

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the City Commission of Polk City is holding a Public Hearing on **Monday, June 15, 2020**, at approximately **7:00 p.m.**, using

### ZOOM CONFERENCE MEETING

<https://us02web.zoom.us/j/81333547753?pwd=OUczcmNtaVIRTIIYMVhPZnpQNmwzZz09>

Meeting ID: 813 3354 7753

Password: 285387

One tap mobile

+16468769923,,81333547753#,,1#,285387# US (New York)

+13017158592,,81333547753#,,1#,285387# US (Germantown)

Dial by your location

+1 646 876 9923 US (New York)

#### **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. **First Reading**

#### **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. **First Reading**

#### **RESOLUTION 2020-04**

A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA (CITY), RATIFYING AND CONFIRMING ALL ACTIONS AND DECISIONS OF THE CITY COMMISSION RENDERED BY RESOLUTION FROM APRIL 3 TO JUNE 4, 2020; EXTENDING ITS DECLARED STATE OF EMERGENCY DUE TO THE NOVEL CORONAVIRUS DISEASE 2019 (COVID-19); PROVIDING AN EFFECTIVE DATE.

**DUE COVID-19 AND SOCIAL DISTANCING, THERE WILL BE LIMITED SEATING AVAILABLE TO THE PUBLIC IN THE COMMISSION CHAMBER AT CITY HALL**

Any person(s) wishing to view relevant information in advance may view said document(s) at 123 Broadway Blvd SE, Polk City, Florida, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday at the City Clerk's Office.

Anyone wishing to appeal any decisions made at this hearing will need a record of proceedings, and for such purpose they may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is made.

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 Blvd. SE, Polk City, Florida 33868; Telephone 863-984-1375.

# POLK CITY

## City Commission Meeting (7 pm)

June 15, 2020

Polk City Government Center  
123 Broadway Blvd., SE  
and

Teleconference via ZOOM – refer to the City’s website: [mypolkcity.org](http://mypolkcity.org)  
for more information

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**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**

- 1) Lakes Appreciation Month Proclamation
- 2) Michael Blethen Presentation

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

### AGENDA

1. **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. **First Reading**
2. **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. **First Reading**
3. **RESOLUTION 2020-04** - A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA (CITY), RATIFYING AND CONFIRMING ALL ACTIONS AND DECISIONS OF THE CITY COMMISSION RENDERED BY RESOLUTION FROM APRIL 3 TO JUNE 4, 2020; EXTENDING ITS DECLARED STATE OF EMERGENCY DUE TO THE NOVEL CORONAVIRUS DISEASE 2019 (COVID-19); PROVIDING AN EFFECTIVE DATE.

4. Planning Commission Candidate – Edward Hanks
5. Broadway Boulevard Multi-Use Trail – Wood Engineering

#### **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**  
**June 15, 2020**

MAY ALL BE APPROVED BY ONE VOTE OF COMMISSION TO ACCEPT CONSENT AGENDA. Commission Members may remove a specific item below for discussion, and add it to the regular agenda under New or Unfinished Business, whichever category best applies to the subject.

**A. CITY CLERK**

1. Accept minutes – April 3, 2020 – Special City Commission Meeting
2. Accept minutes – May 26, 2020 - City Commission Meeting

**B. REPORTS**

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

**C. OTHER**

**City Commission Meeting  
June 15, 2020**

**CONSENT AGENDA ITEM:**      Accept minutes for:

1. Accept minutes – April 3, 2020 – Special City Commission Meeting
2. Accept minutes - May 26, 2020 – City Commission Meeting via Zoom Teleconference

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:** Minutes attached for review and approval

**ATTACHMENTS:**

1. Accept minutes – April 3, 2020 – Special City Commission Meeting
2. Accept minutes – May 26, 2020 – City Commission Meeting via Zoom Teleconference

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:**      Approval of Minutes

## SPECIAL EMERGENCY CITY COMMISSION MINUTES

April 3, 2020

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Mayor Joe LaCascia called the meeting to order at 3:00 pm via ZOOM Teleconference.

Commissioner Randy Carroll gave the invocation.

**ROLL CALL** – Assistant to the City Manager Sheandolen Dunn

**Present:** Mayor Joe LaCascia, Vice Mayor Don Kimsey, Commissioner Mike Blethen, Commissioner Randy Carroll, City Attorney Thomas Cloud, and City Manager Patricia Jackson

**Absent:** Commissioner Wayne Harper

**PUBLIC COMMENT** - None

### **ORDER OF BUSINESS**

#### **Emergency Ordinance 2020-02**

An Ordinance of Polk City, Florida, amending the Polk City Code of Ordinances (the "City Code") creating Chapter 7 in the City Code to provide for Civil Emergencies; repealing all Ordinances in Conflict herewith; providing for severability; providing for codification; providing an effective date.

Mayor LaCascia read the Ordinance by title only.

City Attorney Cloud provided a thorough explanation of this Ordinance.

No questions or comments from the Public or the City Commissioners.

**Motion by Vice Mayor Kimsey** to approve Emergency Ordinance 2020-02; this motion was seconded by Commissioner Carroll.

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

**Motion carried 4/0.**

#### **Emergency Ordinance 2020-03**

An Ordinance of Polk City, Florida, authorizing the City Manager to make provisions for electronic attendance by elected and appointed officials at City Meetings during periods of a declared public health emergency; providing for repealer; providing an effective date.

Mayor LaCascia read the Ordinance by title only.

City Attorney Cloud provided a thorough explanation of this Ordinance.

**Motion by Vice Mayor Kimsey** to approve Emergency Ordinance 2020-03; this motion was seconded by Commissioner Carroll.

Lorraine Schneider (775 Teaberry Trail) expressed her appreciation for this Ordinance being put in place.

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

**Motion carried 4/0.**

**Resolution 2020-03**

A Resolution of the City Commission of Polk City, Florida (City), amending and extending its declared state of emergency due to the Novel Coronavirus Disease 2019 (COVID-19); authorizing and directing the City Manager to take whatever prudent actions which may be necessary to protect the health, safety and welfare of the citizens of the City and customers of the City's Utilities Systems pursuant to this declaration; ratifying and affirming such actions taken by the City Commission and City Manager prior to and in furtherance of its March 16, 2020, Emergency Declaration; providing an effective date.

Mayor LaCascia read the Ordinance by title only.

City Attorney Cloud provided a thorough explanation of this Resolution, which supersedes Resolution 2020-02 (approved 3/16/20). Not recommending a full "stay at home" order at this time.

City Manager Jackson discussed the "*Essential Duty*" staffers for Polk City. However, staff has been minimized and some staffers equipped to work from home and are doing so until notified otherwise.

**Motion by Vice Mayor Kimsey** to approve Resolution 2020-03; this motion was seconded by Commissioner Carroll.

Micheal T. Blethen (320 Crape Myrtle Lane) requested clarity and his appreciation for these Ordinances and Resolution being done.

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

**Motion carried 4/0.**

**ADJOURNMENT** – 3:30 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

## CITY COMMISSION MINUTES

May 26, 2020

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Mayor Joe LaCascia called the meeting to order at 7:00 pm via ZOOM Teleconference.

Commissioner Randy Carroll gave the invocation.

**ROLL CALL** – Assistant to the City Manager Sheandolen Dunn

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

**Absent:** Commissioner Wayne Harper

### **APPROVE CONSENT AGENDA**

**Motion by Vice Mayor Kimsey** to approve the April 30, 2020 (Regular Meeting) minutes; this motion was seconded by Commissioner Carroll. **Unanimously approved by Voice Vote.**

### **PUBLIC COMMENT**

Doug Kimsey (715 4<sup>th</sup> Street) expressed complaint about the loud and explicit music in his neighborhood. Has reviewed the Ordinance regarding this issue.

City Manager Jackson stated the current Noise Ordinance was done in 1991 and falls under Code Enforcement. It needs more substance added to it. Would like to mirror the Ordinance from Fort Meade in updating Polk City's 1991 Ordinance.

The City Attorney will research and can have the Ordinance ready to present as an Emergency Ordinance in the June meeting, unless it is ready before then and we can call a Special City Commission Meeting.

Discussion ensued.

### **ORDER OF BUSINESS**

#### **ORDINANCE 2020-04**

AN ORDINANCE OF POLK CITY, FLORIDA, AMENDING THE POLK CITY CODE OF ORDINANCES (THE "CITY CODE"); CREATING CHAPTER 7 IN THE CITY CODE; TO PROVIDE FOR CIVIL EMERGENCIES; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE. **Second and Final Reading**



Mayor LaCascia 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 2020-04 on Second and Final Reading; this motion was seconded by Commissioner Carroll.

**Roll Call Vote:** Mayor LaCascia–aye, Vice-Mayor Kimsey–aye, Commissioner Blethen–sustained\*, Commissioner Carroll–aye

\*Commissioner Blethen originally sustained as he did not hear any of the Short title reading or the explanation due to sound issues with Zoom.

City Attorney Cloud read the Ordinance by Short title and provided explanation for this Ordinance.

Commissioner Blethen voted - aye.

**Motion carried 4/0.**

### **CDBG PROGRAM PROJECTS**

Scott Modesitt (Summit Consulting) addressed the Commission regarding the CDBG Program Projects for Polk City. This is the first of two Public Hearings. The second Public Hearing once the application has been developed; afterwhich this project will go to the Department of Economic Development.

The grant categories are:

A \$650,000 grant in one of the regular CDBG categories. There is no match required for this grant. Application is due in August 2020.

1) Housing Rehabilitation, 2) Neighborhood Revitalization, or 3) Commercial Revitalization.

Housing Rehabilitation Program will provide structural improvements to owner occupied homes or demolition, within the City's jurisdiction. There is a Neighborhood Revitalization is an infrastructure Program which can be used for projects such as stormwater, sewer, street resurfacing.

Commercial Revitalization is targeted for Commercial Districts. Polk City does not have a traditional Commercial District.

After lengthy discussion with the Citizens Advisory Task Force (CATF), they are interested in the Neighborhood Revitalization for Street Repaving, Replacing Sidewalks or Stormwater work.

It is up to the City as to whether you want to apply for housing or infrastructure.

There is also an Economic Development Grant for \$1.5 million can be used if there is a potential business wanting to relocate in Polk City. However, Polk City does not have an eligible business at this time.

We are recommending a Neighborhood Revitalization Grant for infrastructure work targeting the area of Citrus Grove area which meets the income requirements and can be kept under budget to be a stand-alone project.

Mayor LaCascia opened the Public Hearing; no one spoke for or against this item. Mayor LaCascia closed the public hearing.

**Motion by Vice Mayor Kimsey** to approve the FFY 2019-2020 Neighborhood Revitalization Grant and the Economic Development Grant; this motion was seconded by Commissioner Carroll.

**Motion carried 4/0 by Voice Vote.**

#### **CITY MANAGER ITEMS**

- 1) **Vacation** - will be on vacation the remainder of this week, but certainly available by phone and/or email.

#### **CITY ATTORNEY ITEMS**

PRWC 2A Implementation Agreement – has been delayed. City Manager Jackson has made a Public Records Request and has yet to get a response. City Attorney Cloud suggested City Manager Jackson determine who the Public Records designee is and make a records request with that person.

#### **COMMISSIONER ITEMS**

**Vice Mayor Kimsey** – None

**Commissioner Blethen** – None

**Commissioner Carroll** – Will there be any reimbursement from the Department of Corrections since the inmates have not been working the last few months.

**Mayor LaCascia** – The Food Drive is going well. Lifeline Screening will be at the DBCC on June 24.

**ANNOUNCEMENTS** - None

**ADJOURNMENT** – 7:57 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

**City Commission Meeting  
June 15, 2020**

**CONSENT AGENDA ITEM:**      Department Monthly Reports

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:** Department Reports attached for review and approval.

**ATTACHMENTS:**

Monthly Department Reports for:

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

**ANALYSIS:**

**STAFF RECOMMENDATION:**      Approval of Department Reports via Consent Agenda

**Polk City Permits Added**  
From: 05/01/20 To: 05/31/2020

**MECHANICAL**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-6771	323 LAKESHORE CT, POLK CITY, FL 33868	6,533.00	05/19/2020
BT-2020-7190	218 S CITRUS GROVE BLVD, POLK CITY, FL 33868	7,030.00	05/27/2020
<b>Subtotal:</b>		<b>\$13,563.00</b>	

**POOL**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-6390	424 1ST ST, POLK CITY, FL 33868	4,000.00	05/11/2020
BT-2020-6840	739 4TH ST, POLK CITY, FL 33868	469.98	05/20/2020
BT-2020-7337	104 SUNSHINE BLVD, POLK CITY, FL 33868	500.00	05/29/2020
<b>Subtotal:</b>		<b>\$4,969.98</b>	

**RE-ROOF**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-5899	429 ROSEWOOD LN, POLK CITY, FL 33868	7,000.00	05/01/2020
BT-2020-6020	450 ASHLEY RD, POLK CITY, FL 33868	4,930.00	05/04/2020
BT-2020-6037	504 EDGEWATER DR, POLK CITY, FL 33868	9,230.00	05/03/2020
BT-2020-6251	420 ASHLEY RD, POLK CITY, FL 33868	5,220.00	05/07/2020
BT-2020-6540	118 BAYBERRY DR, POLK CITY, FL 33868	12,000.00	05/13/2020
BT-2020-6743	520 ASHLEY RD, POLK CITY, FL 33868	6,090.00	05/18/2020
<b>Subtotal:</b>		<b>\$44,470.00</b>	

**RESIDENTIAL**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2020-4237	8886 CONWAY RD, POLK CITY, FL 33868	500.00	05/12/2020
BR-2020-4764	514 2ND ST, POLK CITY, FL 33868	500.00	05/26/2020
BR-2020-4794	510 N CITRUS GROVE BLVD, POLK CITY, FL 33868	7,800.00	05/27/2020
<b>Subtotal:</b>		<b>\$8,800.00</b>	

**Grand Total: \$71,802.98**

*19 SFR to Date*  
*Holly Delp*

# Code Enforcement Report

## MARCH 2020

DATE	ADDRESS	VIOLATION	STATUS
3/3/2020	CITY WIDE	SNIPES SIGNS	REMOVED 4 SIGNS
3/3/2020	256 SUNRISE BLVD	RE INSPECT	COMPLIED C/O
3/3/2020	324 HONEY BEE	IN VIOLATION	LETTER
3/3/2020	424 1ST STREET	IN VIOLATION	LETTER
3/3/2020	481 HONEY BEE	IN VIOLATION	LETTER
3/3/2020	204 PINE	IN VIOLATION	LETTER
3/3/2020	559 ASHLEY	IN VIOLATION	LETTER
3/3/2020	421 WATERVIEW	IN VIOLATION	LETTER
3/3/2020	559 MARKLEN LOOP	IN VIOLATION	LETTER
3/4/2020	305 CLEARWATER	RE INSPECTED	COMPLIED C/O
3/4/2020	413 2ND STREET	RE INSPECTED	COMPLIED C/O
3/4/2020	738 3RD STREET	RE INSPECTED	COMPLIED C/O
3/4/2020	744 1ST STREET	IN VIOLATION	VIOLATION LETTER MAILED OUT
3/4/2020	403 2ND STREET	IN VIOLATION	LETTER SENT
3/4/2020	550 CITRUS GROVE	IN VIOLATION	LETTER
3/4/2020	571 MARKLEN LOOP	IN VIOLATION	LETTER SENT
3/11/2020	322 BROADWAY	COMPLIED	PULLED SIGNS
3/17/2020	188 SUNSHINE	STILL IN VIOLATION	SM ROOF PERMIT
3/17/2020	224 CITRUS GROVE	INSPECTED	COMPLIED C/O
COVID	14 DAYS	OUT	

