

POLK CITY

City Commission Meeting (7 pm)

March 15, 2021

Polk City Government Center
123 Broadway Blvd., SE

CALL TO ORDER – Mayor Joe LaCascia

INVOCATION – Pastor Walter Lawlor, New Life Community Church

PLEDGE OF ALLEGIANCE – Mayor Joe LaCascia

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

ESTABLISHMENT OF A QUORUM

APPROVE CONSENT AGENDA

PRESENTATIONS AND RECOGNITIONS

1. Water Conservation Month Proclamation

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

AGENDA

- 1) RFQ for General Engineering Services

CITY MANAGER ITEMS

- 1) Quotes for Citrus Hill Core and Main City Purchase supplies for project
- 2) Cardinal Hill - Dirt and Grit Removal

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
March 15, 2021

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 15, 2021 – City Commission Meeting

B. REPORTS

1. Building Permits Report – February 2021
2. Code Enforcement Report – January 2021
3. Financial Report – February 2021
4. Library Report – January/February 2021
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – February 2021
7. Public Works Report – February 2021
8. Utilities Report – February 2021

C. OTHER

**City Commission Meeting
March 15, 2021**

CONSENT AGENDA ITEM: Accept minutes for:

1. Accept minutes – February 15, 2021 - City Commission Regular Meeting

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

1. Accept minutes – February 15, 2021 - City Commission Regular Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION MINUTES

February 15, 2021

Mayor LaCascia called the Regular Meeting to order at 7:00 pm.

Eddie Diaz, New Life Community Church gave the invocation.

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

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

Absent: Commissioner Randy Carroll

APPROVE CONSENT AGENDA

The January 19, 2021 (City Commission Workshop) and the January 19, 2021 (City Commission Regular Meeting) were **unanimously approved by Voice Vote.**

PUBLIC COMMENT (Items NOT on the Agenda)

ORDER OF BUSINESS

CITY ATTORNEY ITEMS

City Attorney Cloud provided an update on the Common Interest Agreement regarding the Central Florida Water Initiative (CFWI) litigation which will be done with nine (9) other parties. Attorney Cloud requested authorization for him to sign the Agreement.

Motion by Vice Mayor Kimsey to authorize City Attorney Cloud to execute the Corporate Agreement; this motion was seconded by Commissioner Harper. **Motion passed carried unanimously by Voice Vote.**

CITY MANAGER ITEMS

Provided updates on the following items:

Citrus Hill Water Main Project – The City can purchase materials for this project. We do have two quotes and this item will be placed on the March Meeting Agenda. The City will also save money by not paying taxes (approximately \$1,671+/-).

Ongoing – Replacing meter registers when needed and working on no-reads.

Fire Hydrant Water Pressure at Mount Olive North – Will meet with the Engineer and find out the problem and work on a solution.

Safety at Water Plants – Oldsmar, Florida’s water system was hacked into. Polk City’s system is manual. No one can log in and hack into the Polk City system.

Grant – looking at a grant for dirt and grit removal at Wastewater Treatment Facility; not a fully funded grant. Will provide additional details in March.

Fountain Park - has approximately ten (10) lots left.

Lights at Basketball/Tennis Courts – the existing lighting is failing. It is recommended that Polk City change over to LED lights, which is expected to have a power consumption savings of 70%; this was not currently in the budget, and the cost would be approximately \$15,106; the other quote received was \$35,500. This is not in this year’s budget, but the lights do need to be replaced.

RFQ for General Engineering Services – The last RFQ was done in 2014. Is the Commission interested in doing another RFQ? Will discuss in the March Meeting.

New Employees – Mikayla Osso is the new Librarian and will start work on March 1. On February 8, Lenny Johnson started with Polk City as the Dual Operator in the Utilities Department.

COMMISSIONER ITEMS

Commissioner Harper – Inquired about the new Marquee as well as the children’s play area.

City Manager Jackson responded that the City is getting quotes for the play area.

Keith Prestage, Public Works Director stated the marquee company would give him a two week “heads up” before the marquee will be delivered. However, after tonight’s meeting, the Public Works Staff will begin work to remove the old marquee in order to prepare the foundation for the new marquee’s installation.

Commissioner Blethen – None

Vice Mayor Kimsey – Encouraged everyone to stay safe.

Mayor LaCascia – Discussed City Commission Workshop protocol regarding comments on voting during regular meetings.

City Attorney Cloud stated there is nothing illegal about a Commissioner commenting in the Workshop how he/she will vote at the Regular Meeting.

