

POLK CITY, FLORIDA

NOTICE OF POLK CITY COMMISSION MEETING

The Regular City Commission for Polk City will be conducted by the City Commission of Polk City, Florida, on:

DATE & TIME: April 30, 2020, meeting of the City Commissioners beginning at 7:00 pm.

PLACE/METHOD OF ACCESSING MEETING: Due to the pandemic, meetings are being held via virtual technology means. Contact Sheandolen Dunn at 893-984-1375 x 238 at City hall or see the invitation on the City's website for instructions how to attend the virtual meetings. The public may observe the meetings and have the opportunity to give comments through online procedures established by the City. The public may access the meeting by dialing:

Phone: 1-312-626-6799 US **Meeting ID:** 847 4433 2876 **Password:** 431950
1-646-876-9923 US

GENERAL SUBJECT MATTER TO BE CONSIDERED: In accordance with Section C-11.A, section 166.041, Florida Statutes, and Executive Order # 20-69, the public meeting will consider an Ordinance amending the Polk City Code of Ordinances; creating Chapter 7 in the City Code; to provide for Civil Emergencies. The title of the Ordinance is as follows:

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.

Other Items:

Swearing-in of new Commissioners
Elect a Mayor and Vice Mayor

If anyone chooses to appeal any decision of the Commission with respect to any matter considered at the hearings, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the Deputy City Clerk at the address and number below in order to obtain the call-in number. A Copy of Ordinance 2020-04 may be obtained by contacting Sheandolen Dunn at: sheandolen.dunn@mypolkcity.org, or 863-984-1375 x 238.

POLK CITY
City Commission Meeting (7 pm)

April 30, 2020

Teleconference via ZOOM – refer to the City’s
website:mypolkcity.org, for more information

CALL TO ORDER – Mayor Joe LaCascia

INVOCATION

ROLL CALL – Assistant to the City Manager

ESTABLISHMENT OF A QUORUM

SWEARING IN NEW COMMISSIONERS

ELECT MAYOR

ELECT VICE MAYOR

APPROVE CONSENT AGENDA

PRESENTATIONS AND RECOGNITIONS

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

AGENDA

1. **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, **first reading**

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

COMMISSIONER ITEMS

Vice Mayor Kimsey
Commissioner Blethen
Commissioner Carroll
Commissioner Harper
Mayor LaCascia

ANNOUNCEMENTS

ADJOURNMENT

CONSENT AGENDA
April 30, 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.

1. CITY CLERK

1. Accept minutes – March 16, 2020 - City Commission Meeting
2. Accept minutes – April 3, 2020 - Special Emergency City Commission Meeting

2. REPORTS

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

3. OTHER

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. 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.

**City Commission Meeting
April 30, 2020**

CONSENT AGENDA ITEM: Accept minutes for:

1. Accept minutes – March 16, 2020 – City Commission Meeting
2. Accept minutes – April 3, 2020 – Special Emergency City Commission Meeting

INFORMATION ONLY
 ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

1. Accept minutes – March 16, 2020 – City Commission Meeting
2. Accept minutes – April 3, 2020 – Special Emergency City Commission Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION MINUTES

March 16, 2020

Mayor Joe LaCascia called the meeting to order at 7:00 p.m.

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

Those present recited the Pledge of Allegiance led by Mayor LaCascia.

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

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

Absent: Commissioner Wayne Harper, Vice Mayor Don Kimsey

APPROVE CONSENT AGENDA

Motion by Commissioner Blethen to approve the February 17, 2020 Workshop and Regular Meeting minutes; this motion was seconded by Commissioner Carroll. **Unanimously approved by Voice Vote.**

PUBLIC COMMENT - None

ORDER OF BUSINESS

Public Hearing – Ordinance 2020-01

An Ordinance of Polk City amending the Polk City Code of Ordinances and the Unified Land Development Code of Polk City; amending and updating Article 3, Development Design and Improvement Standards, Section 3.07.00, Compatibility, Landscaping and Buffering Standards, and amending Article 9, Definitions; providing for applicability; providing for repeal of conflicting Ordinances; providing for severability; providing an effective date. **Second and Final Reading**

City Attorney Cloud read this Ordinance by title only.

Mayor LaCascia opened the Public Hearing; no one spoke for or against this Ordinance, therefore Mayor LaCascia closed the Public Hearing.

Motion by Commissioner Blethen to approve Ordinance 2020-01 on Second and Final Reading; this motion was seconded by Commissioner Carroll.

Roll Call Vote: Commissioner Carroll-aye, Commissioner Blethen-nay, Mayor LaCascia-aye

Motion carried 2/1.

Purchase of Utility Truck for Utility Department

City Manager Jackson discussed the Utility Department is requesting to purchase a 2020 F-250 4x2 Regular Cab 8', box 142" WB SRW XL pick-up from Bartow Ford using Charlotte County Contract # 2018000509, which is with Bartow Ford. Polk City has used the Charlotte County Contract with past purchases of the F-250 Trucks purchased through Bartow Ford for the Utility Department. Cost to Polk City is \$32,357.61

Commissioner Blethen questioned the number of vehicles purchased in this fiscal year

City Manager Jackson responded, three.

Motion by Commissioner Blethen to approve the purchase of a F-250 Utility Truck for the Utility Department in the amount of 32,357.61 from Bartow Ford; this motion was seconded by Commissioner Carroll.

Motion carried unanimously by Voice Vote.

Resolution 2020-01

A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA, DECLARING CERTAIN PERSONAL PROPERTY AS SURPLUS; PROVIDING FOR AUTHORIZATION FOR THE PUBLIC SALE, SUBSEQUENT DONATION OR DISPOSAL OF SAID PERSONAL PROPERTY; PROVIDING FOR THE PRIOR ADVERTISEMENT OF SAID SALE; PROVIDING FOR ALL REVENUE TO BE PLACED IN THE GENERAL FUND; PROVIDING AN EFFECTIVE DATE.

City Attorney Cloud read the Resolution by title only.

Motion by Mayor LaCascia to approve Resolution 2020-01; this motion was seconded by Commissioner Carroll.

Commissioner Blethen requested clarification on this Resolution.

Mayor LaCascia and City Manager Jackson explained the purpose of this Resolution and a Resolution is done annually for City owned items to be surplusd.

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

Motion carried unanimously.

CITY MANAGER ITEMS

- 1) **CDBG PROJECT** – Special Meeting on March 24 – 7pm. This meeting will determine what project(s) Polk City will do with the money received.

- 2) **City Manager Jackson's Husband** - will be coming home by the end of the week and she will need to spend time getting him settled in. Therefore, her schedule may vary. However, she is always available by phone and email.

CITY ATTORNEY ITEMS

City Attorney Cloud discussed the State of Emergency caused by the Coronavirus Pandemic, resulting in all cities adopting a resolution which reflects how business will be conducted during this time.