**Submitted By:**

Melanie McVay, Code Enforcement Officer

# Code Enforcement Report

## APRIL 2020

DATE	ADDRESS	VIOLATION	STATUS
4/7/2020	CITY WIDE	SNIPES SIGNS	REMOVED 22 SIGNS
4/8/2020	702 3rd	INSPECTED	C/O
4/8/2020	710 3RD ST	INSPECTED	C/O
4/8/2020	641 CENTRAL	INSPECTED	C/O
4/8/2020	230 SUNSHINE	INSPECTED	C/O
4/8/2020	415 WATERVIEW	INSPECTED	C/O
4/8/2020	541 ASHLEY	INSPECTED	C/O
4/8/2020	481 HONEYBEE LN	INSPECTED	C/O
4/8/2020	197 SUNSHINE	INSPECTED	C/O
4/8/2020	305 LAKESHORE CT	IN VIOLATION	LETTER
4/8/2020	274 SUNSET	IN VIOLATION	LETTER
4/8/2020	258 SUNSET	IN VIOLATION	LETTER
	<b>COVID 19</b>	<b>COVID 19</b>	

**Submitted By:**

Melanie McVay, Code Enforcement Officer

# Code Enforcement Report

## MAY 2020

	RETURNED TO	WORK	COVID 19
DATE	ADDRESS	VIOLATION	STATUS
5/11/2020	CITY WIDE	SNIPES SIGNS	REMOVED 48 SIGNS
5/11/2020	CITY HALL	OFFICE	FILED CASES
5/12/2020	CITY HALL	CLEARED PHONE	OFFICE
5/12/2020	CITY HALL	RETURNED CALLS AND EMAILS	OFFICE
5/12/2020	CITY HALL	OFFICE	PULLED ALL CASES OVER DUE
5/13/2020	CITY WIDE	FIELD	INSPECTIONS
5/13/2020	CITY HALL	OFFICE	CLOSED SOME CASES
5/19/2020	CITY WIDE	SNIPES SIGNS	FIELD
5/19/2020	CITY HALL	OFFICE	CLEARED PHONE / RETURNED CALLS
5/20/2020	CITY HALL	OFFICE	FILED PHOTOS TO CASES
5/20/2020	INSPECTED	CE20-0051	COMPLIED C/O
5/20/2020	CITY HALL	OFFICE	ANSWERED CALLS AND EMAILS
5/21/2020	INSPECTED	CE20-0012	COMPLIED C/O
5/21/2020	INSPECTED	CE20-0068	LETTER
5/21/2020	INSPECTED	CE20-0052	COMPLIED C/O
5/21/2020	CITY WIDE	INSPECTIONS	FIELD
5/21/2020	CITY HALL	OFFICE	TOOK CALLS AND RETURNED CALLS
5/26/2020	INSPECTED	CE20-0066	COMPLIED C/O
5/26/2020	INSPECTED	CE20-0055	COMPLIED C/O
5/26/2020	INSPECTED	CE20-0062	COMPLIED C/O
5/26/2020	CITY HALL	CE20-0063	STILL IN VIOLATION

5/26/2020	INSPECTED	CE20-0050	STILL IN VIOLATION
5/26/2020	INSPECTED	CE20-0054	LETTER
5/26/2020	INSPECTED	CE20-0062	STILL IN VIOLATION
5/26/2020	CITY HALL	CE20-0063	RESEND VIOLATION
5/26/2020	CITY HALL	CE20-0050	RESEND VIOLATION
5/26/2020	INSPECTED	CE20-0064	LETTER
5/27/2020	INSPECTION	CE20-0024	COMPLIED C/O
5/27/2020	CITY HALL	PLACED SUPPLY ORDERS	OFFICE
5/27/2020	INSPECTION	CE20-0075	LETTER
5/27/2020	CITY HALL	OFFICE	TOOK CALLS AND RETURNED CALLS
5/27/2020	INSPECTION	CE20-0030	COMPLIED C/O
5/27/2020	CITY HALL	LOOKED UP IN LAND DEV .	RESEARCHED IN CITY CODES
5/28/2020	INSPECTON	CE20-0083	LETTER
5/28/2020	INSPECTION	CE20-0032	COMPLIED C/O
5/28/2020	CITY HALL	FILED PHOTOS	FILED PHOTOS
5/28/2020	CITY WIDE	SNIPE SIGNS	11 REMOVED



POLK CITY  
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	2,220,751.23	
01-101-800	Cash - GF Police Public Safety Impact Fees	184,114.46	
01-101-801	Cash - GF Fire Public Safety Impact Fees	118,672.61	
01-101-802	Cash - GF Recreation Impact Fees	355,734.56	
01-101-803	Cash - GF Gen Gov't Facilities Impact Fees	369,233.65	
01-101-990	Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	681.37-	
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	144,897.66	
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**		3,794,155.61
01-202-100	Accounts Payable	7,022.93	
01-202-900	Customer Deposits	3,235.00	
01-208-200	Due to BCAIB - Builder's Surcharge	6.00	
01-208-300	Due to County - Impact Fees	2,437.00	
01-208-310	Due to DCA - Bldg Permit Surcharge	766.54	
01-208-320	Due to Dept of Business - License Fees	1,836.19	
01-208-330	Due to PCSO - Police Education Revenue	181.16	
01-217-200	Accrued Sales Tax	22.31	
01-218-100	Payroll Taxes Payable	399.60	
01-218-200	FRS Retirement Payable	0.50	
01-218-320	Supplemental Insurance Payable	2,556.46	
01-218-400	Dental Plan Payable	275.71-	
01-218-410	Vision Plan Payable	771.75	
	** TOTAL LIABILITY**		18,959.73
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	3,257,977.11	
	** TOTAL EQUITY**		3,257,977.11
	** TOTAL REVENUE**		2,154,103.83
	** TOTAL EXPENSE**		1,636,885.06
	TOTAL LIABILITY AND EQUITY		3,794,155.61

POLK CITY  
MAY 2020 FINANCIALS

GENERAL FUND REVENUES  
66.66 % Yr Complete For Fiscal Year: 2020 / 5

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS)/DEFICIT	2020 PERCENTAGE REALIZED
01-311-100	Ad Valorem Taxes	782,473.21	927,853.00	927,853.00	0.00	899,447.85	28,405.15	96.94 %
01-312-300	9th Cent Gas Tax	15,347.53	14,594.00	14,594.00	1,273.81	8,029.60	6,564.40	55.02 %
01-312-400	Local Option Gas Tax	85,233.57	84,702.00	84,702.00	7,056.16	44,700.36	40,001.64	52.77 %
01-312-410	New Local Option Gas Tax	53,778.65	52,721.00	52,721.00	4,735.76	32,893.01	19,827.99	62.39 %
01-314-100	Electric - Utility Tax	118,047.79	102,387.00	102,387.00	10,665.07	64,624.54	37,762.46	63.12 %
01-314-300	Water - Utility Tax	65,509.85	57,258.00	57,258.00	6,278.06	39,655.13	17,602.87	69.26 %
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	451.03	11,428.12	(5,628.12)	197.04 %
01-315-100	Communications Services Tax	214,000.60	215,244.00	215,244.00	17,114.70	119,992.47	95,251.53	55.75 %
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	0.00	272.07	(272.07)	0.00 %
01-322-100	Building Permits	39,808.62	54,075.00	54,075.00	2,144.97	63,353.09	(9,278.09)	117.16 %
01-322-101	Bldg Permit - Plan Checking	19,077.94	26,780.00	26,780.00	1,094.30	31,667.24	(4,887.24)	118.25 %
01-322-102	Bldg Permit - Admin Fee	5,120.00	2,060.00	2,060.00	340.00	3,300.00	(1,240.00)	160.19 %
01-322-103	Bldg Permit - Electrical	8,895.00	12,875.00	12,875.00	250.00	11,775.00	1,100.00	91.46 %
01-322-104	Bldg Permit - Plumbing	7,900.00	12,875.00	12,875.00	125.00	9,952.50	2,922.50	77.30 %
01-322-105	Bldg Permit - Mechanical	8,725.00	12,875.00	12,875.00	750.00	11,025.00	1,850.00	85.63 %
01-322-107	Bldg Permit - Cert of Occupancy	3,450.00	3,090.00	3,090.00	270.00	1,420.00	1,670.00	45.95 %
01-322-108	Bldg Permit - Inspections	137,495.65	100,000.00	100,000.00	8,645.00	75,817.81	24,182.19	75.82 %
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	0.00	26,267.40	50,224.60	34.34 %
01-323-300	Solid Waste	33,627.76	65,640.00	65,640.00	2,250.00	13,500.00	52,140.00	20.57 %
01-324-100	Police - Public Safety Impact Fee	27,089.58	59,984.00	59,984.00	0.00	43,026.36	16,957.64	71.73 %
01-324-110	Fire/Rescue - Public Safety Impact Fe	14,494.62	32,095.00	32,095.00	0.00	22,087.04	10,007.96	68.82 %
01-324-610	Parks & Recreation Impact Fee	42,646.56	96,734.00	96,734.00	0.00	66,570.24	30,163.76	68.82 %
01-324-710	Public Facilities Impact Fee	73,416.42	162,564.00	162,564.00	0.00	111,872.64	50,691.36	68.82 %
01-329-220	Site Plan Reviews	10,835.00	1,600.00	1,600.00	10,400.00	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	DEC 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	4,458.33	38,711.85	20,008.15	65.93 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	17,725.70	17,888.00	17,888.00	1,304.94	11,330.83	6,557.17	63.34 %
01-335-123	MRS - Municipal Fuel Tax	51.70	50.00	50.00	0.57	4.91	45.09	9.82 %
01-335-140	Mobile Home License	5,455.30	5,486.00	5,486.00	345.50	4,996.43	489.57	91.08 %
01-335-150	Alcoholic Beverage License	1,125.71	1,126.00	1,126.00	978.88	978.88	147.12	86.93 %
01-335-180	Half-Cent Sales Tax	121,829.13	143,520.00	143,520.00	11,150.26	81,486.16	62,033.84	56.78 %
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	26,926.87	185,338.61	141,140.39	56.77 %

POLK CITY  
 MAY 2020 FINANCIALS

GENERAL FUND REVENUES  
 66.66 % Yr Complete For Fiscal Year: 2020 / 5

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	2,807.41	19,576.37	4,442.63	81.50 %
01-340-900	Notary Fees	175.00	0.00	0.00	0.00	140.00	(140.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	16,303.82	16,304.00	16,304.00	0.00	0.00	16,304.00	0.00 %
01-347-100	Library Income	7,209.99	6,000.00	6,000.00	120.00	3,803.96	2,196.04	63.40 %
01-351-200	Fines, Penalties, and Forfeitures	11,166.63	6,500.00	6,500.00	1,244.20	7,909.84	(1,409.84)	121.69 %
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	0.00	204.00	(104.00)	204.00 %
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	1,232.25	7,694.83	(2,694.83)	153.90 %
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	687.56	(187.56)	137.51 %
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		2,619,645.45	2,944,564.00	2,944,564.00	124,413.07	2,154,103.83	790,460.17	73.16 %

POLK CITY  
MAY 2020 FINANCIALS

General Fund Expenditures  
66.66 % Yr Complete For Fiscal Year: 2020 / 5

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	2020 PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	7,863.60	10,800.00	10,800.00	900.00	7,200.00	3,600.00	66.67 %
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	68.87	757.91	275.09	73.37 %
01-511-240	Worker#39;s Compensation - Legislati	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	0.00	500.00	0.00 %
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	0.00	0.00	400.00	0.00 %
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	968.87	14,096.19	17,161.81	45.10 %
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	137,526.06	139,276.00	139,276.00	12,252.80	100,215.42	39,060.58	71.95 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	3,138.54	1,661.46	65.39 %
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	9,984.32	1,037.68	90.59 %
01-512-220	Retirement Contribution - Executive	25,392.26	26,529.00	26,529.00	2,432.04	20,528.47	6,000.53	77.38 %
01-512-230	Life & Health Insurance - Executive	16,400.00	18,868.00	18,868.00	1,569.92	12,670.36	6,197.64	67.15 %
01-512-240	Worker#39;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	0.00	446.79	253.21	63.83 %
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	62.78	62.78	3,437.22	1.79 %
01-512-510	Office Supplies - Executive	362.73	1,000.00	1,000.00	0.00	114.11	885.89	11.41 %
01-512-520	Operating Supplies - Executive	1,534.19	1,000.00	1,000.00	0.00	124.14	875.86	12.41 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	889.33	2,000.00	2,000.00	14.99	731.19	1,268.81	36.56 %
DEPARTMENT TOTAL								
		228,160.62	238,565.00	238,565.00	17,652.63	175,255.59	63,309.41	73.46 %

POLK CITY  
 MAY 2020 FINANCIALS

General Fund Expenditures  
 66.66 % Yr Complete For Fiscal Year: 2020 / 5

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	2020 PERCENTAGE REALIZED
	CITY CLERK							
01-513-310	Professional Services - City Clerk	120.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-513-400	Travel and Training - City Clerk	2,467.10	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-513-460	Repairs and Maintenance - City Clerk	160.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-513-470	Printing and Reproduction - City Clerk	3,585.75	3,500.00	3,500.00	0.00	3,389.76	110.24	96.85 %
01-513-490	Other Current Charges - City Clerk	7,580.01	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
01-513-492	Recording & Other Fees - City Clerk	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-513-510	Office Supplies - City Clerk	267.30	800.00	800.00	0.00	316.78	483.22	39.60 %
01-513-520	Operating Supplies - City Clerk	942.69	900.00	900.00	0.00	213.96	686.04	23.77 %
01-513-540	Books, Pub., Sub., & Memberships - Ci	701.00	500.00	500.00	0.00	110.00	390.00	22.00 %
	DEPARTMENT TOTAL	15,823.85	15,700.00	15,700.00	0.00	4,030.50	11,669.50	25.67 %
	LEGAL COUNSEL							
01-514-310	Professional Services - Legal Counsel	42,992.10	60,000.00	60,000.00	4,960.44	32,994.38	27,005.62	54.99 %
01-514-480	Promo Activities & Legal Ads - Legal	13,487.56	10,000.00	10,000.00	0.00	3,870.20	6,129.80	38.70 %
	DEPARTMENT TOTAL	56,479.66	70,000.00	70,000.00	4,960.44	36,864.58	33,135.42	52.66 %
	COMPREHENSIVE PLANNING							
01-515-310	Professional Services - Comp Planning	25,000.00	25,000.00	25,000.00	0.00	18,750.00	6,250.00	75.00 %
01-515-312	Professional Services-Other- Comp Pla	3,000.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-515-320	DEO - Grants	30,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
	DEPARTMENT TOTAL	58,000.00	53,000.00	53,000.00	0.00	18,750.00	34,250.00	35.38 %
	FINANCE AND ACCOUNTING							

