.71 %
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	680.00	2,000.00	2,000.00	0.00	560.00	1,440.00	28.00 %
01-574-440	Rentals and Leases - Spec Events	125.00	1,000.00	1,000.00	0.00	3,387.40	(2,387.40)	338.74 %
01-574-470	Printing and Reproduction - Spec Even	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-574-480	Promo Activities & Legal Ads - Spec E	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-490	Other Current Charges - Spec Events	0.00	0.00	0.00	0.00	145.58	(145.58)	0.00 %
01-574-520	Operating Supplies - Spec Events	8,652.46	11,000.00	11,000.00	0.00	9,010.97	1,989.03	81.92 %
DEPARTMENT TOTAL								
		9,457.46	16,500.00	16,500.00	0.00	13,103.95	3,396.05	79.42 %
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	9,785.28	25,000.00	25,000.00	627.48	7,129.97	17,870.03	28.52 %
01-590-311	Engineering Services - Non-Dept	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-590-312	Professional Services - Other - Non-D	2,310.00	8,000.00	8,000.00	0.00	7,500.00	500.00	93.75 %
01-590-315	Inmate Labor - GF Non - Dept	28,748.50	28,749.00	28,749.00	0.00	21,561.39	7,187.61	75.00 %
01-590-320	Accounting and Auditing - Non-Dept	19,271.44	17,000.00	17,000.00	3,409.88	13,702.98	3,297.02	80.61 %
01-590-450	Liability Insurance - Non-Dept	45,736.50	70,000.00	70,000.00	0.00	46,712.00	23,288.00	66.73 %
01-590-464	Vehicle Fuel - Non- Departmental	443.55	500.00	500.00	15.40	199.13	300.87	39.83 %

POLK CITY
JULY 2020 MONTHLY FINANCIALS

General Fund Expenditures

83.33 % Yr Complete For Fiscal Year: 2020 / 7

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-590-465	Vehicle Maintenance - Non-Departmental	823.41	500.00	500.00	0.00	57.50	442.50	11.50 %
01-590-510	Office Supplies - Non-Departmental	937.63	2,000.00	2,000.00	43.75	394.93	1,605.07	19.75 %
01-590-520	Operating Supplies - Non-Dept	2,625.27	3,000.00	3,000.00	0.00	1,017.88	1,982.12	33.93 %
01-590-521	Emergencies & Contingencies - Operati	1,676.27	20,000.00	20,000.00	0.00	3,726.07	16,273.93	18.63 %
01-590-525	Uniforms - Non Dept	2,899.14	4,500.00	4,500.00	0.00	619.85	3,880.15	13.77 %
01-590-528	Postage - Non-Dept	766.10	1,000.00	1,000.00	0.00	115.25	884.75	11.53 %
01-590-540	Books, Pub., Sub., & Memberships -NON	0.00	0.00	0.00	0.00	2,725.00	(2,725.00)	0.00 %
01-590-930	Transfer - Police Public Safety Impact	0.00	59,984.00	59,984.00	0.00	0.00	59,984.00	0.00 %
01-590-931	Transfer to Fire Public Safety Impact	0.00	32,095.00	32,095.00	0.00	0.00	32,095.00	0.00 %
01-590-932	Transfer - Parks & Rec Impact Reserve	0.00	96,734.00	96,734.00	0.00	0.00	96,734.00	0.00 %
01-590-933	Transfer -Public Facility Impact Rese	0.00	162,564.00	162,564.00	0.00	0.00	162,564.00	0.00 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	63,392.00	63,392.00	0.00	0.00	63,392.00	0.00 %
01-590-941	Reserves - Emergencies & Contingencie	5,191.76	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	2,340.00	5,000.00	5,000.00	0.00	350.00	4,650.00	7.00 %
01-590-992	Unemployment Claims - Non-Dept	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-590-994	Bank Fees - Non-Dept	0.00	0.00	0.00	0.00	7.50	(7.50)	0.00 %
01-590-996	Bad Debt - Non-Dept	(2,476.98)	3,000.00	3,000.00	0.00	8,722.63	(5,722.63)	290.75 %
01-590-999	Other - Non-Operating Charges - Non-D	(877.25)	5,500.00	5,500.00	725.00	8,732.23	(3,232.23)	158.77 %

DEPARTMENT TOTAL

120,200.62	621,018.00	621,018.00	4,821.51	123,274.31	497,743.69	19.85 %
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General Fund Revenues Total

General Fund Expenditures Total

Total Revenue vs. Expenditures

2,629,437.60	2,944,564.00	2,944,564.00	166,579.83	2,490,124.66	454,439.34	15.43%
-2,050,929.28	-2,944,564.00	-2,944,564.00	-271,660.27	-2,044,142.50	-893,157.54	53.35%
578,514.32	0.00	0.00	-105,280.44	445,982.16	-438,718.00	

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2020 thru Fiscal Month: Jul, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	1,306,083.18	
05-101-710	Cash - Enterprise Fund Capital Imprvmnts	52,898.45	
05-101-800	Cash - Sewer Impact Fee Account	1,828,652.04	
05-101-900	Cash - Water Impact Fee Account	442,445.30	
05-101-913	DEP Loan - Sinking Fund	58,069.36	
05-101-915	Tax Exempt Leasing - Sinking Fund	19,570.70	
05-101-916	US Bank - Sink Fund	569,225.00	
05-101-917	US Bank - Renewal & Replacement Series	18,844.38	
05-101-918	DEP Loan WW531400 - Sink Fund	656.70	
05-101-919	DEP Loan WW531402 - Sink Fund	42,954.00	
05-101-920	Cash - Customer Deposits	368,815.76	
05-115-100	Accounts Receivable - Utilities	19,561.34	
05-115-130	Accounts Receivable - Readiness to Serve	67,166.11	
05-115-200	Accounts Receivable - Year End	344,321.00-	
05-117-100	Allowance for Bad Debt	42,672.50-	
05-117-200	Allowance for Uncollectible A/R	68,835.67-	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	37,363.62	
05-159-100	Deferred Outflows - Related to Pension	104,459.01	
05-159-200	Deferred Outflows - Loss on Refunding	810,157.03	
05-160-902	Reserve Account	225,392.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-160-904	Reserve Acct - CIP Purchases	25,778.78	
05-160-906	Reserve Acct - Cardinal Hill	25,000.00	
05-161-900	Fixed Assets - Land	2,730,735.50	
05-164-100	Utility Plant in Service	12,366,533.92	
05-164-900	Improvements Other than Buildings	33,331.74-	
05-164-910	Improvements Other than Buildings - MOSN	33,331.74	
05-165-900	Acc.Dep. - Improvements Other than Build	316,892.74-	
05-166-900	Equipment & Furniture	470,766.19	
05-167-900	Accumulated Depreciation - Equipment	3,850,216.76-	
05-169-900	CIP - Construction Costs	2,080,266.14	
	** TOTAL ASSET**		19,096,499.84
05-202-100	Accounts Payable	196,611.97-	
05-202-300	Construction Payables	206,855.85	
05-202-305	Retainage Payable	93,375.00	
05-202-900	Customer Deposits	328,255.76	
05-203-100	Accumulated Interest Payable	53,780.56	
05-203-600	SRF Loan WW51201P	2,059,675.11	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	35,641.30	
05-203-615	SRF Loan WW531402/SG531403	1,284,410.00	
05-203-710	US Bank 2017 Bond Note	8,185,000.00	
05-203-750	Tax Exempt Leasing Loan	45,074.78	
05-203-910	Unamortized Bond Premiums - US Bank	602,902.93	
05-208-305	Taxes Payable	10,157.45-	
05-225-100	Deferred Inflows - Related to Pension	14,550.02	
05-234-100	L-T-D - Current Portion	399,250.00	
05-234-901	Less: Current Portion of LTD	399,250.00-	
05-235-900	Net Pension Liability	206,873.16	
	** TOTAL LIABILITY**		12,909,625.05
05-243-100	Encumbrances Placed	164,183.16	
05-245-100	Reserved for Encumbrances	164,183.16-	
	** TOTAL ENCUMBRANCE**		0.00
05-250-100	Contributed Capital	598,715.40	

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2020 thru Fiscal Month: Jul, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	4,066,494.82	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		5,426,206.01
	** TOTAL REVENUE**		2,868,773.05
	** TOTAL EXPENSE**		2,108,104.27
	TOTAL LIABILITY AND EQUITY		19,096,499.84

POLK CITY
JULY 2020 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE
83.33 % Yr Complete For Fiscal Year: 2020 / 7

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTY T	2,112.49	0.00	0.00	0.00	158.93	(158.93)	0.00 %
05-324-210	Water Impact Fees	85,603.00	162,471.00	162,471.00	8,735.00	127,531.00	34,940.00	78.49 %
05-324-220	Sewer Impact Fees	211,920.00	410,595.00	410,595.00	22,075.00	309,050.00	101,545.00	75.27 %
05-325-111	Connection Fees - Water - Cash Basis	42,430.16	81,840.00	81,840.00	4,350.00	62,205.00	19,635.00	76.01 %
05-325-112	Connection Fees - Water - Accrual Bas	3,045.00	500.00	500.00	435.00	4,710.44	(4,210.44)	942.09 %
05-325-210	Readiness to Serve Charge - Sewer	30,892.30	29,148.00	29,148.00	0.00	2,741.30	26,406.70	9.40 %
05-325-211	Readiness to Serve Charge - Water	21,260.00	21,704.00	21,704.00	0.00	1,589.37	20,114.63	7.32 %
05-329-200	Other Lic./Fees/Permits	2,661.00	2,000.00	2,000.00	499.20	1,299.20	700.80	64.96 %
05-331-350	Sewer/Wastewater Grants	0.00	0.00	0.00	0.00	459,302.00	(459,302.00)	0.00 %
05-331-370	Small Community Wastewater Grant	128,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-340-300	Water Utility Revenue	1,165,225.74	1,214,879.00	1,214,879.00	102,335.22	949,335.97	265,543.03	78.14 %
05-340-500	Sewer Utility Revenue	1,091,753.54	1,149,532.00	1,149,532.00	95,068.95	887,888.30	261,643.70	77.24 %
05-359-100	Other Fines and/or Forfeitures	30,795.00	23,800.00	23,800.00	1,985.00	22,515.00	1,285.00	94.60 %
05-359-200	Non Sufficient Funds	1,560.00	1,300.00	1,300.00	30.00	905.00	395.00	69.62 %
05-359-300	Late Fees	30,996.00	29,000.00	29,000.00	2,866.50	14,574.00	14,426.00	50.26 %
05-369-100	Misc. Income	(505.68)	0.00	0.00	0.00	8,427.85	(8,427.85)	0.00 %
05-369-111	Cash Drawer Overage	0.00	0.00	0.00	0.00	20.00	(20.00)	0.00 %
05-369-112	Cash Drawer Overage - Bank Rec	0.00	0.00	0.00	0.00	838.06	(838.06)	0.00 %
05-369-400	Insurance Proceeds	0.00	0.00	0.00	0.00	5,681.63	(5,681.63)	0.00 %
05-369-401	Insurance - Claims	7,023.45	0.00	0.00	0.00	0.00	0.00	0.00 %
05-381-900	Cash Carry Forward	0.00	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00 %
DEPARTMENT TOTALS		2,854,772.00	3,256,769.00	3,256,769.00	238,379.87	2,868,773.05	387,995.95	88.09 %

POLK CITY
JULY 2020 MONTHLY FINANCIALSEnterprise Fund Expenditures
83.33 % Yr Complete For Fiscal Year: 2020 / 7

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
Water								
05-533-120	Regular Salary - Wages - Water Oper	176,307.51	205,272.00	205,272.00	19,336.90	130,365.49	74,906.51	63.51 %
05-533-140	Overtime - Water Oper	2,916.21	5,262.00	5,262.00	236.40	3,449.71	1,812.29	65.56 %
05-533-210	Pica Taxes - Water Oper	13,253.83	16,106.00	16,106.00	1,457.67	10,236.77	5,869.23	63.56 %
05-533-220	Retirement Contribution - Water Oper	36,384.70	17,832.00	17,832.00	1,962.27	12,346.88	5,485.12	69.24 %
05-533-230	Life & Health Insurance - Water Oper	42,373.15	54,105.00	54,105.00	2,789.58	33,140.78	20,964.22	61.25 %
05-533-240	Worker#39;s Compensation - Water Oper	7,570.00	9,746.00	9,746.00	0.00	6,304.59	3,441.42	64.69 %
05-533-310	Professional Services - Water Oper	28,291.81	20,000.00	20,000.00	809.26	15,372.30	4,627.70	76.86 %
05-533-311	Engineering Services - Water Oper	(1,558.00)	30,000.00	30,000.00	2,608.44	7,882.94	22,117.06	26.28 %
05-533-312	Professional Services - Other - Water	3,952.02	20,000.00	20,000.00	108.30	2,187.44	17,812.56	10.94 %
05-533-313	Professional Services - Polk Regional	2,871.00	5,000.00	5,000.00	0.00	1,957.42	3,042.58	39.15 %
05-533-400	Travel and Training - Water Oper	872.95	500.00	500.00	3.00	198.06	301.94	39.61 %
05-533-410	Communication Services - Water Oper	4,160.22	3,500.00	3,500.00	294.72	2,973.25	526.75	84.95 %
05-533-420	Education Reimbursement - Water Oper	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-533-430	Utilities - Water Oper	1,266.22	0.00	0.00	119.93	1,037.14	(1,037.14)	0.00 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	3,191.68	6,900.00	6,900.00	237.91	14,349.46	(7,449.46)	207.96 %
05-533-432	Commonwealth WTP - Utilities - Water	1,501.25	4,620.00	4,620.00	23.55	305.97	4,314.03	6.62 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	12,853.99	12,000.00	12,000.00	1,153.01	21,079.48	(9,079.48)	175.66 %
05-533-460	Repairs and Maintenance - Water Oper	39,221.53	40,000.00	40,000.00	2,143.05	8,214.27	31,785.73	20.54 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	34,080.99	10,000.00	10,000.00	0.00	13,096.00	(3,096.00)	130.96 %
05-533-462	Commonwealth WTP - Repairs and Maint	0.00	8,000.00	8,000.00	0.00	2,586.00	5,414.00	32.33 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	0.00	8,000.00	8,000.00	0.00	4,061.41	3,938.59	50.77 %
05-533-464	Vehicle Fuel - Water Oper	10,665.49	7,000.00	7,000.00	812.91	6,341.43	658.57	90.59 %
05-533-465	Vehicle Maintenance - Water Oper	13,133.97	8,000.00	8,000.00	958.29	6,337.61	1,662.39	79.22 %
05-533-466	Public Works/Utilities Facility - Rep	4,265.01	6,000.00	6,000.00	0.00	555.03	5,444.97	9.25 %
05-533-470	Printing and Reproduction - Water Ope	0.00	0.00	0.00	412.50	567.50	(567.50)	0.00 %
05-533-492	Recording & Other Fees - Water Oper	5,300.00	4,300.00	4,300.00	0.00	3,300.00	1,000.00	76.74 %
05-533-493	Equipment Rental - Water Oper	0.00	0.00	0.00	0.00	218.38	(218.38)	0.00 %
05-533-510	Office Supplies - Water Oper	252.66	1,000.00	1,000.00	38.95	317.77	682.23	31.78 %
05-533-520	Operating Supplies - Water Oper	24,075.89	15,000.00	15,000.00	1,212.63	12,448.16	2,551.84	82.99 %
05-533-524	Chemicals - Water Oper	3,233.99	9,000.00	9,000.00	479.00	4,491.00	4,509.00	49.90 %
05-533-526	Meter Supplies - New Installs - Water	56,117.68	90,000.00	90,000.00	1,250.00	78,672.44	11,327.56	87.41 %
05-533-527	Meter Supplies - Repairs & Maintenanc	11,814.64	20,000.00	20,000.00	1,250.00	37,169.89	(15,906.79)	185.85 %
05-533-530	Road Materials & Supplies - Water Ope	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	1,403.78	0.00	0.00	0.00	759.88	(759.88)	0.00 %
05-533-605	Depreciation Expense - Water Oper	123,312.95	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-640	Machinery & Equipment - Water Oper	0.00	120,000.00	120,000.00	12,451.50	18,234.90	62,776.41	15.20 %
05-533-641	Mt. Olive WTP - Machinery & Equipment	0.00	150,000.00	150,000.00	0.00	124,934.00	(79,868.00)	83.29 %

POLK CITY
JULY 2020 MONTHLY FINANCIALS

Enterprise Fund Expenditures
83.33 % Yr Complete For Fiscal Year: 2020 / 7

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	2020 PERCENTAGE REALIZED
05-533-642	Commonwealth WTP - Machinery & Equipm	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-533-643	V.Matt Williams WTP - Machinery & Equ	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-533-650	Construction In Progress - Water Oper	0.00	0.00	0.00	0.00	19,147.50	(34,040.00)	0.00 %
05-533-660	Other Capital Assets - Water Operatio	0.00	0.00	0.00	0.00	32,177.50	(32,177.50)	0.00 %
05-533-710	Principal - Water Oper	0.00	79,277.00	79,277.00	57,050.00	79,277.30	(0.30)	100.00 %
05-533-720	Interest - Water Oper	76,351.08	72,847.00	72,847.00	36,423.57	74,104.73	(1,257.73)	101.73 %

DEPARTMENT TOTAL		739,438.20	1,104,267.00	1,104,267.00	145,623.34	790,200.37	156,514.54	71.56 %
=====								
Sewer								

05-535-120	Regular Salary - Wages - Sewer Oper	109,003.76	130,319.00	130,319.00	11,468.14	77,770.54	52,548.46	59.68 %
05-535-140	Overtime - Sewer Oper	3,492.28	3,475.00	3,475.00	549.52	4,033.62	(558.62)	116.08 %
05-535-210	Fica Taxes - Sewer Oper	8,464.96	10,235.00	10,235.00	901.79	6,289.22	3,945.78	61.45 %
05-535-220	Retirement Contribution - Sewer Oper	20,007.96	11,332.00	11,332.00	1,185.71	7,613.09	3,718.91	67.18 %
05-535-230	Life & Health Insurance - Sewer Oper	22,997.52	30,744.00	30,744.00	1,748.51	19,315.99	11,428.01	62.83 %
05-535-240	Worker#39,s Compensation - Sewer Ope	3,694.00	10,388.00	10,388.00	0.00	0.00	10,388.00	0.00 %
05-535-310	Professional Services - Sewer Oper	35,123.80	25,000.00	25,000.00	10,141.89	48,107.14	(23,107.14)	192.43 %
05-535-311	Engineering Services - Sewer Oper	(1,558.00)	20,000.00	20,000.00	570.00	8,998.75	11,001.25	44.99 %
05-535-312	Professional Services - Other - Sewer	4,566.06	14,000.00	14,000.00	0.00	487.49	13,512.51	3.48 %
05-535-400	Travel and Training - Sewer Oper	1,941.52	2,000.00	2,000.00	111.00	156.47	1,843.53	7.82 %
05-535-410	Communication Services - Sewer Oper	3,299.99	3,500.00	3,500.00	240.61	2,708.12	791.88	77.37 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	975.47	1,500.00	1,500.00	0.00	131.70	1,368.30	8.78 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,376.00	2,500.00	2,500.00	197.95	1,823.60	676.40	72.94 %
05-535-430	Utilities - Sewer Oper	6,216.09	7,000.00	7,000.00	480.85	4,873.52	2,126.48	69.62 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	18,679.65	21,000.00	21,000.00	1,426.86	18,752.21	2,247.79	89.30 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	7,476.06	11,000.00	11,000.00	538.22	6,861.91	4,138.09	62.38 %
05-535-460	Repairs and Maintenance - Sewer Oper	53,550.80	100,000.00	100,000.00	0.00	63,031.93	36,968.07	63.03 %
05-535-461	Cardinal Hill - Repairs and Maint - S	4,887.70	40,000.00	40,000.00	7,710.60	9,204.60	30,795.40	23.01 %
05-535-464	Vehicle Fuel - Sewer Oper	12,007.80	4,000.00	4,000.00	1,912.74	10,024.49	(6,024.49)	250.61 %
05-535-465	Vehicle Maintenance - Sewer Oper	13,287.66	8,000.00	8,000.00	174.02	7,923.51	76.49	99.04 %
05-535-466	Public Works/Utilities Facility - Rep	4,420.68	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
05-535-470	Printing and Reproduction - Sewer Ope	0.00	60.00	60.00	82.50	82.50	(22.50)	137.50 %
05-535-490	Other Current Charges - Sewer Oper	168.22	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	125.00	1,000.00	1,000.00	0.00	100.00	900.00	10.00 %
05-535-493	Equipment Rental - Sewer Oper	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	262.98	1,000.00	1,000.00	0.00	278.74	721.26	27.87 %