Resolution 2020-02

A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA (CITY), DECLARING A STATE OF EMERGENCY; 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 MANAGER PRIOR TO THIS DECLARATION; AND PROVIDING FOR AN EFFECTIVE DATE.

City Manager Jackson stated there will be no turn-offs for non-payment of water bills and no late fees will be applied.

Motion by Commissioner Carroll to approve Resolution 2020-02; this motion was seconded by Mayor LaCascia.

Motion carried unanimously by Voice Vote.

COMMISSIONER ITEMS

Commissioner Blethen – Introduced his son, Micheal T. Blethen, who is replacing him on the City Commission. Discussed Coronavirus and sterilizing Polk City facilities.

Commissioner Carroll – Proud there are two churches represented at tonight's meeting.

Mayor LaCascia – Recognized Pastor Matt Ellis from First Baptist Church, Polk City.

ANNOUNCEMENTS - None

ADJOURNMENT – 7:45 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CONSENT AGENDA
March 16, 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 – February 17, 2020 – City Commission Meeting
2. Accept minutes – February 17, 2020 – City Commission Workshop

B. REPORTS

1. Building Permits Report – February 2020
2. Code Enforcement Report – January/February 2020
3. Finance Report – February 2020
4. Library Report – February 2020
5. Polk County Fire Rescue – January 2020
6. Polk County Sheriff's Office – February 2020
7. Utilities Report – February 2020

C. OTHER

SPECIAL EMERGENCY CITY COMMISSION MINUTES

April 3, 2020

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

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
April 30, 2020**

CONSENT AGENDA ITEM: Department Monthly Reports

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Department Reports attached for review and approval.

ATTACHMENTS:

Monthly Department Reports for:

1. Building Permits Report – N/A
2. Code Enforcement Report – N/A
3. Finance Report – March 2020
4. Library Report – N/A
5. Polk County Fire Rescue – N/A
6. Polk County Sheriff's Office – N/A
7. Utilities Report – N/A

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	2,397,319.86	
01-101-800	Cash - GF Police Public Safety Impact Fees	178,309.55	
01-101-801	Cash - GF Fire Public Safety Impact Fees	115,566.62	
01-101-802	Cash - GF Recreation Impact Fees	346,373.12	
01-101-803	Cash - GF Gen Gov't Facilities Impact Fees	353,501.56	
01-101-990	Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	2,827.55-	
01-115-120	Accounts Receivable - Local Bus Licenses	7,540.20	
01-115-200	Accounts Receivable - Year End	406.93-	
01-117-100	Allowance for Bad Debt	8,857.17-	
01-153-302	Restricted Cash - New Local Opt Gas Tax	135,563.36	
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**		3,925,123.07
01-202-100	Accounts Payable	7,022.93	
01-202-900	Customer Deposits	3,935.00	
01-208-200	Due to ECAIB - Builder's Surcharge	6.00	
01-208-300	Due to County - Impact Fees	35,611.00	
01-208-310	Due to DCA - Bldg Permit Surcharge	8.11	
01-208-320	Due to Dept of Business - License Fees	1,340.73	
01-208-330	Due to PCSO - Police Education Revenue	154.25	
01-217-200	Accrued Sales Tax	210.00	
01-218-100	Payroll Taxes Payable	399.60	
01-218-200	FRS Retirement Payable	9,048.29	
01-218-320	Supplemental Insurance Payable	2,493.50	
01-218-400	Dental Plan Payable	109.05-	
01-218-410	Vision Plan Payable	538.13	
	** TOTAL LIABILITY**		60,658.49
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	3,257,860.85	
	** TOTAL EQUITY**		3,257,860.85
	** TOTAL REVENUE**		1,804,448.90
	** TOTAL EXPENSE**		1,197,845.17
	TOTAL LIABILITY AND EQUITY		3,925,123.07

POLK CITY
 MARCH 2020 MONTHLY FINANCIALS

GENERAL FUND REVENUES
 50.00 % Yr Ccomplete For Fiscal Year: 2020 / 3

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-311-100	Ad Valorem Taxes	782,473.21	927,853.00	927,853.00	20,336.89	887,869.49	39,983.51	95.69 %
01-312-300	9th Cent Gas Tax	15,347.53	14,594.00	14,594.00	2,650.13	6,755.79	7,838.21	46.29 %
01-312-400	Local Option Gas Tax	85,233.57	84,702.00	84,702.00	6,138.41	37,644.20	47,057.80	44.44 %
01-312-410	New Local Option Gas Tax	53,778.65	52,721.00	52,721.00	4,529.64	23,558.71	29,162.29	44.69 %
01-314-100	Electric - Utility Tax	118,047.79	102,387.00	102,387.00	8,097.24	44,902.13	57,484.87	43.86 %
01-314-300	Water - Utility Tax	65,509.85	57,258.00	57,258.00	5,441.66	27,708.01	29,549.99	48.39 %
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	691.60	2,984.50	2,815.50	51.46 %
01-315-100	Communications Services Tax	214,000.60	215,244.00	215,244.00	17,323.11	84,160.37	131,083.63	39.10 %
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	62.17	244.77	(244.77)	0.00 %
01-322-100	Building Permits	39,808.62	54,075.00	54,075.00	5,132.90	40,872.15	13,202.85	75.58 %
01-322-101	Bldg Permit - Plan Checking	19,077.94	26,780.00	26,780.00	2,591.25	19,934.01	6,845.99	74.44 %
01-322-102	Bldg Permit - Admin Fee	5,120.00	2,060.00	2,060.00	380.00	2,500.00	(440.00)	121.36 %
01-322-103	Bldg Permit - Electrical	8,895.00	12,875.00	12,875.00	1,075.00	9,425.00	3,450.00	73.20 %
01-322-104	Bldg Permit - Plumbing	7,900.00	12,875.00	12,875.00	1,000.00	7,927.50	4,947.50	61.57 %
01-322-105	Bldg Permit - Mechanical	8,725.00	12,875.00	12,875.00	750.00	8,500.00	4,375.00	66.02 %
01-322-107	Bldg Permit - Cert of Occupancy	3,450.00	3,090.00	3,090.00	390.00	810.00	2,280.00	26.21 %
01-322-108	Bldg Permit - Inspections	137,495.65	100,000.00	100,000.00	12,915.00	57,512.81	42,487.19	57.51 %
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	13,852.57	62,639.43	18.11 %
01-323-300	Solid Waste	33,627.76	65,640.00	65,640.00	2,250.00	11,250.00	54,390.00	17.14 %
01-324-100	Police - Public Safety Impact Fee	27,089.58	59,984.00	59,984.00	3,224.95	37,221.45	22,762.55	62.05 %
01-324-110	Fire/Rescue - Public Safety Impact Fe	14,494.62	32,095.00	32,095.00	1,725.55	18,981.05	13,113.95	59.14 %
01-324-610	Parks & Recreation Impact Fee	42,646.56	96,734.00	96,734.00	5,200.80	57,208.80	39,525.20	59.14 %
01-324-710	Public Facilities Impact Fee	73,416.42	162,564.00	162,564.00	8,740.05	96,140.55	66,423.45	59.14 %
01-329-220	Site Plan Reviews	10,835.00	1,600.00	1,600.00	0.00	1,900.00	(300.00)	118.75 %
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	0.00	0.00	0.00 %
01-334-910	DEO GRANT	30,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-335-120	MRS - State Sales Tax	58,081.06	58,720.00	58,720.00	4,893.36	29,360.16	29,359.84	50.00 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	17,725.70	17,888.00	17,888.00	1,432.27	8,593.62	9,294.38	48.04 %
01-335-123	MRS - Municipal Fuel Tax	51.70	50.00	50.00	0.62	3.72	46.28	7.44 %
01-335-140	Mobile Home License	5,455.30	5,486.00	5,486.00	315.66	4,633.80	852.20	84.47 %
01-335-150	Alcoholic Beverage License	1,125.71	1,126.00	1,126.00	0.00	0.00	1,126.00	0.00 %
01-335-180	Half-Cent Sales Tax	121,829.13	143,520.00	143,520.00	12,186.32	58,559.65	84,960.35	40.80 %
01-337-100	Library Coop Funding	33,876.08	31,990.00	31,990.00	0.00	21,613.11	10,376.89	67.56 %
01-340-400	Solid Waste	303,419.35	326,479.00	326,479.00	26,591.30	131,547.61	194,931.39	40.29 %