POLK CITY  
MAY 2020 FINANCIALS

General Fund Expenditures  
66.66 % Yr Complete For Fiscal Year: 2020 / 5

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	6,705.60	54,318.41	32,937.59	62.25 %
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	489.06	4,106.07	2,608.93	61.15 %
01-516-220	Retirement Contribution - Fin & Acctn	6,216.66	7,435.00	7,435.00	567.96	4,764.73	2,670.27	64.09 %
01-516-230	Life & Health Insurance - Fin & Acctn	15,369.46	18,580.00	18,580.00	1,545.94	12,478.52	6,101.48	67.16 %
01-516-240	Worker's Compensation - Fin & Acc	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	0.00	462.51	137.49	77.09 %
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	901.47	298.53	75.12 %
01-516-520	Operating Supplies - Fin & Acctng	2,947.21	3,000.00	3,000.00	0.00	511.02	2,488.98	17.03 %
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	9,308.56	78,893.23	52,763.77	59.92 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	74,323.84	76,922.00	76,922.00	6,486.39	51,023.73	25,898.27	66.33 %
01-517-720	Interest - CB&T Debt Service Pmts	45,486.61	42,865.00	42,865.00	3,497.82	28,849.95	14,015.05	67.30 %
DEPARTMENT TOTAL		119,810.45	119,787.00	119,787.00	9,984.21	79,873.68	39,913.32	66.68 %
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	1,088.00	17,320.00	10,680.00	61.86 %
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	1,088.00	96,391.75	38,971.25	71.21 %

POLK CITY  
 MAY 2020 FINANCIALS

General Fund Expenditures  
 66.66 % Yr Complete For Fiscal Year: 2020 / 5

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	ADJ BUDGET	2020 MTD 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	54,619.26	32,428.74	62.75 %
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	498.05	4,224.11	2,470.89	63.09 %
01-524-220	Retirement Contribution - Bldg & Zoni	6,780.09	7,412.00	7,412.00	567.01	4,809.74	2,602.26	64.89 %
01-524-230	Life & Health Insurance - Bldg & Zoni	16,124.30	18,623.00	18,623.00	1,549.55	12,507.40	6,115.60	67.16 %
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	143,341.33	100,000.00	100,000.00	15,782.85	89,916.10	10,083.90	89.92 %
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	393.90	(193.90)	196.95 %
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	104.93	(104.93)	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		258,153.93	231,373.00	231,373.00	25,106.86	168,419.85	62,953.15	72.79 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	21,424.50	23,978.00	23,978.00	1,891.00	15,686.69	8,291.31	65.42 %
01-529-210	Fica Taxes - Code Enf	1,563.19	1,834.00	1,834.00	140.58	1,202.20	631.80	65.55 %
01-529-220	Retirement Contribution - Code Enf	1,742.87	2,031.00	2,031.00	160.16	1,369.80	661.20	67.44 %
01-529-230	Life & Health Insurance - Code Enf	6,689.85	9,267.00	9,267.00	757.24	6,099.21	3,167.79	65.82 %
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	0.00	1,500.00	4,500.00	25.00 %
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	0.00	392.51	(392.51)	0.00 %
01-529-470	Printing and Reproduction - Code Enf	330.69	0.00	0.00	0.00	165.00	(165.00)	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	68.96	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  
 MAY 2020 FINANCIALS

General Fund Expenditures  
 66.66 % Yr Complete For Fiscal Year: 2020 / 5

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	2020 PERCENTAGE REALIZED
01-529-630	Improvements Other than Building - Co	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
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DEPARTMENT TOTAL		39,491.51	52,443.00	52,443.00	2,948.98	27,099.89	25,343.11	51.67 %
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REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	140,669.36	176,840.00	176,840.00	14,805.18	117,344.76	59,495.24	66.36 %
01-534-342	Refuse Disposal - Commercial - Refuse	85,664.63	85,722.00	85,722.00	0.00	57,791.40	27,930.60	67.42 %
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DEPARTMENT TOTAL		226,333.99	262,562.00	262,562.00	14,805.18	175,136.16	87,425.84	66.70 %
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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 %
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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	0.00	9,434.55	12,565.45	42.88 %
01-539-312	Professional Services - Other - Gen G	1,807.00	6,000.00	6,000.00	0.00	826.68	5,173.32	13.78 %
01-539-411	City Hall - Communication - Gen Gov#	13,566.49	15,500.00	15,500.00	1,114.08	8,932.76	6,567.24	57.63 %
01-539-413	Public Works - Communication - Gen Go	1,866.91	2,200.00	2,200.00	207.70	1,568.76	631.24	71.31 %
01-539-414	Community Center-Communication-Gen Go	1,686.78	2,000.00	2,000.00	152.90	1,235.01	764.99	61.75 %
01-539-431	City Hall - Utilities - Gen Gov#39;t	15,832.67	23,000.00	23,000.00	1,716.87	9,379.18	13,620.82	40.78 %
01-539-432	Activity Center - Utilities - Gen Gov	4,658.25	4,000.00	4,000.00	233.77	1,318.41	2,681.59	32.96 %
01-539-433	Public Works - Utilities - Gen Gov#3	2,466.57	3,000.00	3,000.00	233.89	1,549.58	1,450.42	51.65 %
01-539-434	Community Center-Utilities-Gen Gov#3	5,235.40	5,500.00	5,500.00	590.62	3,217.14	2,282.86	58.49 %





POLK CITY  
MAY 2020 FINANCIALS

General Fund Expenditures  
66.66 % Yr Complete For Fiscal Year: 2020 / 5

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	2020 PERCENTAGE REALIZED
01-541-490	Other Current Charges - Roads & Street	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	206.83	793.17	20.68 %
01-541-520	Operating Supplies - Roads & Streets	12,810.30	10,000.00	10,000.00	303.56	7,634.45	2,365.55	76.34 %
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	197.78	302.22	39.56 %
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 & Street	9,061.76	50,000.00	50,000.00	0.00	27,763.33	8,974.52	55.53 %
DEPARTMENT TOTAL		340,352.09	545,817.00	545,817.00	23,928.70	402,454.48	130,100.37	73.73 %
LIBRARY		74,947.60	83,606.00	83,606.00	6,437.08	46,717.27	36,888.73	55.88 %
01-571-120	Regular Salary - Wages - Library	451.71	986.00	986.00	0.00	471.11	514.89	47.78 %
01-571-140	Overtime - Library	5,542.34	6,471.00	6,471.00	473.29	3,565.18	2,905.82	55.09 %
01-571-210	Fica Taxes - Library	6,229.31	7,165.00	7,165.00	545.23	4,124.17	3,040.83	57.56 %
01-571-220	Retirement Contribution - Library	16,125.88	18,756.00	18,756.00	1,540.91	12,493.78	6,262.22	66.61 %
01-571-230	Life & Health Insurance - Library	0.00	195.00	195.00	0.00	105.04	89.96	53.87 %
01-571-240	Worker's Compensation - Library	4,938.44	2,000.00	2,000.00	0.00	2,603.90	(603.90)	130.20 %
01-571-310	Professional Services - Library	1,752.50	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-571-312	Professional Services - Other - Libra	194.75	700.00	700.00	0.00	0.00	700.00	0.00 %
01-571-400	Travel and Training - Library	3,741.50	6,200.00	6,200.00	185.38	2,641.34	3,558.66	42.60 %
01-571-410	Communication Services - Library	0.00	2,040.00	2,040.00	0.00	0.00	2,040.00	0.00 %
01-571-420	Education Reimbursement - Library	3,015.20	4,500.00	4,500.00	334.33	2,369.25	2,130.75	52.65 %
01-571-430	Utilities - Library	3,617.00	4,100.00	4,100.00	378.86	2,359.79	1,740.21	57.56 %
01-571-460	Repairs and Maintenance - Library	583.48	2,500.00	2,500.00	0.00	386.42	2,113.58	15.46 %
01-571-480	Promo Activities & Legal Ads - Librar	0.00	0.00	0.00	0.00	42.79	(42.79)	0.00 %
01-571-490	Other Current Charges - Library	449.83	1,300.00	1,300.00	0.00	371.68	928.32	28.59 %
01-571-510	Office Supplies - Library	3,604.76	9,000.00	9,000.00	466.15	2,912.68	6,087.32	32.36 %
01-571-520	Operating Supplies - Library	706.07	600.00	600.00	0.00	53.00	547.00	8.83 %
01-571-540	Books, Pub., Sub., & Memberships - Li	0.00	0.00	0.00	0.00	12,510.00	(12,510.00)	0.00 %
01-571-630	Improvements Other than Building - Li	16,033.54	17,000.00	17,000.00	404.80	9,769.66	7,230.34	57.47 %
01-571-660	Books, Pub. & Library Materials - Libr	141,933.91	169,619.00	169,619.00	10,766.03	103,497.06	66,121.94	61.02 %
DEPARTMENT TOTAL		74,947.60	83,606.00	83,606.00	6,437.08	46,717.27	36,888.73	55.88 %

POLK CITY  
MAY 2020 FINANCIALS

General Fund Expenditures  
66.66 % Yr Complete For Fiscal Year: 2020 / 5

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
PARKS								
01-572-310	Professional Services - Parks	1,056.50	0.00	0.00	0.00	5,189.07	(5,189.07)	0.00 %
01-572-430	Utilities - Parks	7,026.15	23,000.00	23,000.00	650.12	6,110.97	16,889.03	26.57 %
01-572-460	Repairs and Maintenance - Parks	12,232.19	15,000.00	15,000.00	0.00	13,274.42	1,725.58	88.50 %
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	24.65	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	674.77	27,185.02	23,014.98	54.15 %
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	8,815.22	2,184.78	80.14 %
DEPARTMENT TOTAL		9,457.46	16,500.00	16,500.00	0.00	12,908.20	3,591.80	78.23 %
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	9,785.28	25,000.00	25,000.00	189.90	5,501.64	19,498.36	22.01 %
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	0.00	0.00	8,000.00	0.00 %
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	3,823.87	10,293.10	6,706.90	60.55 %
01-590-450	Liability Insurance - Non-Dept	65,121.50	70,000.00	70,000.00	0.00	46,519.00	23,481.00	66.46 %
01-590-464	Vehicle Fuel - Non- Departmental	443.55	500.00	500.00	0.00	167.32	332.68	33.46 %

POLK CITY  
 MAY 2020 FINANCIALS

General Fund Expenditures  
 66.66 % Yr Complete For Fiscal Year: 2020 / 5

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	2020 PERCENTAGE REALIZED
01-590-465	Vehicle Maintenance - Non-Departmenta	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	0.00	231.22	1,768.78	11.56 %
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	0.00	73.25	926.75	7.33 %
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 Impac	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	558.45	7,533.54	(2,033.54)	136.97 %
DEPARTMENT TOTAL		139,585.62	621,018.00	621,018.00	4,572.22	109,106.89	511,911.11	17.57 %

General Fund Revenues Total		2,619,645.45	2,944,564.00	2,944,564.00	124,413.07	2,541,038.83	790,460.17	26.84%
General Fund Expenditures Total		-2,036,282.51	-2,944,564.00	-2,944,564.00	-133,907.58	-1,636,825.06	-1,294,414.79	43.96%
Total Revenue vs. Expenditures		583,362.94	0.00	0.00	-9,494.51	517,218.77	-503,954.62	

POLK CITY  
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	1,691,036.68	
05-101-710	Cash - Enterprise Fund Capital Imprvmnts	52,898.45	
05-101-800	Cash - Sewer Impact Fee Account	1,581,349.04	
05-101-900	Cash - Water Impact Fee Account	430,216.30	
05-101-913	DEP Loan - Sinking Fund	29,034.68	
05-101-915	Tax Exempt Leasing - Sinking Fund	15,656.56	
05-101-916	US Bank - Sink Fund	474,354.16	
05-101-917	US Bank - Renewal & Replacement Series	18,844.38	
05-101-918	DEP Loan WW531400 - Sink Fund	328.36	
05-101-919	DEP Loan WW531402 - Sink Fund	14,318.00	
05-101-920	Cash - Customer Deposits	358,444.56	
05-115-100	Accounts Receivable - Utilities	35,983.22	
05-115-130	Accounts Receivable - Readiness to Serve	67,303.41	
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	12,306,369.59	
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	3,849,088.68-	
05-169-900	CIP - Construction Costs	2,140,430.47	
	** TOTAL ASSET**		19,072,453.40
05-202-100	Accounts Payable	196,581.79-	
05-202-300	Construction Payables	206,855.85	
05-202-305	Retainage Payable	93,375.00	
05-202-900	Customer Deposits	328,764.56	
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	2,046.11	
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**		12,922,367.59
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: May, 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	4,084,895.41	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		5,444,606.60
	** TOTAL REVENUE**		2,173,276.13
	** TOTAL EXPENSE**		1,469,909.41
	TOTAL LIABILITY AND EQUITY		19,070,340.91

ENTERPRISE FUND REVENUE  
66.66 % Yr Complete For Fiscal Year: 2020 / 5

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	0.00	115,302.00	47,169.00	70.97 %
05-324-220	Sewer Impact Fees	211,920.00	410,595.00	410,595.00	0.00	282,560.00	128,035.00	68.82 %
05-325-111	Connection Fees - Water - Cash Basis	42,430.16	81,840.00	81,840.00	0.00	56,115.00	25,725.00	68.57 %
05-325-112	Connection Fees - Water - Accrual Bas	3,045.00	500.00	500.00	0.00	3,840.44	(3,340.44)	768.09 %
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	248,459.00	(248,459.00)	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	133,352.21	731,729.95	483,149.05	60.23 %
05-340-500	Sewer Utility Revenue	1,091,753.54	1,149,532.00	1,149,532.00	111,140.51	691,326.01	458,205.99	60.14 %
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	0.00	685.00	615.00	52.69 %
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	0.00	0.00	0.00	0.00 %
05-369-111	Cash Drawer Overage	0.00	0.00	0.00	0.00	20.00	(20.00)	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	248,492.72	2,173,276.13	1,083,492.87	66.73 %