POLK CITY
JULY 2020 MONTHLY FINANCIALS

Enterprise Fund Expenditures
83.33 % Yr Complete For Fiscal Year: 2020 / 7

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	2020 PERCENTAGE REALIZED
05-535-520	Operating Supplies - Sewer Oper	11,207.82	8,000.00	8,000.00	499.03	6,662.00	1,338.00	83.28 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	27.34	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	15,360.00	0.00	0.00	0.00	3,952.00	(3,952.00)	0.00 %
05-535-524	Chemicals - Sewer Oper	30,789.99	17,000.00	17,000.00	3,570.00	15,967.00	1,033.00	93.92 %
05-535-530	Road Materials & Supplies - Sewer Ope	27.74	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-540	Books, Pub., Sub., & Memberships - Se	418.27	1,000.00	1,000.00	0.00	580.00	420.00	58.00 %
05-535-605	Depreciation Expense - Sewer Oper	207,323.29	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-630	Improvements Other than Building - Se	0.00	50,000.00	50,000.00	0.00	6,805.00	43,195.00	13.61 %
05-535-640	Machinery & Equipment - Sewer Oper	930.00	80,000.00	80,000.00	15,786.50	15,786.50	57,582.43	19.73 %
05-535-641	Cardinal Hill - Mach & Equip - Sewer	950.00	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	0.00	410,595.00	410,595.00	0.00	273,883.71	136,711.29	66.70 %
05-535-710	Principal - Sewer Oper	0.00	319,972.00	319,972.00	192,950.00	256,084.52	63,887.48	80.03 %
05-535-720	Interest - Sewer Oper	302,312.44	295,533.00	295,533.00	123,188.93	271,332.38	24,200.62	91.81 %
05-535-722	Interest - DEP Effluent Disposal Loan	4,626.30	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		909,441.15	1,688,153.00	1,688,153.00	375,435.37	1,149,622.25	531,899.68	68.10 %
=====								
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	27,327.92	25,000.00	25,000.00	2,081.53	20,283.94	4,716.06	81.14 %
05-590-311	Engineering Services - Non-Dept	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-590-312	Professional Services - Other - Non-D	8,240.00	8,000.00	8,000.00	2,500.00	2,500.00	5,500.00	31.25 %
05-590-315	Inmate Labor - EF Non - Dept	28,748.50	28,749.00	28,749.00	0.00	21,561.36	7,187.64	75.00 %
05-590-320	Accounting and Auditing - Non-Dept	30,497.31	17,000.00	17,000.00	6,923.09	27,821.24	(10,821.24)	163.65 %
05-590-440	Rentals and Leases - Non-Dept	4,609.06	0.00	0.00	324.66	3,594.98	(3,594.98)	0.00 %
05-590-450	Liability Insurance - Non-Dept	45,736.50	70,000.00	70,000.00	0.00	46,712.00	23,288.00	66.73 %
05-590-510	Office Supplies - Non-Departmental	840.65	1,000.00	1,000.00	4.80	334.70	665.30	33.47 %
05-590-520	Operating Supplies - Non-Dept	843.76	3,000.00	3,000.00	160.58	230.50	2,769.50	7.68 %
05-590-521	Emergencies & Contingencies - Operati	7,197.82	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-590-525	Uniforms - Non-Dept	1,493.52	4,500.00	4,500.00	0.00	1,271.29	3,228.71	28.25 %
05-590-528	Postage - Non-Dept	64.32	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-540	Books, Pub., Sub., & Memberships -NON	0.00	0.00	0.00	0.00	1,152.00	(1,152.00)	0.00 %
05-590-720	Interest - Bond 2017 Issue	(44,749.17)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	64,104.94	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
05-590-930	Transfer to Water Impact Fee Reserves	0.00	162,471.00	162,471.00	0.00	0.00	162,471.00	0.00 %
05-590-941	Reserves - Emergencies & Contingencie	0.00	83,077.00	83,077.00	0.00	0.00	83,077.00	0.00 %

POLK CITY
JULY 2020 MONTHLY FINANCIALS

Enterprise Fund Expenditures
83.33 % Yr Complete For Fiscal Year: 2020 / 7

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
05-590-992	Unemployment Claims - Non-Dept	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-590-994	Bank Fees - Non-Dept	0.00	1,550.00	1,550.00	0.00	0.00	1,550.00	0.00 %
05-590-996	Bad Debt - Non-Dept	11,249.07	0.00	0.00	0.00	42,197.08	(42,197.08)	0.00 %
05-590-999	Other - Non-Operating Charges - Non-D	4,729.74	0.00	0.00	0.00	622.56	(622.56)	0.00 %

DEPARTMENT TOTAL		215,933.94	464,347.00	464,347.00	11,994.66	168,281.65	296,065.35	36.24 %
=====								
Enterprise Fund Revenues Total		2,854,772.00	3,256,769.00	3,256,769.00	238,579.87	2,868,773.05	387,995.95	88.09%
Enterprise Fund Expenditures Total		-1,864,813.29	-3,256,769.00	-3,256,769.00	-533,053.37	-2,108,124.27	-984,479.57	64.73%
Total Revenue vs. Expenditures		989,958.71	0.00	0.00	-294,673.50	760,648.78	-596,483.62	

Library Reports 10/2019 - 09/2020

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	*Mar-20	*Apr-20	*May-20	Jun-20	Jul-20	Aug-20	Sep-20	Totals
Circulation													
Adult Books	1273	1318	1049	1204	1107	1272	1245	980	1304	3003			13755
Juvenile Books	1035	787	949	909	1257	1264	777	654	1183	1065			9880
DVD'S	858	829	912	1299	1066	744	635	554	1117	1092			9106
Hot-Spots	20	20	25	20	20	25	20	20	25	20			215
Digital	75	93	73	75	84	94	92	96	59	79			820
Total Circulation	3261	3047	3008	3507	3534	3399	2769	2304	3688	5259			33,776
New Borrowers													
In City	5	11	24	21	20	9	0	2	6	3			101
In County	3	18	4	6	5	3	5	2	5	3			54
Digital	7	12	5	9	13	16	9	5	3	4			83
Total New Borrowers	15	41	33	36	38	28	14	9	14	10			238
Number of Programs													
Adult	5	2	1	2	2	0	0	0	1	2			15
Juvenile	5	3	4	1	2	2	0	0	0	2			19
Young Adult	1	0	1	0	1	0	0	0	0	2			5
Total Programs	11	5	6	3	5	2	0	0	1	6			39
Program Attendance													
Adult	89	21	21	21	23	8	0	0	2	415			600
Juvenile	119	20	26	11	14	16	0	0	0	257			463
Young Adult	33	0	5	0	6	2	0	0	0	195			241
Total Attendance	241	41	52	32	43	26	0	0	2	867			1304
Reference Questions													
<i>Phone Calls</i>	190	178	258	224	195	232	261	384	356	324			2602
Number of Computer Users													
	212	194	191	185	223	121	0	0	75	59			1260
Total Patrons													
	1716	1615	1278	1308	1352	846	328	413	501	521			9878

* Library checkouts are reflecting a lower number than actual checkouts. Renewals will be added in as soon as the county can get the numbers to us.
 Prepared by: Suzette Penton August 05, 2020

**POLK COUNTY SHERIFF'S OFFICE
DEPARTMENT OF LAW ENFORCEMENT**

STATISTICAL DATA

West

Division

August 04, 2020

Northwest

District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical report for July, 2020.

ACTIVITY	
FELONY ARREST	4
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	5
AFFIDAVITS MISDEMEANOR	
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	3
TOTAL ARRESTS	12
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	6
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	47
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	4
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	2300
TRAFFIC STOPS	10
TOTAL DISPATCHED CALLS FOR SERVICE	74

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In July 2020, there were one (1) PROCAP captured crimes as compared to sixteen (16) in July 2019. In July 2020 there was one reported burglary of a conveyance. During this incident the locks were cut off of an enclosed trailer which was full of house hold items due to moving from New York to Polk City. In this particular incident no items were reported stolen at the time of the report. This cases is related to several other cases of this nature with the same suspect vehicle, and pose as a trend for Polk County and surrounding jurisdictions at this time. We are now sitting at -50% in crimes as compared to last year to date.

CaseNo	Inc From	Inc To	DOW	Location	Narrative	Det	PHOTO	VIDEO	CASE STATUS
GRAND THEFT									
PCSO-200028999	2020-07-27 / 0558hrs	2020-07-27 / 0610hrs	Mon	315 COMMONWEALTH AVE N WARRENS RV PARK	Unk susp cut the master lock off the enclosed trailer but didnt remove anything / Video in the area captured a white 2 tone F250 4dr with dark tinted windows circulating the location				

Department of Law Enforcement																														
Polk City - 2019 - 2020																														
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly	YTD		
	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	Change	2019	2020	
Robbery	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	1	0%	0.0	0.1	
Burg. Business	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0%	0.1	0.0	
Burg. Residence	2	1	2	0	0	0	0	0	1	0	0	0	0	0	0	0	2	0	0	0	1	0	2	0	5	1	0%	0.7	0.1	
Burg. Structure	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	0%	0.1	0.1	
Burg. Conveyance	0	0	1	1	0	0	0	0	1	0	0	0	14	0	0	0	0	0	0	1	0	0	0	0	16	1	0%	2.3	0.1	
Vehicle Theft	0	1	0	0	2	1	0	0	1	0	1	0	0	0	0	0	0	0	2	0	0	0	0	0	4	2	0%	0.6	0.3	
Grand Theft	1	0	1	0	1	0	0	0	0	1	1	1	0	1	1	0	0	0	1	0	0	0	0	0	4	3	0%	0.6	0.4	
Petit Theft	0	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	1	2	0%	0.1	0.3
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0
Retail Theft	0	0	0	0	0	0	0	0	1	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	3	-200%	0.0	0.4	
Criminal Mischief	0	0	0	1	0	0	0	0	1	0	0	0	0	0	2	0	0	0	0	0	0	0	1	0	0	2	0%	0.0	0.3	
Totals	4	2	4	3	3	2	0	2	3	3	2	3	16	1	4	0	5	0	3	0	2	0	4	0	32	16	-67%	4.6	2.3	
% Change	-50%		-25%		-33%		#DIV/0!		0%		50%		-94%		N/A		N/A		N/A		N/A		N/A		-50%				-50%	
FIR's	0	0	3	0	1	0	0	0	4	0	4	1	6	0	2	0	0	0	1	0	0	0	0	0	0	0	-16			

Public Works Report

June 2020

Public Works

Summary: Public Works maintained all Public facilities to include Library, City Hall, Freedom Park, Bronson Center, Old Public Works Facility, Courts, McManigle Park, Fishing Pier, New Public Work/Utility facilities, and Activity Center.

- Mowed and trimmed all City facilities
- Inspected Freedom Park, Recreation Courts, Fishing Pier, and McManigle Park,
- Monitored and serviced all storm drains throughout Polk City.
- Completed Work Orders-(Repairs and Maintenance of Equipment, Electrical, plumbing, Building Maintenance, Vehicle Maintenance, etc.)
- Ongoing effort to build storage shelves in our Old Public Works building to support storage of old Records.
- In collaboration with Feeding Tampa Bay we held Food Drive at Bronson Center to help feed our Neighbors bi-weekly.

July Objectives:

Continue maintaining the mowing and preventive maintenance of all City facilities, service equipment. Public Works will be replacing the border on the Freedom Park playground. Continuing our food drive efforts.

Public Works Report

July 2020

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- Ongoing effort to build storage shelves in our Old Public Works building to support storage of old Records.
- In collaboration with Feeding Tampa Bay we held Food Drive at Bronson Center to help feed our Neighbors bi-weekly.
- Amee Gainey and the First Baptist church Youth Group created a beautiful mural at Freedom Park.
- Installed temporary welcome and support signs for our First Responders

August Objectives:

Continue maintaining the mowing and preventive maintenance of all City facilities, service equipment. Public Works will be replacing the border on the Freedom Park playground. Continuing our food drive efforts.

UTILITY DEPARTMENT

July 2020

Summary: Water/Wastewater continued to maintain sampling of the Wastewater Treatment Plant. Continued to pull all samples for the Water Plants. All samples remain in compliance. Completed monthly MORs/DMR reports for DEP. Completed monthly SWFWMD report as required. Met all of DEP requirements to keep Polk City in compliance.

All lift stations continue to have preventive maintenance. We are continuing to get all Verbatims/Auto dialers running properly. Generators are being maintained.

Service Completed

- Monthly meter reading
- No reads for the Utility Billing
- Work Orders 129
- Turn On 29
- Turn off 33
- Misc. - (rereads, laptops, vacation turn on, TBO from shut off) 43
- Fire Hydrant flushing and maintenance is being done weekly.
- Valve exercising is being done weekly.
- Continue preventative maintenance/housekeeping is being done.
- WWTF is maintained by wasting, decanting, housekeeping.
- Mowed all water plants, wastewater plants and reclaim ponds
- Sprayed weeds at Freedom Park, 2nd St. Park, Perk Ponds, Lifstations, Jacob's Tennis Court, WTPs, Utility Office
- Working on Valve Isolation Program

August Objectives: Meet all DEP requirements to stay in compliance, continuing to maintain work orders and locates. Continue working on Valve Isolation Program.

Submitted By: Lori Pearson, Utility Supervisor

**City Commission Meeting
August 17, 2020**

AGENDA ITEM # 1: **Planning Commission Candidate Application**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Planning Commission Candidate Application

ATTACHMENTS:

Antonio Thomas Volunteer Application

ANALYSIS:

Polk City's Planning Commission currently two alternate vacancies. Polk City's Land Development Code requires that members of the Planning Commission must be a registered voter of Polk City, and a full-time resident of the city, owners or appointed employees of businesses within the City limits, or live within five miles of the City limits in unincorporated Polk County.

On July 15, 2020, Mr. Antonio Thomas submitted his volunteer application to serve on the Planning Commission as an alternate. Mr. Thomas is a resident of Polk City and meets all the requirements to serve on the Planning Commission as an alternate. Mr. Thomas' term will be set for January 1, 2020 and end December 31, 2022.

STAFF RECOMMENDATION:

Approve Antonio Thomas as Planning Commission Alternate



Please return this form to:
City Manager's Office
City of Polk City
PO Box 1139
203 Lakeshore Drive
Polk City, FL 33868
Fax: 863-984-2334
For more information
Call: 863-984-1375

Volunteer Program Application

Polk City's volunteer program gives citizens the opportunity to become actively involved with various activities in City government. The program is designed to increase citizen involvement in the day-to-day operations of your city's government. You can use your talents, learn new skills, organize, facilitate, teach and share. Who can volunteer? Just about anyone—professionals, retirees, craftspeople, secretaries or skilled laborers, students, families, singles, and youth. You can volunteer as an individual or in a group. You can give a day, a week, a month, or longer.

I'm ready ... sign me up:

Name: Antonio Thomas
Address: 595 Marklen Loop
City: Polk City
E-mail: Toniothomas553@yahoo.com

Home Phone: 863-968-3055
Work Phone: _____
Zip: 33868
Today's Date: 7/15/20

Tell us about yourself:

Work Experience: Boys and Girls Club, current Educator at Auburndale High School, Foot ball, wrestling coach at AHS
Education: Bachelor of science in Business Administration
Previous Volunteer Experience: city of Lake Alfred, city of Auburndale

Age: 27 Over 18 yrs. ☐ Under 18 yrs., if checked, please list age: _____

Times Available for Volunteer Work: (Please check all that are applicable)

Day	Morning	Afternoon	Evening
Monday			✓
Tuesday			✓
Wednesday			✓
Thursday			✓
Friday			✓
Saturday	✓	✓	✓
Sunday		✓	✓

What do you hope to gain from your volunteer experience? I would like to learn the city more while help the local government, as well as local citizen.

(over)

Planning Commission

I am interested in volunteering for the following:

- ☐ Parks and Recreation
☐ General Office Work
☒ Keep Polk City Beautiful Commission
☐ Telephone/Office Reception
☒ City Council Appointed Board or Commission

- ☐ Purging Files
☐ Special Projects/Mailings
☒ Litter Control Program
☐ Library

Window of Work

Didn't see anything of interest on the list? Completing this simple form will help us to quickly identify your particular skills, knowledge, and capabilities and to match you with a volunteer opportunity to consider.

My Talents	My Quests	No-Nos
Special skills, talents, interests you like to use:	Areas that you would like to learn more about:	Please don't ask me to do any of these:
Examples: • Typing • Talking to people • Working with youth • Administrative duties	Examples: • Computers • Bookkeeping • Chairing a committee • History of organization	Examples: • Public speaking • Working with youth • Work with computers
<i>Things you do well and enjoy doing. Don't hesitate to list something. You'd be surprised how your talents can be utilized.</i>	<i>List areas of interest that you may not have the skills to perform, but you would enjoy learning more about.</i>	<i>List those things that you really don't want to do.</i>
• Talking to people (Motivational) • working with youth • Public Speaking	• chairing a committee • help make Polk city better than I found it.	NA

Signature of Applicant:

Antonio Bone

Date:

7/15/20

For Office Use Only

Date received: _____

Placed: _____

Date Placed: _____

**City Commission Meeting
August 17, 2020**

**AGENDA ITEM #2: APPROVAL OF LEASE AGREEMENT WITH POLK COUNTY – LEASE
FOR FIRE STATION**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Lease Agreement with Polk County – Fire Station

ATTACHMENTS:

Lease Agreement

ANALYSIS:

Polk County and Polk City renewed a lease agreement for certain land and building located at 200 Commonwealth in September 2015. That lease is now up for renewal, and Polk County would like to continue with the Lease, which is a benefit for Polk City.

The renewal will be for a period of five years, which would end on September 30, 2025.

STAFF RECOMMENDATION:

Move to approve the Lease Agreement between Polk City (Landlord) and Polk County (Tenant) for a period of five years commencing October 1, 2020 and expiring September 30, 2025.

LEASE AGREEMENT

THIS LEASE AGREEMENT (the "Agreement"), is entered into as of the Effective Date defined in Section 30, below, by and between the **POLK CITY** (the "Landlord"), a Florida municipality, and **POLK COUNTY** (the "Tenant"), a political subdivision of the State of Florida.

RECITALS

WHEREAS, the Tenant, by and through its Fire Rescue Division, provides fire and rescue services for the unincorporated portions of Polk County; and

WHEREAS, the Landlord and Tenant entered into that certain Lease Agreement (the "Prior Agreement") having an effective date of October 1, 1990, as amended, whereby the Landlord leased certain land and improvements located at 200 Commonwealth, Polk County, Florida, to the Tenant, for the last 30 years, to facilitate timely responses to requests for rescue services in Polk City and in the adjoining unincorporated areas of Polk County; and

WHEREAS, the Prior Agreement expires on September 30, 2020; and

WHEREAS, the Landlord and the Tenant have mutually agreed to enter into this Agreement whereby the Landlord will continue to lease the Premises, as defined in Section 2, below, to Tenant for an additional five years; and

WHEREAS, the Landlord acknowledges that all the items transferred to the Tenant as noted in Section 1 of the Prior Agreement have been discarded due to normal wear and tear and aging and, notwithstanding anything to the contrary contained in the Prior Agreement, including, without limitation, Section 9 thereof, shall not be transferred back to the Landlord nor replaced with like kind equipment.

NOW, THEREFORE, in consideration of the mutual covenants stated herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree, as follows:

1. **RECITALS.** The foregoing recitals are true and correct and are incorporated into this Agreement.
2. **LEASE.** Landlord hereby leases and rents to the Tenant that certain land and building located at 200 Commonwealth, Polk County, Florida, as shown in Exhibit "A", (the "Premises"), and as further described in this Agreement, and the Tenant hereby leases and rents the Premises from Landlord, in accordance with the terms and conditions stated in this Agreement. The right of the Tenant to use and occupy the Premises under this Agreement shall include the right of exclusive use, in common with others entitled thereto, of the Property and Building common areas as the same may be determined by the Landlord.
3. **TERM.** The initial term (the "Initial Term") of the lease of the Premises under this Agreement shall commence on October 1, 2020 (the "Commencement Date") and shall

terminate September 30, 2025, unless extended or sooner terminated in accordance with this Agreement. The Tenant may terminate this Agreement at any time by delivering ninety (90) days prior written notice to the Landlord.