POLK CITY
 MARCH 2020 MONTHLY FINANCIALS

GENERAL FUND REVENUES
 50.00 % Yr Complete For Fiscal Year: 2020 / 3

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-340-700	Stormwater Utility Fees	31,540.17	24,019.00	24,019.00	2,822.91	13,943.55	10,075.45	58.05 %
01-340-900	Notary Fees	175.00	0.00	0.00	30.00	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	452.81	3,563.96	2,436.04	59.40 %
01-351-200	Fines, Penalties, and Forfeitures	11,166.63	6,500.00	6,500.00	3,177.48	6,031.20	468.80	92.79 %
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	474.24	425.76	52.69 %
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	550.00	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	56.25	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	1,484.84	6,423.12	(1,423.12)	128.46 %
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	1,099.00	901.00	54.95 %
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	252.56	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	164,892.73	1,804,448.90	1,140,115.10	61.28 %

POLK CITY
MARCH 2020 MONTHLY FINANCIALS

General Fund Expenditures
50.00 % Yr Complete For Fiscal Year: 2020 / 3

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	7,863.60	10,800.00	10,800.00	0.00	5,400.00	5,400.00	50.00 %
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	0.00	620.21	412.79	60.04 %
01-511-240	Worker'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	75.00	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	75.00	12,158.49	19,099.51	38.90 %
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	137,526.06	139,276.00	139,276.00	12,252.80	75,709.82	63,566.18	54.36 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	2,400.06	2,399.94	50.00 %
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	8,082.59	2,939.41	73.33 %
01-512-220	Retirement Contribution - Executive	25,392.26	26,529.00	26,529.00	2,432.04	15,664.39	10,864.61	59.05 %
01-512-230	Life & Health Insurance - Executive	16,400.00	18,868.00	18,868.00	1,588.42	9,530.52	9,337.48	50.51 %
01-512-240	Worker's Compensation - Executive	194.00	320.00	320.00	0.00	175.49	144.51	54.84 %
01-512-310	Professional Services - Executive	32.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-512-400	Travel and Training - Executive	4,132.50	5,500.00	5,500.00	50.00	742.22	4,757.78	13.49 %
01-512-410	Communication Services - Executive	738.89	700.00	700.00	61.96	372.69	327.31	53.24 %
01-512-470	Printing and Reproduction - Executive	0.00	200.00	200.00	0.00	133.50	66.50	66.75 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	800.00	800.00	0.00	0.00	800.00	0.00 %
01-512-490	Other Current Charges - Executive	2,780.48	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
01-512-510	Office Supplies - Executive	362.73	1,000.00	1,000.00	0.00	78.69	921.31	7.87 %
01-512-520	Operating Supplies - Executive	1,534.19	1,000.00	1,000.00	0.00	91.97	908.03	9.20 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	889.33	2,000.00	2,000.00	94.87	701.21	1,298.79	35.06 %
DEPARTMENT TOTAL		228,160.62	238,565.00	238,565.00	17,800.19	139,346.41	99,218.59	58.41 %

POLK CITY
 MARCH 2020 MONTHLY FINANCIALS

General Fund Expenditures
 50.00 % Yr Complete For Fiscal Year: 2020 / 3

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	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	2,214.76	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	23.04	298.45	501.55	37.31 %
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	2,237.80	4,012.17	11,687.83	25.56 %
LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	42,992.10	60,000.00	60,000.00	4,413.91	21,234.36	38,765.64	35.39 %
01-514-480	Promo Activities & Legal Ads - Legal	13,487.56	10,000.00	10,000.00	568.17	3,589.04	6,410.96	35.89 %
DEPARTMENT TOTAL		56,479.66	70,000.00	70,000.00	4,982.08	24,823.40	45,176.60	35.46 %
COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	25,000.00	25,000.00	25,000.00	0.00	12,500.00	12,500.00	50.00 %
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	12,500.00	40,500.00	23.58 %
FINANCE AND ACCOUNTING								

POLK CITY
 MARCH 2020 MONTHLY FINANCIALS

General Fund Expenditures
 50.00 % Yr Complete For Fiscal Year: 2020 / 3

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	6,701.28	40,907.21	46,348.79	46.88 %
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	488.73	3,127.96	3,587.04	46.58 %
01-516-220	Retirement Contribution - Fin & Acctng	6,216.66	7,435.00	7,435.00	567.60	3,628.81	3,806.19	48.81 %
01-516-230	Life & Health Insurance - Fin & Acctng	15,369.46	18,580.00	18,580.00	1,564.44	9,386.64	9,193.36	50.52 %
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	460.00	460.00	2,540.00	15.33 %
01-516-410	Communication Services - Fin & Acctng	586.72	600.00	600.00	65.96	396.69	203.31	66.12 %
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	135.82	1,064.18	11.32 %
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	9,848.01	59,027.65	72,629.35	44.83 %
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DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	74,323.84	76,922.00	76,922.00	6,566.41	38,186.76	38,735.24	49.64 %
01-517-720	Interest - CB&T Debt Service Pmts	45,486.61	42,865.00	42,865.00	3,417.80	21,718.50	21,146.50	50.67 %
DEPARTMENT TOTAL		119,810.45	119,787.00	119,787.00	9,984.21	59,905.26	59,881.74	50.01 %
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LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	99,374.00	101,500.00	101,500.00	0.00	50,648.50	50,851.50	49.90 %
01-521-310	Professional Services - Law Enf	27,920.00	28,000.00	28,000.00	2,176.00	13,104.00	14,896.00	46.80 %
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	2,176.00	66,851.50	68,511.50	49.39 %
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POLK CITY
 MARCH 2020 MONTHLY FINANCIALS