POLK CITY  
MAY 2020 FINANCIALS

Enterprise Fund Expenditures  
66.66 % Yr Complete For Fiscal Year: 2020 / 5

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	12,731.01	98,440.56	106,831.44	47.96 %
05-533-140	Overtime - Water Oper	2,916.21	5,262.00	5,262.00	301.77	2,945.54	2,316.46	55.98 %
05-533-210	Fica Taxes - Water Oper	13,253.83	16,106.00	16,106.00	970.55	7,822.10	8,283.90	48.57 %
05-533-220	Retirement Contribution - Water Oper	36,384.70	17,832.00	17,832.00	1,103.87	9,295.72	8,536.28	52.13 %
05-533-230	Life & Health Insurance - Water Oper	42,373.15	54,105.00	54,105.00	2,316.02	27,260.82	26,844.18	50.39 %
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	1,733.80	14,503.04	5,496.96	72.52 %
05-533-311	Engineering Services - Water Oper	(1,558.00)	30,000.00	30,000.00	0.00	2,937.50	27,062.50	9.79 %
05-533-312	Professional Services - Other - Water	3,952.02	20,000.00	20,000.00	119.10	1,804.11	18,195.89	9.02 %
05-533-313	Professional Services - Polk Regional	2,871.00	5,000.00	5,000.00	0.00	1,226.62	3,773.38	24.53 %
05-533-400	Travel and Training - Water Oper	872.95	500.00	500.00	0.00	174.25	325.75	34.85 %
05-533-410	Communication Services - Water Oper	4,160.22	3,500.00	3,500.00	207.16	2,358.36	1,141.64	67.38 %
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	131.97	810.77	(810.77)	0.00 %
05-533-431	Mt. Olive WTP - Utilities - Water Oper	3,191.68	6,900.00	6,900.00	450.25	13,831.99	(6,931.99)	200.46 %
05-533-432	Commonwealth WTP - Utilities - Water	1,501.25	4,620.00	4,620.00	53.58	266.92	4,353.08	5.78 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	12,853.99	12,000.00	12,000.00	2,143.86	18,246.38	(6,246.38)	152.05 %
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	0.00	7,648.00	2,352.00	76.48 %
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	384.82	5,022.52	1,977.48	71.75 %
05-533-465	Vehicle Maintenance - Water Oper	13,133.97	8,000.00	8,000.00	318.38	556.69	7,443.31	6.96 %
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 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	0.00	(1,000.00)	5,300.00	(23.26)%
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	22.25	180.52	819.48	18.05 %
05-533-520	Operating Supplies - Water Oper	24,075.89	15,000.00	15,000.00	637.99	9,529.10	5,470.90	63.53 %
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	Meter 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	Meter Supplies - Repairs & Maintenc	11,814.64	20,000.00	20,000.00	188.15	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	0.00	479.88	(479.88)	0.00 %
05-533-605	Depreciation Expense - Water Oper	122,184.87	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	0.00	0.00	81,011.31	0.00 %
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  
MAY 2020 FINANCIALS

Enterprise Fund Expenditures  
66.66 % Yr Complete For Fiscal Year: 2020 / 5

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	6,382.50	(21,275.00)	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 %
DEPARTMENT TOTAL		738,310.12	1,104,267.00	1,104,267.00	23,814.53	585,049.80	361,665.11	52.98 %
Sewer		109,003.76	130,319.00	130,319.00	7,624.80	58,478.70	71,840.30	44.87 %
05-535-120	Regular Salary - Wages - Sewer Oper	3,492.28	3,475.00	3,475.00	338.01	2,549.95	925.05	73.38 %
05-535-210	Fica Taxes - Sewer Oper	8,464.96	10,235.00	10,235.00	597.44	4,729.16	5,505.84	46.21 %
05-535-220	Retirement Contribution - Sewer Oper	20,007.96	11,332.00	11,332.00	674.44	5,685.58	5,646.42	50.17 %
05-535-230	Life & Health Insurance - Sewer Oper	22,997.52	30,744.00	30,744.00	1,936.53	15,630.95	15,113.05	50.84 %
05-535-240	Worker's Compensation - Sewer Oper	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	1,936.25	33,925.25	(8,925.25)	135.70 %
05-535-311	Engineering Services - Sewer Oper	(1,558.00)	20,000.00	20,000.00	0.00	8,238.75	11,761.25	41.19 %
05-535-312	Professional Services - Other - Sewer	4,566.06	14,000.00	14,000.00	0.00	391.66	13,608.34	2.80 %
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	209.50	1,791.08	1,708.92	51.17 %
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	1,625.65	874.35	65.03 %
05-535-430	Utilities - Sewer Oper	6,216.09	7,000.00	7,000.00	674.28	4,060.23	2,939.77	58.00 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	18,679.65	21,000.00	21,000.00	4,308.14	15,904.12	5,095.88	75.73 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	7,476.06	11,000.00	11,000.00	1,037.91	5,738.36	5,261.64	52.17 %
05-535-460	Repairs and Maintenance - Sewer Oper	53,550.80	100,000.00	100,000.00	0.00	50,984.75	49,015.25	50.98 %
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	462.09	7,380.62	(3,380.62)	184.52 %
05-535-465	Vehicle Maintenance - Sewer Oper	13,287.66	8,000.00	8,000.00	318.38	1,701.83	6,298.17	21.27 %
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 Oper	168.22	0.00	0.00	0.00	0.00	60.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	125.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	0.00	4,000.00	4,000.00	0.00	100.00	900.00	10.00 %
05-535-493	Equipment Rental - Sewer Oper	262.98	1,000.00	1,000.00	22.24	0.00	4,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper					180.44	819.56	18.04 %

POLK CITY  
MAY 2020 FINANCIALS

Enterprise Fund Expenditures  
66.66 % Yr Complete For Fiscal Year: 2020 / 5

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	941.40	5,267.82	2,732.18	65.85 %
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	1,328.00	11,477.00	5,523.00	67.51 %
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	300.00	700.00	30.00 %
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	6,605.00	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	22,607.36	733,731.75	947,790.18	43.46 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	27,327.92	25,000.00	25,000.00	0.00	14,008.54	10,991.46	56.03 %
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	7,763.63	20,898.15	(3,898.15)	122.93 %
05-590-440	Rentals and Leases - Non-Dept	4,609.06	0.00	0.00	197.26	2,735.95	(2,735.95)	0.00 %
05-590-450	Liability Insurance - Non-Dept	26,351.50	70,000.00	70,000.00	0.00	46,519.00	23,481.00	66.46 %
05-590-510	Office Supplies - Non-Departmental	840.65	1,000.00	1,000.00	0.00	209.94	790.06	20.99 %
05-590-520	Operating Supplies - Non-Dept	843.76	3,000.00	3,000.00	0.00	45.67	2,954.33	1.52 %
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 %

Enterprise Fund Expenditures  
 66.66 % Yr Complete For Fiscal Year: 2020 / 5

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	2020 PERCENTAGE REALIZED
05-590-992	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	528.88	(528.88)	0.00 %
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DEPARTMENT TOTAL		196,548.94	464,347.00	464,347.00	7,960.89	151,127.86	313,219.14	32.55 %
=====								
Enterprise Fund Revenues Total		2,854,772.00	3,256,769.00	3,256,769.00	244,492.72	2,173,276.13	1,083,492.87	66.73%
Enterprise Fund Expenditures Total		-1,844,300.21	-3,256,769.00	-3,256,769.00	-54,382.78	-1,469,909.41	-1,622,674.43	45.13%
Total Revenue vs. Expenditures		1,010,471.79	0.00	0.00	190,109.94	703,366.72	-539,181.56	

## Library Reports 10/2019 - 09/2020

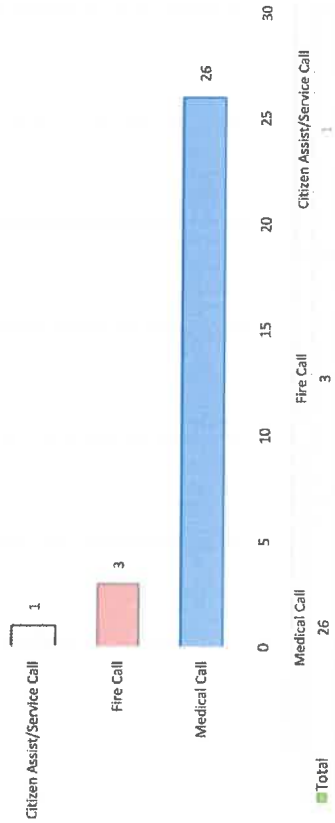
	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	*Mar-20	*Apr-20	*May-20	Jun-20	Jul-20	Aug-20	Sep-20	Totals
<b>Circulation</b>													
Adult Books	1273	1318	1049	1204	1107	1272	1245	980					9448
Juvenile Books	1035	787	949	909	1257	1264	777	654					7632
DVD'S	858	829	912	1299	1066	744	635	554					6897
Hot-Spots	20	20	25	20	20	25	20	20					170
Digital	75	93	73	75	84	94	92	96					682
<b>Total Circulation</b>	<b>3261</b>	<b>3047</b>	<b>3008</b>	<b>3507</b>	<b>3534</b>	<b>3399</b>	<b>2769</b>	<b>2304</b>					<b>24,829</b>
<b>New Borrowers</b>													
In City	5	11	24	21	20	9	0	2					92
In County	3	18	4	6	5	3	5	2					46
Digital	7	12	5	9	13	16	9	5					76
<b>Total New Borrowers</b>	<b>15</b>	<b>41</b>	<b>33</b>	<b>36</b>	<b>38</b>	<b>28</b>	<b>14</b>	<b>9</b>					<b>214</b>
<b>Number of Programs</b>													
Adult	5	2	1	2	2	0	0	0					12
Juvenile	5	3	4	1	2	2	0	0					17
Young Adult	1	0	1	0	1	0	0	0					3
<b>Total Programs</b>	<b>11</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>					<b>32</b>
<b>Program Attendance</b>													
Adult	89	21	21	21	23	8	0	0					183
Juvenile	119	20	26	11	14	16	0	0					206
Young Adult	33	0	5	0	6	2	0	0					46
<b>Total Attendance</b>	<b>241</b>	<b>41</b>	<b>52</b>	<b>32</b>	<b>43</b>	<b>26</b>	<b>0</b>	<b>0</b>					<b>435</b>
<b>Reference Questions</b>													
Phone Calls	190	178	258	224	195	232	261	384					1922
<b>Number of Computer Users</b>													
	212	194	191	185	223	121	0	0					1126
<b>Total Patrons</b>													
	1716	1615	1278	1308	1352	846	328	413					8856

\* 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 June 03, 2020

# City of Polk City Summary Report

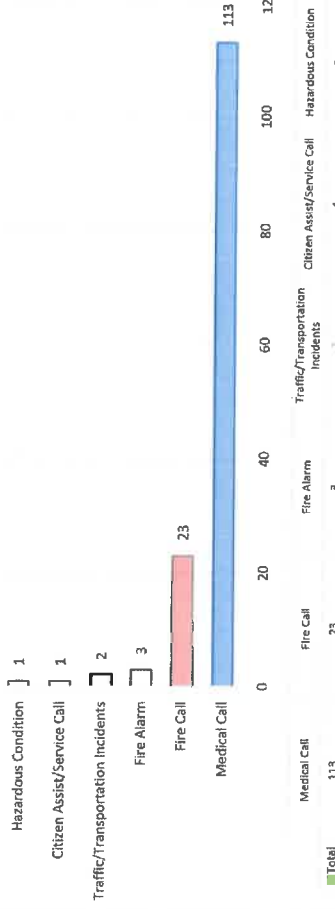
Previous Month Incidents by Call Category

Total Incidents: 30



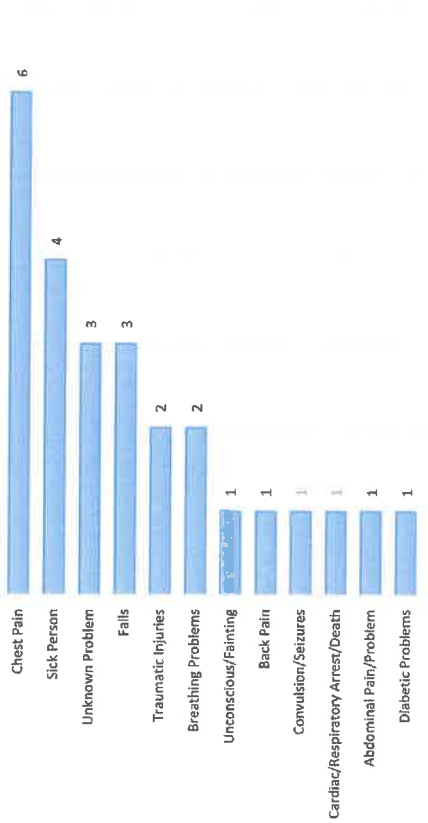
Year to Date Incidents by Call Category

Total Incidents: 143



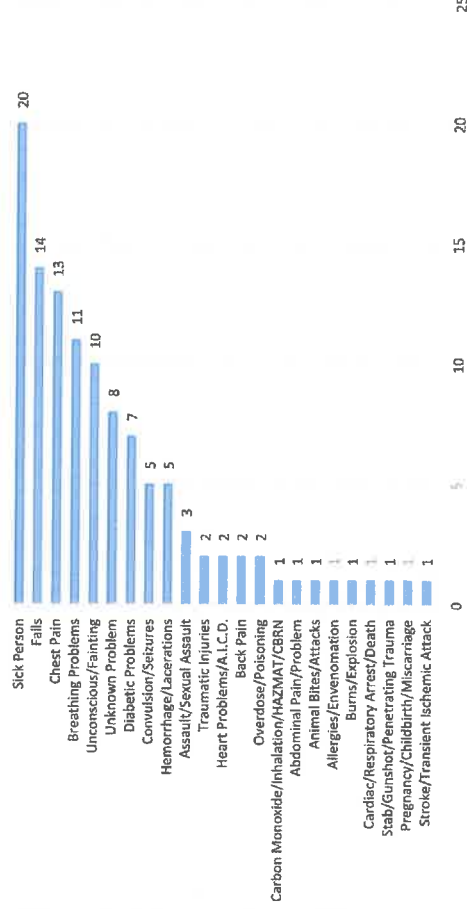
Previous Month Medical Calls by Category

Total Incidents: 26



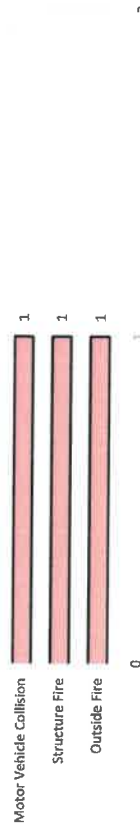
Year to Date Medical Calls by Category

Total Incidents: 113



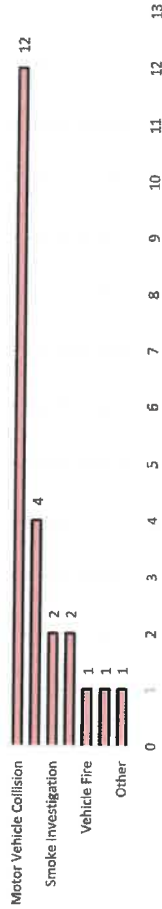
Previous Month Fire Calls by Category

Total Incidents: 3



Year to Date Fire Calls by Category

Total Incidents: 23



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

*STATISTICAL DATA*

West Division

April 1, 2020

Northwest District

To: Patricia Jackson , City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical report for March, 2020.