4. **RENT.** The term "Rent" as used in this Agreement shall mean Base Rent as defined in this Section 4, together with any and all other amounts that are payable from the Tenant to the Landlord pursuant to this Agreement.
 - (a) Base Rent. The Tenant shall pay the Landlord an annual base rent of One and 00/100 Dollars (\$1.00) for the use and occupancy of the Premises during the Term.
5. **UTILITIES.** The Tenant shall only be responsible and pay when due all fees, deposits, charges or other assessments for all separately metered utilities that service the Premises. The Landlord shall be responsible and shall pay when due all fees, deposits, charges or other assessments for all other utilities that service the Property.
6. **USE OF PREMISES.** The Tenant shall use the Premises to house emergency medical services personnel and equipment. The Tenant shall use and conduct its operations within the Premises in accordance with all applicable federal, state and local laws, statutes, regulations, and ordinances.
7. **SIGNAGE.** The Tenant shall be permitted to erect and maintain such signage in, on and around the Premises (to include the Building) and adjoining Property that the Tenant commonly utilizes to identify its fire and emergency medical services stations. Tenant shall be responsible for complying with all local laws and ordinances regarding its signage.
8. **ALTERATIONS AND IMPROVEMENTS.** Except for the hanging of pictures or other décor on Premises interior walls or doors, the Tenant shall not make or permit anyone to make any alterations, improvements, installations, or additions (any such act an "Alteration") in or to the Premises of any kind or nature whatsoever without the prior express written consent of Landlord, which the Landlord may withhold in its discretion.
9. **MAINTENANCE AND REPAIR.** The Landlord shall maintain, repair, and replace the roof and structural portions of the Building including, but not limited, to the foundation, bearing and exterior walls, subflooring and slab, unexposed electrical, plumbing, and sewer systems, all in a manner consistent with similar fire and emergency medical services stations located within Polk County, Florida. Additionally, the Landlord shall be responsible to maintain, repair and replace the Building heating, ventilating and air-conditioning system, to include its motors and other component parts. The Tenant shall at its own cost and expense keep the Premises safe, clean, well-maintained, and in good order and repair in a manner consistent with similar Polk County fire and emergency medical services stations located within Polk County, Florida. The Tenant shall remove all garbage, trash, rubbish or other refuse from the Premises and place the same in collection receptacles the Landlord will provide.
10. **INSURANCE.** The Landlord and the Tenant are self-insured as permitted by Florida Statutes, section 768.28, for the purposes of addressing any claim, judgment or claims bill which each may respectively be liable to pay.

11. **DEFAULT.** If either party materially defaults in any of its obligations under this Agreement and fails to cure the same within fifteen (15) days after the date the party receives written notice of the default from the other party, then the other party shall have the right to (i) immediately terminate this Agreement by delivering written notice to the party in material default, and (ii) pursue any and all remedies available in law, equity, and under this Agreement. If, however, the default is of a nature that it cannot be cured within such fifteen (15) day time period, an event of default shall not be deemed to have occurred provided the party in material default commences a cure of the default within the fifteen (15) day time period and thereafter diligently and continuously works to cure the default.
12. **LIABILITY LIMIT. IN NO EVENT, SHALL THE EITHER PARTY BE LIABLE TO THE OTHER FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND OR NATURE, INCLUDING LOSS OF PROFIT, WHETHER FORESEEABLE OR NOT, ARISING OUT OF OR RESULTING FROM THE NONPERFORMANCE OR BREACH OF THIS AGREEMENT BY THE OTHER PARTY WHETHER BASED IN CONTRACT, COMMON LAW, WARRANTY, TORT, STRICT LIABILITY, CONTRIBUTION, INDEMNITY OR OTHERWISE.**
13. **ATTORNEYS' FEES AND COSTS.** In connection with any dispute or any litigation arising out of, or relating to this Agreement, each party shall be responsible for its own legal and attorneys' fees, costs and expenses, including attorneys' fees, costs, and expenses incurred for any appellate proceedings.
14. **DAMAGE OR DESTRUCTION.** If the Building located on the Premises is wholly destroyed by fire or by other casualty then this Agreement shall immediately terminate. If the Building located on the Premises is partially damaged or destroyed so as to render the Premises unusable to the Tenant for a time period that will exceed thirty (30) days, then either party may terminate the Agreement by giving written notice to the other party.
15. **EMINENT DOMAIN.** If the whole of the Premises, or such portion thereof as will make the Premises unusable to the Tenant for its intended purpose, is condemned or taken by any legally constituted authority for any public use or purpose, then upon either of these events, this Agreement shall terminate and the Term shall cease on the date when possession of the Premises is taken by the condemning authorities. If a portion of Premises is taken, but not an amount that would make the Premises unusable to the Tenant for its intended purpose, then this Agreement shall continue in full force and effect.
16. **ASSIGNMENT.** Upon delivering prior written notice to Tenant, the Landlord may assign all of its rights under this Agreement and all of its right, title and interest in and to the Premises but, unless such assignment is in conjunction with a sale of the Property to the assignee, the Landlord shall remain liable to Tenant for all its obligations stated in the Agreement. The Tenant shall not assign this Agreement or any interest therein; or sublease the Premises or any portion thereof without the Landlord's prior written consent, which the Landlord may withhold in its discretion.
17. **HAZARDOUS MATERIALS.** The Landlord represents and warrants to the Tenant that, to its actual knowledge, there are no Hazardous Materials present in, on, about, or under the Property, other than Hazardous Material in such quantities as may be required for normal day-to-day business operations, which are maintained in full compliance with all

applicable laws. The Tenant shall not generate, store, treat, dispose of, install or otherwise cause or permit any Hazardous Material to be brought upon, kept or used in or about the Premises by the Tenant, its guests, employees, contractors, or invitees, other than Hazardous Material in such quantities as may be required for normal day-to-day business operations, which are maintained in full compliance with all applicable laws. The term "Hazardous Materials" is defined to include, but not be limited, to any and all substances, materials, wastes, pollutants, elements or compounds in such quantities as to be classified as hazardous, toxic, dangerous or capable of posing a risk of injury to health, safety, or property by any Federal, State or local statute, law, ordinance, code, rule, regulation, order, or decree.

18. **SURRENDER.** Upon the expiration of the Term, the Tenant shall immediately surrender the Premises to the Landlord broom clean and in the same condition as existed on the Commencement Date, ordinary wear and tear excepted, with the Tenant having removed all its personalty from the Premises.
19. **NOTICE.** All notices under this Agreement shall be in writing and may be given by any of the following methods: (1) personal delivery, (2) certified mail, postage prepaid, or (3) via nationally recognized overnight delivery service, prepaid, when sent to the following:

If to the Landlord:	Polk City Attention: City Manager 123 Broadway Blvd SE Polk City, Florida 33868
If to the Tenant by mail:	Polk County Attention: Real Estate Services Administrator P.O. Box 9005, Drawer RE-01 Bartow, Florida 33831
By physical address:	Polk County Attention: Real Estate Services Administrator 330 West Church Street Bartow, FL 33830

Notices shall be effective when received at the addresses specified above. A party may from time to time change the address to which its notice is to be directed by delivering written notice to the other in accordance with this Section 19. Any communications between the parties that are not required by this Agreement may be sent via U. S. first-class mail, postage prepaid, at the addresses designated above, or as may otherwise be agreed between the parties.

20. **QUIET USE AND ENJOYMENT.** As long as the Tenant fully complies with the terms, conditions and covenants of this Agreement, the Landlord agrees that the Tenant shall and may peaceably have, hold and enjoy the leased Premises during the Term.
21. **BROKERS.** Landlord and Tenant represent and warrant to each other that they have had no dealings with any broker or agent in connection with this Agreement and that no third party is due a commission, fee, or any other payment in association with the lease of the Premises to the Tenant. Each party shall be responsible to pay any claims made by anyone

for any compensation, commissions, and charges claimed by any broker or agent with whom such party may have dealt with respect to this Agreement or the negotiations thereof.

22. **RELATIONSHIP.** This Agreement creates a landlord-tenant relationship between the parties. Nothing in this Agreement shall be deemed or construed as creating any other relationship between the parties.
23. **WAIVER.** The failure of a party to enforce any right hereunder shall not be deemed a waiver of such right. No covenant, condition, or provision of this Agreement can be waived except with the written consent of each party. Any such waiver by the parties in one instance shall not constitute a waiver of any subsequent similar condition, circumstance or default, unless specifically stated in the written consent.
24. **SEVERABILITY.** If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstances shall to any extent be deemed lawfully invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant, or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant, and condition of this Agreement shall be valid and enforced to the fullest extent permitted by law. The Landlord and Tenant shall reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent the entire Agreement from being void should a provision, which is of the essence of the Agreement, be determined void.
25. **CONSTRUCTION.** This Agreement is the product of joint efforts of the parties and no provision shall be interpreted or construed in favor of either party by virtue of authorship of such provision.
26. **MODIFICATION.** This Agreement may only be modified by a written amendment properly executed by the parties.
27. **INTEGRATION.** This Agreement sets forth the entire agreement between the parties with respect to its subject matter and that there are no promises or understandings other than those stated herein. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the parties pertaining to the lease of the above described property, whether written or oral.
28. **RADON.** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county health department.
29. **COUNTERPARTS.** This Agreement may be executed in multiple counterparts each of which shall be an original, but which collectively shall form a single agreement.
30. **GOVERNING LAW; VENUE.** This Agreement shall be governed and interpreted under the laws of the State of Florida. Venue for any action relating to the construction, interpretation, or enforcement of this Agreement shall be in or for the Tenth Judicial Circuit, Polk County, Florida.

31. **EFFECTIVE DATE.** The Effective Date of this Agreement shall be the date that the later of the two parties executes this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized representatives as of the Effective Date.

POLK CITY,
a Florida municipality

ATTEST:

By: _____

Print Name

Title

By: _____

Joe LaCascia, Mayor

Date: _____

Date: _____

Approved as to form and legal sufficiency:

City Attorney

Date

ATTEST:

STACY M. BUTTERFIELD, Clerk

POLK COUNTY,
a political subdivision of the State of Florida

By: _____

Deputy Clerk

By: _____

William D. Beasley, County Manager

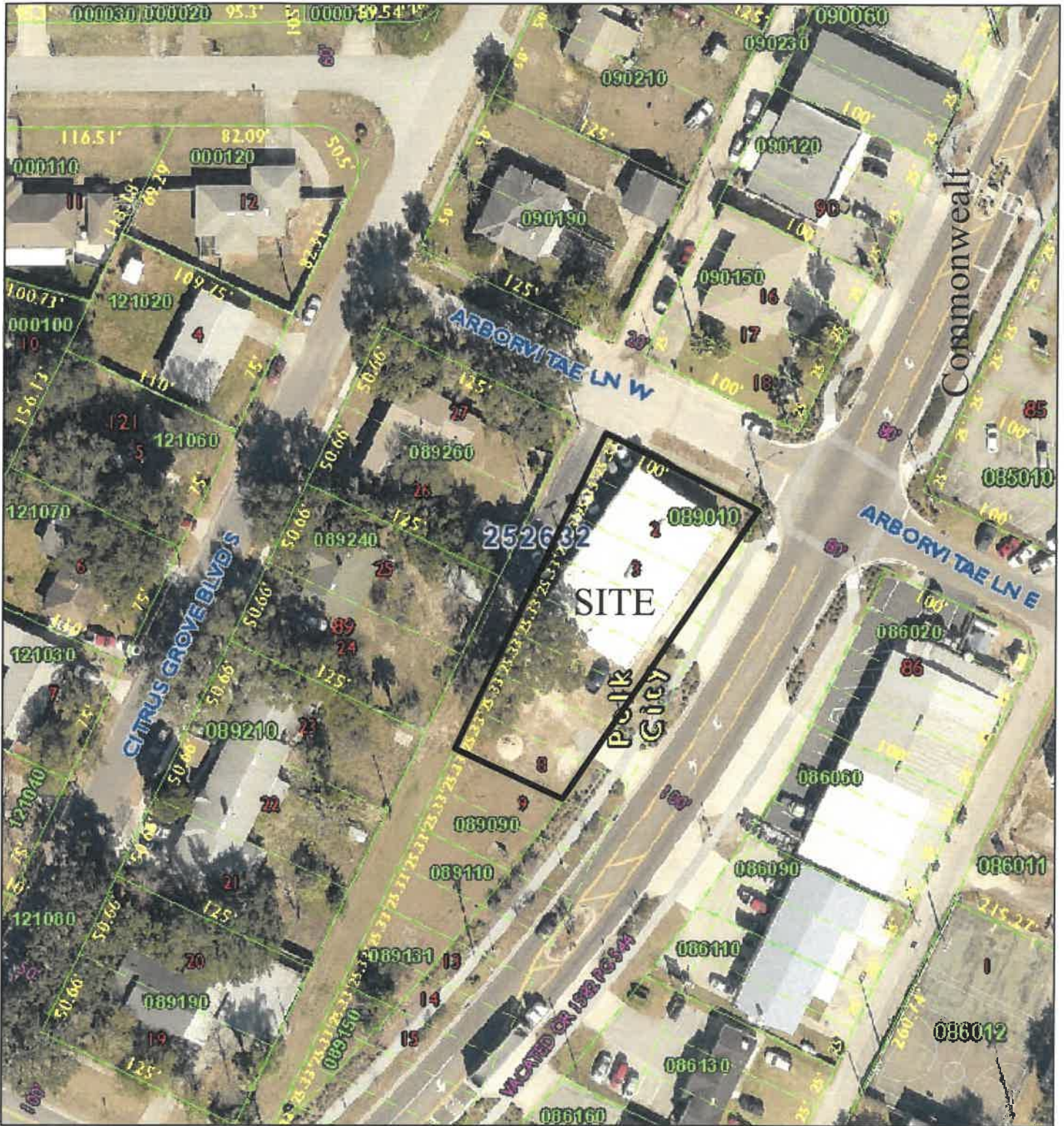
Approved as to form and legal sufficiency:

Date: _____

County Attorney's Office

Date

Exhibit "A"



Section 32, Township 26 South, Range 25 East

Parcel ID: 252633-296500-089010

200 Commonwealth, Polk City, Florida

Polk County

0 30 60 120 Feet

All maps are worksheets used for illustrative purposes only, they are not surveys. The Polk County Property Appraiser assumes no responsibility for errors in the information and does not guarantee the data is free from error or inaccuracy. The information is provided "as is".



Marsha M. Faux, CFA, ASA
Property Appraiser
Polk County, Florida

June 19, 2015

**City Commission Meeting
August 17, 2020**

AGENDA ITEM #3:

Resolution 2020-07 – A Resolution of City Commission of Polk City, Florida adopting the 2020 Polk County Multi-Jurisdictional Local Mitigation Strategy Update.

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Resolution 2020-07 Polk County Local Mitigation Strategy Update

ATTACHMENTS:

Resolution 2020-07

ANALYSIS:

A Resolution of the City Commission of the City Commission of Polk City, Florida; approving its portion of the Polk County Local Mitigation Strategy. Adoption of this Plan ensures Polk City's eligibility to participate in funding opportunities in the years ahead.

Please visit <http://polkcountylms.org> to review the updated plan.

STAFF RECOMMENDATION:

Adopt Resolution 2020-07 Polk County Location Mitigation Strategy Update



1890 Jim Keene Blvd.
Winter Haven, Florida 33880

PHONE: 863-298-7033

FAX: 863-298-7179

www.polk-county.net

EMERGENCY MANAGEMENT DIVISION

August 5, 2020

Patricia Jackson
City of Polk City
123 Broadway Blvd. SE
Polk City, FL 33868

Re: Local Mitigation Strategy Update

Dear Mrs. Jackson:

The Polk County Local Mitigation Strategy (LMS) identifies the hazards that may impact Polk County and provides an assessment of the relative risk each poses. The plan also includes a number of proposed projects to minimize vulnerability to these hazards. The Disaster Mitigation Act of 2000 (DMA2K) requires the LMS to be updated every five years in order to maintain eligibility for federal mitigation funds. Please visit <http://polkcountylms.org> to review the updated plan.

The DMA2K requires active participation in the development and maintenance of the LMS, along with formal adoption by each local jurisdiction. The Florida Division of Emergency Management has approved the 2020 LMS and the Board of County Commissioners formally adopted the plan on August 4, 2020. Once your jurisdiction has signed an adoption resolution (sample attached), please email a copy to the address below.

If you have any questions, please contact me at 863-298-7033 or jerrickaplan@polk-county.net.

Respectfully,

Jerri Kaplan

Jerri Kaplan
Planner
Polk County Emergency Management

RESOLUTION 2020-07

A RESOLUTION OF CITY COMMISSION OF POLK CITY, FLORIDA ADOPTING THE 2020 POLK COUNTY MULTI-JURISDICTIONAL LOCAL MITIGATION STRATEGY UPDATE.

WHEREAS, areas of Polk County, including the Polk City, are vulnerable to the human and economic costs of natural, technological, and societal disasters; and

WHEREAS, the City Commission of Polk City realizes the importance of reducing or eliminating those vulnerabilities for the overall public health, safety, and welfare of the community; and

WHEREAS, a Local Mitigation Strategy is a LMS which presents a unified strategy to building a disaster-resilient community; and

WHEREAS, the Disaster Mitigation Act of 2000 requires each local jurisdiction to have either its own local mitigation strategy or to actively participate in the development and maintenance of multi-jurisdictional mitigation strategy; and

WHEREAS, Polk City actively participated in the development and maintenance of the Polk County Local Mitigation Strategy as adopted in 2002, 2005, 2010, and 2015; and

WHEREAS, Polk City has actively participated in the 2020 update to the Local Mitigation Strategy through the Polk County Local Mitigation Strategy Working Group, which has established a comprehensive, coordinated planning process to eliminate or decrease these vulnerabilities; and

WHEREAS, Polk City representatives and staff have identified, justified, and prioritized proposed projects and programs needed to mitigate the vulnerabilities of Polk City to the impacts of future disasters; and

WHEREAS, the Polk County 2020 Multi-Jurisdictional LMS incorporated these proposed projects and programs into the update that has been prepared and issued for consideration and adoption by the jurisdictions of Polk County; and

WHEREAS, the State of Florida Division of Emergency Management has issued an "Approval Pending Adoption" of the Polk County 2020 Multi-Jurisdictional Local Mitigation Strategy.

NOW, THEREFORE, BE IT RESOLVED, by the City Commission of Polk City:

1. The City Commission of Polk City hereby accepts and adopts its designated portion of the "Polk County 2020 Multi-Jurisdictional LMS".
2. Agency personnel of Polk City shall pursue available funding opportunities for implementation of the proposals and projects designated therein.
3. Agencies and organizations within Polk City will, upon receipt of such funding or other necessary resources, seek to implement proposals contained in the LMS.
4. Polk City will continue to participate in the updating and expanding of the LMS in future years.

5. Polk City will encourage businesses, industries, and community groups operating within Polk County to also participate in updating and expansion of the LMS in the years ahead.
6. Polk City will continue to participate in the furtherance of public involvement opportunities.

INTRODUCED AND PASSED by the City Commission of Polk City, Florida, in regular session, this 17th day of August, 2020.

Joe LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Manager/Clerk

APPROVED AS TO FORM & LEGALITY

Thomas A. Cloud, Esquire, City Attorney

**City Commission Meeting
August 17, 2020**

AGENDA ITEM #4: MT. OLIVE ROAD WASTEWATER SYSTEM EVALUATION

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Mt. Olive Road Wastewater System Evaluation – Wood Environment and Infrastructure Solutions

ATTACHMENTS:

Proposal - Project Information

ANALYSIS:

Due to the growth along Mt. Olive Road that is in the Polk City's Utility Service Area, Polk City requested a proposal from Wood Environment & Infrastructure Solutions, Inc. to evaluate the Mt. Olive Road Wastewater System to review the existing conditions as well as future demands on the System.

The proposed residential subdivision, known as "The Landings at Mt. Olive" is currently in the Development Review Process and is planned to add approximately 382 homes to Polk City. Two onsite lift stations are anticipated to be constructed as part of "The Landings at Mt. Olive" Development, and are anticipated to discharge to the west through the new sanitary force main along Mt. Olive Road before discharging into the existing lift station at Mount Olive Shores South (Lift Station #10).

Please refer to the attached proposal for complete details. The cost of this evaluation is \$13,745.

STAFF RECOMMENDATION:

Move to approve the proposal from Wood Environmental and Infrastructure Solutions Inc. for the Mt. Olive Wastewater System Evaluation in the amount of \$13,745.