General Fund Expenditures
 50.00 % Yr Complete For Fiscal Year: 2020 / 3

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	82,135.82	87,048.00	87,048.00	6,694.40	41,230.44	45,817.56	47.37 %
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	498.06	3,227.99	3,467.01	48.21 %
01-524-220	Retirement Contribution - Bldg & Zoni	6,780.09	7,412.00	7,412.00	567.00	3,675.72	3,736.28	49.59 %
01-524-230	Life & Health Insurance - Bldg & Zoni	16,124.30	18,623.00	18,623.00	1,568.05	9,408.30	9,214.70	50.52 %
01-524-240	Worker's Compensation - Bldg & Zo	912.00	1,331.00	1,331.00	0.00	977.40	353.60	73.43 %
01-524-310	Professional Services - Bldg & Zoning	143,341.33	100,000.00	100,000.00	47,901.35	62,539.20	37,460.80	62.54 %
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	257.59	(57.59)	128.80 %
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	74.95	(74.95)	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	57,243.85	122,258.60	109,114.40	52.84 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	21,424.50	23,978.00	23,978.00	1,891.00	11,904.68	12,073.32	49.65 %
01-529-210	Fica Taxes - Code Enf	1,563.19	1,834.00	1,834.00	140.56	921.05	912.95	50.22 %
01-529-220	Retirement Contribution - Code Enf	1,742.87	2,031.00	2,031.00	160.16	1,049.48	981.52	51.67 %
01-529-230	Life & Health Insurance - Code Enf	6,689.85	9,267.00	9,267.00	763.25	4,584.73	4,682.27	49.47 %
01-529-240	Worker's Compensation - Code Enf	372.00	549.00	549.00	0.00	403.08	145.92	73.42 %
01-529-310	Professional Services - Code Enf	4,000.00	6,000.00	6,000.00	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	55.96	336.69	(336.69)	0.00 %
01-529-470	Printing and Reproduction - Code Enf	330.69	0.00	0.00	0.00	0.00	0.00	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	90.17	109.83	45.09 %
01-529-520	Operating Supplies - Code Enf	1,611.39	100.00	100.00	31.04	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
 MARCH 2020 MONTHLY FINANCIALS

General Fund Expenditures
 50.00 % Yr Complete For Fiscal Year: 2020 / 3

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-529-630	Improvements Other than Building - Co	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
DEPARTMENT TOTAL		39,491.51	52,443.00	52,443.00	3,041.97	20,975.92	31,467.08	40.00 %
REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	140,669.36	176,840.00	176,840.00	14,425.56	87,818.76	89,021.24	49.66 %
01-534-342	Refuse Disposal - Commercial - Refuse	85,664.63	85,722.00	85,722.00	0.00	44,141.22	41,580.78	51.49 %
DEPARTMENT TOTAL		226,333.99	262,562.00	262,562.00	14,425.56	131,959.98	130,602.02	50.26 %
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	8,585.00	5,415.00	61.32 %
01-538-492	Recording & Other Fees - Stormwater	100.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-538-540	Books, Pub., Sub., & Memberships - St	1,000.00	500.00	500.00	0.00	0.00	500.00	0.00 %
DEPARTMENT TOTAL		1,912.28	21,000.00	21,000.00	0.00	8,585.00	12,415.00	40.88 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov	18,033.01	22,000.00	22,000.00	2,020.60	8,027.55	13,972.45	36.49 %
01-539-312	Professional Services - Other - Gen G	1,807.00	6,000.00	6,000.00	308.34	721.68	5,278.32	12.03 %
01-539-411	City Hall - Communication - Gen Gov	13,566.49	15,500.00	15,500.00	1,126.35	6,692.32	8,807.68	43.18 %
01-539-413	Public Works - Communication - Gen Go	1,866.91	2,200.00	2,200.00	208.02	1,153.04	1,046.96	52.41 %
01-539-414	Community Center-Communication-Gen Go	1,686.78	2,000.00	2,000.00	153.08	929.03	1,070.97	46.45 %
01-539-431	City Hall - Utilities - Gen Gov	15,832.67	23,000.00	23,000.00	431.95	6,603.22	16,396.78	28.71 %
01-539-432	Activity Center - Utilities - Gen Gov	4,658.25	4,000.00	4,000.00	74.62	924.56	3,075.44	23.11 %
01-539-433	Public Works - Utilities - Gen Gov	2,466.57	3,000.00	3,000.00	125.48	1,132.72	1,867.28	37.76 %
01-539-434	Community Center-Utilities-Gen Gov	5,235.40	5,500.00	5,500.00	217.36	2,277.96	3,222.04	41.42 %