ACTIVITY	
FELONY ARREST	3
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	3
AFFIDAVITS MISDEMEANOR	
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	6
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	3
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	27
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	8
TOW-AWAY NOTICES	1
COMMUNITY CONTACTS	2300
TRAFFIC STOPS	5
TOTAL DISPATCHED CALLS FOR SERVICE	94



In March 2020, there were two (2) PROCAP captured crimes as compared to three (3) in March 2019. In March 2020 there was one reported business Robbery. During this incident multiple cartons of cigarettes were stolen. This Robbery falls under a multi county wide trend, involving the same suspects and vehicle. The investigation is ongoing for this crime. The second crime was a vehicle theft, where the victim no longer resided at this particular residence, however they left the vehicle behind temporarily. The vehicle was recovered by Lakeland Police Department and the suspect was arrested and charged with Grand Theft Auto, as well as other criminal charges. These cases are not related. We are now sitting at -36% in crimes as compared to last year to date.

Case No.	Inc From	Inc To	DOY	Location	Narrative	Det.	PRINTS	VIDEO	CASE STATUS
<b>VEHICLE THEFT</b>									
PCSO-200014299	2020-03-21 / 1600hrs	2020-03-23 / 0800hrs	Mon	230 SUNSHINE BLVD	unk susp removed a black 2012 Chevy Camaro FL tag BUPA67 from victs yard; veh has the word "Missy" written in silver on the trunk / Vehicle recovered by LPD and they arrested Arthur Williams and he was charged with grand theft-motor vehicle along with other charges.	Mar	no	no	ca
<b>ROBBERY</b>									
PCSO-200013575	2020-03-21 / 0211hrs	2020-03-21 / 0211hrs	Sat	205 COMMONWEALTH AVE N (CIRCLE K)	2 unk susps entered the store, jumped over the counter and demanded cigarettes; susps grabbed a trash can, emptied contents and used the bag to load cartons of cigarettes; susps ordered clerk into the closet; susps: 2 BMS wearing black hoodies and masks; susp veh: white Ford box truck with green lettering on side	BSI			

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	0	1	100%	0.0	0.3
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	0	0	0%	0.3	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	4	1	0%	1.3	0.3	
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	0	0	1	-100%	0.0	0.3
Burg. Conveyance	0	0	1	1	0	0	0	0	1	0	0	0	14	0	0	0	0	0	0	0	1	0	0	0	1	1	-100%	0.3	0.3	
Vehicle Theft	0	1	0	0	2	1	0	0	1	0	1	0	0	0	0	0	0	0	0	2	0	0	0	0	2	2	100%	0.7	0.7	
Grand Theft	1	0	1	0	1	0	0	0	0	1	0	0	1	0	0	0	1	0	0	0	0	0	0	0	3	0	0%	1.0	0.0	
Petit Theft	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0%	0.0	0.0	
Mail Theft	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	0.0	
Retail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0	
Criminal Mischief	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	-100%	0.0	0.3	
<b>Totals</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>11</b>	<b>7</b>	<b>-33%</b>	<b>3.7</b>	<b>2.3</b>	
% Change	-50%		-25%		-33%		NA		NA		NA		NA		NA		NA		NA		NA		NA		-36%			-36%		
FIRs	0	0	3	0	1	0	0	0	4	0	4	0	6	0	2	0	0	0	1	0	0	0	0	0	0	0				

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

*STATISTICAL DATA*

West **Division**

May 1, 2020

Northwest District

To: Patricia Jackson , City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical report for April, 2020.

ACTIVITY	
FELONY ARREST	2
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	3
AFFIDAVITS MISDEMEANOR	
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	5
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	0
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	41
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	5
TOW-AWAY NOTICES	2
COMMUNITY CONTACTS	1900
TRAFFIC STOPS	2
TOTAL DISPATCHED CALLS FOR SERVICE	87





In April 2020, there were two (2) PROCAP captured crimes as compared to zero (0) in April 2019. In April 2020 there was one reported criminal mischief. During this incident a w/m subject scratched a vehicle owned by the business. The second crime was a retail theft at the BP Gas station. The suspect stole a bag of chips and salsa, breaking all exit points of the store without paying for the merchandise. The vehicle utilized during the crime was a rental car from HERTZ in Orland Fl. and the rental company was uncooperative in this case, advising rentals are confidential. These cases are not related, and do not pose a trend. We are now sitting at -18% in crimes as compared to last year to date.

CaseNo	Inc From	Inc To	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
<b>CRIMINAL MISCHIEF</b>									
PCSO-200018203	2020-04-30 / 0750hrs	2020-04-30 / 1800hrs	Thur	411 COMMONWEALTH AVE SW	Unk susp scratched the driver side of victs truck / Witness observed a WM subj on the property but not near his truck, subject left & walked over to Dollar General	Ringdahl	No	no	ongoing
<b>RETAIL THEFT</b>									
PCSO-200015471	2020-04-07 / 1343hrs	2020-04-07 / 1343hrs	Tues	501 COMMONWEALTH AVE SW PRIME TIME FOOD STORE	WMSusp entered busin & removed a bag of chips & a jar of Tostitos salsa / Susp left in a black Chevy 4dr bearing Florida tag#KCRA70 which is a rental veh with Hertz	Arbogast	No	Yes	nfl

Department of Law Enforcement																														
Polk City - 2019 - 2020																														
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly Change		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	2019	2020	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	0	1	-100%	0.0	0.3
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%	0.3	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	4	1	0%	1.0	0.3	
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	0	0	1	0%	0.0	0.3
Burg. Conveyance	0	0	1	1	0	0	0	0	1	0	0	0	14	0	0	0	0	0	0	0	1	0	0	0	1	1	0%	0.3	0.3	
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	2	2	-100%	0.5	0.5	
Grand Theft	1	0	1	0	1	0	0	0	0	0	1	0	0	0	1	0	0	0	1	0	0	0	0	0	3	0	0%	0.8	0.0	
Petit Theft	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0%	0.0	0.0	
Mail Theft	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	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	100%	0.0	0.3	
Criminal Mischief	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	0	0	0	0	0	0	0	1	0	0	2	100%	0.0	0.5	
<b>Totals</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>11</b>	<b>9</b>	<b>0%</b>	<b>2.8</b>	<b>2.3</b>	
<b>% Change</b>	<b>-50%</b>		<b>-25%</b>		<b>-33%</b>		<b>#DIV/0!</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>-18%</b>					<b>-18%</b>
<b>FIRs</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-2</b>	

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

*STATISTICAL DATA*

West Division

June 4, 2020

Northwest District

To: Patricia Jackson , City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical report for May, 2020.

ACTIVITY	
FELONY ARREST	3
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	2
AFFIDAVITS MISDEMEANOR	
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	5
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	0
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	44
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	8
FOXTROT REPORTS	7
TOW-AWAY NOTICES	1
COMMUNITY CONTACTS	2300
TRAFFIC STOPS	1
TOTAL DISPATCHED CALLS FOR SERVICE	105



In May 2020, there were three (3) PROCAP captured crimes as compared to three (3) in May 2019. In May 2020 there was one reported grand theft. During this incident the home owner allowed her granddaughter and her boyfriend to reside in her house over a 3 month time frame while she was driving over the road (semi driver). It is unclear when the theft took place or a suspect in this case. There were two reported petit thefts. One case involved the theft of solar panels from outside, sidewalk lights. This is a county wide trend, with the vehicle on video in all thefts related to this case. The second petit theft occurred at the Shell gas station, where the victim forgot her purse in the bathroom. The victim returned later when she realized her was was not in her possession. The victim located her purse however her wallets were missing. These cases are not related, and do not pose a trend for Polk City at this time. We are now sitting at -14% in crimes as compared to last year to date.

CaseNo	Inc From	Inc To	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
<b>GRAND THEFT</b>									
PCSO-200020379	2020-02-23 / 1530hrs	2020-05-08 / 1530hrs	Fri	7158 BERKLEY RD	2 known susps came to victs resid around Feb 23-25, 2020 & remained in the resid until approx May 7, during this time the following items are missing from the resid a black Scotland or United Kingdom handgun 1911-22 ser#F207102, Walther pistol, multiple knives, 2 detailed mini swords, pellet gun, ceramic pot keepsake, Vape e-cig, & approx \$392 loose (gold dollars) from toll booths. Susps: Madison Stewart WF 05/18/01 (victs granddaughter), Tyler Johnson WM Property stolen during large time frame. Echo in leads/finder	Arbogast	No	No	NFL
<b>PETIT THEFT</b>									
PCSO-200018636	2020-05-03 / 0658hrs	2020-05-03 / 0658hrs	Sun	124 BRIDGES RD	Unk susp removed the 5 black solar spot lights that were on the side of the driveway gray chevy trailblazer / same descriptions as 20-18611 / video posted on FB	Wright	No	Yes	NFL
PCSO-200019083	2020-05-08 / 0730hrs	2020-05-08 / 0830hrs	Fri	205 COMMONWEALTH AVE SW	Unk susp removed 2 Vera Bradley wallets from the victs purse which she left inside the stores bathroom / Debit/credit cards were attempted to be used Possible video at the store but only shows entrance to the store and not within or near the bathrooms. Men and women used bathroom due to other being out of order.	Arbogast	No	Yes	NFL

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	3	0	0	0	0	0	0	0	0	0	1	0%	0.0	0.2	
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%	0.2	0.0	
Burg. Residence	2	1	2	0	0	0	0	0	1	0	0	0	0	0	0	2	0	0	0	1	0	2	0	0	5	1	0%	1.0	0.2	
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	0	0	1	0%	0.0	0.2
Burg. Conveince	0	0	1	1	0	0	0	0	1	0	0	0	14	0	0	0	0	0	0	0	1	0	0	0	2	1	0%	0.4	0.2	
Vehicle Theft	0	1	0	0	2	1	0	0	1	0	1	0	0	0	0	0	0	0	0	2	0	0	0	0	0	3	2	0%	0.6	0.4
Grand Theft	1	0	1	0	1	0	0	0	1	1	0	0	1	0	0	1	0	0	1	0	0	0	0	0	3	1	100%	0.6	0.2	
Petit Theft	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	2	200%	0.0	0.4		
Mail Theft	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	0.0	
Retail Theft	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	-100%	0.0	0.2		
Criminal Mischief	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	0	0	0	0	0	0	1	0	0	2	-100%	0.0	0.4		
<b>Totals</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>14</b>	<b>12</b>	<b>50%</b>	<b>2.8</b>	<b>2.4</b>	
<b>% Change</b>	<b>-50%</b>		<b>-25%</b>		<b>-33%</b>		<b>#DIV/0!</b>		<b>0%</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>-14%</b>				<b>-14%</b>	
<i>FIR's</i>	0	0	3	0	1	0	0	0	4	0	4	0	8	0	2	0	0	0	1	0	0	0	0	0	2	-2				

# ***Public Works Report***

## **May 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.)
- Completed storage shelves in Public Works loft area.
  
- In collaboration with Feeding Tampa Bay we held Food Drive at Bronson Center to help feed our Neighbors bi-weekly.

### **June Objectives:**

Continue maintaining the mowing and preventive maintenance of all City facilities, service equipment. Build storage shelves in the old Public Works building to support storage of old records. Continue efforts with Food Drive.

### **Submitted By:**

Keith Prestage, Public Works Director

**City Commission Meeting  
June 15, 2020**

**PRESENTATIONS:**        **Proclamation for Lakes Appreciation Month**

INFORMATION ONLY  
 ACTION REQUESTED

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**ISSUE:** This proclamation is in recognition of Lakes Appreciation Month

**ATTACHMENTS:** Yes

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:**    Recognize July 2020 as Lakes Appreciation Month.



## *Proclamation*

WHEREAS, Polk City is blessed with many lakes and ponds within its boundaries; and

WHEREAS, lakes and ponds are important resources to Polk City's way of life and its environment, providing sources of recreation, scenic beauty and habitat for wildlife; and

WHEREAS, lakes are a valuable economic resource for businesses, tourism and municipal governments; and

WHEREAS, many citizen volunteers have actively demonstrated their intense interest in lakes over the years; and

WHEREAS, Polk City of recognizes the need to protect our lakes and ponds for future generations.

NOW, THEREFORE, I, Joe LaCascia, Mayor of Polk City, do hereby proclaim July 2020, as

### *LAKES APPRECIATION MONTH*

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the Polk City to be affixed this 20<sup>th</sup> day of June 2020.

Polk City

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Joe LaCascia, Mayor

Attest:

\_\_\_\_\_  
Patricia R. Jackson, City Manager

**City Commission Meeting  
June 15, 2020**

**AGENDA ITEM #1:**

**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. **First Reading**

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

**Ordinance 2020-06** – Amending Article II, Chapter 34 in the City Code to modify and supplement the City’s Noise Ordinance.

**ATTACHMENTS:**

Ordinance 2020-06

**ANALYSIS:**

At the May 26, 2020 City Commission Meeting, a Polk City resident brought forth a noise complaint in his neighborhood.

City Manager Jackson stated the current Noise Ordinance done in 1991 is in need of strengthening.

As a result of that meeting, the City Attorney prepared Emergency Ordinance 2020-05 (adopted on June 4, 2020).

Upon approval, Ordinance 2020-06 will replace the Emergency Ordinance 2020-05.

**STAFF RECOMMENDATION:**

Approve Ordinance 2020-06 on First Reading.

**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.**

**WHEREAS**, the City previously adopted a noise ordinance in 1991 as Article II, Chapter 34, of the City Code, by Ordinance No. 88-3; and,

**WHEREAS**, based upon complaints brought to the City Commission by citizens of the City, the City Commission finds that the enforcement procedures within the ordinance must be strengthened; and,

**WHEREAS**, based upon research of judicial decisions and other jurisdictions' noise ordinances issued or approved since 1991, the City Commission finds that the substantive provisions of the noise ordinance must be modified; and,

**WHEREAS**, according to citizen testimony, there are sources of sound pollution and noise that has created or imminently threatens to create conditions that may severely affect the public health, safety, welfare and security of the citizens, residents and visitors of Polk City, Florida; and,

**WHEREAS**, this Ordinance is enacted to protect, preserve, and promote the health, safety, welfare, peace, and quiet of the citizens of the City through the reduction, control, and prevention of loud, raucous and unnecessary noise which unreasonably disturbs, injures, or endangers the health, comfort, repose, peace or safety of people within the community; and,

**WHEREAS**, loud and raucous noise degrades the environment of the City and the City has a substantial, and in some cases, compelling interest in controlling such noise.

**WHEREAS**, loud and raucous noise degrades the environment to a degree that is harmful to the health, welfare and safety of its inhabitants and visitors; interferes with the comfortable enjoyment of life and property; interferes with the well-being, tranquility, and privacy of the home; and both causes and aggravates health problems.

**WHEREAS**, individuals are not required to welcome unwanted noise into their homes and there simply is no right to force unwanted noise into the home of



an unwilling listener and there is a compelling interest in prohibiting such noise on a content neutral basis; and,

**WHEREAS**, effective control and elimination of loud and raucous noise is essential to the health and welfare of the City's residents and visitors, and to the conduct of the normal pursuits of life, including sleep, work, communication, and recreation; and,

**WHEREAS**, a substantial body of science and technology exists by which excessive noise may be substantially abated; and,

**WHEREAS**, to implement these powers, the City deemed it necessary and warranted to adopt an emergency ordinance ("Ordinance No. 20-05") to declare and use its home rule powers and other supplemental authority to declare emergencies.