Wood Environment & Infrastructure Solutions, Inc.
2000 E. Edgewood Drive, Suite 215
Lakeland, FL 33803
T: 863-667-2345
www.woodplc.com

August 4, 2020

Ms. Patricia R. Jackson
City Manager
City of Polk City
123 Broadway Blvd SW
Polk City, FL 33868

Via Email: patricia.jackson@mypolkcity.org

Re: Proposal for Professional Engineering Services
Mt. Olive Road Wastewater System Evaluation
Wood Project No. 600370.6

Ms. Jackson:

Wood Environment & Infrastructure Solutions, Inc. (Wood), is pleased to submit this proposal to the City of Polk City (City) for an evaluation of existing wastewater infrastructure in the vicinity of Mt. Olive Road. This proposal provides an overview of the services to be provided by Wood.

GENERAL PROJECT INFORMATION

The City is currently experiencing growth in the southwestern portion of the City's utility service area. The proposed residential subdivision, known as The Landings at Mt. Olive, is currently in the development review process and is planned to add approximately 382 homes to Polk City.

The Landings at Mt. Olive development is located on the north side of Mt. Olive Road between Golden Gate Boulevard and Lagustrum Lane. Two onsite private lift stations are anticipated to be constructed as part of The Landings at Mt. Olive development. The new lift stations are anticipated to discharge to the west through a new sanitary force main along Mt. Olive Road before discharging into the existing lift station at Mount Olive Shores South (Lift Station #10).



Lift Station #10 also accepts wastewater flows from the Fountain Park lift station (Lift Station #6). The Golden Gate lift station (Lift Station #11) is also located within the vicinity of Mt. Olive Road. Based on inventory maps provided by the City, the discharge point of Lift Station #11 is not clear, but it is assumed to contribute flows to Lift Station #10. Lift Station #10 discharges to the Voyles Loop lift station (Lift Station #7) which then discharges to the Cardinal Hill WWTP.

The purpose of the Mt. Olive Road Wastewater System Evaluation is to review the existing conditions as well as future demands on the system. The results of the evaluation will be used to provide direction to the developer of The Landings at Mt. Olive subdivision regarding the wastewater system design requirements, including connection location and design pressure.

SCOPE OF SERVICES

Task 100 – Data Collection

Wood will conduct a project kick-off meeting with City staff to discuss the project objectives and requested information. Information to be provided by the City is anticipated to include the following for Lift Stations #6, #7, #10, and #11:

- As-built survey data;
- Design calculations;
- Pump data (manufacturer, model, impeller diameter, etc.);
- Maintenance records; and
- Forcemain inventory maps.

Wood will perform a desktop review of the information provided by the City. Following the desktop review, Wood will perform a site visit with City staff to collect field information.

Task 200 – Engineering Evaluation

Wood will perform an engineering evaluation of the wastewater collection system based on the data collected in Task 100 and other readily available data. The engineering evaluation will involve the calculation of estimated design flows to Lift Station #10 considering the development potential of The Landings at Mt. Olive and other future wastewater connections. The wet well volume and pump capacity of Lift Station #7 and #10 will be evaluated. In addition, the forcemain capacity on Mt. Olive Road will be evaluated.

The deliverable for this task will be an Engineering Report that addresses the findings of the study and provides recommendations for The Landings at Mt. Olive wastewater connection configuration and recommended improvements to the existing wastewater system, if applicable. Wood will meet with the City to discuss the Engineering Report.

BUDGET ESTIMATE

Wood will provide the services described in Tasks 100 and 200 for a lump sum fee of **\$13,745**.

PROJECT UNDERSTANDING

Wood's services provided for this project are limited to those outlined in the scope of services. The following services can be provided by Wood, if authorized, but are not included in this proposal:

- Boundary and Topographic Survey;
- Subsurface Utility Engineering;
- Electrical Systems Evaluation;
- Engineering Design and Permitting;
- Cost Estimating; and
- Meetings not specifically described in the Scope of Services.

This proposal is valid for a period of 30 days. The terms and conditions of the Continuing Engineer Services Agreement between the City of Polk City and Wood Environment & Infrastructure, Inc. (Wood), dated February 16, 2015 are incorporated by reference. We appreciate this opportunity to work with the City of Polk City. If you have any questions, please do not hesitate to contact us at 863-667-2345.

Sincerely,

Wood Environment & Infrastructure Solutions, Inc.



Mark J. Frederick, P.E., CFM
Project Manager



Michael D. Phelps, P.E.
Office Manager

MJF/MDP/tjm



**Special City Commission Meeting
August 17, 2020**

**AGENDA ITEM #5: PRESENTATION OF FINANCIAL STATEMENT FOR YEAR ENDING
SEPTEMBER 30, 2019**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Presentation of Financial Statement for Year Ending September 30, 2019

ATTACHMENTS:

Financial Statement for Year Ending September 30, 2019

ANALYSIS:

Mike Brynjulfson will present the Financial Statement for the year ending September 30, 2019.

STAFF RECOMMENDATION:

Move to accept the Financial Statement for the year ending September 30, 2019.

Polk City, Florida

Report to the Mayor and City Commission
required by AICPA auditing standards section

AU-C Section 260 – *The Auditor's Communication with Those Charged with Governance*

June 23, 2020

Honorable Mayor and Members of the City Commission
Polk City, Florida

We have audited the financial statements of the governmental activities, the business-type activities and each major fund of Polk City, Florida (the "City") as of and for the year ended September 30, 2019 and have issued our report thereon dated June 23, 2020. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit in our engagement letter dated October 14, 2019. Professional standards require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used the City are described in note 1 to the financial statements.

The following accounting pronouncement was adopted during 2019:

- Governmental Accounting Standards Board (GASB) Statement No. 88 – *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*. This statement improves the information that is disclosed in the notes to financial statements related to debt including direct borrowings and direct placements and also clarifies which liabilities governments should include when disclosing information related to debt.

The application of existing policies was not changed during the year ended September 30, 2019.

We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of the allowance for doubtful accounts is based on historical water and sewer revenues, historical loss levels and an analysis of the collectability of individual accounts.
- Depreciation is recognized using the straight-line method over the estimated useful lives of the capital assets.
- The unbilled utility revenue calculation is based on the number of days from the last meter read date in the year through year-end divided by thirty and then multiplied by the subsequent month billing.
- Actuarial assumptions are used to calculate the Florida Retirement System defined benefit pension plans' net pension liability and pension related deferred inflows and outflows of resources. The calculation of these pension elements directly affects the City's proportionate share of the net pension liability; pension related deferred inflows and outflows of resources and the related effects on operations.

Accounting estimates (concluded)

We evaluated the key factors and assumptions used to develop the above estimates in determining that they are reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements other than those that affect prior periods or those for which a corrective entry is not appropriate. The effect of the uncorrected misstatements understate the City-wide change in net position by \$2,000 and management has determined this is immaterial, both individually and in the aggregate, to the financial statements as a whole. Material corrected misstatements that were brought to the attention of management as a result of our audit procedures are summarized below.

Type	Account No	Name	Debit	Credit
Adjusting	01-202-200	Accounts Payable - Year-end		35,025.76
	01-524-310	Professional Services - Bldg Zoning	11,705.00	
	01-524-310	Professional Services - Bldg Zoning	4,865.00	
	01-524-310	Professional Services - Bldg Zoning	4,452.00	
	01-534-341	Refuse Disposal - Residential - Refuse/S	14,003.76	
		To record year end payables identified as part of audit testing.		
Adjusting	05-164-100	Utility Plan in Service	60,164.33	
	05-167-900	Acc Depreciation - Equipment		1,128.08
	05-169-900	CIP - Construction Costs		60,164.33
	05-533.602	Depreciation Expense - Water	1,128.08	
		To place CIP project (Grimes Road) into service as of 12/31/2018 and record depreciation expense.		
Adjusting	01-101-100	Cash - Checking	19,385.00	
	01-590-450	ND - Liability Insurance		19,385.00
	05-101-100	Cash - Checking		19,385.00
	05-590-450	Liability Insurance	19,385.00	
		To move insurance expense incorrectly allocated 100% to the general fund to the enterprise fund.		

Account Number Legend

XX-YYY-ZZZ

XX: Fund (01 = general fund, 05 = enterprise fund)

YYY: Revenue Type or Expenditure Department

ZZZ: Object Code

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 23, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. It is our understanding that management has employed the services of another accountant (George Cotellis, CPA) to assist with the year-end closeout, financial statement preparation and other accounting matters. To our knowledge, all consultations with outside accountants were properly coordinated.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Other Matters

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

Use of audit report and audited financial statements in other documents

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

This information is intended solely for the use of the City Commission and management of Polk City, Florida and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Brynjulfson CPA, P.A.

Brynjulfson CPA, P.A.
Auburndale, Florida
June 23, 2020



POLK CITY, FLORIDA

FINANICAL STATEMENTS

SEPTEMBER 30, 2019

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FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members of the City Commission
Polk City, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities and each major fund of Polk City, Florida (the "City") as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities and each major fund of Polk City, Florida, as of September 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplementary information, as provided in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The schedule of expenditures of state financial assistance is presented for purposes of additional analysis as required by Section 215.97, *Florida Statutes* and Chapter 10.550, *Rules of the Auditor General*, and is not a required part of the basic financial statements. The other information section is also presented for purposes of additional analysis as required by Section 163.31801, *Florida Statutes* and is not a required part of the basic financial statements. The other information section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on this section.

The schedule of expenditures of state financial assistance is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion the schedule of expenditures of state financial assistance is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 23, 2020, on our consideration of the Polk City, Florida's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Polk City, Florida's internal control over financial reporting and compliance.

Brynjulfson CPA, P.A.

Brynjulfson CPA, P.A.
Auburndale, Florida
June 23, 2020

Polk City, Florida
Management's Discussion and Analysis
September 30, 2019

As management of Polk City, Florida (the "City"), we offer readers of the City's financial statements this narrative overview and analysis of the City's financial activities for the fiscal year ended September 30, 2019. We encourage readers to consider the information presented here in conjunction with the City's financial statements beginning on page 13.

Financial Highlights

- The assets and deferred outflows of resources exceed the liabilities and deferred inflows of resources by \$3,839,120 as of September 30, 2019.
- For the year ended September 30, 2019, the governmental activities increase the net position of the City by \$407,377 and the business-type activities increased the net position of the City by \$989,961 for an overall increase in net position of \$1,397,338.
- The City's unrestricted cash and cash equivalents totaled \$4,220,254, an increase of \$670,650 over the prior year.
- As of the close of the current fiscal year, the City's general fund (governmental fund level) reported ending fund balance of \$3,251,686, an increase of \$578,515 in comparison with the prior year. As of September 30, 2019, the City's unassigned and assigned fund balance totaled \$2,244,258 and is available for spending at the government's discretion.

Overview of the Financial Statements

This management's discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements are comprised of three components: government-wide financial statements; fund financial statements, and notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements.

Government-Wide Financial Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private sector business.

The *Statement of Net Position* presents information on all the City's assets, deferred outflows of resources, liabilities and deferred inflows of resources, with the residual amount reported as net position. The focus of the *Statement of Net Position* (the "unrestricted net position") is designed to be similar to bottom line results for the City and its governmental and business-type activities.

The *Statement of Activities* presents information showing how the City's net position changed during the most recent fiscal year, focusing on both the gross and net cost of various activities, both governmental and business-type, that are supported by the government's general tax and other revenues.

Polk City, Florida
Management's Discussion and Analysis
September 30, 2019

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, library, law enforcement, building and zoning, parks and recreation, and stormwater utility. The business-type activities include water and sewer.

Fund Financial Statements

The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All the funds of the City can be divided into two categories: governmental funds and proprietary funds. Traditional users of governmental financial statements will find the fund financial statements presentation more familiar.

Governmental Funds - Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statement. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. The basic Governmental Funds financial statements can be found by referencing the table of contents.

The City maintains one governmental fund – the General Fund. Information is presented separately for each fund in the governmental fund Balance Sheet and the governmental fund Statement of Revenue, Expenditures and Change in Fund Balances for the General Fund.

Proprietary Funds - The City maintains only one of the two proprietary fund types. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements, only in more detail. The City uses enterprise funds to account for its water and wastewater activities. The basic proprietary fund financial statements can be found by referencing the table of contents.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. They can be found by referencing the table of contents.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents *required supplementary information* consisting of the City's budgetary comparison statement for the general fund and information concerning the City's proportionate share of the net pension liability and contributions to the Florida retirement system pension and health insurance subsidy pension plans which can be found by referencing the table of contents.

Polk City, Florida
Management's Discussion and Analysis
September 30, 2019

Government-Wide Financial Analysis

The following table reflects a summary of Net Position compared to prior year. For more detailed information, see the Statement of Net Position on page 13.

Statement of Net Position (Summary) as of September 30,						
	Governmental Activities		Business-type Activities		Total Primary Government	
	2018	2019	2018	2019	2018	2019
Assets						
Current and other assets	\$ 2,893,597	\$ 3,344,110	\$ 3,809,992	\$ 4,158,053	\$ 6,703,589	\$ 7,502,163
Capital assets	3,334,714	3,219,316	11,725,013	13,481,193	15,059,727	16,700,509
Total assets	<u>6,228,311</u>	<u>6,563,426</u>	<u>15,535,005</u>	<u>17,639,246</u>	<u>21,763,316</u>	<u>24,202,672</u>
Deferred Outflow of Resources	<u>284,699</u>	<u>373,126</u>	<u>956,717</u>	<u>914,616</u>	<u>1,241,416</u>	<u>1,287,742</u>
Liabilities						
Long-term liabilities outstanding	1,916,519	2,061,565	11,643,234	12,428,757	13,559,753	14,490,322
Other liabilities	220,426	92,424	396,935	684,348	617,361	776,772
Total liabilities	<u>2,136,945</u>	<u>2,153,989</u>	<u>12,040,169</u>	<u>13,113,105</u>	<u>14,177,114</u>	<u>15,267,094</u>
Deferred Inflow of Resources	<u>52,851</u>	<u>51,972</u>	<u>15,307</u>	<u>14,550</u>	<u>68,158</u>	<u>66,522</u>
Net Position						
Net Invested in capital assets	1,981,274	1,940,195	1,155,258	1,868,676	3,136,532	3,808,871
Restricted	845,696	1,007,428	1,551,722	1,501,379	2,397,418	2,508,807
Unrestricted	1,496,244	1,782,968	1,729,266	2,056,152	3,225,510	3,839,120
Total net position	<u>\$ 4,323,214</u>	<u>\$ 4,730,591</u>	<u>\$ 4,436,246</u>	<u>\$ 5,426,207</u>	<u>\$ 8,759,460</u>	<u>\$ 10,156,798</u>

Thirty-eight percent of the City's net position reflect its investment in capital assets (land, buildings, improvements, infrastructure, vehicles, and equipment) less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Twenty-seven percent of the City's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position is normally available to meet the City's ongoing obligations to citizens and creditors.

Polk City, Florida
Management's Discussion and Analysis
September 30, 2019

The following table reflects the condensed Statement of Activities for the current and previous year.

Statement of Activities (Summary)
For the year ended September 30,

	Governmental Activities		Business-type Activities		Total Primary Government	
	2018	2019	2018	2019	2018	2019
Revenues						
Program Revenues:						
Charges for services	\$ 841,301	\$ 639,784	\$ 2,272,594	\$ 2,411,484	\$ 3,113,895	\$ 3,051,268
Operating grants and contributions	97,076	137,127	-	-	97,076	137,127
Capital grants and contributions	386,352	166,097	838,847	425,523	1,225,199	591,620
General revenues:						
Property taxes	603,370	782,473	-	-	603,370	782,473
Franchise/Public Ser. Tax	471,916	513,227	-	-	471,916	513,227
State shared revenues	183,090	197,687	-	-	183,090	197,687
Fuel taxes levied for transportation	146,128	154,360	-	-	146,128	154,360
Other	33,142	16,159	791	6,518	33,933	22,677
Total revenues	2,762,375	2,606,914	3,112,232	2,843,525	5,874,607	5,450,439
Expenses						
General government	628,735	783,194	-	-	628,735	783,194
Library	124,288	151,527	-	-	124,288	151,527
Law enforcement	98,130	127,294	-	-	98,130	127,294
Building and zoning	238,032	293,762	-	-	238,032	293,762
Code enforcement	-	44,230	-	-	-	44,230
Public works administratin	123,131	118,802	-	-	123,131	118,802
Sanitation	220,816	240,338	-	-	220,816	240,338
Streets	340,657	361,364	-	-	340,657	361,364
Parks and recreation	87,289	54,733	-	-	87,289	54,733
Stormwater	26,145	3,803	-	-	26,145	3,803
Interest on long-term debt	56,804	45,490	-	-	56,804	45,490
Public utilities	-	-	2,107,627	1,828,564	2,107,627	1,828,564
Total expenses	1,944,027	2,224,537	2,107,627	1,828,564	4,051,654	4,053,101
Increase (decrease) in net position before transfers	818,348	382,377	1,004,605	1,014,961	1,822,953	1,397,338
Transfers	183,591	25,000	(183,591)	(25,000)	-	-
Increase (decrease) in net position	1,001,939	407,377	821,014	989,961	1,822,953	1,397,338
Net position - October 1	3,321,275	4,323,214	3,615,232	4,436,246	6,936,507	8,759,460
Net position - September 30	\$ 4,323,214	\$ 4,730,591	\$ 4,436,246	\$ 5,426,207	\$ 8,759,460	\$ 10,156,798

Polk City, Florida
Management's Discussion and Analysis
September 30, 2019

Governmental Activities – Governmental activities increased the City's net position by \$407,377 after a net transfer of \$25,000 from the business-type activities. In the prior year, net position increased by \$1,001,939 as a result of operations which included a \$183,591 transfer from the business-type activities.. Total revenue for the year ended September 30, 2019 decreased by \$165,253 or 5.6% and expenses increased by \$280,510 or 14.4%.

Significant items experienced in FY 2019 – Governmental Activities:

- Purchased a 20 ft. lawn equipment trailer (replacement)—Streets and Roads Department (split with water and sewer)
- Purchased a Toro 25 HP Kohler mower – Streets and Roads Department
- Updated Engineer Plans for Donald Bronson Center Parking Lot
- Installed new web-based access panels for City Hall outside entrances and offices w/software
- Installed new programable thermostats in all city facilities (general fund and enterprise fund)
- Drain-field repair and Public Works/Utilities Facility
- Purchase Office Furniture for Finance Department, Utility Billing

Business-type Activities - Business-type activities increased the City's net position by \$989,961 compared to an increase of \$821,014 in the prior year. There was a net transfer of \$25,000 to the governmental activities in the current year and \$183,591 in the prior year. Total revenue for the year ended September 30, 2019 decreased by \$268,707 or 8.6% and expenses decreased by \$279,063 or 13.2%.

Significant items experienced in FY 2019 – Business-type Activities

- Grimes Road Water Line Extension – 6" line
- Purchase of Two 2019 Ford F-250's with box – Water Department and Sewer Department
- Purchase Water Pump Adapter – Water Department
- Purchased Harmony Mobile Reading System
- 100/3 Breaker and size 2 starter with auxiliary controls – Voyles Loop Lift Station
- Electric for Sludge Box – Cardinal Hill WWTF
- Concrete Slab for Sludge Box – Cardinal Hill WWTF
- Sludge Box System at Cardinal Hill WWTF
- Relocation of S.R. 33 Sprayfield – DEP Project – Engineering and Construction

Polk City, Florida
Management's Discussion and Analysis
September 30, 2019

Fund Level Financial Analysis

Governmental Funds - As of September 30, 2019, the City's governmental fund reported combined ending fund balances of \$3,251,686. This is an increase of \$578,515 over the prior year ending fund balances of \$2,673,171. The main causes of the increase are as follows:

- Total revenue decreased by \$155,460 or 5.6% mainly due to decrease in licenses and permits, and impact fees. Licenses and permits decreased by \$223,086 and impact fees decreased by \$208,845 over the prior fiscal year.
- Total expenditures decreased by \$1,526,434 or 42.6% mainly due to decreased debt service expenditures. Debt service expenditures decreased by \$1,360,063 over the prior fiscal year due to the refinancing of the Series 2007 Capital Improvement Revenue Bonds in the prior year.

Proprietary Funds - These services combined to generate operating income of \$985,565. Compare that to the prior year operating income of \$789,862. Due to continued growth in the water and sewer operations.

General Fund Budgetary Highlights - The City adopts an annual appropriated budget each year in September. Budgetary comparison statements have been provided to demonstrate compliance with the budget which can be found by referencing the table of contents. Budget comparison reporting is included for the General Fund. Actual revenue was less than the final budgeted amounts by \$47,562, and actual expenditures were less than final budgeted appropriations by \$312,815.