POLK CITY
 MARCH 2020 MONTHLY FINANCIALS

General Fund Expenditures
 50.00 % Yr Complete For Fiscal Year: 2020 / 3

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-541-490	Other Current Charges - Roads & Stree	6.60	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-493	Equipment Rental - Roads & Streets	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-541-510	Office Supplies - Roads & Streets	695.03	1,000.00	1,000.00	0.00	89.59	910.41	8.96 %
01-541-520	Operating Supplies - Roads & Streets	12,810.30	10,000.00	10,000.00	441.42	6,390.23	3,609.77	63.90 %
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	528.50	2,292.41	12,707.59	15.28 %
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	167.80	332.20	33.56 %
01-541-630	Improvements Other than Building - Ro	0.00	100,000.00	100,000.00	0.00	50,338.50	49,661.50	50.34 %
01-541-640	Machinery & Equipment - Roads & Stree	9,061.76	50,000.00	50,000.00	27,200.35	27,763.33	8,974.52	55.53 %
DEPARTMENT TOTAL		340,352.09	545,817.00	545,817.00	51,112.79	256,254.58	276,300.27	46.95 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	74,947.60	83,606.00	83,606.00	6,555.23	33,721.61	49,884.39	40.33 %
01-571-140	Overtime - Library	451.71	986.00	986.00	0.00	471.11	514.89	47.78 %
01-571-210	Fica Taxes - Library	5,542.34	6,471.00	6,471.00	482.32	2,609.30	3,861.70	40.32 %
01-571-220	Retirement Contribution - Library	6,229.31	7,165.00	7,165.00	555.24	3,023.42	4,141.58	42.20 %
01-571-230	Life & Health Insurance - Library	16,125.88	18,756.00	18,756.00	1,568.66	9,411.96	9,344.04	50.18 %
01-571-240	Worker's Compensation - Library	0.00	195.00	195.00	0.00	105.04	89.96	53.87 %
01-571-310	Professional Services - Library	4,938.44	2,000.00	2,000.00	577.40	2,157.90	(157.90)	107.90 %
01-571-312	Professional Services - Other - Libra	1,752.50	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-571-400	Travel and Training - Library	194.75	700.00	700.00	0.00	0.00	700.00	0.00 %
01-571-410	Communication Services - Library	3,741.50	6,200.00	6,200.00	185.77	2,123.19	4,076.81	34.25 %
01-571-420	Education Reimbursement - Library	0.00	2,040.00	2,040.00	0.00	0.00	2,040.00	0.00 %
01-571-430	Utilities - Library	3,015.20	4,500.00	4,500.00	55.79	1,800.89	2,699.11	40.02 %
01-571-460	Repairs and Maintenance - Library	3,617.00	4,100.00	4,100.00	33.97	1,980.93	2,119.07	48.32 %
01-571-480	Promo Activities & Legal Ads - Librar	583.48	2,500.00	2,500.00	0.00	386.42	2,113.58	15.46 %
01-571-490	Other Current Charges - Library	0.00	0.00	0.00	0.00	42.79	(42.79)	0.00 %
01-571-510	Office Supplies - Library	449.83	1,300.00	1,300.00	0.00	283.08	1,016.92	21.78 %
01-571-520	Operating Supplies - Library	3,604.76	9,000.00	9,000.00	95.00	1,860.08	7,139.92	20.67 %
01-571-540	Books, Pub., Sub., & Memberships - Li	706.07	600.00	600.00	0.00	53.00	547.00	8.83 %
01-571-630	Improvements Other than Building - Li	0.00	0.00	0.00	0.00	12,510.00	(12,510.00)	0.00 %
01-571-660	Books, Pub. & Library Materials - Libr	16,033.54	17,000.00	17,000.00	1,310.60	8,148.64	8,851.36	47.93 %
DEPARTMENT TOTAL		141,933.91	169,619.00	169,619.00	11,419.98	80,689.36	88,929.64	47.57 %

POLK CITY
 MARCH 2020 MONTHLY FINANCIALS

General Fund Expenditures
 50.00 % Yr Complete For Fiscal Year: 2020 / 3

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
PARKS								
01-572-310	Professional Services - Parks	1,056.50	0.00	0.00	745.30	5,189.07	(5,189.07)	0.00 %
01-572-430	Utilities - Parks	7,026.15	23,000.00	23,000.00	869.76	4,868.35	18,131.65	21.17 %
01-572-460	Repairs and Maintenance - Parks	12,232.19	15,000.00	15,000.00	0.00	12,844.99	2,155.01	85.63 %
01-572-493	Equipment Rental - Parks	0.00	1,000.00	1,000.00	0.00	630.42	369.58	63.04 %
01-572-520	Operating Supplies - Parks	1,829.33	1,200.00	1,200.00	0.00	981.07	218.93	81.76 %
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	1,615.06	25,076.88	25,123.12	49.95 %
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	630.63	4,655.06	20,344.94	18.62 %
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	7,187.13	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	624.11	5,859.14	11,140.86	34.47 %
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	44.39	154.04	345.96	30.81 %

POLK CITY
 MARCH 2020 MONTHLY FINANCIALS

General Fund Expenditures
 50.00 % Yr Complete For Fiscal Year: 2020 / 3

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-590-465	Vehicle Maintenance - Non-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	209.94	1,790.06	10.50 %
01-590-520	Operating Supplies - Non-Dept	2,625.27	3,000.00	3,000.00	17.61	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 %
01-590-996	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	600.00	4,276.79	1,223.21	77.76 %
DEPARTMENT TOTAL		139,585.62	621,018.00	621,018.00	9,103.87	100,527.54	520,490.46	16.19 %
General Fund Revenues Total		2,619,645.45	2,944,564.00	2,944,564.00	164,892.73	1,804,448.90	1,140,115.10	38.72 %
General Fund Expenditures Total		<u>-2,036,282.51</u>	<u>-2,944,564.00</u>	<u>-2,944,564.00</u>	<u>-215,502.89</u>	<u>-1,197,845.17</u>	<u>-1,705,454.68</u>	57.92 %
Total Revenue vs. Expenditures		583,362.94	0.00	0.00	-50,610.16	606,603.73	-565,339.58	

POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	1,559,994.23	
05-101-710	Cash - Enterprise Fund Capital Imprvmnts	52,898.45	
05-101-800	Cash - Sewer Impact Fee Account	1,541,614.04	
05-101-900	Cash - Water Impact Fee Account	412,746.30	
05-101-915	Tax Exempt Leasing - Sinking Fund	11,742.42	
05-101-916	US Bank - Sink Fund	379,483.32	
05-101-917	US Bank - Renewal & Replacement Series	18,844.38	
05-101-918	DEP Loan WW531400 Sink Fund	0.02	
05-101-920	Cash - Customer Deposits	345,934.16	
05-115-100	Accounts Receivable Utilities	19,931.45	
05-115-130	Accounts Receivable - Readiness to Serve	67,328.41	
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**		18,713,202.78
05-202-100	Accounts Payable	196,683.67	
05-202-300	Construction Payables	206,855.85	
05-202-305	Retainage Payable	93,375.00	
05-202-900	Customer Deposits	321,954.16	
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	1,212.90	
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**		12,912,196.30
05-243-100	Encumbrances Placed	160,394.30	
05-245-100	Reserved for Encumbrances	160,394.30	
	** TOTAL ENCUMBRANCE**		0.00
05-250-100	Contributed Capital	598,715.40	
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	4,084,895.41	

POLK CITY
 Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
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**		1,652,796.57
	** TOTAL EXPENSE**		1,298,509.18
	TOTAL LIABILITY AND EQUITY		18,711,090.29

POLK CITY
 MARCH 2020 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE
 50.00 % Yr Complete For Fiscal Year: 2020 / 3

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTILITY	2,112.49	0.00	0.00	52.98	158.93	(158.93)	0.00 %
05-324-210	Water Impact Fees	85,603.00	162,471.00	162,471.00	8,735.00	97,832.00	64,639.00	60.22 %
05-324-220	Sewer Impact Fees	211,920.00	410,595.00	410,595.00	22,075.00	242,825.00	167,770.00	59.14 %
05-325-111	Connection Fees - Water - Cash Basis	42,430.16	81,840.00	81,840.00	4,350.00	48,285.00	33,555.00	59.00 %
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	1,075.70	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	529.79	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	248,489.00	(248,489.00)	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	100,499.75	487,812.23	727,066.77	40.15 %
05-340-500	Sewer Utility Revenue	1,091,753.54	1,149,532.00	1,149,532.00	100,316.56	479,824.17	669,707.83	41.74 %
05-359-100	Other Fines and/or Forfeitures	30,795.00	23,800.00	23,800.00	3,385.00	20,530.00	3,270.00	86.26 %
05-359-200	Non Sufficient Funds	1,560.00	1,300.00	1,300.00	90.00	660.00	640.00	50.77 %
05-359-300	Late Fees	30,996.00	29,000.00	29,000.00	(10.50)	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	241,099.28	1,652,796.57	1,603,972.43	50.75 %