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF POLK CITY, FLORIDA:**

**SECTION 1. LEGISLATIVE FINDINGS.** The above recitals represent the legislative findings of Polk City, Florida, relative to the provisions of this Ordinance and are incorporated herein by reference.

**SECTION 2. AMENDMENTS TO ARTICLE II, CHAPTER 34, CITY CODE.** Article II, Chapter 34 of the Code of Ordinances, Polk City, Florida, is hereby amended to read as follows:

**ARTICLE II. - NOISE**

**Sec. 34-31. - Title. Loud and raucous noise prohibited; defined.**

~~This division shall be known and may be cited as the Polk City Noise Control Ordinance.—It shall be unlawful for any person within the City to willfully make or continue, or cause to be made or continued, any loud and raucous noise, which term means any sound which, because of its volume level, duration and character, annoys, disturbs, injures or endangers the comfort, health, peace or safety of reasonable persons of ordinary sensibilities within the limits of the City. Such term includes the kinds of noise generated by the activities enumerated in section 34-32, except as provided in section 34-33. Such term shall be limited to loud and raucous noise heard upon the public streets, in any public park, school or public building or, the grounds thereof, while in use, in any church or hospital, or the grounds thereof, while in use, upon any parking lot open to members of the public as invitees or licensees or in any occupied residential unit, or the grounds thereof, which is not the source of the noise and from a location not less than 50 feet from the source of the noise, as measured in a straight line from the radio, loudspeaker, motor, horn or other noise source.~~

**Sec. 34-32. – Findings of fact. Acts declared nuisances.**

~~The foregoing findings are incorporated herein by reference and made a part hereof. The following acts, as limited by section 34-31 and subject to the exceptions provided in section 34-33, are declared to be public nuisances in violation of section 34-31:~~

- ~~(1) — *Horns, signaling devices, etc.* The sounding of any horn, whistle or other audible signaling device so as to create a loud and raucous noise.~~
- ~~(2) — *Radios, amplifiers, phonographs, etc.* The using, operating or permitting to be played, used or operated, of any radio, amplifier, musical instrument, phonograph or other device for the producing or reproducing of sound in such manner as to cause loud and raucous noise.~~
- ~~(3) — *Sound trucks.* An amplifier or loudspeaker in, upon or attached to a sound truck or other device for amplifying sound shall not be operated, or permitted to be operated, within the City for advertising purposes or to attract the attention of the public.~~
- ~~(4) — *Yelling, shouting, whistling or singing.* Yelling, shouting, whistling or singing, at any time or place, so as to create a loud and raucous noise between the hours of 10:00 p.m. and 7:00 a.m. on any day.~~
- ~~(5) — *Animals or birds.* The keeping of any animal or bird which habitually causes a loud and raucous noise.~~
- ~~(6) — *Defects in vehicles or loads.* The use of any motor vehicle so out of repair, so loaded or in such a manner as to create a loud, grating, grinding, rattling or other loud and raucous noise, or which is not equipped with a muffler in good working order and in constant operation so as to prevent loud and raucous noise.~~
- ~~(7) — *Schools, public buildings, churches and hospitals.* The creation of any loud and raucous noise heard within any school, public building, church or hospital, or the grounds thereof, while in use, which interferes with the workings of such institution, or which disturbs or annoys patients in the hospital.~~
- ~~(8) — *Noises to attract attention.* The use of any drum or other instrument or device to create a loud and raucous noise.~~

**Sec. 34-33. – Authority. Exceptions.**

This division is enacted under the Home Rule Power of Polk City, specifically Section 166.041, Florida Statutes, and pursuant to Article II, Section 7, Florida Constitution, which provides that adequate provision shall be made by law for the abatement of excessive and unnecessary noise. The term "loud and raucous noise" shall not include noise or sound generated by the following:

- ~~(1) — Cries for emergency assistance and warning calls.~~
- ~~(2) — Radios, sirens, horns and bells on police, fire and other emergency response vehicles.~~
- ~~(3) — Parades, fireworks displays and other special events for which a permit has been obtained from the City, within such hours as may be imposed as a condition for the issuance of the permit.~~
- ~~(4) — Activities on or in municipal and school athletic facilities, and on or in publicly owned property and facilities, provided that such activities have been authorized by the owner of such property or facilities or its agent.~~
- ~~(5) — Fire alarms and burglar alarms prior to the giving of notice and a reasonable opportunity for the owner or tenant in possession of the premises served by any such alarm to turn off the alarm.~~
- ~~(6) — Religious worship activities, including, but not limited to, bells and organs.~~
- ~~(7) — Locomotives and other railroad equipment and aircraft.~~

## Sec. 34-34. - Definitions.

As used in this Article, the following terms shall have the following meanings:

- (1) Noise disturbance shall mean any sound which is:
  - (a) Of such duration, volume, or intensity as to be injurious to human or animal life, or property;
  - (b) Of such duration, volume, or intensity as to unreasonably interfere with the comfortable enjoyment of life, property, or the conduct of business;
  - (c) Of such duration, volume, or intensity as to alarm, disturb, or annoy reasonable people; or
  - (d) Unreasonably loud, raucous, jarring, disturbing, unseemly, or a nuisance.
- (2) Amplified shall mean increased in volume or intensity by means of an electrical or mechanical device.
- (3) Motorized vehicle means any transportation vehicle that is propelled, other than by human or animal power, on land. This includes, but is not limited to, motorcycles, ATVs, go-karts, automobiles, and trucks.

## Sec. 34-35. Prohibition of noise disturbance; Penalties.

No person or business may make, continue, permit, or cause to be made or continued, any noise disturbance as defined in this Article. Any person violating any of the provisions of this section or of this Article shall be punished by (1) a fine not to exceed \$500.00, (2) imprisonment in the county jail for a period not to exceed 60 days, (3) both such fine and imprisonment in the discretion of the court having jurisdiction over the cause, or (4) administrative fines levied by an appropriate municipal authority under F.S. Chapter 162. Factors that shall be considered in determining whether a noise disturbance in violation of this division has occurred, shall consist of, but may not necessarily be limited to, the following:

- (a) The duration, volume, or intensity of the noise;
- (b) The nature of the area and the land use district from which the sound emanates in relation to the area where it is perceived;
- (c) The time of day or night the noise occurs; and/or
- (d) Whether the noise is recurrent, intermittent, or constant.

## Sec. 34-36. - Enforcement.

(a) The city's code enforcement officers, the Polk County Sheriff's Office and any other person authorized to enforce city ordinances may enforce the provisions of this Article.

(b) When a county sheriff's office law-enforcement officer has probable cause to believe that a violation of this section has occurred, the law enforcement officer may issue a warning or issue a citation to the property owner, the one responsible for creating the disturbance, or both. In cases where a county sheriff's office law enforcement officer has already issued a warning for the same conduct by the same individual or property owner complained of, the officer shall issue a citation.

(c) If the violation is not abated within a reasonable time, or if the violation recurs within ninety (90) days of the issuance of the warning, the responsible party or parties shall be cited for the violation of this section. Absent special circumstances, or unless otherwise provided in this section, a reasonable time shall mean fifteen (15) minutes. Issuance of a citation or warning to an adult member of the household or business where the violation occurred shall be deemed

notice to all members of the household or business thereby rendering them responsible for the noise.

(d) Where there has been a conviction for violating this section, regardless of whether or not adjudication was withheld, subsequent violations based on the same activity that resulted in the noise disturbance shall result in a citation being issued for the repeat violation. The officer is under no obligation to warn the violator of this section prior to issuing the citation.

(e) A citation shall state the date and time of issuance, name and address of the person or entity in violation, date of violation, section of the ordinance, or the respective amendments thereto, violated, nature of the violation, name of the officer issuing the citation, and the date, time, and location the violator shall appear in county court.

(f) Any enforcement action or legal remedy available under controlling state law, including, but not limited to, prosecution as a misdemeanor with a fine not exceeding five hundred dollars (\$500.00) or by imprisonment for a term not exceeding sixty (60) days or by both fine and imprisonment, may be imposed as a penalty.

(g) When enforced by a code enforcement officer, the enforcement provisions and procedures contained in the Polk City Code Enforcement Special Magistrate Ordinance, as may be amended, are incorporated herein by reference and will apply.

(h) Nothing contained herein shall prevent the city from taking such other lawful action in law and equity as may be necessary to remedy any violation of any part of this division, including without limitations:

- (1) Pursuit of injunctive and/or declaratory relief in a court of competent jurisdiction; and
- (2) Utilizing any other action or enforcement method permitted by law.

#### Sec. 34-37. - Specific prohibitions.

The following specified acts and circumstances are hereby declared to constitute a prohibited noise disturbance in violation of this Article; provided however, such enumeration is not and shall not be deemed to be exclusive; provided further that all other acts and circumstances meeting the definition of noise disturbance are likewise declared to be in violation of this Article.

- (a) *Radios, televisions, musical instruments and similar devices, and amplified human voice.* Playing or permitting the playing of any radio, television, audio system, musical instrument or similar device, or amplifying the human voice, sound or music, to such a volume as to be unreasonably loud, raucous, jarring, unseemly or disturbing to people within the area of audibility.
- (b) *Barking dogs.* Allowing a dog to bark, howl, or whine continuously between the hours of 9:00 p.m. and 6:00 a.m. until such noise rises to the level of a noise disturbance under section 34-34 of this Article. Any person or entity warned or cited for a violation under this specific subsection shall be subject to the conditions, procedures, penalties, and exemptions found in the Polk County Animal Control and Animal Services Ordinance and its amendments. The sheriff's office may defer enforcement against the owner of the animal to animal control in accordance with the Polk County Animal Control and Animal Services Ordinance, and its amendments, if the law enforcement officer is unable to personally observe the noise disturbance being created by the dog.
- (c) *Motorized vehicles.* It is a violation of this Article to drive a motorized vehicle in a manner that causes the tires to screech or squeal repeatedly on public or private property such that it causes a noise disturbance; repeatedly accelerate and decelerate a motorized vehicle on public or private property such that it causes a noise disturbance; or repeatedly shift the gears of the motorized vehicle up and down on private or public property, such that it creates a noise disturbance.

Sec. 34-38. - Liberal, non-conflicting construction.

The provisions of this Article shall be liberally construed such that its purpose is effectively rendered in the interest of the health, safety, and welfare of the citizens and residents of Polk City.

Sec. 34-39. Exemptions.

The provisions of this division, except for those specific prohibitions set forth in section 34-37 of this Article, shall not apply to the following sounds:

- (a) The unamplified human voice;
- (b) Normal automobile and truck traffic, and railway locomotives or cars;
- (c) Household or farming tools, appliances, and equipment meeting manufacturer's specifications as to sound, if applicable;
- (d) Aircraft and airport activity conducted in accordance with federal laws and regulations;
- (e) Maintenance of public service facilities;
- (f) Law enforcement activities, including training;
- (g) Licensed game hunting activities;
- (h) Emergency signals during emergencies;
- (i) Emergency testing;
- (j) Refuse collection and mosquito fogging;
- (k) Operation of any regulated or publicly owned utility;
- (l) Construction activities exempt from, or for which Polk City has issued a development permit; provided such activity occurs between 6:00 a.m. and 9:00 p.m.;
- (m) Organized athletic contests provided such activity occurs between 6:00 a.m. and 9:00 p.m.;
- (n) Sounds relating to and originating within any nonresidential land use districts under the Polk City Comprehensive Plan and Land Development Code (except for those sounds specifically prohibited in section 34-37 of this Article);
- (o) Sounds relating to and originating from legal, pre-existing, nonconforming, commercial and industrial activities (except for those sounds specifically prohibited in section 34-37 of this Article);
- (p) Boats and boating activity;
- (q) Phosphate mining activity;
- (r) Emergency devices and vehicles used for the purpose of alerting people of an emergency, or the emission of sound in performance of emergency work;
- (s) Lawful public gatherings provided such activity occurs between 6:00 a.m. and 9:00 p.m. (except for those sounds specifically prohibited in section 34-37 of this Article); and
- (t) Reasonable operation of equipment associated with the following activities between 6:00 a.m. and 9:00 p.m.: Lawn care, soil cultivation, maintenance of trees, hedges, and gardens; the use of lawnmowers, saws, and tractors; tree trimming; and limb clipping.

Sec. 34-40. - Separate violations.

Each separate occurrence shall be a separate violation.

Sec. 34-41. - Unreasonably excessive noise in motor vehicles.

The City Commission hereby ratifies and confirms the applicability of Section 10.5-60 in the municipal limits of Polk City."

**SECTION 3. SEVERABILITY.** If any provision of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such provision and such holding shall not affect the validity of any other provision, and to that end, the provisions of this ordinance are hereby declared severable.

**SECTION 4. CONFLICTS.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict, including but not limited to Ordinance No. 20-05.

**SECTION 6. INCLUSION INTO CITY CODE.** It is the intention of the City Commission that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City.

**SECTION 7. EFFECTIVE DATE.** This ordinance shall take effect in accordance with and as provided for in state law.

**PASSED ON FIRST READING** this \_\_\_\_ day of \_\_\_\_\_, 2020.

**PASSED ON SECOND READING** this \_\_\_\_ day of \_\_\_\_\_, 2020.

**POLK CITY, FLORIDA**

\_\_\_\_\_  
Joe LaCascia, Mayor

ATTEST:

\_\_\_\_\_  
Patricia R. Jackson, City Manager/Clerk

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Thomas A. Cloud, City Attorney

**City Commission Meeting  
June 15, 2020**

**AGENDA ITEM #2:**

**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. **First Reading****

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

**Ordinance 2020-07 – Ratifying all Ordinances adopted from April 3, 2020 until June 4, 2020, including Ordinance numbers 2020-02, 2020-03, 2020-04, 2020-05.**

**ATTACHMENTS:**

Ordinance 2020-07

**ANALYSIS:**

On March 9, 2020 Governor Desantis declared a State of Emergency in Florida as a result of the continued spread of COVID-19.

On March 16, 2020 Polk City adopted Resolution 2020-02 declaring a State of Emergency. On April 3, 2020 Polk City adopted Ordinance 2020-02 and subsequently Ordinances 2020-03, 2020-04 and 2020-05, all due to the novel Coronavirus Disease (COVID-19).

In an abundance of caution, Polk City now wishes to adopt an Ordinance ratifying all ordinances adopted by the City Commission while it was compelled by its obligation to protect the public health, safety, welfare, and human life to hold virtual meetings.

Ordinance 2020-07 will ratify and readopt and confirms the adoption of Ordinances 2020-02, 2020-03, 2020-04 and 2020-05.

Polk City has made the City Commission acutely aware that provisions must be made to ensure that the business of municipal governance can occur without unnecessarily exposing either City personnel or members of the public to a risk of infection while ensuring public access and open government.