Overall the Fiscal Year 2019 Budget had a positive impact on Polk City's financial picture for the General Fund and Enterprise Fund.

Polk City, Florida
Management's Discussion and Analysis
September 30, 2019

Capital Asset And Debt Administration

Capital Assets - The investment in capital assets includes land, buildings, improvements, infrastructure, vehicles, and equipment. The City elected to record and depreciate its infrastructure, rather than use the optional "modified approach".

The following table presents a comparison of the capital assets for the current and previous year.

Capital Assets Activity as of September 30,						
	Governmental Activities		Business-type Activities		Total Primary Government	
	2018	2019	2018	2019	2018	2019
Assets not depreciated						
Land	\$ 412,542	\$ 412,542	\$ 2,730,736	\$ 2,730,736	\$ 3,143,278	\$ 3,143,278
Construction in progress	-	-	161,736	2,080,266	161,736	2,080,266
Total	<u>412,542</u>	<u>412,542</u>	<u>2,892,472</u>	<u>4,811,002</u>	<u>3,305,014</u>	<u>5,223,544</u>
Depreciated Assets						
Buildings and improvements	3,418,161	3,418,161	-	-	3,418,161	3,418,161
Recreational facilities	503,467	503,467	-	-	503,467	503,467
Vehicles and equipment	542,145	558,227	400,048	470,766	942,193	1,028,993
Infrastructure	205,009	205,009	-	-	205,009	205,009
Utility plants	-	-	12,268,965	12,366,533	12,268,965	12,366,533
Subtotal	4,668,782	4,684,864	12,669,013	12,837,299	17,337,795	17,522,163
Accumulated depreciation	<u>(1,746,610)</u>	<u>(1,878,090)</u>	<u>(3,836,472)</u>	<u>(4,167,108)</u>	<u>(5,583,082)</u>	<u>(6,045,198)</u>
Total	<u>\$ 2,922,172</u>	<u>\$ 2,806,774</u>	<u>\$ 8,832,541</u>	<u>\$ 8,670,191</u>	<u>\$ 11,754,713</u>	<u>\$ 11,476,965</u>

The City's investment in capital assets for its governmental and business-type activities as of September 30, 2019, amounts to \$16,700,509 (net of accumulated depreciation) compared to \$15,059,727 last year. That is an increase of \$1,640,782 from the prior year.

Additional information on the City's capital assets can be found in Note 5 of the Notes to the Financial Statements in this report.

Polk City, Florida
Management's Discussion and Analysis
September 30, 2019

Long-term debt - The following table presents a comparison of revenue bonds and notes payable for the current and previous year.

Revenue Notes and Notes Payable
as of September 30,

	Governmental Activities		Business-type Activities		Total Primary Government	
	2018	2019	2018	2019	2018	2019
Revenue notes	\$ -	\$ -	\$ 9,075,609	\$ 8,787,903	\$ 9,075,609	\$ 8,787,903
Notes payable	1,353,441	1,279,121	2,408,728	3,424,801	3,762,169	4,703,922
Total	\$ 1,353,441	\$ 1,279,121	\$ 11,484,337	\$ 12,212,704	\$ 12,837,778	\$ 13,491,825

The Governmental Activities had total debt outstanding of \$1,279,121 which compares to \$1,353,441 in the prior year. This consists of the Citizens Bank and Trust Installment Note for the refunding of the Series 2007 Capital Improvement Revenue Bonds for the construction of the Polk City Government Center.

The Business-type Activities had total debt outstanding of \$12,212,704 which compares to \$11,484,337 in the prior year. This consists of the Series 2017 Water/Sewer System Refunding Revenue Bonds, the installment notes to the Florida Department of Environmental Protection, and the Tax-Exempt Lease Purchase Agreement.

Additional information on the City's long-term debt can be found in Note 6 of the Notes to the Financial Statements in this report.

Economic Factors and Next Year's Budget And Rates

The following items were considered in developing the 2019-2020 budget:

- For the Fiscal Year 2019-2020 Budget, the millage rate was reduced to 6.0000 mills; the previous millage was 7.25 mills
- There will be an increase in Ad Valorem Revenue due to current growth
- Due to the current growth, it is anticipated there will be an increase in Utility Taxes, Franchise Fees, Communication Services Taxes, Half Cent Sales Tax, Revenue Sharing, and Solid Waste.
- It is anticipated to apply for Community Development Block Grant Funds from Florida Department of Economic Opportunity, which is more competitive (\$650,000)
- It is anticipated to have an increase in Charges for Services – water and wastewater
- It is anticipated the carpet will be replaced in the Donald Bronson Community Center and parts of the Polk City Government Center. The foyer in the Polk City Government Center will also be replaced with tile
- The inmate van will be replaced with the purchase of an F-250 Truck – crew cab

Polk City, Florida
Management's Discussion and Analysis
September 30, 2019

Economic Factors and Next Year's Budget And Rates (concluded)

The following items were considered in developing the 2019-2020 budget (concluded):

- Purchase of software for the Building Department and the Code Enforcement Department
- Purchase of video system for the Public Works / Utilities Facility
- Paving of Hydrangea Avenue, Library Parking lot and Donald Bronson Community Center Parking lot
- Purchase of F-250 P/U Truck – standard cab to replace the 2002 Truck
- Anticipated repairs at the Fishing Pier, Freedom Park and 2nd Street Pocket Park
- Purchase of F-250 with box for Utilities Department to replace 2003
- Purchase of Deluxe Trailer Jetter for Utilities Department (can also be used with stormwater)
- Purchase of Mini Excavator (used) to be used for Utilities and Public Works
- Replacement of two hydromatic water tanks at Jacob Road Water Plant
- ARV replacement at Commonwealth, Mt. Olive WTP and the Commonwealth WTP
- Cardinal Hill WWTF -- Valve replacement, upgrade C12 contact chamber buffers, replace splitter box
- Surge Protectors for by-pass at lift stations
- Completion of Relocation of S.R. 33 Spray-field

Request for Information

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of Polk City's finances and to demonstrate the City's accountability for the money it receives. If you have any questions about this report or need additional financial information, please contact the City Manager, Polk City, 123 Broadway Boulevard SE, Polk City, FL 33868 or call (863) 984-1375.

POLK CITY, FLORIDA
GOVERNMENT-WIDE STATEMENT OF NET POSITION
AS OF SEPTEMBER 30, 2019

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash and cash equivalents	\$ 2,216,225	\$ 2,004,029	\$ 4,220,254
Receivables, current:			
Customer accounts, net	43,677	200,230	243,907
Intergovernmental	45,928	-	45,928
Franchise and public service taxes	30,852	-	30,852
Prepaid expenses	-	37,364	37,364
Restricted assets:			
Cash and cash equivalents	1,007,428	1,916,430	2,923,858
Capital assets:			
Non-depreciable	412,542	4,811,002	5,223,544
Depreciable, net	2,806,774	8,670,191	11,476,965
TOTAL ASSETS	6,563,426	17,639,246	24,202,672
DEFERRED OUTFLOWS OF RESOURCES			
Pensions	373,126	104,459	477,585
Deferred charge on bond refunding	-	810,157	810,157
TOTAL DEFERRED OUTFLOWS OF RESOURCES	373,126	914,616	1,287,742
LIABILITIES			
Accounts payable	\$ 74,474	\$ 13,634	\$ 88,108
Accrued payroll	14,162	5,932	20,094
Accrued interest payable	-	53,780	53,780
Due to other governments	103	2,397	2,500
Construction payable	-	300,231	300,231
Customer deposits	3,685	308,374	312,059
Long-term liabilities:			
Due within one year	76,922	399,250	476,172
Due in more than one year	1,984,643	12,029,507	14,014,150
TOTAL LIABILITIES	2,153,989	13,113,105	15,267,094
DEFERRED INFLOWS OF RESOURCES			
Pensions	51,972	14,550	66,522
TOTAL DEFERRED INFLOWS OF RESOURCES	51,972	14,550	66,522
NET POSITION			
Net investment in capital assets	1,940,195	1,868,676	3,808,871
Restricted for:			
Transportation infrastructure	112,005	-	112,005
General government facilities	257,361	-	257,361
Law enforcement	141,088	-	141,088
Fire / rescue	96,586	-	96,586
Parks and recreation capital improvements	289,164	-	289,164
Building code enforcement	111,224	-	111,224
Water system improvements	-	348,156	348,156
Waste water system improvements	-	1,069,803	1,069,803
Debt service	-	83,420	83,420
Unrestricted	1,782,968	2,056,152	3,839,120
TOTAL NET POSITION	\$ 4,730,591	\$ 5,426,207	\$ 10,156,798

See Accompanying Notes to Financial Statements

**POLK CITY, FLORIDA
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2019**

FUNCTIONS/PROGRAMS PRIMARY GOVERNMENT:	Program Revenues			Net (Expense) Revenue and Changes in Net Position			
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental	Business-type	Total
					Activities	Activities	
Governmental Activities:							
General government	\$ 783,194	\$ 16,510	\$ 103,251	\$ 73,416	\$ (590,017)	\$ -	\$ (590,017)
Library	151,527	7,210	33,876	-	(110,441)	-	(110,441)
Law enforcement	127,294	11,167	-	27,090	(89,037)	-	(89,037)
Fire / rescue	-	-	-	14,495	14,495	-	14,495
Building and zoning	293,762	251,157	-	-	(42,605)	-	(42,605)
Code enforcement	44,230	-	-	-	(44,230)	-	(44,230)
Public works administration	118,802	-	-	-	(118,802)	-	(118,802)
Sanitation	240,338	303,419	-	-	63,081	-	63,081
Streets	361,364	16,304	-	-	(345,060)	-	(345,060)
Parks and recreation	54,733	-	-	51,096	(3,637)	-	(3,637)
Stormwater utility	3,803	34,017	-	-	30,214	-	30,214
Interest on long term debt	45,490	-	-	-	(45,490)	-	(45,490)
Total governmental activities	2,224,537	639,784	137,127	166,097	(1,281,529)	-	(1,281,529)
Business-type Activities:							
Water and sewer utility	1,828,564	2,411,484	-	425,523	-	1,008,443	1,008,443
Total business-type activities	1,828,564	2,411,484	-	425,523	-	1,008,443	1,008,443
TOTAL PRIMARY GOVERNMENT	\$ 4,053,101	\$ 3,051,268	\$ 137,127	\$ 591,620	(1,281,529)	1,008,443	(273,086)
GENERAL REVENUES:							
Taxes:							
	Property taxes, levied for general purposes				782,473	-	782,473
	Franchise taxes				107,785	-	107,785
	Public service taxes				405,442	-	405,442
	Fuel taxes levied for transportation				154,360	-	154,360
	State shared revenue				197,687	-	197,687
	Investment earnings				1,009	-	1,009
	Miscellaneous				15,150	6,518	21,668
Transfers					25,000	(25,000)	-
Total General Revenues and Transfers					1,688,906	(18,482)	1,670,424
Change in net position					407,377	989,961	1,397,338
NET POSITION - beginning of year					4,323,214	4,436,246	8,759,460
NET POSITION - end of year					\$ 4,730,591	\$ 5,426,207	\$ 10,156,798

See Accompanying Notes to Financial Statements

POLK CITY, FLORIDA
BALANCE SHEET - GOVERNMENTAL FUNDS
AS OF SEPTEMBER 30, 2019

	General Fund
ASSETS	
Cash and cash equivalents	\$ 2,216,225
Receivables, net:	
Customer accounts, net	43,677
Intergovernmental	45,928
Franchise and public service taxes	30,852
Restricted assets:	
Cash and cash equivalents	1,007,428
TOTAL ASSETS	\$ 3,344,110
LIABILITIES AND FUND BALANCE	
Accounts payable	\$ 74,474
Accrued payroll	14,162
Due to other governments	103
Customer deposits	3,685
TOTAL LIABILITIES	92,424
FUND BALANCE:	
Restricted for:	
Highways / streets	112,005
General government facilities	257,361
Law enforcement	141,088
Fire / rescue	96,586
Parks and recreation	289,164
Building code enforcement	111,224
Assigned to:	
Emergency reserve	240,689
Unassigned:	2,003,569
TOTAL FUND BALANCE	3,251,686
TOTAL LIABILITIES AND FUND BALANCE	\$ 3,344,110

See Accompanying Notes to Financial Statements

**POLK CITY, FLORIDA
RECONCILIATION OF THE BALANCE SHEET OF THE GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
AS OF SEPTEMBER 30, 2019**

FUND BALANCES - TOTAL GOVERNMENTAL FUNDS **\$ 3,251,686**

**Amounts reported for governmental activities in the statement of net position
are different because:**

Capital assets, net of accumulated depreciation, used in governmental activities are financial resources and, therefore, are not reported as assets in the governmental funds. 3,219,316

The deferred outflows and deferred inflows related to pensions are applied to future periods and, therefore, are not reported in the governmental funds.

Deferred outflows related to pensions	373,126
Deferred inflows related to pensions	(51,972)

Long-term liabilities are not due and payable in the fiscal year and, therefore, are not reported as liabilities in the governmental funds. Long-term liabilities at year-end consist of:

Notes payable	(1,279,121)
Compensated absences payable	(43,496)
Net pension liability	(738,948)

NET POSITION OF GOVERNMENTAL ACTIVITIES	\$ 4,730,591
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See Accompanying Notes to Financial Statements

POLK CITY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2019

	<u>General Fund</u>
REVENUES:	
Taxes	\$ 1,456,664
Licenses and permits	251,157
Intergovernmental revenue	330,394
Charges for services	361,125
Fines and forfeitures	11,167
Impact fees	157,647
Other	38,760
Total revenues	<u>2,606,914</u>
EXPENDITURES:	
General government	622,146
Public safety	445,961
Physical environment	361,052
Transportation	331,290
Culture/recreation	148,045
Capital outlay	25,095
Debt service	119,810
Total expenditures	<u>2,053,399</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>553,515</u>
OTHER FINANCING SOURCES:	
Transfers in	25,000
Total other financing sources	<u>25,000</u>
NET CHANGE IN FUND BALANCE	<u>578,515</u>
FUND BALANCE, beginning of year	<u>2,673,171</u>
FUND BALANCE, end of year	<u><u>\$ 3,251,686</u></u>

See Accompanying Notes to Financial Statements.

POLK CITY, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2019

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS **\$ 578,515**

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlay as expenditures. However, in the government-wide statement of activities, the cost of those assets is allocated over their estimated useful lives as

This is the amount of capital assets additions in the current period.	18,551
This is the amount of depreciation recorded in the current period.	(133,949)

Long-term obligations including bonds and notes payable and compensated absences are reported as liabilities in the government-wide statement of activities but are not reported as liabilities in the governmental funds because they do not require the use of current financial resources:

This amount represents long-term debt repayments.	74,320
This amount represents the change in compensated absence liability.	(3,705)

Pension costs are recorded in the statement of activities under the full accrual basis of accounting, but are not recorded in the governmental funds until paid.

This amount represents the change in deferred outflows related to pensions.	88,427
This amount represents the change in deferred inflows related to pensions.	879
This amount represents the change in the net pension liability.	(215,661)

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES

\$ 407,377

See Accompanying Notes to Financial Statements

POLK CITY, FLORIDA
STATEMENT OF NET POSITION - PROPRIETARY FUNDS
AS OF SEPTEMBER 30, 2019

	Enterprise Fund
ASSETS	
Current assets:	
Cash and cash equivalents	\$ 2,004,029
Customer accounts receivable, net	200,230
Prepaid expenses	37,364
Total current assets	<u>2,241,623</u>
Noncurrent assets:	
Restricted assets:	
Cash and cash equivalents	1,916,430
Capital assets, net:	
Non-depreciable	4,811,002
Depreciable, net	8,670,191
Total noncurrent assets	<u>15,397,623</u>
TOTAL ASSETS	<u>17,639,246</u>
DEFERRED OUTFLOWS OF RESOURCES	
Pensions	104,459
Deferred charge on bond refunding	810,157
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>914,616</u>
LIABILITIES	
Current liabilities:	
Accounts payable	13,634
Accrued payroll	5,932
Bonds and notes payable, current portion	399,250
Accrued interest payable	53,780
Due to other governments	2,397
Construction payable	300,231
Total current liabilities	<u>775,224</u>
Noncurrent liabilities:	
Customer deposits	308,374
Compensated absences	9,180
Net pension liability	206,873
Bonds and notes payable, noncurrent portion	11,813,454
Total noncurrent liabilities	<u>12,337,881</u>
TOTAL LIABILITIES	<u>13,113,105</u>
DEFERRED INFLOWS OF RESOURCES	
Pensions	14,550
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>14,550</u>
NET POSITION	
Net investment in capital assets	1,868,676
Restricted for:	
Water system improvements	348,156
Waste water system improvements	1,069,803
Debt service	83,420
Unrestricted	2,056,152
TOTAL NET POSITON	<u>\$ 5,426,207</u>

See Accompanying Notes to Financial Statements

POLK CITY, FLORIDA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN
FUND NET POSITION - PROPRIETARY FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2019

	Enterprise Fund
OPERATING REVENUES:	
Charges for services	\$ 2,411,484
Total operating revenues	<u>2,411,484</u>
OPERATING EXPENSES:	
Personnel services	446,466
Operating expenses	648,817
Depreciation	<u>330,636</u>
Total operating expenses	<u>1,425,919</u>
OPERATING INCOME	<u>985,565</u>
NONOPERATING REVENUE (EXPENSE):	
Interest expense	(402,645)
Other nonoperating revenue (expense), net	<u>6,518</u>
Total nonoperating revenues (expenses)	<u>(396,127)</u>
Income (loss) before contributions	<u>589,438</u>
CAPITAL CONTRIBUTIONS:	
State grants	128,000
Impact fees	<u>297,523</u>
Total capital contributions	<u>425,523</u>
TRANSFERS IN (OUT)	
Transfers to other funds	<u>(25,000)</u>
Total transfers	<u>(25,000)</u>
Change in net position	989,961
TOTAL NET POSITION - beginning of year	<u>4,436,246</u>
TOTAL NET POSITION - end of year	<u><u>\$ 5,426,207</u></u>

See Accompanying Notes to Financial Statements

POLK CITY, FLORIDA
STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2019

	Enterprise Fund
CASH FLOWS FROM OPERATING ACTIVITIES:	
Receipts from customers	\$ 2,410,002
Payments to suppliers	(672,767)
Payment for salaries and benefits	(410,299)
Net cash flows from operating activities	<u>1,326,936</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:	
Transfers (to) from other funds	(25,000)
Other nonoperating revenue	6,518
Net cash flows from noncapital financing activities	<u>(18,482)</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:	
Acquisition and construction of capital assets, net of related payables	(1,786,585)
Impact fees	297,523
Bond proceeds	1,285,213
Principal paid on notes, bonds and lease obligations	(428,846)
Interest paid on borrowings	(337,061)
Net cash flows from capital and related financing activities	<u>(969,756)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	<u>338,698</u>
CASH AND CASH EQUIVALENTS, beginning of year	<u>3,581,761</u>
CASH AND CASH EQUIVALENTS, end of year	<u>\$ 3,920,459</u>
Reconciliation of operating income (loss) to net cash flows from operating activities:	
Operating income (loss)	\$ 985,565
Adjustments to reconcile operating income to net cash from operating activities:	
Depreciation	330,636
(Increase) decrease in accounts receivable	(18,069)
(Increase) decrease in prepaid expenses	5,750
Increase (decrease) in accounts payable	(29,700)
Increase (decrease) in accrued payroll and compensated absences	3,611
Increase (decrease) in deferred outflows of resources related to pension	(22,004)
Increase (decrease) in deferred inflows of resources related to pension	(757)
Increase (decrease) in the net pension liability	55,317
Increase (decrease) in customer deposits	16,587
Net cash flows from operating activities	<u>\$ 1,326,936</u>
Noncash financing and investing activities:	
Florida Department of Environmental Protection Loan WW531400 Loan Forgiveness	<u>\$ 128,000</u>

See Accompanying Notes to Financial Statements

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its statements (GASBS) and Interpretations (GASBI). The more significant accounting policies established in GAAP and used by the City is discussed below.

A. REPORTING ENTITY

Polk City, Florida (the "City") is a political subdivision of the State of Florida created in 1925 by Chapter 11016, Laws of the State of Florida. Ordinance No. 2014-02, approved by the City's electors, effective April 1, 2014, changed the name from the City of Polk City to Polk City. The City operates under a commission/manager form of municipal government and provides general municipal services, including public safety, public works, culture, recreation, community development, and water and sewer services. These financial statements include all of the funds, organizations, agencies, departments and account groups of the City (the "primary government") and any "legally" separate entities ("component units") required by generally accepted accounting principles to be included in the reporting entity.