POLK CITY
MARCH 2020 MONTHLY FINANCIALS

Enterprise Fund Expenditures
50.00 % Yr Complete For Fiscal Year: 2020 / 3

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
Water								
05-533-120	Regular Salary - Wages - Water Oper	176,307.51	205,272.00	205,272.00	13,905.28	73,899.33	131,372.67	36.00 %
05-533-140	Overtime - Water Oper	2,916.21	5,262.00	5,262.00	369.73	2,643.77	2,618.23	50.24 %
05-533-210	Fica Taxes - Water Oper	13,253.83	16,106.00	16,106.00	1,065.58	5,974.57	10,131.43	37.10 %
05-533-220	Retirement Contribution - Water Oper	36,384.70	17,832.00	17,832.00	1,209.11	7,191.53	10,640.47	40.33 %
05-533-230	Life & Health Insurance - Water Oper	42,373.15	54,105.00	54,105.00	3,085.51	21,080.06	33,024.94	38.96 %
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	2,746.73	9,073.04	10,926.96	45.37 %
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	120.83	1,213.06	18,786.94	6.07 %
05-533-313	Professional Services - Polk Regional	2,871.00	5,000.00	5,000.00	0.00	913.82	4,086.18	18.28 %
05-533-400	Travel and Training - Water Oper	872.95	500.00	500.00	130.00	165.00	335.00	33.00 %
05-533-410	Communication Services - Water Oper	4,160.22	3,500.00	3,500.00	291.51	1,806.09	1,693.91	51.60 %
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	70.68	579.84	(579.84)	0.00 %
05-533-431	Mt. Olive WTP - Utilities - Water Oper	3,191.68	6,900.00	6,900.00	5,900.00	13,225.15	(6,325.15)	191.67 %
05-533-432	Commonwealth WTP - Utilities - Water	1,501.25	4,620.00	4,620.00	0.00	142.85	4,477.15	3.09 %
05-533-433	V.Matt Williams WTP - Utilities - Water	12,853.99	12,000.00	12,000.00	0.00	14,953.30	(2,953.30)	124.61 %
05-533-460	Repairs and Maintenance - Water Oper	39,221.53	40,000.00	40,000.00	453.68	5,062.67	34,937.33	12.66 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	34,080.99	10,000.00	10,000.00	5,500.00	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 Maint	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	777.20	3,974.40	3,025.60	56.78 %
05-533-465	Vehicle Maintenance - Water Oper	13,133.97	8,000.00	8,000.00	0.00	238.31	7,761.69	2.98 %
05-533-466	Public Works/Utilities Facility - Rep	4,265.01	6,000.00	6,000.00	0.00	526.01	5,473.99	8.77 %
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	27.92	113.43	886.57	11.34 %
05-533-520	Operating Supplies - Water Oper	24,075.89	15,000.00	15,000.00	1,349.18	8,078.65	6,921.35	53.86 %
05-533-524	Chemicals - Water Oper	3,233.99	9,000.00	9,000.00	1,483.00	3,470.00	5,530.00	38.56 %
05-533-526	Meter Supplies - New Installs - Water	56,117.68	90,000.00	90,000.00	8,520.00	70,934.44	19,065.56	78.82 %
05-533-527	Meter Supplies - Repairs & Maintenance	11,814.64	20,000.00	20,000.00	188.15	35,167.29	(13,904.19)	175.84 %
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 - Water	1,403.78	0.00	0.00	0.00	300.00	(300.00)	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	113,368.92	0.00 %
05-533-641	Mt. Olive WTP - Machinery & Equipment	0.00	150,000.00	150,000.00	44,394.00	124,394.00	(79,328.00)	82.93 %

POLK CITY
MARCH 2020 MONTHLY FINANCIALS

Enterprise Fund Expenditures
50.00 % Yr Complete For Fiscal Year: 2020 / 3

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	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	1,063.75	1,063.75	(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	22,227.30	22,227.30	57,049.70	28.04 %
05-533-720	Interest - Water Oper	76,351.08	72,847.00	72,847.00	1,257.59	37,681.16	35,165.84	51.73 %
DEPARTMENT TOTAL		738,310.12	1,104,267.00	1,104,267.00	116,136.73	521,181.19	452,572.58	47.20 %
Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	109,003.76	130,319.00	130,319.00	7,624.80	43,096.36	87,222.64	33.07 %
05-535-140	Overtime - Sewer Oper	3,492.28	3,475.00	3,475.00	59.13	2,211.94	1,263.06	63.65 %
05-535-210	Fica Taxes - Sewer Oper	8,464.96	10,235.00	10,235.00	576.11	3,549.96	6,685.04	34.68 %
05-535-220	Retirement Contribution - Sewer Oper	20,007.96	11,332.00	11,332.00	650.83	4,354.08	6,977.92	38.42 %
05-535-230	Life & Health Insurance - Sewer Oper	22,997.52	30,744.00	30,744.00	1,959.65	11,757.89	18,986.11	38.24 %
05-535-240	Worker's Compensation - Sewer Ope	3,694.00	10,388.00	10,388.00	0.00	0.00	10,388.00	0.00 %
05-535-310	Professional Services - Sewer Oper	35,123.80	25,000.00	25,000.00	4,743.30	29,729.00	(27,979.00)	118.92 %
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	95.83	391.66	13,608.34	2.80 %
05-535-400	Travel and Training - Sewer Oper	1,941.52	2,000.00	2,000.00	25.00	25.00	1,975.00	1.25 %
05-535-410	Communication Services - Sewer Oper	3,299.99	3,500.00	3,500.00	233.22	1,341.93	2,158.07	38.34 %
05-535-411	Cardinal Hill WWTP - Comm Srvcs - 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 Srvcs - Sewer O	2,376.00	2,500.00	2,500.00	197.95	1,229.75	1,270.25	49.19 %
05-535-430	Utilities - Sewer Oper	6,216.09	7,000.00	7,000.00	130.18	2,930.79	4,069.21	41.87 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	18,679.65	21,000.00	21,000.00	49.87	7,636.71	13,363.29	36.37 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	7,476.06	11,000.00	11,000.00	186.63	4,095.32	6,904.68	37.23 %
05-535-460	Repairs and Maintenance - Sewer Oper	53,550.80	100,000.00	100,000.00	11,223.98	50,854.40	49,145.60	50.85 %
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	814.21	6,265.91	(2,265.91)	156.65 %
05-535-465	Vehicle Maintenance - Sewer Oper	13,287.66	8,000.00	8,000.00	0.00	1,228.94	6,771.06	15.36 %
05-535-466	Public Works/Utilities Facility - Rep	4,420.68	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
05-535-470	Printing and Reproduction - Sewer Ope	0.00	60.00	60.00	0.00	0.00	60.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	168.22	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	125.00	1,000.00	1,000.00	0.00	100.00	900.00	10.00 %
05-535-493	Equipment Rental - Sewer Oper	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	262.98	1,000.00	1,000.00	27.90	113.40	886.60	11.34 %