Therefore, beginning on June 15, 2020, the City Commission will reinstitute in-person, live meetings of the City Commission.

**STAFF RECOMMENDATION:**

Approve Ordinance 2020-07 on First Reading.

## 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.**

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF POLK CITY, FLORIDA:**

**SECTION 1. COMMISSION FINDINGS.** In adopting this Ordinance and modifying the Polk City Code and the therein-incorporated Unified Land Development Code, the City Commission of Polk City, Florida, hereby makes the following findings:

(1) Novel Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza.

(2) On March 1, 2020, Ron DeSantis, Governor of the State of Florida, issued Executive Order No. 20-51, directing the Florida Department of Health to issue a Public Health Emergency.

(3) Governor DeSantis issued Executive Order No. 20-52, attached hereto as Exhibit "A" and incorporated herein by reference declaring that a State of Emergency exists in every county in the State of Florida as a consequence of Coronavirus Disease 2019 (COVID-19), a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza.

(4) On March 1, 2020, the State Surgeon General and State Health Officer declared that a Public Health Emergency exists in the State of Florida as a result of COVID-19.

(5) On March 9, 2020, Governor DeSantis declared that a state of emergency exists in the State of Florida as a result of the continued spread of COVID-19.

(6) The World Health Organization declared COVID-19 a Public Health Emergency of International Concern.

(7) On March 13, the President of the United States issued a national emergency declaration regarding COVID-19.

(8) COVID-19 has created or imminently threatens to create conditions that may severely affect the public health, safety, welfare and security of the citizens, residents and visitors of Polk City, Florida.



(9) Florida law, including §§ 286.011 and 166.041, Florida Statutes, requires that meetings of elected and appointed officials (“Bodies”), for the conduct of public business, must be held following procedures (notice, access of meetings, opportunity to be heard, the taking of minutes, etc.) that ensure that the public is able to participate in and be aware of the decision making process (the “Sunshine Law”).

(10) Previously, when asked whether a public body complies with the Sunshine Law when one or more members of the Body wish to participate in a meeting electronically from a remote location, the Florida Attorney General (“AG”) has opined that a quorum of the Body must be physically present in order to allow a member, who due to “extraordinary circumstances” is unable to physically attend the meeting, to appear and participate electronically.

(11) On March 19, 2020, the AG issued an AGO 2020-03 which provides that “unless and until legislatively or judicially determined otherwise, if a quorum is required to conduct official business, local government bodies may only conduct meetings by teleconferencing or other technological means if either a statute permits a quorum to be present by means other than in-person, or the in-person requirement for constituting a quorum is lawfully suspended by the Governor during the state of emergency.”

(12) On March 20, 2020, Governor DeSantis issued Executive Order Number 20-69 which suspends any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place and permits local government bodies to utilize communications media technology such as telephonic and video conferencing, as provided in section 120.54(5)(b)2., Florida Statutes.

(13) The current outbreak of Coronavirus (COVID-19) has made the City Commission acutely aware that provisions must be made to ensure that the business of municipal governance can occur without unnecessarily exposing either City personnel or members of the public to a risk of infection while ensuring public access and open government.

(14) The City Commission found that there was a clear and present danger in holding a public “in person” meeting for those attending and those who come in contact with those attending, both now and if there are future similar pandemic events.

(15) The technology exists to conduct public meetings using technology in which the City can comply with the provisions of the Sunshine Law while preserving human life.

(16) Section 252.38, Florida Statutes, provides for emergency management powers of political subdivisions of the State of Florida, including, without limitation, counties such as Polk County, and municipalities such as Wauchula (the “City”).

(17) Pursuant to Section 252.38(3)(a), Florida Statutes, the Legislature has empowered municipalities to declare a state of local emergency.

(18) In order to mitigate or prevent these impacts, on March 16, 2020, the City Commission then found that it is necessary to declare a state of emergency within the entire incorporated limits of the Polk City pursuant to the City's Charter, Chapter 252, Florida Statutes, through the adoption of Resolution No. 2020-02 (the "March 16 Resolution").

(19) The City Commission also possesses broad home rule powers that authorize it to protect the public health, safety, and welfare, declare emergencies, and protect its citizens, and has by those powers adopted emergency ordinance nos. 2020-02 and 2020-03 on April 3, 2020, to enable it to declare civil emergencies and to hold commission meetings using communications media technology.

(20) To amend, extend, and update its March 16 Resolution to invoke its home rule powers for the purpose of better protecting the lives of its citizens, residents, employees, and visitors in order to mitigate or prevent these impacts, on April 3, 2020, the City Commission then found that it is necessary to approve Resolution No. 2020-03 pursuant to the City's Charter, Chapter 252, Florida Statutes, and the City's home rule authority, including that set forth in Article VIII, Section 2(b), Florida Constitution, and Section 166.021, Florida Statutes.

(21) Beginning on June 15, 2020, the City Commission has reinstated in person, live meetings of the City Commission.

(22) In an abundance of caution, the City now wishes to adopt an ordinance ratifying all ordinances adopted by the City Commission while it was compelled by its obligation to protect the public health, safety, welfare, and human life to hold virtual meetings.

(23) The City has once again held the necessary public hearing, conducted two public readings of the title to this ordinance, and has made all necessary findings required by law to ratify and confirm the ordinances referred to below.

**SECTION 2. RATIFICATION OF ORDINANCE NUMBERS 2020-02, 2020-03, 2020-04, & 2020-05.** The City hereby ratifies and readopts and confirms the adoption of Ordinance No. 2020-02, Ordinance No. 2020-03, Ordinance No. 2020-04, and Ordinance No. 2020-05.

**SECTION 3. SEVERABILITY.** If any provision of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such provision and such holding shall not affect the validity of any other provision, and to that end, the provisions of this ordinance are hereby declared severable.

**SECTION 4. CONFLICTS.** All ordinances or parts of ordinances in conflict herewith are hereby repealed, replaced, and superseded to the extent of such conflict, including but not limited to Ordinance nos. 2020-02 and 2020-03.

**SECTION 6. INCLUSION INTO CITY CODE.** It is the intention of the City Commission that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City.

**SECTION 7. EFFECTIVE DATE.** This ordinance shall take effect in accordance with and as provided by general law.

**PASSED ON FIRST READING** this \_\_\_\_ day of \_\_\_\_\_, 2020.

**PASSED ON SECOND READING** this \_\_\_\_ day of \_\_\_\_\_, 2020.

**POLK CITY, FLORIDA**

\_\_\_\_\_  
Joe LaCascia, Mayor

ATTEST:

\_\_\_\_\_  
Patricia R. Jackson, City Manager/Clerk

APPROVED AS TO FORM & LEGALITY

\_\_\_\_\_  
Thomas A. Cloud, City Attorney

**City Commission Meeting  
June 15, 2020**

**AGENDA ITEM #3:**

**RESOLUTION 2020-04** – A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA (CITY), RATIFYING AND CONFIRMING ALL ACTIONS AND DECISIONS OF THE CITY COMMISSION RENDERED BY RESOLUTION FROM APRIL 3 TO JUNE 4, 2020; EXTENDING ITS DECLARED STATE OF EMERGENCY DUE TO THE NOVEL CORONAVIRUS DISEASE 2019 (COVID-19); PROVIDING AN EFFECTIVE DATE.

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

**Resolution 2020-04** – Ratifying and confirming all actions and decisions of the City Commission rendered by Resolution from April 3 to June 4, 2020.

**ATTACHMENTS:**

Resolution 2020-04

**ANALYSIS:**

On March 9, 2020 Governor Desantis declared a State of Emergency in Florida as a result of the continued spread of COVID-19.

On March 16, 2020 Polk City adopted Resolution 2020-02 declaring a State of Emergency. On April 3, 2020 Polk City adopted Ordinance 2020-02 and subsequently, Ordinances 2020-03, 2020-04 and 2020-05, all due to the novel Coronavirus Disease (COVID-19).

In an abundance of caution, Polk City now wishes to adopt a Resolution ratifying all actions and decisions rendered by the City Commission by verbal motion or written resolution while it was compelled by its obligation to protect the public health, safety, welfare, and human life to hold virtual meetings.

Resolution 2020-04 will ratify and readopt and confirm all actions and decisions rendered by the City Commission between April 3 and June 4, 2020.

**STAFF RECOMMENDATION:**

Adopt Resolution 2020-04

**RESOLUTION 2020-04**

**A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA (CITY), RATIFYING AND CONFIRMING ALL ACTIONS AND DECISIONS OF THE CITY COMMISSION RENDERED BY RESOLUTION FROM APRIL 3 TO JUNE 4, 2020; EXTENDING ITS DECLARED STATE OF EMERGENCY DUE TO THE NOVEL CORONAVIRUS DISEASE 2019 (COVID-19); PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Novel Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza; and,

**WHEREAS**, the Governor of the State of Florida has issued Executive Order numbered 20-52, attached hereto as Exhibit "A" and incorporated herein by reference declaring, that a State of Emergency exists in every county in the State of Florida as a consequence of Coronavirus Disease 2019 (COVID-19), a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza; and,

**WHEREAS**, on March 1, 2020, the State Surgeon General and State Health Officer declared that a Public Health Emergency exists in the State of Florida as a result of COVID-19; and,

**WHEREAS**, on March 9, 2020, Governor DeSantis declared that a state of emergency exists in the State of Florida as a result of the continued spread of COVID-19; and,

**WHEREAS**, the World Health Organization declared COVID-19 a Public Health Emergency of International Concern; and,

**WHEREAS**, on March 13, the President of the United States issued a national emergency declaration regarding COVID-19; and,

**WHEREAS**, COVID-19 has created or imminently threatens to create conditions that may severely affect the public health, safety, welfare and security of the citizens, residents and visitors of Polk City, Florida; and,

**WHEREAS**, Florida law, including §§ 286.011 and 166.041, Florida Statutes, requires that meetings of elected and appointed officials ("Bodies"), for the conduct of public business, must be held following procedures (notice, access of meetings, opportunity to be heard, the taking of minutes, etc.) that ensure that the public is able to participate in and be aware of the decision making process (the "Sunshine Law"); and,

**WHEREAS**, previously, when asked whether a public body complies with the Sunshine Law when one or more members of the Body wish to participate in a meeting electronically from a remote location, the Florida Attorney General ("AG") has opined that a quorum of the Body must be physically present in order to allow a member, who due to "extraordinary circumstances" is unable to physically attend the meeting, to appear and participate electronically.

**WHEREAS**, on March 19, 2020, the AG issued an AGO 2020-03 which provides that “unless and until legislatively or judicially determined otherwise, if a quorum is required to conduct official business, local government bodies may only conduct meetings by teleconferencing or other technological means if either a statute permits a quorum to be present by means other than in-person, or the in-person requirement for constituting a quorum is lawfully suspended by the Governor during the state of emergency;” and,

**WHEREAS**, on March 20, 2020, Governor DeSantis issued Executive Order Number 20-69 which suspends any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place and permits local government bodies to utilize communications media technology such as telephonic and video conferencing, as provided in section 120.54(5)(b)2., Florida Statutes; and,

**WHEREAS**, the current outbreak of Coronavirus (COVID-19) has made the City Commission acutely aware that provisions must be made to ensure that the business of municipal governance can occur without unnecessarily exposing either City personnel or members of the public to a risk of infection while ensuring public access and open government; and,

**WHEREAS**, the City Commission found that there was a clear and present danger in holding a public “in person” meeting for those attending and those who come in contact with those attending, both now and if there are future similar pandemic events; and,

**WHEREAS**, the technology exists to conduct public meetings using technology in which the City can comply with the provisions of the Sunshine Law while preserving human life; and,

**WHEREAS**, Section 252.38, Florida Statutes, provides for emergency management powers of political subdivisions of the State of Florida, including, without limitation, counties such as Polk County, and municipalities such as Wauchula (the “City”); and,

**WHEREAS**, pursuant to Section 252.38(3)(a), Florida Statutes, the Legislature has empowered municipalities to declare a state of local emergency; and,

**WHEREAS**, in order to mitigate or prevent these impacts, on March 16, 2020, the City Commission then found that it is necessary to declare a state of emergency within the entire incorporated limits of the Polk City pursuant to the City’s Charter, Chapter 252, Florida Statutes, through the adoption of Resolution No. 2020-02 (the “March 16 Resolution”); and,

**WHEREAS**, the City Commission also possesses broad home rule powers that authorize it to protect the public health, safety, and welfare, declare emergencies, and protect its citizens, and has by those powers adopted ordinance nos. 2020-02, 2020-03, and 2020-04 to enable it to declare civil emergencies and to hold commission meetings using communications media technology; and,

**WHEREAS**, to amend, extend, and update its March 16 Resolution to invoke its home rule powers for the purpose of better protecting the lives of its citizens, residents, employees, and visitors in order to mitigate or prevent these impacts, on April 3, 2020, the City Commission then found that it is necessary to approve Resolution No. 2020-03 pursuant to the City’s Charter, Chapter 252, Florida Statutes, and the City’s home rule

authority, including that set forth in Article VIII, Section 2(b), Florida Constitution, and Section 166.021, Florida Statutes; and,

**WHEREAS**, beginning on June 15, 2020, the City Commission has reinstated in person, live meetings of the City Commission; and,

**WHEREAS**, in an abundance of caution, the City now wishes to adopt a resolution ratifying all actions and decisions rendered by the City Commission by verbal motion or written resolution while it was compelled by its obligation to protect the public health, safety, welfare, and human life to hold virtual meetings; and,

**WHEREAS**, the City has followed all applicable requirements of its Charter, the City Code, and state statute, and has made all necessary findings required by law to ratify and confirm the actions and decisions referred to below.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF POLK CITY, FLORIDA, THAT:**

**SECTION 1. RATIFICATION OF CITY COMMISSION ACTIONS AND DECISIONS RENDERED.** The City hereby ratifies, readopts, and confirms all actions and decisions rendered by the City Commission by verbal motion or written resolution between April 3 and June 4, 2020.

**SECTION 2. EXTENSION OF EMERGENCY DECLARATION.** A state of local emergency is hereby extended for all of Polk City, Florida effective June 15, 2020, until the expiration of the State of Florida's emergency declaration by Executive Order #20-52 or until further notice, whichever first occurs. Until further notice, the City Commission also authorizes the City Manager to close the City Library and any other city building or facility for such time as may be deemed reasonable and practical by the City Manager. This delegation shall expire on upon the expiration of the State of Florida's emergency declaration by Executive Order #20-52, unless earlier terminated or modified by the City Commission.

**SECTION 3. CITY MANAGER AUTHORIZATIONS.** The City Manager is hereby authorized and directed to take whatever prudent actions that may be necessary to protect the health, safety, and welfare of the citizens of the City and customers of the City's utilities systems. In addition to those powers granted under § 252.38(3)(a), Florida Statutes, the City Manager is delegated the following powers and authority while the state of emergency declared hereby exists:

- (a) To order the evacuation of certain areas of the City;
- (b) To declare curfews during specified hours of the day;
- (c) To declare certain areas of the City subject to quarantine or accessible only under specified conditions;
- (d) To prohibit the sale of merchandise, goods or services at more than the normal average retail price;

- (e) To implement emergency procurement procedures;
- (f) To suspend or regulate the sale of alcoholic beverages, explosive or combustibles;
- (g) To restrict water usage;
- (h) To suspend local building regulations;
- (i) To ration fuel, ice and other essentials;
- (j) To temporarily modify personnel policies; and,
- (k) To temporarily suspend or modify utility rates, fees, charges, billing termination, and/or service policies set by ordinance or resolution.