The accompanying financial statements present the City's primary government and component units over which the City exercises significant influence. Criteria for determining if other entities are potential component units of the City which should be reported with the City's basic financial statements are identified and described in the GASB *Codification of Governmental Accounting and Financial Reporting Standards*. The application of these criteria provides for identification of any entities for which the City is financially accountable and other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's basic financial statements to be misleading or incomplete. A blended component unit, although legally separate, is in substance part of the City's operations and presented in the financial statements as "blended" components. Blending refers to the fact that the component unit's funds are combined with those of the primary government for financial reporting purposes. There are no entities that meet the criteria for inclusion as either blended or discretely presented component units.

B. BASIC FINANCIAL STATEMENTS

The basic financial statements consist of the government-wide financial statements and fund financial statements.

Government-wide Financial Statements - The required government-wide financial statements are the Statement of Net Position and the Statement of Activities, which report information on all of the nonfiduciary activities of the City. The effects of interfund activity have been removed from these statements. The City has no fiduciary funds, however if it did they would be excluded from the government-wide financial statements since by definition, these assets are being held for the benefit of a third party and cannot be used to fund activities or obligations of the government. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *Business-type activities*, which rely to a significant extent on fees and charges for support.

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont...)

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment, including depreciation. The City does not allocate the interest expense of governmental fund debt or indirect costs such as finance, personnel, legal, etc. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Fund Financial Statements - The financial transactions of the City are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues and expenditures/expenses. The emphasis in fund financial statements is on the major funds in either the governmental or business-type activities categories. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. The GASB codification Section 2200.159 sets forth minimum criteria (percentage of the assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. Non-major funds by category are summarized into a single column. Due to the City's fund structure, there were no non-major funds. The various funds are reported by type within the financial statements.

The following fund types and funds are used and reported by the City:

- a) **Governmental Funds:** The focus of the governmental fund's measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the City:
 - **General Fund** is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.
- b) **Proprietary Funds:** The focus of the proprietary fund's measurement is upon determination of operating income, changes in net position, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. The following is a description of the proprietary funds of the City:
 - **Enterprise Funds** are required to be used to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges, or (c) establishes fees and charges based on a pricing policy designed to recover similar costs. The City has one *Enterprise Fund* which accounts for the activities associated with providing potable water and sewer collection, treatment and disposal services to area residents.

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont...)

C. MEASUREMENT FOCUS, AND BASIS OF ACCOUNTING

The government-wide financial statements and the proprietary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Imposed nonexchange transactions (property taxes, fines) are reported as deferred inflows if received before the tax is levied or before the date when use is first permitted. Government mandated nonexchange transaction (grants) and voluntary nonexchange transaction (donations) resources are reported as liabilities until the eligibility requirements are met and as deferred inflows if received before time requirements are met.

Operating revenues shown for proprietary operations generally result from producing or providing goods and services such as water and sewer. Operating expenses for these operations include all costs related to providing the service or product. These costs include billing and collection, personnel and purchased services, repairs and maintenance, depreciation, materials and supplies, and other expenses directly related to costs of services.

All other revenue and expenses not meeting these definitions are reported as nonoperating revenues and expenses.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to claims and judgments, are recorded only when payment is due.

Property taxes, sales taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenue of the current period. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (60 days of yearend). All other revenue items are considered to be measurable and available only when cash is received by the government.

D. ASSETS, LIABILITIES, DEFERRED OUTFLOWS/INFLOWS OF RESOURCES, AND NET POSITION/FUND BALANCE

CASH AND CASH EQUIVALENTS - Includes all short-term highly liquid investments with a maturity of three months or less when purchased, and all bank demand deposits, certificates of deposit, money-market and savings accounts. At September 30, 2019, all of the City's cash and investments met this definition.

INVESTMENTS - All investments are reported at fair value which is the price that would be received to sell an investment in an orderly transaction between market participants. Purchases and sales of investments are reflected on trade dates. Net realized gains or losses on sales of investments are based on the cost of investments applied on a first-in, first-out basis and are reflected in current operating results.

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont...)

CUSTOMER ACCOUNTS RECEIVABLE - The City accrues its unbilled utility service fees. This represents the estimated value of service from the last billing date to year end and totaled \$226,414 at September 30, 2019. A reserve for doubtful accounts is maintained in each fund equal to the value of the utility customer receivables that are not expected to be collected. As of September 30, 2019, the reserve for doubtful accounts totaled \$51,530 for utility service receivables and \$68,836 for readiness-to-serve receivables. Receivables are reported in the financial statements net of the reserve for doubtful accounts.

INTERFUND RECEIVABLES AND PAYABLES - To the extent any interfund balances exist, management anticipates they will be settled in cash as opposed to a permanent transfer.

INVENTORIES - Supply inventories of the general fund and the enterprise funds are immaterial and not recorded as assets. Such items are charged to expense when purchased.

CAPITAL ASSETS - In the government-wide financial statements capital assets include land, buildings, improvements, utility plant, and furniture and equipment with an individual cost of \$1,000 or more and an estimated useful life in excess of two years as defined by City resolution. Such assets are recorded at historical cost, if purchased and at acquisition cost if donated. Major additions are capitalized while maintenance and repairs which do not improve or extend the life of the respective assets are charged to expense. Governmental fund infrastructure assets (e.g., roads, bridges, sidewalks, streets, drainage systems and lighting system), acquired prior to October 1, 2003, have not been reported.

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same as in the government-wide statements.

Capital asset depreciation is recognized using the straight-line method over the estimated useful lives of the related assets, as follows:

<u>Type</u>	<u>Years</u>
Utility plant in service	40
Buildings and improvements	10 - 30
Infrastructure	40
Machinery and equipment	3 - 10
Vehicles	5 - 7

RESTRICTED ASSETS - Includes cash and investments that are legally restricted to specific uses by external parties. The City generally uses restricted resources first when an expense is incurred for which both restricted and unrestricted resources are available.

INTEREST COSTS - Interest costs are capitalized when incurred on debt where proceeds were used to finance the construction of enterprise fund capital assets. Interest earned on proceeds of tax-exempt borrowing arrangements restricted to the acquisition of qualifying assets is offset against interest costs in determining the amount to be capitalized. No net interest costs were capitalized for the year ended September 30, 2019.

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont...)

PENSIONS – In the government-wide statement of net position, liabilities are recognized for the City's proportionate share of each pension plan's net pension liability. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Florida Retirement System (FRS) defined benefit plan and the Health Insurance Subsidy (HIS) defined benefit plan and additions to/deductions from the FRS and the HIS fiduciary net position have been determined on the same basis as they are reported by the FRS and the HIS plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

The City's retirement plans and related amounts are described in a subsequent note.

DEFERRED OUTFLOWS/INFLOWS OF RESOURCES – In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflow of resources*, represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents and acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that time.

The City has deferred outflows/inflows of resources that are related to pensions that qualify for reporting in these categories. The deferred outflows/inflows related to pensions are reported only in the government-wide and proprietary fund statement of net position. A deferred amount related to pensions results from the difference in the expected and actual amounts of experience, earnings, and contributions. These amounts are deferred and amortized over the service life of all employees that are provided with pensions through the pension plan except the difference between expected and actual earnings which are amortized over five years. Actual contributions made to the pension plans subsequent to the measurement date are also reported as deferred outflows of resources at year-end and reflected as a reduction in the net pension liability in the subsequent year.

The City also reports a deferred charge on bond refunding as a deferred outflow of resources which is the difference in the carrying value of a refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

LONG-TERM OBLIGATIONS - In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums, discounts and any bond insurance costs are deferred and amortized over the life of the bonds using the bonds outstanding method. Debt issuance costs, other than bond insurance costs, are reported, as expenditures/expenses in the period incurred, Bond premiums and discounts are reported, net of amortization, in the related debt balances shown in the financial statements. Long-term debt for governmental funds is not reported as liabilities in the fund financial statements; rather the debt proceeds are reported as other financing sources and payments of principal and interest are reported as expenditures when due. The accounting for the proprietary fund is the same in the fund statements as it is in the government-wide statements.

COMPENSATED ABSENCES - Sick leave is credited to an employee on the basis of nine hours per month of service not to exceed ninety days. Accumulated sick leave does not vest and is not paid upon termination of employment. Vacation leave is credited to an employee depending on years of service, ranging from four to sixteen days per year. Vacation leave accumulation is limited to 240 hours for all employees. Upon termination, employees will be paid for 100% of the current year unused vacation and 50% for any prior year earned vacation that had been carried over to the year of termination. Eligible employees accumulate two personal days a year not to exceed ten days.

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont...)

The liability for these compensated absences is recorded as long-term in the government-wide statements and in the proprietary fund financial statements because the maturities are not determinable. In the fund financial statements, the governmental funds do not report the compensated absence liability because it is generally not payable from expendable available financial resources.

CONNECTION FEES AND IMPACT FEES - Connection fees represent reimbursement of the costs incurred to perform the connection of the respective utilities and are recorded as operating revenue when received. Impact fees, which are not considered connection fees since they substantially exceed the cost of connection, are recorded as capital contributions when received. Prepaid impact fees received which reserve capacity in the City's future water or sewer facilities are deferred and reported as capital contributions when the requirements of the Developer agreements are met by the City.

INTERFUND TRANSFERS - Permanent reallocation of resources between funds of the reporting entity are classified as interfund transfers. For purposes of the Government-wide Statement of Activities, all interfund transfers between individual enterprise funds, when applicable, are eliminated.

EQUITY CLASSIFICATIONS -

Government-wide Statements - The difference between (a) assets and deferred outflows of the resources and (b) liabilities and deferred inflows of resources is classified as net position and displayed in three components:

- a) Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation, prepaid bond insurance costs and the deferred charge on bond refunding which is then reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b) Restricted net position - Consists of restricted assets reduced by liabilities related to those assets. The government-wide statement of net position reports \$2,508,807 of restricted net position of which \$2,425,387 is restricted by enabling legislation.
- c) Unrestricted net position - Consists of the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

Fund Statements - The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the City is bound to honor the constraints on the specific purposes for which amounts in those funds can be spent. Spendable resources are to be shown as restricted, committed, assigned and unassigned as considered appropriate in the City's circumstances. The following classifications describe the relative strength of the spending constraints:

Nonspendable - amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted - amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont...)

Committed – amounts constrained to specific purposes by formal action (ordinance) of the City using its highest level of decision-making authority (the City Commission). To be reported as committed, amounts cannot be used for any other purpose unless the City Commission takes the same highest-level action (ordinance) to remove or change the constraint

Assigned – amounts that are constrained by the City's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the City Commission or through the City Commission delegating this responsibility to the City Manager through the budgetary process. The City Commission has not established a formal policy regarding authorization to assign fund balance amounts for a specific purpose.

Unassigned – all other spendable amounts.

The City uses restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

NOTE 2 - PROPERTY TAX CALENDAR

Under Florida Law, the assessment of all properties and the collection of all county, municipal and school board property taxes are consolidated in the offices of the Polk County Property Appraiser and Polk County Tax Collector. The tax levy of the City is established by the City Commission prior to October 1 of each year and the Polk County Property Appraiser incorporates the millage into the total tax levy, which includes the municipalities, the County, independent districts and the Polk County School Board tax requirements. State statutes permit municipalities to levy property taxes at a rate of up to 10 mills. The City's millage rate in effect for the fiscal year ended September 30, 2019 was 7.2500.

All taxes are due and payable on November 1 (levy date) of each year and unpaid taxes become delinquent on April 1 following the year in which they are assessed. Discounts are allowed for early payment as follows: 4% in of November, 3% in December, 2% in January, 1% in February.

The taxes paid in March are without discount. Delinquent taxes on real and personal property bear interest of 18% per year. On or prior to June 1 following the tax year, certificates are sold for all delinquent taxes on real property.

NOTE 3 - BUDGETARY LAW AND PRACTICE

The budget is adopted by Ordinance on a City-wide basis for all City funds on or before October 1 of each year as required by State Statute. City Ordinance establishes the legal level of budgetary control at the individual fund level. Expenditures may not exceed appropriations at this level. Within these control levels, management may transfer appropriations subject to notification of the City Commission.

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 4 - DEPOSITS AND INVESTMENTS

DEPOSITS IN FINANCIAL INSTITUTIONS - Municipalities in Florida are required by State Statute Chapter 280 - "Security for Public Deposits Act", to deposit operating funds only with financial institutions who are members of the State of Florida collateral pool ("qualified public depositories"). The State of Florida collateral pool is a multiple financial institution collateral pool with the ability to make additional assessments to satisfy the claims of governmental entities if any member financial institution fails. This ability provides protection which is similar to depository insurance.

The captions on the government-wide statement of net position for "cash and cash equivalents" both restricted and unrestricted, are summarized below:

Cash and cash equivalents:	
Cash on hand	\$ 575
Deposits in financial institutions:	
Insured or fully collateralized bank deposits	<u>7,143,537</u>
Total cash and cash equivalents	<u>\$ 7,144,112</u>

INVESTMENTS - The types of investments in which the City may invest are governed by State Statutes. According to the State Statutes, the City is authorized to invest in the following instruments: Local Government Surplus Funds Trust Fund or any intergovernmental investment pool authorized through the Florida Inter-local Cooperation Act; S.E.C. registered money market funds with the highest credit quality rating from a nationally recognized rating company; interest-bearing time deposits and savings accounts in qualified public depositories and direct obligations of the U.S. Treasury. The City maintained no investments during the year.

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 5 - CAPITAL ASSETS

Capital assets activity for the year ended September 30, 2019, was as follows:

	Beginning Balance	Transfers	Additions	Reductions	Ending Balance
Governmental Activities:					
Capital assets not being depreciated:					
Land	\$ 412,542		\$ -	\$ -	\$ 412,542
Total	\$ 412,542	\$ -	\$ -	\$ -	\$ 412,542
Capital assets being depreciated:					
Buildings and Improvements	\$ 3,418,161	\$ -	\$ -	\$ -	\$ 3,418,161
Recreational Facilities	503,467	-	-	-	503,467
Equipment	542,145	-	18,551	(2,469)	558,227
Infrastructure:					
Sidewalk Systems	129,383	-	-	-	129,383
Drainage Systems	75,626	-	-	-	75,626
Total	4,668,782	-	18,551	(2,469)	4,684,864
Less, Accumulated Depreciation:					
Buildings and Improvements	(955,272)	-	(84,819)	-	(1,040,091)
Recreational Facilities	(319,440)	-	(17,478)	-	(336,918)
Equipment	(413,436)	-	(26,089)	2,469	(437,056)
Infrastructure:					
Sidewalk Systems	(33,043)	(461)	(3,673)	-	(37,177)
Drainage Systems	(25,419)	461	(1,890)	-	(26,848)
Total Accumulated Depreciation	(1,746,610)	-	(133,949)	2,469	(1,878,090)
Total Depreciable Capital Assets, Net	\$ 2,922,172	\$ -	\$ (115,398)	\$ -	\$ 2,806,774
Business-Type Activities:					
Capital assets not being depreciated:					
Land	\$ 2,730,736	\$ -	\$ -	\$ -	\$ 2,730,736
Construction in progress	161,736.00	(60,164)	1,978,694	-	2,080,266
Total	\$ 2,892,472	\$ (60,164)	\$ 1,978,694	\$ -	\$ 4,811,002
Capital assets being depreciated:					
Utility Plant	\$ 12,268,965	\$ 60,164	\$ 37,404	\$ -	\$ 12,366,533
Equipment	400,048	-	70,718	-	470,766
Total	12,669,013	60,164	108,122	-	12,837,299
Less, Accumulated Depreciation:					
Utility Plant	(3,565,342)	-	(305,093)	-	(3,870,435)
Equipment	(271,130)	-	(25,543)	-	(296,673)
Total Accumulated Depreciation	(3,836,472)	-	(330,636)	-	(4,167,108)
Total Depreciable Capital Assets, Net	\$ 8,832,541	\$ 60,164	\$ (222,514)	\$ -	\$ 8,670,191

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 5 - CAPITAL ASSETS (cont...)

Depreciation expense was charged to the following programs and functions:

Governmental Activities:

General government	\$ 81,496
Streets	17,974
Parks and recreation	32,588
Stormwater utility	<u>1,891</u>
Total depreciation expense - governmental activities	<u>\$ 133,949</u>

Business-type Activities:

Water and sewer	<u>\$ 330,636</u>
Total depreciation expense - business-type activities	<u>\$ 330,636</u>

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 6 - LONG-TERM OBLIGATIONS

The following is a summary of changes in long-term obligations for the year ended September 30, 2019:

	Beginning Balance	Additions	Reductions	Ending Balance	Current Portion
Governmental Activities					
Long-Term Debt:					
Notes Payable:					
Direct borrowings or placements:					
Citizens Bank and Trust					
Installment Note	\$ 1,353,441	\$ -	\$ (74,320)	\$ 1,279,121	\$ 76,922
Total Notes Payable	<u>1,353,441</u>	<u>-</u>	<u>(74,320)</u>	<u>1,279,121</u>	<u>76,922</u>
Other Liabilities:					
Compensated Absences	39,791	3,705	-	43,496	-
Net Pension Liability	523,287	215,661	-	738,948	-
Total Other Liabilities	<u>563,078</u>	<u>219,366</u>	<u>-</u>	<u>782,444</u>	<u>-</u>
Total Long-Term Liabilities	<u>\$ 1,916,519</u>	<u>\$ 219,366</u>	<u>\$ (74,320)</u>	<u>2,061,565</u>	<u>\$ 76,922</u>
Less Amount Due in One Year				(76,922)	
Net Long-Term Debt Due After One Year				<u>\$ 1,984,643</u>	
Business-Type Activities					
Long-Term Debt:					
Direct borrowings or placements:					
Notes Payable:					
Installment Note to Florida Department of Environmental Protection (WW51201P)	\$ 2,182,029	\$ -	\$ (122,354)	\$ 2,059,675	\$ 125,321
Installment Note to Florida Department of Environmental Protection (WW531400)	160,000	803	(125,162)	35,641	1,702
Installment Note to Florida Department of Environmental Protection (WW531402)	-	1,284,410	-	1,284,410	-
Tax-Exempt Leasing	66,699	-	(21,624)	45,075	22,227
Total Notes Payable	<u>2,408,728</u>	<u>1,285,213</u>	<u>(269,140)</u>	<u>3,424,801</u>	<u>149,250</u>
Other long-term debt:					
Revenue Certificates:					
Series 2017 Water/ Sewer System, Refunding Revenue Bonds	8,425,000	-	(240,000)	8,185,000	250,000
Add premium on Series 2017	650,609	-	(47,706)	602,903	-
Total Revenue Certificates	<u>9,075,609</u>	<u>-</u>	<u>(287,706)</u>	<u>8,787,903</u>	<u>250,000</u>
Other Liabilities:					
Compensated Absences	7,341	1,839	-	9,180	-
Net Pension Liability	151,556	55,317	-	206,873	-
Total Other Liabilities	<u>158,897</u>	<u>57,156</u>	<u>-</u>	<u>216,053</u>	<u>-</u>
Total Long-Term Liabilities	<u>\$ 11,643,234</u>	<u>\$ 1,342,369</u>	<u>\$ (556,846)</u>	<u>12,428,757</u>	<u>\$ 399,250</u>
Less Amount Due in One Year				(399,250)	
Net Long-Term Debt Due After One Year				<u>\$ 12,029,507</u>	

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 6 - LONG-TERM OBLIGATIONS (cont...)

Notes to Long-Term Obligations Table

Long term liabilities, including compensated absences, are typically liquidated by the individual fund to which the liability is directly associated.

Governmental Activities:

- Citizens Bank and Trust Installment Note – This note is secured by the all revenues of the City's communications service tax and the City's half-cent sales tax. This note bears interest at 3.4%, with monthly principal and interest payments on the first day of each month, with a final maturity of January 1, 2033. The note proceeds were used to retire the City's outstanding Series 2007 Capital Improvement Revenue Bonds which were used to construct the City's administration facilities.

Business-Type Activities:

- Series 2017 Water and Sewer System Refunding Revenue Bonds – The Water and Sewer System Refunding Revenue Bonds, Series 2017 are secured by the net revenues of the system, certain public service tax revenues, and moneys on deposit in various funds and accounts of the City. The Series 2017 bonds bear interest at 3.00 – 4.25 with a final maturity of August 1, 2041. The bonds require the maintenance of sinking, and renewal and replacement funds.