POLK CITY
 MARCH 2020 MONTHLY FINANCIALS

Enterprise Fund Expenditures
 50.00 % Yr Complete For Fiscal Year: 2020 / 3

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
05-535-520	Operating Supplies - Sewer Oper	11,207.82	8,000.00	8,000.00	384.78	3,482.51	4,517.49	43.53 %
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	1,976.00	(1,976.00)	0.00 %
05-535-524	Chemicals - Sewer Oper	30,789.99	17,000.00	17,000.00	1,389.00	7,226.00	9,774.00	42.51 %
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	0.00	50,000.00	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	930.00	80,000.00	80,000.00	0.00	10,687.20	62,681.73	13.36 %
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	222,404.54	188,190.46	54.17 %
05-535-710	Principal - Sewer Oper	0.00	319,972.00	319,972.00	63,134.52	63,134.52	256,837.48	19.73 %
05-535-720	Interest - Sewer Oper	302,312.44	295,533.00	295,533.00	24,954.52	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	118,461.41	638,131.71	1,020,140.22	37.80 %

EF Non-Departmental

05-590-310	Professional Services Non-Dept	27,327.92	25,000.00	25,000.00	630.62	12,065.43	12,934.57	48.26 %
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	7,187.12	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	1,267.14	11,895.86	5,104.14	69.98 %
05-590-440	Rentals and Leases - Non-Dept	4,609.06	0.00	0.00	405.78	2,156.90	(2,156.90)	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	24.40	2,975.60	0.81 %
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	100.00	972.29	3,527.71	21.61 %
05-590-528	Postage - Non-Dept	64.32	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-540	Books, Pub., Sub., & Memberships -NON	0.00	0.00	0.00	0.00	1,152.00	(1,152.00)	0.00 %
05-590-720	Interest - Bond 2017 Issue	(44,749.17)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	64,104.94	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
05-590-930	Transfer to Water Impact Fee Reserves	0.00	162,471.00	162,471.00	0.00	0.00	162,471.00	0.00 %
05-590-941	Reserves - Emergencies & Contingencie	0.00	83,077.00	83,077.00	0.00	0.00	83,077.00	0.00 %

POLK CITY
 MARCH 2020 MONTHLY FINANCIALS

Enterprise Fund Expenditures
 50.00 % Yr Complete For Fiscal Year: 2020 / 3

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
05-590-992	Unemployment Claims - Non-Dept	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-590-994	Bank Fees - Non-Dept	0.00	1,550.00	1,550.00	0.00	0.00	1,550.00	0.00 %
05-590-996	Bad Debt - Non-Dept	11,249.07	0.00	0.00	0.00	42,197.08	(42,197.08)	0.00 %
05-590-999	Other - Non-Operating Charges - Non-D	4,729.74	0.00	0.00	0.00	442.02	(442.02)	0.00 %
DEPARTMENT TOTAL		196,548.94	464,347.00	464,347.00	9,590.66	139,196.28	325,150.72	29.98 %

Enterprise Fund Revenues Total	2,854,772.00	3,256,759.00	3,256,769.00	241,099.28	1,652,796.57	1,503,972.48	50.75%
Enterprise Fund Expenditures Total	-1,844,300.21	-3,256,759.00	-3,256,769.00	-244,188.80	-1,298,509.18	-1,797,863.52	39.87%
Total Revenue vs. Expenditures	1,010,471.79	0.00	0.00	-3,089.52	354,287.39	-193,891.09	

**City Commission Meeting
April 30, 2020**

AGENDA ITEM #1: **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. **First Reading**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Ordinance 2020-04 – Amending the Polk City Code of Ordinances (The “City Code”), creating Chapter 7 in the City Code; to provide for Civil Emergencies.

ATTACHMENTS:

Ordinance 2020-04

ANALYSIS:

This Ordinance will be permanent; replacing Emergency Ordinances 2020-02 and 2020-03 (adopted on April 3, 2020) as they will expire on or before August 31, 2020.

STAFF RECOMMENDATION:

Approve Ordinance 2020-04 on First Reading.

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.

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 finds that there is 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) By their terms, emergency ordinance nos. 2020-02 and 2020-03, will expire on or before August 31, 2020.

(22) The City now wishes to adopt permanent replacements for these two emergency ordinances that can be permanently codified.

SECTION 2. CREATION OF CHAPTER 7, CITY CODE.. Chapter 7 of the Code of Ordinances, Polk City, Florida, is hereby amended to read as follows:

"Chapter 7 - CIVIL EMERGENCIES

Sec. 7-1. - Intent.

(a) It is the intent of this chapter to provide the necessary organization, powers and authority to enable the timely and effective use of all available city resources to prepare for, respond to, and recover from emergencies, natural and manmade, likely to affect the security, safety or health of the city and its residents, whether such events occur within or without the corporate limits of the city.

(b) Nothing in this chapter shall be intended to relieve city departments of their normally assigned duties, responsibilities and functions.

(c) Nothing in this chapter shall be construed as a delegation of authority to abridge or diminish the legislative or administrative powers of the city commission.

Sec. 7-2. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Emergency or state of emergency means a condition which threatens or adversely affects the public health, safety or security and which is or threatens to be beyond the control of those public and private agencies normally responsible for the management of such a condition resulting from an act or threatened act of war, riot, terrorism, mob or other act of violence; from a weather event such as flood, hurricane or tornado; from a disruption of the city's utility system; or from any other cause.

Normal average retail price means the price at retail for merchandise, goods or services at which similar merchandise, goods or services were being sold during the 90 days immediately preceding a declaration of public emergency.

Sec. 7-3. - Applicability of provisions.

All officers, employees, contractors, vendors, boards, commission, authorities and other agencies of the city are subject to the provisions of this chapter.

Sec. 7-4. - Powers, duties and responsibilities.

The city manager shall have the following powers, duties and responsibilities:

- (1) To declare a state of emergency or to recommend the declaration of a state of emergency by the city commission, and to inform the city commission of the reasons for and status of events requiring the declaration;
- (2) To direct the creation, revision and exercise of emergency response plans conforming to state and county emergency plans for the mitigation of, preparation for, response to, and recovery from emergencies;
- (3) To direct the efforts of the various city departments in the preparation for, response to and recovery from emergency conditions; and
- (4) To promulgate emergency regulations necessary for the protection of life and property, establishment of public order and control of adverse conditions affecting public welfare resulting from an emergency.