**SECTION 5. TERM.** The state of emergency declared hereby shall continue in effect from day to day until declared to be terminated by the City Commission.

**SECTION 6. EFFECTIVE DATE.** Upon its adoption by the City Commission, this resolution shall be effective as of June 15, 2020, and Resolution No. 2020-03 is hereby superseded, repealed, and replaced by this Resolution. This Resolution shall remain in effect unless repealed by the City Commission.

**RESOLVED, PASSED, AND CERTIFIED AS TO PASSAGE THIS \_\_ DAY OF JUNE, 2020.**

**CITY COMMISSION OF POLK CITY,  
FLORIDA**

\_\_\_\_\_  
Joe LaCascia, Mayor

**ATTEST:**

\_\_\_\_\_  
Patricia R. Jackson, City Manager/Clerk

**APPROVED AS TO FORM & LEGALITY**

\_\_\_\_\_  
Thomas A. Cloud, Esquire, City Attorney



## EXHIBIT A

# STATE OF FLORIDA

## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER NUMBER 20-52

(Emergency Management - COVID-19 Public Health Emergency)

**WHEREAS**, Novel Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza; and

**WHEREAS**, in late 2019, a new and significant outbreak of COVID-19 emerged in China; and

**WHEREAS**, the World Health Organization previously declared COVID-19 a Public Health Emergency of International Concern; and

**WHEREAS**, in response to the recent COVID-19 outbreak in China, Iran, Italy, Japan and South Korea, the Centers for Disease Control and Prevention (“CDC”) has deemed it necessary to prohibit or restrict non-essential travel to or from those countries; and

**WHEREAS**, on March 1, 2020, I issued Executive Order number 20-51 directing the Florida Department of Health to issue a Public Health Emergency; and

**WHEREAS**, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

**WHEREAS**, on March 7, 2020, I directed the Director of the Division of Emergency Management to activate the State Emergency Operations Center to Level 2 to provide coordination and response to the COVID-19 emergency; and

**WHEREAS**, as of March 9, 2020, eight counties in Florida have positive cases for COVID-19, and COVID-19 poses a risk to the entire state of Florida; and

**WHEREAS**, the CDC currently recommends community preparedness and everyday prevention measures be taken by all individuals and families in the United States, including voluntary home isolation when individuals are sick with respiratory symptoms, covering coughs and sneezes with a tissue and disposal of the tissue immediately thereafter, washing hands often with soap and water for at least 20 seconds, using of alcohol-based hand sanitizers with 60%-95% alcohol if soap and water are not readily available and routinely cleaning frequently touched surfaces and objects to increase community resilience and readiness for responding to an outbreak; and

**WHEREAS**, the CDC currently recommends mitigation measures for communities experiencing an outbreak including staying at home when sick, keeping away from others who are sick, limiting face-to-face contact with others as much as possible, consulting with your healthcare provider if individuals or members of a household are at high risk for COVID-19 complications, wearing a facemask if advised to do so by a healthcare provider or by a public health official, staying home when a household member is sick with respiratory disease symptoms if instructed to do so by public health officials or a health care provider; and

**WHEREAS**, as Governor, I am responsible for meeting the dangers presented to this state and its people by this emergency.

**NOW, THEREFORE, I, RON DESANTIS**, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. Because of the foregoing conditions, I declare a state of emergency exists in the State of Florida.

Section 2. I designate the Director of the Division of Emergency Management (“Director”) as the State Coordinating Officer for the duration of this emergency and direct him to execute the State’s Comprehensive Emergency Management Plan and other response, recovery, and mitigation plans necessary to cope with the emergency. Additionally, I designate the State Health Officer and Surgeon General as a Deputy State Coordinating Officer and State Incident Commander.

Pursuant to section 252.36(1)(a), Florida Statutes, I delegate to the State Coordinating Officer the authority to exercise those powers delineated in sections 252.36(5)-(10), Florida Statutes, which he shall exercise as needed to meet this emergency, subject to the limitations of section 252.33, Florida Statutes. In exercising the powers delegated by this Order, the State Coordinating Officer shall confer with the Governor to the fullest extent practicable. The State Coordinating Officer shall also have the authority to:

A. Seek direct assistance and enter into agreements with any and all agencies of the United States Government as may be needed to meet the emergency.

B. Designate additional Deputy State Coordinating Officers, as necessary.

C. Suspend the effect of any statute, rule, or order that would in any way prevent, hinder, or delay any mitigation, response, or recovery action necessary to cope with this emergency.

D. Enter orders as may be needed to implement any of the foregoing powers; however, the requirements of sections 252.46 and 120.54(4), Florida Statutes, do not apply to any such orders issued by the State Coordinating Officer; however, no such order shall remain in effect beyond the expiration of this Executive Order, to include any extension.

Section 3. I order the Adjutant General to activate the Florida National Guard, as needed, to deal with this emergency.

Section 4. I find that the special duties and responsibilities resting upon some State, regional, and local agencies and other governmental bodies in responding to the emergency may require them to suspend the application of the statutes, rules, ordinances, and orders they administer. Therefore, I issue the following authorizations:

A. Pursuant to section 252.36(1)(a), Florida Statutes, the Executive Office of the Governor may suspend all statutes and rules affecting budgeting to the extent necessary to provide budget authority for state agencies to cope with this emergency. The requirements of sections 252.46 and 120.54(4), Florida Statutes, do not apply to any such suspension issued by the Executive Office of the Governor; however, no such suspension shall remain in effect beyond the expiration of this Executive Order, to include any extension.

B. Each State agency may suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business or the orders or rules of that agency, if strict compliance with the provisions of any such statute, order, or rule would in any way prevent, hinder, or delay necessary action in coping with the emergency. This includes, but is not limited to, the authority to suspend any and all statutes, rules, ordinances, or orders which affect leasing, printing, purchasing, travel, and the condition of employment and the compensation of employees. For the purposes of this Executive Order, "necessary action in coping with the emergency" means any emergency mitigation, response, or recovery action: (1) prescribed in the State Comprehensive Emergency Management Plan ("CEMP"); or (2) ordered by the State Coordinating Officer. The requirements of sections 252.46 and 120.54, Florida Statutes, shall not apply to any such suspension issued by a State agency; however, no such suspension shall remain in effect beyond the expiration of this Executive Order, to include any extensions.

C. In accordance with section 465.0275, Florida Statutes, pharmacists may dispense up to a 30-day emergency prescription refill of maintenance medication to persons who reside in an area or county covered under this Executive Order and to emergency personnel who have been activated by their state and local agency but who do not reside in an area or county covered by this Executive Order.

D. In accordance with section 252.38, Florida Statutes, each political subdivision within the State of Florida may waive the procedures and formalities otherwise required of the political subdivision by law pertaining to:

1) Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community;

2) Entering into contracts; however, political subdivisions are cautioned against entering into time and materials contracts without ceiling as defined by 2 CFR 200.318(j) or cost plus percentage contracts as defined by 2 CFR 200.323(d);

3) Incurring obligations;

4) Employment of permanent and temporary workers;

5) Utilization of volunteer workers;

6) Rental of equipment;

7) Acquisition and distribution, with or without compensation, of supplies, materials, and facilities; and,

8) Appropriation and expenditure of public funds.

E. All State agencies responsible for the use of State buildings and facilities may close such buildings and facilities in those portions of the State affected by this emergency, to the extent necessary to meet this emergency. I direct each State agency to report the closure of any State

building or facility to the Secretary of the Department of Management Services. Under the authority contained in section 252.36, Florida Statutes, I direct each County to report the closure of any building or facility operated or maintained by the County or any political subdivision therein to the Secretary of the Department of Management Services. Furthermore, I direct the Secretary of the Department of Management Services to:

- 1) Maintain an accurate and up-to-date list of all such closures; and,
- 2) Provide that list daily to the State Coordinating Officer.

Section 5. I find that the demands placed upon the funds appropriated to the agencies of the State of Florida and to local agencies are unreasonably great and the funds currently available may be inadequate to pay the costs of coping with this emergency. In accordance with section 252.37(2), Florida Statutes, I direct that sufficient funds be made available, as needed, by transferring and expending moneys appropriated for other purposes, moneys from unappropriated surplus funds, or from the Budget Stabilization Fund.

Section 6. All State agencies entering emergency final orders or other final actions in response to this emergency shall advise the State Coordinating Officer contemporaneously or as soon as practicable.

Section 7. Medical professionals and workers, social workers, and counselors with good and valid professional licenses issued by states other than the State of Florida may render such services in Florida during this emergency for persons affected by this emergency with the condition that such services be rendered to such persons free of charge, and with the further condition that such services be rendered under the auspices of the American Red Cross or the Florida Department of Health.

Section 8. All activities taken by the Director of the Division of Emergency Management and the State Health Officer and Surgeon General with respect to this emergency before the issuance of this Executive Order are ratified. This Executive Order shall expire sixty days from this date unless extended.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 9th day of March, 2020.

  
RON DESANTIS, GOVERNOR

ATTEST:

  
SECRETARY OF STATE

2020 MAR 09 PM 5:52

**City Commission Meeting  
June 15, 2020**

**AGENDA ITEM # 4:**

**Planning Commission Candidate Application**

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

Planning Commission Candidate Application

**ATTACHMENTS:**

Edward Hanks Volunteer Application

**ANALYSIS:**

Polk City's Planning Commission currently has one a vacancy and 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 May 20, 2020, Mr. Edward Hanks submitted his volunteer application to serve on the Planning Commission. Mr. Hanks is a resident of Polk City and meets all the requirements to serve on the Planning Commission. Mr. Hanks term will be set for January 1, 2020 and end December 31, 2022.

**STAFF RECOMMENDATION:**

Approve Edwards Hanks as Planning Commission Member





**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: Edward Hanks Home Phone: (801) 636-8955  
 Address: 8823 Hinsdale Heights Drive Work Phone: N/A  
 City: Polk City Zip: 33868  
 E-mail: Eddie.Hanks@gmail.com Today's Date: 05/20/2020

**Tell us about yourself:**

Work Experience: Accounting, Finance, Budgets, Audits, Community Association, Reserves, Project Management.  
 Education: BS in Finance - Utah State University. MBA - University of Utah  
 Previous Volunteer Experience: HOA President, 2 Year Church Mission

Age:  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			After 6pm
Tuesday			After 6pm
Wednesday			After 6pm
Thursday			After 6pm
Friday			After 6pm
Saturday	Open	Open	Open
Sunday			

What do you hope to gain from your volunteer experience? Learn something new and help make community better.

(over)

**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.

<b>My Talents</b>	<b>My Quests</b>	<b>No-Nos</b>
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: <ul style="list-style-type: none"> <li>• Typing</li> <li>• Talking to people</li> <li>• Working with youth</li> <li>• Administrative duties</li> </ul>	Examples: <ul style="list-style-type: none"> <li>• Computers</li> <li>• Bookkeeping</li> <li>• Chairing a committee</li> <li>• History of organization</li> </ul>	Examples: <ul style="list-style-type: none"> <li>• Public speaking</li> <li>• Working with youth</li> <li>• Work with computers</li> </ul>
<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>
Finance, Accounting, Community Association.	<ul style="list-style-type: none"> <li>- Water Sourcing</li> <li>- City Planning</li> <li>- Finance &amp; Budget</li> <li>- School Improvement</li> </ul>	Physical Labor

**Signature of Applicant:** Edward Hanks **Date:** 05/20/2020

<b>For Office Use Only</b>	
Date received:	_____
Placed:	_____
Date Placed:	_____

**City Commission Meeting  
June 15, 2020**

**AGENDA ITEM #5:            Broadway Boulevard Multi-Use Trail – Wood Engineering Change Order #1**

       INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

Wood Environmental Additional Services Request - Change Order #1

**ATTACHMENTS:**

Wood - Environmental Additional Services Request

**ANALYSIS:**

Wood Environmental and Infrastructure Solutions was tasked to do Utility Coordination pertaining to the Broadway Boulevard Multi-Use Trail. **The original approved cost was \$4,290.** The current utility work schedule identifies segments of the existing water main has to be lowered.

Wood will coordinate with the City's Construction Contractor or City staff for verification of the existing depth to the utility. The verification of existing utility depths (performed by others) will be evaluated by Wood to confirm the extents of required vertical relocation work. Wood will prepare construction bid documents for the City's use in selecting a Construction Contractor. Wood will provide construction observation services during construction. Wood will continue to coordinate with FDOT and provide project schedule updates to the City, as appropriate.

Change order #1 is for the additional services in the amount of \$6,900, which brings the total project amount to \$11,190; and is over the City Manager's spending limit of \$10,000.

**STAFF RECOMMENDATION:**

**Approve Change Order #1 in the amount of \$6,900.**



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

### ADDITIONAL SERVICES REQUEST

Date:	<u>04/30/2020</u>	Additional Services #:	<u>01</u>
Client:	<u>City of Polk City</u>	Wood Project No.:	<u>600370.10</u>
Contact:	<u>Patricia Jackson</u>	Original Contract Date:	<u>10/8/2019</u>
Project Name:	<u>Broadway Blvd Trail – Utility Coordination</u>		
Wood Representative:	<u>Mark Frederick, P.E.</u>		

The following additional/changed service(s) were requested for your project:

Wood Environment & Infrastructure Solutions, Inc. (Wood) will continue to support the City on a time and materials basis as the FDOT's Trail project continues to move forward. The current utility work schedule identifies segments of the existing water main as to be lowered. Wood will coordinate with the City's Construction Contractor or City staff for verification of the existing depth to the utility. The verification of existing utility depths (performed by others) will be evaluated by Wood to confirm the extents of required vertical relocation work. Wood will prepare construction bid documents for the City's use in selecting a Construction Contractor. Wood will provide construction observation services during construction. Wood will continue to coordinate with FDOT and provide project schedule updates to the City, as appropriate.

Full time construction engineering and inspection services are not proposed under this scope. Wood will address construction concerns based on field observations and bring them to the City's attention. Wood will not be providing certification for the construction related activities such as craftsmanship of work completed, material control, or adherence to specifications.



This Change Order will extend the original contract to expire on \_\_\_\_\_.

These requested services are not included under Wood's approved project budget for \$4,290.00.

The cost of these services is estimated to be approximately \$6,900.00.

Please review and return one signed copy to Wood Environment & Infrastructure Solutions, Inc.

Project Budget	\$	<u>4,290.00</u>
Additional Services #01	\$	<u>6,900.00</u>
New Project Budget	\$	<u>11,190.00</u>



\_\_\_\_\_  
Client

\_\_\_\_\_  
Wood Environment & Infrastructure  
Solutions, Inc.

Date: \_\_\_\_\_

Date: 04/30/2020