The Series 2017 bond proceeds were used to advance refund the City's outstanding Water and Sewer System Capital Improvement and Refunding Bonds, Series 2011A and to pay the costs of issuance of the Series 2017 Bonds. The reacquisition price exceeded the net carrying amount of the old debt by \$939,356. This amount was deferred and is being amortized over the remaining life of the new debt.

The City defeased the Series 2011A bonds by placing the proceeds of the Series 2017 bonds, along with a City contribution of \$836,993 in an irrevocable trust to provide for future debt service payments on the 2011A bonds until they are fully retired on August 1, 2021. Accordingly, the trust account assets and the liability for the defeased debt is not included in these financial statements. As of September 30, 2019, \$8,600,000 of the defeased 2011A debt is still outstanding.

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

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 6 - LONG-TERM OBLIGATIONS (cont...)

Notes to Long-Term Obligations Table (cont...)

- Installment Note to Florida Department of Environmental Protection (WW 531400) - This note is secured by the net revenues of the water and sewer system. The note bears interest at 0.76%, with semi-annual principal and interest payments on March 15 and September 15 with a final maturity in September 2039. The note proceeds were used to fund the design of wastewater pollution control facilities. The Note requires the maintenance of a sinking fund.
- Installment Note to Florida Department of Environmental Protection (WW 531402) - This note is secured by the net revenues of the water and sewer system. The note bears interest at 0.46%, with semi-annual principal and interest payments on May 15 and November 15 with a final maturity in November 2041. The note proceeds were used to fund the construction of wastewater pollution control facilities. The Note requires the maintenance of a sinking fund.
- Tax Exempt Lease Purchase Agreement – This agreement is secured by a lien on the equipment acquired. The agreement bears interest at 2.79%, with annual principal and interest payments on April 15 with a final maturity in April 2021. The agreement proceeds were used to fund the purchase of water meters and related equipment.

Remedies in the Event of Default - The debt obligations all allow for the obligors to take whatever legal actions necessary to collect the amounts due in the event of default. The following debt obligations have additional remedies in the event of defaults as follows:

- Citizens Bank and Trust Installment Note - If an event of default has occurred and be continuing beyond any cure period, the lender may declare the principal and accrued unpaid interest on the note immediately due and payable and to exercise all the rights and remedies of a secured party under the Uniform Commercial Code with respect to all or any portion of the pledged revenues.
- State Revolving Funds (SRF) Loans – The lender, subject to the rights of superior liens on the pledged revenues, may request a court to appoint a receiver to manage the water and sewer systems, intercept the delinquent amount from any unobligated funds due to the City under any revenue or tax sharing fund established by the State of Florida, impose a penalty in the amount not to exceed a rate of 18 percent per annum on the amount due, notify financial market credit rating agencies and potential creditors and may accelerate the repayment schedule or increase the interest rate on the unpaid principal of the loan to 1.667 times the loan interest rate.

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 6 - LONG-TERM OBLIGATIONS (cont...)

Notes to Long-Term Obligations Table (cont...)

Maturities:

Annual requirements to repay all long-term bonds and notes payable as of September 30, 2019, were as follows:

Fiscal Year Ending September 30,	Governmental Activities		Business-Type Activities					
	Direct borrowings and direct placements		Direct borrowings and direct placements		Other long-term debt		Total	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2020	\$ 76,922	\$ 42,865	\$ 149,250	\$ 50,413	\$ 250,000	\$ 319,225	\$ 399,250	\$ 369,638
2021	79,615	40,172	1,186,297	53,992	260,000	311,725	1,446,297	365,717
2022	82,401	37,385	145,155	44,121	265,000	303,925	410,155	348,046
2023	85,286	34,501	148,411	40,865	275,000	295,975	423,411	336,840
2024	88,271	31,515	151,745	37,532	280,000	287,725	431,745	325,257
2025-2029	489,923	109,009	811,575	134,805	1,565,000	1,276,425	2,376,575	1,411,230
2030-2034	376,703	22,586	732,433	39,739	1,905,000	937,025	2,637,433	976,764
2035-2039	-	-	72,749	1,606	2,320,000	523,225	2,392,749	524,831
2040-2044	-	-	27,186	163	1,065,000	68,425	1,092,186	68,588
Add: unamortized bond premium	-	-	-	-	602,903	-	602,903	-
Total	\$ 1,279,121	\$ 318,033	\$ 3,424,801	\$ 403,236	\$ 8,787,903	\$ 4,323,675	\$ 12,212,704	\$ 4,726,911

NOTE 7 - FUTURE REVENUES THAT ARE PLEDGED

The City has pledged various future revenue sources for various debt issues. For the water and sewer systems, the City has pledged future revenues, net of certain operating expenses. The following table provides a summary of the pledged revenues for the City's outstanding debt issues. Additional information regarding the City's pledged revenue can be found in Note 6.

Pledged Revenue	Principal and Interest Outstanding	Principal and Interest Paid	Current Year Revenue	% of Revenues to Principal and Interest Paid
Communication services tax pursuant to Section 202.19, Florida Statutes and the half cent sales tax pursuant to part VI of Chapter 218, Florida Statutes	\$ 1,597,154	\$ 119,787	\$ 335,830	280.36%
Water and sewer system net revenue and sewer impact fees	16,290,179	868,815	1,528,121	175.89%

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 8 - INTERFUND TRANSACTIONS

Interfund transactions are summarized below:

Interfund receivables and payables as of September 30, 2019 consisted of:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
Enterprise Fund	General Fund	\$ -

The above interfund balances arose from the fund with the receivable incurring cost on behalf of the fund with the payable which were not repaid prior to year-end.

Interfund transfers for the year ending September 30, 2019 consisted of:

<u>Receiving Fund</u>	<u>Paying Fund</u>	<u>Amount</u>
General Fund	Enterprise Fund	\$ 25,000

The transfer from the enterprise fund to the general fund is a budgeted annual operating transfer to finance services accounted for in the general fund.

NOTE 9 - PENSION PLAN

Florida Retirement System (FRS) – Defined Benefit Pension Plans

General Information about the FRS

The FRS was created in Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option program under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 112, Florida Statutes, established the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing multiple-employer defined benefit pension plan, to assist retired members of any State-administered retirement system in paying the costs of health insurance.

Essentially all regular employees of the City are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of the two cost-sharing, multiple-employer defined benefit plans and other nonintegrated programs. A comprehensive annual financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services Web site.

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 9 - PENSION PLAN (cont....)

FRS Pension Plan

Plan Description. The FRS Pension Plan (Plan) is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program (DROP) for eligible employees. The general classes of membership are as follows:

- *Regular Class* – Members of the FRS who do not qualify for membership in the other classes.
- *Senior Management Service Class (SMSC)* – Members in senior management level positions.

Employees enrolled in the Plan prior to July 1, 2011, vest at 6 years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at 8 years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments to eligible participants.

DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS participating employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

Benefits Provided. Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the 5 highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the 8 highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits. The following chart shows the percentage value for each year of service credit earned:

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 9 - PENSION PLAN (cont....)

Class, Initial Enrollment, and Retirement Age/Years of Service	% Value (per year of service)
Regular Class members initially enrolled before July 1, 2011	
Retirement up to age 62 or up to 30 years of service	1.60
Retirement at age 63 or with 31 years of service	1.63
Retirement at age 64 or with 32 years of service	1.65
Retirement at age 65 or with 33 or more years of service	1.68
Regular Class members initially enrolled on or after July 1, 2011	
Retirement up to age 65 or up to 33 years of service	1.60
Retirement at age 66 or with 34 years of service	1.63
Retirement at age 67 or with 35 years of service	1.65
Retirement at age 68 or with 36 or more years of service	1.68

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the FRS before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3 percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3 percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3 percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

Contributions. The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates during the 2018-19 fiscal year were as follows:

Class	Prior to July 1, 2019		After July 1, 2019	
	Employee	Employer (A)	Employee	Employer (A)
Regular	3.00%	8.26%	3.00%	8.47%
Senior Management	3.00%	24.06%	3.00%	25.41%

Note (A) Employer rates include 1.66 percent for the postemployment health insurance subsidy. Also, employer rates include 0.06 percent for administrative costs of the Investment Plan.

The City's contributions to the Plan totaled \$54,115 for the fiscal year ended September 30, 2019.

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 9 - PENSION PLAN (cont....)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At September 30, 2019, the City reported a liability of \$676,868 for its proportionate share of the Plan's net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2019. The City's proportionate share of the net pension liability was based on the City's contributions for the year ended June 30, 2019 relative to the contributions of all participating members for that period. At June 30, 2019, the City's proportionate share was 0.0019654330 percent, which was an increase of 0.0003582410 from its proportionate share measured as of June 30, 2018.

For the fiscal year ended September 30, 2019, the City recognized pension expense of \$196,623. In addition, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 40,147	\$ 420
Change of assumptions	173,849	-
Net difference between projected and actual earnings on FRS pension plan investments	-	37,448
Changes in proportion and differences between City FRS contributions and proportionate share of contributions	110,779	4,334
City FRS contributions subsequent to the measurement date	17,202	-
Total	\$ 341,977	\$ 42,202

The deferred outflows of resources related to pensions, totaling \$17,202, resulting from City contributions to the Plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 9 - PENSION PLAN (cont....)

<u>Fiscal Year Ending September 30</u>	<u>Amount</u>
2020	\$ 90,359
2021	39,752
2022	66,363
2023	55,441
2024	23,896
Therafter	6,762
	<u>\$ 282,573</u>

Actuarial Assumptions. The total pension liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60 percent
Salary Increases	3.25 percent, average, including inflation
Investment rate of return	6.90 percent, net of pension plan investment expense, including inflation

Mortality rates were based on the PUB2010 base table varies by member category and sex, projected generationally with Scale MP-2018.

The actuarial assumptions used in the July 1, 2019, valuation was based on the results of an actuarial experience study for the period July 1, 2013, through June 30, 2018.

The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 9 - PENSION PLAN (cont....)

Asset Class	Target Allocation (1)	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1.0%	3.3%	3.3%	1.2%
Fixed income	18.0%	4.1%	4.1%	3.5%
Global equity	54.0%	8.0%	6.8%	16.5%
Real estate	10.0%	6.7%	6.1%	11.7%
Private equity	11.0%	11.2%	8.4%	25.8%
Strategic investments	6.0%	5.9%	5.7%	6.7%
Total	100%			
Assumed inflation - Mean			2.6%	1.7%

(1) As outlined in the Pension Plan's investment policy

Discount Rate. The discount rate used to measure the total pension liability was 6.90 percent. The Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

Sensitivity of the City's Proportionate Share of the Net Position Liability to Changes in the Discount Rate. The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 6.90 percent, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (5.90 percent) or 1 percentage-point higher (7.90 percent) than the current rate.

	1% Decrease 5.90%	Current Discount Rate 6.90%	1% Increase 7.90%
City's proportionate share of the net pension liability (asset)	\$ 1,170,079	\$ 676,868	\$ 264,953

Pension Plan Fiduciary Net Position. Detailed information about the Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

Payables to the Pension Plan. At September 30, 2019, the City reported a payable of \$-0- for the outstanding amount of contributions to the Plan required for the fiscal year ended September 30, 2019.

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 9 - PENSION PLAN (cont....)

HIS Pension Plan

Plan Description. The HIS Pension Plan (HIS Plan) is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Benefits Provided. For the fiscal year ended June 30, 2019, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS Plan benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

Contributions. The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended September 30, 2019, the HIS contribution rate for the period of July 1, 2018 through June 30, 2019 and from July 1, 2019 through September 30, 2019 was 1.66% of payroll pursuant to section 112.363, Florida Statutes. The City contributed 100 percent of its statutorily required contributions for the current and preceding 3 years. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled.

The City's contributions to the HIS Plan totaled \$13,497 for the fiscal year ended September 30, 2019.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources Related to Pensions. At September 30, 2019, the City reported a net pension liability of \$268,953 for its proportionate share of the HIS Plan's net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2019. The City's proportionate share of the net pension liability was based on the City's contributions for the year ended June 30, 2019 relative to the contributions of all participating members for that period. At June 30, 2019, the City's proportionate share was 0.002403726 percent, which was an increase of 0.0006015120 from its proportionate share measured as of June 30, 2018.

For the fiscal year ended September 30, 2019, the City recognized the HIS Plan pension expense of \$39,378. In addition, the City reported deferred outflows of resources related to pensions from the following sources:

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 9 - PENSION PLAN (cont....)

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 3,267	\$ 329
Change of assumptions	31,141	21,983
Net difference between projected and actual earnings on HIS pension plan investments	174	-
Changes in proportion and differences between City HIS contributions and proportionate share of HIS contributions	97,261	2,008
City contributions subsequent to the measurement date	3,765	-
Total	<u>\$ 135,608</u>	<u>\$ 24,320</u>

The deferred outflows of resources, totaling \$3,765, was related to pensions resulting from City contributions to the HIS Plan subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ending September 30</u>	<u>Amount</u>
2020	\$ 23,979
2021	22,567
2022	18,040
2023	13,953
2024	15,401
Therafter	<u>13,583</u>
	<u>\$ 107,523</u>

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 9 - PENSION PLAN (cont....)

Actuarial Assumptions. The total pension liability in the July 1, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60 percent
Salary Increases	3.25 percent, average, including inflation
Discount rate	3.50 percent

Mortality rates were based on the Generational RP-2000 with Projected Scale BB.

The actuarial assumptions used in the July 1, 2019 valuation were based on the results of an actuarial experience study for the period July 1, 2013, through June 30, 2018.

Discount Rate. The discount rate used to measure the total pension liability was 3.50%. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the FRS Actuarial Conference.

Sensitivity of the City's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate. The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 3.50 percent, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.50 percent) or 1 percentage point higher (4.50 percent) than the current rate:

	1% Decrease 2.50%	Current Discount Rate 3.50%	1% Increase 4.50%
City's proportionate share of the net pension liability	<u>\$ 307,024</u>	<u>\$ 268,953</u>	<u>\$ 237,244</u>

Pension Plan Fiduciary Net Position. Detailed information about the HIS Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Comprehensive Annual Financial Report.

Payables to the Pension Plan. At September 30, 2019, the City reported a payable of \$-0- for the outstanding amount of contributions to the HIS Plan required for the fiscal year ended September 30, 2019.

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 9 - PENSION PLAN (cont....)

Florida Retirement System (FRS) – Defined Contribution Pension Plan

FRS Investment Plan

The SBA administers the defined contribution plan officially titled the FRS Investment Plan (Investment Plan). The Investment Plan is reported in the SBA's annual financial statements and in the State's Comprehensive Annual Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. City employees already participating in the DROP are not eligible to participate in the Investment Plan. Employer and employee contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Service retirement benefits are based upon the value of the member's account upon retirement. Benefit terms, including contribution requirements, are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contributions rates, that are based on salary and membership class (Regular Class, Senior Management Service Class, etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.06 percent of payroll and by forfeited benefits of Investment Plan members. Allocations to the Investment Plan member accounts during the 2018-19 fiscal year were as follows:

<u>Class</u>	<u>Percent of Gross Compensation</u>
FRS, Regular	6.30
FRS, Senior Management Service	7.67
FRS, Special Risk Regular	14.00

For all membership classes, employees are immediately vested in their own contributions and are vested after 1 year of service for employer contributions and investment earnings regardless of membership class. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Nonvested employer contributions are placed in a suspense account for up to 5 years. If the employee returns to FRS-covered employment within the 5-year period, the employee will regain control over their account. If the employee does not return within the 5-year period, the employee will forfeit the accumulated account balance. For the fiscal year ended September 30, 2019, the information for forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the City.

After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided in which the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan or remain in the Investment Plan and rely upon that account balance for retirement income.

The City's Investment Plan pension expense totaled \$14,915 for the fiscal year ended September 30, 2019.

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 10 - OTHER POST EMPLOYMENT BENEFITS

The City follows GASB Cod. Sec. P52 for certain post-employment health care and dental benefits provided by the City.

Plan Description – The Other Postemployment Benefits Plan (OPEB Plan) is a single employer defined benefit plan administered by the City. The OPEB Plan allows employees who retire and meet retirement eligibility requirements under the applicable City retirement plan to continue medical insurance coverage as a participant in the City's health insurance plan.

Pursuant to the provisions of Section 112.0801, Florida Statutes, former employees who retire from the City are eligible to participate in the City's healthcare and life insurance benefits. The City subsidizes the premium rates paid by retirees by allowing them to participate in the OPEB Plan at reduced or blended group (implicitly subsidized) premium rates for both active and retired employees. These rates provide an implicit subsidy for retirees because, on an actuarial basis, their current and future claims are expected to result in higher costs to the OPEB Plan on average than those of active employees. The City does not offer any explicit subsidies for retiree coverage. The OPEB Plan doesn't issue a stand-alone financial report and is not included in the annual report of a public employee retirement system of another entity.

There are currently 17 active plan members and no inactive plan members.

Funding Policy – Currently, the City's OPEB benefits are unfunded. The City has not advance-funded or established a funding methodology for the annual other postemployment benefit (OPEB) costs or the OPEB obligation, and the OPEB Plan is financed on a pay-as-you-go basis.

Benefits Provided – The benefits provided are the same as those provided for active employees. Spouses and dependents of eligible retirees are also eligible for medical coverage. All employees of the City who meet the eligibility requirements of the applicable City retirement plan are eligible to receive postemployment health care benefits. All retiree, spouse and dependent coverage is at the expense of the retiree.

Total OPEB Liability – The City's total OPEB liability as of September 30, 2018 was determined by an actuarial valuation as of October 1, 2017. The actuarial assumptions used in the October 1, 2017 valuation were as follows:

Inflation	3.00%
Salary Increases	3.00%
Discount Rate	3.64%
Initial Trend Rate	8.00%
Ultimate Trend Rate	5.00%
Year to Ultimate Trend Rate	6

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 10 - OTHER POST EMPLOYMENT BENEFITS (cont....)

For all lives, mortality rates were RP-2000 Combined Healthy Mortality Tables projected to the valuation date using projection scale BB.

Discount Rate – The discount rate was based on a high-quality municipal bond rate of 3.64%. The high-quality bond rate was based on the week closest but not later than the measurement date of the Bond Buyer 20-Bond index as published by the Federal Reserve. The 20-Bond Index consists of 20 general obligation bonds that mature in 20 years. The average rating of the 20 bonds is roughly equivalent to Moody's Investors Service's Aa2 rating and Standard & Poor's Corp.'s AA.

The results of the October 1, 2017 actuarial valuation produced an estimated actuarial determined OPEB obligation and OPEB expense that was immaterial to the City's financial statements and accordingly, there is no OPEB liability recorded in the financial statements.

NOTE 11 – JOINT VENTURE

The Polk Regional Water Cooperative (PRWC) was created on April 1, 2016 by a interlocal agreement between Polk City, City of Auburndale, City of Bartow, City of Davenport, City of Eagle Lake, City of Fort Meade, City of Frostproof, City of Haines City, City of Lake Alfred, City of Lakeland, City of Lake Wales, City of Mulberry, City of Winter Haven, Town of Dundee, Town of Lake Hamilton and Polk County in accordance with Chapters 163 and 373 of the Florida Statutes. These local government units are collectively considered the Member Governments. The PRWC is a separate legal entity organized under the laws of the State of Florida, and the Member Governments have no equity ownership in the PRWC.

The PRWC is devoted to encouraging the development of fully integrated, robust public water supply systems comprised of diverse sources managed in a manner that take full advantage of Florida's intense climatic cycles to ensure reliable, sustainable and drought resistant systems which maximize the use of alternative water supplies to the greatest extent practicable. The PRWC will evaluate, plan and implement water projects and coordinate partnerships with other water users.

The terms of the interlocal agreement require each Member Government to contribute their proportionate share of the PRWC's annual working capital needs which are established annually by a resolution of the PRWC's Board of Directors. For the year ended September 30, 2019, the total annual working capital needs of the PRWC was \$1,251 of which the City's proportionate share was \$198,000.

Complete financial statements of the PRWC may be obtained from the PRWC's Executive Director at 330 W. Church Street, P.O. Box 9005, Drawer CA01, Bartow, FL 33831-9005.

POLK CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE 12 – RISK MANAGEMENT AND LITIGATION

During the ordinary course of its operations, the City is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions, injuries to employees, and natural disasters. The City maintains commercial insurance coverage in amounts management feels is adequate to protect and safeguard the assets of the City. There have been no significant reductions in coverage nor have settlement amounts exceeded the City's coverage during the year ended September 30, 2019 or the previous two years. In the opinion of the City's management and legal counsel, legal claims and litigation are not anticipated to have material impact on the financial position of the City. The City's workers compensation coverage is provided through a nonassessable, nonprofit, tax-exempt risk sharing pool. Settled claims resulting from these risks have not exceeded insurance coverage.