Sec. 7-5. - Declaration of a state of emergency.

- (a) The city commission, mayor, mayor pro tem, city manager and assistant city manager, in the order named, shall have the authority to declare a state of emergency by proclamation. Upon the absence or unavailability of the mayor, the mayor pro tem may issue such a declaration and, upon the absence or unavailability of the mayor and the mayor pro tem, the city manager or, upon the absence or unavailability of the city manager, the assistant city manager may issue such a declaration.
- (b) Any declaration of a state of emergency and all emergency regulations activated under the provisions of this chapter shall be confirmed by the city commission by resolution within five working days of such declaration or at the next regularly

scheduled meeting of the city commission, whichever occurs first, unless the nature of the emergency renders a meeting of the city commission extremely impractical. Confirmation of the emergency declaration shall disclose the reasons for, anticipated impacts of, actions proposed and taken to manage the emergency, and other pertinent data relating to the emergency requiring the declaration.

(c) Emergency resolutions authorized by this chapter shall include, but are not limited to the following subjects:

(1) Evacuation.

(2) Curfews; declaration of areas off-limits.

(3) Suspension or regulation of sale of alcoholic beverages, explosives or combustibles.

(4) Prohibiting the sales of merchandise, goods or services at more than the normal average retail price.

(5) Water use restrictions.

(6) Suspension of local building regulations.

(7) Rationing of fuel, ice and other essentials.

(8) Emergency procurement procedures.

(9) Temporary modification of personnel policies.

(10) Temporary suspension or modification of utility rates, fees, charges, billing, termination, and/or service policies set by ordinance or resolution.

(d) A declaration of a state of emergency shall activate the emergency plans applicable to the city.

(e) A state of emergency, when declared as provided herein, shall continue in effect from day to day until declared to be terminated.

(f) Upon the declaration of a state of emergency, the city manager shall post a written notice of such declaration upon the main bulletin board in the city hall, and shall notify by telephone each newspaper of general circulation within the city.

Sec. 7-6. - Termination of a state of emergency.

A state of emergency shall be terminated upon the certification of the officer or agency requesting the declaration of the state of emergency that the conditions leading to or causing the emergency conditions no longer exist and that the city's agencies and departments are able to manage the situation without extraordinary assistance. Notice of such termination shall be made to the public by the city manager by the same means as the notice of the declaration of the state of emergency.

Sec. 7-7. - Weather emergencies.

(a) A state of emergency may be declared because of weather conditions when the National Weather Service or a state, county or local emergency management agency informs the city or the public that emergency conditions resulting from

meteorological conditions are present or are imminent. Meteorological conditions covered by this section include, but are not limited to, hurricanes, floods, tornadoes or other severe weather conditions and the results therefrom.

- (b) Declaration of a state of emergency because of weather conditions shall authorize the issuance of emergency resolutions provided for in subsections 7-5(c)(1)—(8), as may be required.

Sec. 7-8. - Police emergencies.

- (a) A state of emergency may be declared because of civil unrest when the chief of police certifies to the city manager that an emergency condition arising from hostile actions of others, armed or unarmed, requires extraordinary measures for control, including but not limited to curfew; blockade; proscription of the sale of firearms and other weapons, alcoholic beverages, explosives and combustibles; evacuation and other like actions.

- (b) Declaration of a state of emergency because of civil unrest shall authorize the issuance of emergency resolutions provided for in subsections 7-5(c)(1), (2), (3), (4) and (8), as may be required.

Sec. 7-9. - Utility emergencies.

- (a) A state of emergency may be declared because of utility conditions when the director of the electric and water utilities department certifies to the city manager that:

(1) A condition exists or is imminent that endangers the safety, potability, quantity, availability, transmission, distribution, treatment, or storage of water through or within the city water utility system; or

(2) A condition exists or is imminent that endangers the safety, quality, availability, transmission or distribution of electricity through or within the city's electric utility system; and

(3) Extraordinary actions to control and correct the situation are required, including but not limited to emergency purchase, call-in of off-duty personnel, assistance by other communities and agencies, and other like actions.

- (b) Declaration of a state of emergency because of utility conditions shall authorize the issuance of emergency resolutions provided for in subsections 7-5(c)(1), (2), (5) and (8), as may be required.

Sec. 7-10. - Fire emergencies.

- (a) A state of emergency may be declared because of fire when the fire chief certifies to the city manager that an actual or potential condition arising from fire, explosion, chemical spill, building or bridge collapse, or plane, train or other vehicle accident requires extraordinary measures for control, including but not limited to calling out of off-duty and reserve personnel, evacuation, and other like actions.

(b) Declaration of a state of emergency because of fire shall authorize the issuance of emergency resolutions provided for in subsections 7-5(c)(1), (2), (5) and (8), as may be required.

Sec. 7-11. - Suspension of local building regulations.

The city manager may authorize the suspension of local building regulations during and following a declared state of emergency when the chief building official certifies that such action is necessary to the expeditious restoration of property damaged by the emergency event. Such suspension of building regulations may be applied on a case-by-case basis as required to remedy specific conditions and to facilitate the provision of emergency housing to disaster victims. The chief building official shall specify the provisions of the building code to be suspended and the reasons therefore when certifying the necessity of such suspension to the city manager.

Sec. 7-12. - Certification of emergency conditions.

A certification of emergency conditions to the city manager may be verbal, but each verbal certification shall be confirmed in writing within 24 hours following an emergency declaration.

Sec. 7-13. – Limited Authorization For Public Meetings without Physical Presence . The City Manager is hereby authorized, pursuant to the Home Rule authority of the City Commission, during a declared public health emergency to:

a) arrange for the City Commission to meet electronically using communications media technology;

b) promulgate rules of procedure that will ensure compliance with the Sunshine Law and other relevant laws and statutes;

c) provide technology and administrative support as necessary to fulfill these objectives.

Such a meeting may only be conducted without the physical presence of the City Commission members if and only if (1) an emergency is declared based upon an infectious disease, (2) the Governor or the State Legislature has authorized the use of CMT or otherwise waived the "in person" quorum requirement, (3) the meeting be properly noticed, (4) minutes be taken, and (5) the public be permitted to attend via technology such as teleconferencing or web-based conferencing."

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 general law.

INTRODUCED AND PASSED on FIRST READING, this ___ day of _____, 2020.

POLK CITY, FLORIDA

Joe LaCascia, Mayor

ATTEST:

**APPROVED AS TO FORM AND
CORRECTNESS**

Patricia Jackson, City Manager/Clerk

Thomas A. Cloud, City Attorney

PASSED AND DULY ADOPTED ON SECOND READING, with a quorum present and voting by the City Commission of Polk City, Florida meeting in Regular Session this ___ day of _____, 2020.

Joe LaCascia, Mayor

ATTEST:

Patricia Jackson, City Manager/Clerk