NOTE 13 – COMMITMENTS AND CONTINGENCIES

- The City is obligated under certain leases accounted for as operating leases. Operating leases do not give rise to property rights or lease obligations and, therefore, liabilities from the lease agreements are not reflected in the City's account groups. Remaining minimum lease payments are not significant.
- The City participates in several programs that are fully or partially funded by grants received from Federal, state, or county agency sources. Expenditures financed by grants are subject to audit by the appropriate grantor government/agency. If expenditures are disallowed due to non-compliance with grant program regulations, the City may be required to reimburse the grantor government/agency. As of September 30, 2019, the City believes that disallowed expenditures discovered in subsequent audits, if any, will not have a material effect on any of the individual funds or the overall financial position of the City.
- Effective October 17, 2016, the City contracted with the Polk County Sheriff to provide enhanced law enforcement services within the City through the fiscal year ended September 30, 2021. Under the agreement, the City shall pay \$99,310 for base services for the fiscal year ended September 30, 2019. The annual cost increases 2% per year over the term of the contract. The City paid \$97,363 for the year ended September 30, 2018.

REQUIRED SUPPLEMENTARY INFORMATION

POLK CITY, FLORIDA
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND (UNAUDITED)
FOR THE YEAR ENDED SEPTEMBER 30, 2019

	Budgeted Amounts		Actual Amounts (GAAP Basis)	Variance with Final Budget Positive (Negative)
	Original	Final		
RESOURCES (inflows):				
Taxes	\$ 1,331,632	\$ 1,331,632	\$ 1,456,664	\$ 125,032
Licenses and permits	336,137	336,137	251,157	(84,980)
Intergovernmental revenue	257,521	257,521	330,394	72,873
Charges for services	325,225	325,225	361,125	35,900
Fines and forfeitures	2,000	2,000	11,167	9,167
Impact fees	389,161	389,161	157,647	(231,514)
Other	12,800	12,800	38,760	25,960
Amounts available for appropriations	<u>2,654,476</u>	<u>2,654,476</u>	<u>2,606,914</u>	<u>(47,562)</u>
CHARGES TO APPROPRIATIONS (outflows):				
General government	688,372	688,372	622,146	66,226
Public safety	425,692	425,692	445,961	(20,269)
Physical environment	389,770	389,770	361,052	28,718
Transportation	359,024	359,024	331,290	27,734
Culture/recreation	182,433	182,433	148,045	34,388
Capital outlay	201,113	201,113	25,095	176,018
Debt service	119,810	119,810	119,810	-
Total charges to appropriations	<u>2,366,214</u>	<u>2,366,214</u>	<u>2,053,399</u>	<u>312,815</u>
EXCESS (DEFICIENCY) OF RESOURCES OVER CHARGES TO APPROPRIATIONS	<u>288,262</u>	<u>288,262</u>	<u>553,515</u>	<u>265,253</u>
OTHER FINANCING SOURCES (USES);				
Transfer from enterprise fund	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>
Total other financing sources	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>
EXCESS (DEFICIENCY) OF RESOURCES OVER CHARGES TO APPROPRIATIONS AND OTHER FINANCING SOURCES	<u>313,262</u>	<u>313,262</u>	<u>\$ 578,515</u>	<u>\$ 265,253</u>
Reserves carried to subsequent year	<u>(313,262)</u>	<u>(313,262)</u>		
NET CHANGE IN FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>		

POLK CITY, FLORIDA**SCHEDULE OF THE CITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY AND
SCHEDULE OF CITY CONTRIBUTIONS – FLORIDA RETIREMENT SYSTEM PENSION PLAN****Last Ten Fiscal Years *****Schedule of the City's Proportionate Share
of the Net Pension Liability –
Florida Retirement System Pension Plan (1)**

	2019	2018	2017	2016	2015	2014
City's proportion of the FRS net pension liability (asset)	0.001965433%	0.001607192%	0.001287606%	0.001273210%	0.001355257%	0.001118460%
City's proportionate share of the FRS net pension liability (asset)	\$ 676,868	\$ 484,095	\$ 380,865	\$ 321,486	\$ 175,050	\$ 68,243
City's covered payroll (2)	\$ 804,096	\$ 588,735	\$ 415,532	\$ 379,179	\$ 380,883	\$ 330,817
City's proportionate share of the FRS net pension liability (asset) as a percentage of its covered payroll	84.18%	82.23%	91.66%	84.78%	45.96%	20.63%
FRS Plan fiduciary net position as a percentage of the total pension liability	82.61%	84.26%	83.89%	84.88%	92.00%	96.09%

Notes:

(1) The amounts presented for each fiscal year were determined as of, or for the year ended June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members and members in DROP because total employer contributions are determined on a uniform basis (blended rate).

**Schedule of City Contributions –
Florida Retirement System Pension Plan (1)**

	2019	2018	2017	2016	2015	2014
Contractually required FRS contribution	\$ 60,943	\$ 45,804	\$ 40,068	\$ 34,559	\$ 32,616	\$ 24,499
FRS contributions in relation to the contractually required contribution	\$ 60,943	\$ 45,804	40,068	34,559	32,616	24,499
FRS contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City's covered payroll (2)	\$ 804,096	\$ 588,735	\$ 415,532	\$ 379,179	\$ 380,883	\$ 330,817
FRS contributions as a percentage of covered payroll	7.58%	7.78%	9.64%	9.11%	8.56%	7.41%

Notes:

(1) The amounts presented for each fiscal year were determined for the year ended June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members and members in DROP.

* These schedules are 10-year schedules; however, the information in these schedules are not required to be presented retroactively. Years will be added to this schedule in future fiscal years until 10 years of information is available.

POLK CITY, FLORIDA**SCHEDULE OF THE CITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY AND
SCHEDULE OF CITY CONTRIBUTIONS –HEALTH INSURANCE SUBSIDY PENSION PLAN****Last Ten Fiscal Years *****Schedule of the City's Proportionate Share
of the Net Pension Liability –
Health Insurance Subsidy Pension Plan (1)**

	2019	2018	2017	2016	2015	2014
City's proportion of the HIS net pension liability (asset)	0.002403726%	0.001802214%	0.001356602%	0.001297807%	0.001345924%	0.001092189%
City's proportionate share of the HIS net pension liability (asset)	\$ 268,953	\$ 190,748	\$ 145,054	\$ 151,254	\$ 137,263	\$ 102,122
City's covered payroll (2)	\$ 804,096	\$ 588,735	\$ 415,532	\$ 379,179	\$ 380,883	\$ 330,817
City's proportionate share of the HIS net pension liability (asset) as a percentage of its covered payroll	33.45%	32.40%	34.91%	39.89%	36.04%	30.87%
HIS Plan fiduciary net position as a percentage of the total pension liability	2.63%	2.15%	1.64%	0.97%	0.50%	0.50%

Notes:

(1) The amounts presented for each fiscal year were determined as of, or for the year ended June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members and members in DROP because total employer contributions are determined on a uniform basis (blended rate).

**Schedule of City Contributions –
Health Insurance Subsidy Pension Plan (1)**

	2019	2018	2017	2016	2015	2014
Contractually required HIS contribution	\$ 13,348	\$ 9,773	\$ 6,898	\$ 6,294	\$ 5,455	\$ 3,741
HIS contributions in relation to the contractually required contribution	13,348	9,773	6,898	6,294	5,455	3,741
HIS contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City's covered-employee payroll (2)	\$ 804,096	\$ 588,735	\$ 415,532	\$ 379,179	\$ 380,883	\$ 330,817
HIS contributions as a percentage of covered-employee payroll	1.66%	1.66%	1.66%	1.66%	1.43%	1.13%

Notes:

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members and members in DROP.

* These schedules are 10-year schedules; however, the information in these schedules are not required to be presented retroactively. Years will be added to this schedule in future fiscal years until 10 years of information is available.

POLK CITY, FLORIDA

NOTES TO THE SCHEDULES OF THE CITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY AND SCHEDULE OF CITY CONTRIBUTIONS – FLORIDA RETIREMENT SYSTEM PENSION PLAN AND HEALTH INSURANCE SUBSIDY PENSION PLAN

1. Schedule of Proportionate Share of the Net Pension Liability and Schedule of Contributions – Florida Retirement System Pension Plan

Changes of Assumptions:

- a. The discount rate decreased from 7.00 percent to 6.90 percent.
- b. The long-term expected rate of return was decreased from 7.00 percent to 6.90 percent.

2. Schedule of Proportionate Share of the Net Pension Liability and Schedule of Contributions – Health Insurance Subsidy Pension Plan

Changes of Assumptions:

- a. The discount rate was decreased from 3.87 percent to 3.50 percent
- b. The municipal bond rate used to determine total pension liability decreased from 3.87 percent to 3.50 percent.

Program Contribution Rates – The Health Insurance Subsidy Pension Plan (HIS) uses a "pay-as-you-go" funding structure. As of June 30, 2019, and 2018, accumulated HIS assets constituted approximately five months of projected benefit payments. The ability of the current statutory contribution rate to pay full HIS benefits is very sensitive to near-term demographic experience, particularly the volume and timing of retirements and the amount of payroll on which the statutory rate is charged.



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GOVERNMENT AUDITING SECTION

POLK CITY, FLORIDA
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED SEPTEMBER 30, 2019

State Grants Funding Source and Grant Program	State CSFA #	Grant Number	State Expenditures	Loan Proceeds
State of Florida Department of Economic Opportunity:				
Growth Management Implementation	40.024	PO329	\$ 30,000	\$ -
Total State of Florida Department of Economic Opportunity			<u>30,000</u>	<u>-</u>
State of Florida Department of Environmental Protection:				
Clean Water State Revolving Fund / Effluent Disposal	37.077	WW531402	1,284,410	1,284,410
Small Community Wastewater Facility Grant	37.075	WW531401	128,000	-
Total State of Florida Department of Environmental Protection			<u>1,412,410</u>	<u>1,284,410</u>
Total expenditures of State awards			<u>\$ 1,442,410</u>	<u>1,284,410</u>

NOTES TO THE SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE

NOTE A – BASIS OF PRESENTATION: The accompanying Schedule of Expenditures of State Financial Assistance presents the State of Florida grant and loan activity of the Polk City, Florida in accordance with the requirements of Chapter 69I-5, Rules of the Florida Department of Financial Services, Schedule of Expenditure of State Financial Assistance, Rules of the Florida Department of Financial Services; and Chapter 10.550, Rules of the Florida Auditor General. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE B – BASIS OF ACCOUNTING: The expenditures in the accompanying Schedule of Expenditures of State Financial Assistance are presented using the accrual basis of accounting.

NOTE C – CONTINGENCY: Grant monies received and disbursed by the City are for specific purposes and are subject to review by the grantor agencies. Such audits may result in requests for reimbursement due to disallowed expenditures. Based upon prior experience, the City does not believe that such disallowances, if any, would have a material effect on the financial position of the City. As of September 30, 2019, there were no material questioned or disallowed costs as a result of grant or loan audits in process or completed.

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS FOR EACH
MAJOR STATE PROJECT AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY CHAPTER 10.550, RULES OF THE AUDITOR GENERAL OF STATE OF FLORIDA

Honorable Mayor and Members of the City Commission
Polk City, Florida

Report on Compliance for Each Major State Project

We have audited the Polk City, Florida's (the "City") compliance with the types of compliance requirements described in the *Department of Financial Services' State Projects Compliance Supplement* that could have direct and material effect on each of the City's major state projects for the year ended September 30, 2019. The City's major state projects are identified in the summary of independent auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with Federal and State statutes, regulations, and the terms and conditions of its State financial assistance applicable to its State projects.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major state projects based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, *Rules of the Auditor General of the State of Florida*. Those standards and Chapter 10.550, *Rules of the Auditors General of the State of Florida*, require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state project occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major state project. However, our audit does not provide a legal determination of the City's compliance.

Opinion on Each Major State Project

In our opinion, Polk City, Florida, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major state projects for the year ended September 30, 2019.

Report on Internal Control over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major state project to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major state project and to test and report on internal control over compliance in accordance with Chapter 10.550, *Rules of the Auditor General of the State of Florida*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state project on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state project will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency or combination of deficiencies in internal control over compliance with the type of compliance requirement of a state project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Chapter 10.550, *Rules of the Auditor General of the State of Florida*. Accordingly, this report is not suitable for any other purpose.

Brynjulfson CPA, P.A.

Brynjulfson CPA, P.A.
Auburndale, Florida
June 23, 2020

POLK CITY, FLORIDA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS RELATING TO STATE FINANCIAL ASSISTANCE
Year Ended September 30, 2019

Section I – Summary of Independent Auditor's Results

Financial Statements

Type of Auditor's Report Issued:

Unmodified Opinion

Internal control over financial reporting:

Material weakness(es) identified?

X Yes

No

Significant deficiency(ies) identified?

 Yes

X

None reported

Noncompliance material to the financial statements reported?

 Yes

X

No

State Financial Assistance

Type of Auditor's Report Issued on Compliance for Major State Projects:

Unmodified Opinion

Internal control over major State projects:

Material weakness(es) identified?

 Yes

X

No

Significant deficiency(ies) identified?

 Yes

X

None reported

Noncompliance material to a major State projects reported?

 Yes

X

No

Any audit findings disclosed that are required to be reported in accordance with Rule 10.557, *Rules of the Auditor General*

X Yes

 No

Major State Project(s):

37.077 - State of Florida Department of Environmental Protection -
 Wastewater Treatment Facility Construction

Dollar threshold used to distinguish between Type A and Type B projects:

\$ 432,723

Section II – Summary Schedule of Prior Audit Findings Related to State Financial Assistance

There were no prior-year audit findings related to state financial assistance.

POLK CITY, FLORIDA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS RELATING TO STATE FINANCIAL

ASSISTANCE (concluded)

Year Ended September 30, 2019

Section III – Current Year Findings Required to be Reported in Accordance with *Government Auditing Standards*

Finding 2019-01: Bank Reconciliations

Criteria: Good internal control requires the activity in the City's bank accounts to be posted to the general ledger and that bank statement reconciliations be performed on a timely basis to afford management the opportunity to detect and correct errors on a timely basis.

Condition: The City's bank account activities were not being reconciled to the general ledger balances in a timely manner. The September 2019 bank reconciliations were completed in March 2020 and as of the date of this report, the City has completed the bank reconciliations through February 2020.

Effect: Due to the lack of timely bank reconciliations, there was no assurance that the books and records of the City were complete throughout the year.

Cause: The bank reconciliation process was delayed due to issues caused by the accounting information system software conversion that took place during the fiscal year ended September 30, 2018 and management has not brought the reconciliations current as of the date of this report.

Recommendation: We recommend the City take measures to ensure that the bank activity is reconciled to the general ledger and that this reconciliation is to be completed within thirty days after receipt of the monthly bank statements. Furthermore, we recommend that this reconciliation should be reviewed by the City Manager when complete.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable Mayor and Members of the City Commission
Polk City, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities and each major fund of Polk City, Florida as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise Polk City, Florida's basic financial statements, and have issued our report thereon dated June 23, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Polk City, Florida's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Polk City, Florida's internal control. Accordingly, we do not express an opinion on the effectiveness of Polk City, Florida's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify a deficiency in internal control, described in the accompanying schedule of findings as item 2019-01, that we consider to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Polk City, Florida's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Honorable Mayor and Members of the City Commission
Polk City, Florida

Polk City's Response to Findings

Polk City, Florida's response to the findings identified in our audit is described in the accompanying letter of management's response. Polk City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Brynjulfson CPA, P.A.

Brynjulfson CPA, P.A.
Auburndale, Florida
June 23, 2020

INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE
WITH SECTION 218.415, FLORIDA STATUTES

Honorable Mayor and Members of the City Commission
Polk City, Florida

We have examined Polk City, Florida's compliance with Section 218.415, Florida Statutes for the year ended September 30, 2019. Management is responsible for Polk City, Florida's compliance with those specified requirements. Our responsibility is to express an opinion on Polk City, Florida's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards required that we plan and perform the examination to obtain reasonable assurance about whether Polk City, Florida complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether Polk City, Florida complied with the specified requirements. The nature, timing and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination of Polk City, Florida's compliance with the specified requirements.

In our opinion, Polk City, Florida complied, in all material respects, with the aforementioned requirements of Section 218.415, Florida Statutes for the year ended September 30, 2019.

Brynjulfson CPA, P.A.

Brynjulfson CPA, P.A.
Auburndale, Florida
June 23, 2020

MANAGEMENT LETTER

Honorable Mayor and Members of the City Commission
Polk City, Florida

Report on the Financial Statements

We have audited the financial statements of Polk City, Florida as of and for the year ended September 30, 2019, and have issued our report thereon dated June 23, 2020.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued the following reports and schedule in connection with our audit.

- Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*.
- Independent Auditor's Report on Compliance with Requirements for Each Major State Project and on Internal Control Over Compliance Required by Chapter 10.550, *Rules of the Auditor General*.
- Schedule of Findings and Questioned Costs Related to State Financial Assistance.
- Independent Accountant's Report on Compliance with Section 218.415, *Florida Statutes* conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements of Chapter 10.550, Rules of the Auditor General.

Disclosures in these reports and schedule, which are dated June 23, 2020, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address findings and recommendations made in the preceding financial audit report except for the finding noted below.

Tabulation of Uncorrected Audit Findings		
Current Year Finding #	2017-18 FY Finding #	2016-17 FY Finding #
2019-01	18-01	na

Honorable Mayor and Members of the City Commission
Polk City, Florida

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. For the legal authority of Polk City, Florida, see footnote A of the summary of significant accounting policies in the notes to financial statements.

Financial Condition and Management

Section 10.554(1)(i)5.a and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not Polk City, Florida has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit of the financial statements of Polk City, Florida, we determined that Polk City, Florida did not meet any of the specified conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for Polk City, Florida. It is management's responsibility to monitor Polk City, Florida's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material, but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, members of the City Commission, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Brynjulfson CPA, P.A.

Brynjulfson CPA, P.A.
Auburndale, Florida
June 23, 2020



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OTHER INFORMATION



Polk City
123 Broadway Blvd
Polk City, FL 33868
Phone: 863.984.1375
Fax: 863.984.1984

POLK CITY IMPACT FEE AFFIDAVIT

BEFORE ME, the undersigned authority, personally appeared Joanna Knowles, who being duly sworn, deposes and says on oath that:

1. I am the Finance Administrator of Polk City which is a local governmental entity of the State of Florida;
2. Polk City adopted Ordinance No. 1142, 1, 02-27-2007 implementing an impact fee; and
3. Polk City has complied and, as of the date of this Affidavit, remains in compliance with Section 163.31801, Florida Statutes.

FURTHER AFFIANT SAYETH NAUGHT.


Joanna Knowles, Finance Administrator, Polk City

STATE OF FLORIDA
COUNTY OF POLK

SWORN TO AND SUBSCRIBED before me this 23rd day of June, 2020.

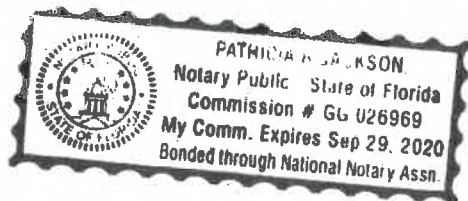

NOTARY PUBLIC

Print Name Patricia R Jackson

Personally known ✓ or produced identification _____

Type of identification produced: _____

My Commission Expires: _____





POLK CITY

123 Broadway Blvd SE
Polk City, Florida 33868
Telephone 863-984-1375
Fax 863-984-2334

June 22, 2020

Honorable Mayor, City Commissioners
Polk City
Polk City FL 33868

RE: Management Letter dated June 22, 2020

Fiscal Year 2019 Audit Findings -- Corrective Actions

Finding 19-01: Bank Reconciliations

We concur with the Auditor's recommendation and have implemented the measures to reconcile the bank statements to the general ledger within 30 days after receipt of the bank statements. The issues resulting from the accounting information system software conversion has also been addressed and corrected.

The current part-time position of accounting clerk was made a full-time position beginning with Fiscal Year 2019-2020. The Finance Department has resolved the issues with the software, and are on track and assures all bank statements for Fiscal Year 2020 will be completed on time

We continue to strive to provide the highest level of financial services and reporting to Polk City.

Respectfully submitted,


Patricia R. Jackson
City Manager


Joanna Knowles
Finance Administrator