ANNOUNCEMENTS - None

ADJOURNMENT – 7:19 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
March 15, 2021**

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 – February 2021
2. Code Enforcement Report – January 2021
3. Financial Report – February 2021
4. Library Report – January/February 2021
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – February 2021
7. Public Works Report – February 2021
8. Utilities Report – February 2021

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added

From: 02/01/21 To: 02/28/2021

COMMERCIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2021-170	203 LAKESHORE POLK CITY, FL 33868-	4,750.00	02/19/2021
BC-2021-171	225 S BOUGAINVILLEA POLK CITY, FL 33868	4,750.00	02/19/2021
BC-2021-175	133 V MATT WILLIAMS POLK CITY, FL 33868	2,000.00	02/19/2021
BC-2021-176	445 SW COMMONWEALTH POLK CITY, FL 33868	2,000.00	02/19/2021
BC-2021-180	5340 JACOB AVE, POLK CITY, FL 33868	1,500.00	02/22/2021
BC-2021-96	123 SE BROADWAY POLK CITY, FL 33868	16,000.00	02/01/2021
Subtotal:		\$31,000.00	

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2021-1617	149 LAYNEWADE POLK CITY, FL 33868	38,000.00	02/03/2021
BT-2021-1618	149 LAYNEWADE POLK CITY, FL 33868	15,000.00	02/03/2021
BT-2021-2616	775 TEABERRY POLK CITY, FL 33868-	10,056.00	02/19/2021
Subtotal:		\$63,056.00	

MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2021-2594	345 BAYBERRY POLK CITY, FL 33868	7,236.00	02/19/2021
Subtotal:		\$7,236.00	

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2021-1644	565 SUNRISE POLK CITY, FL 33868	7,500.00	02/04/2021
BT-2021-2535	411 ASHLEY POLK CITY, FL 33868	5,300.00	02/18/2021
BT-2021-2660	7194 BERKLEY POLK CITY, FL 33868	6,950.00	02/20/2021
Subtotal:		\$19,750.00	

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2021-1038	783 TEABERRY POLK CITY, FL 33868	300,000.00	02/03/2021
BR-2021-1160	5453 ANIMOSH POLK CITY, FL 33868	1,700.00	02/05/2021
BR-2021-1303	124 N CITRUS GROVE POLK CITY, FL 33868	6,500.00	02/10/2021
BR-2021-1416	409 HONEY BEE POLK CITY, FL 33868-9322	3,300.00	02/10/2021
BR-2021-1578	341 CRAPE MYRTLE POLK CITY, FL 33868	24,131.00	02/17/2021
BR-2021-1710	514 2ND POLK CITY, FL 33868	750.00	02/22/2021
BR-2021-1817	205 SE BROADWAY POLK CITY, FL 33868	3,015.00	02/23/2021

BR-2021-2023

5461 ANIMOSH POLK CITY, FL 33868

5,500.00

02/12/2021

Subtotal: \$344,896.00

Grand Total: \$465,938.00

*1 SFR to Date
Kathy Delp*

Code Enforcement Report

JANUARY 2021

DATE	ADDRESS	VIOLATION	STATUS
1/5/2021	CE21-0001	VIOLATION	LETTER
1/5/2021	CE20-0197	VIOLATION	LETTER
1/5/2021	CE20-0199	INSPECTED/COMPLIED	C/O
1/5/2021	CITY HALL	OFFICE	PHONE AND EMAILS
1/5/2021	CITY HALL	OFFICE	FILED C/O CASES
1/6/2021	CITY HALL	OFFICE	PHONE AND EMAILS
1/6/2021	CITY HALL/ZOOM	P.A.C.E	Q N A
1/6/2021	FIELD	CITY WIDE	INSPECTIONS
1/6/2021	FIELD	SNIPE SIGNS	REMOVED 6
1/6/2021	CE21-0002	VIOLATION	LETTER
1/6/2021	CE21-0003	VIOLATION	LETTER
1/7/2021	OFFICE	CITY HALL	PHONE MESSAGES/ EMAIL
1/7/2021	OFFICE	CITY HALL	RETURNED PHONE AND EMAIL
1/7/2021	CE21-0004	VIOLATION	LETTER
1/7/2021	CE21-0005	VIOLATION	LETTER
1/7/2021	CE21-0006	VIOLATION	LETTER
1/7/2021	FIELD	CITY WIDE	INSPECTIONS
1/7/2021	FIELD	JEEP	GAS
1/12/2021	OFFICE	CITY HALL	PHONE MESSAGES / EMAIL
1/12/2021	OFFICE	CITY HALL	RETURNED PHONE AND EMAIL
1/12/2021	FIELD	CITY WIDE	INSPECTIONS
1/12/2021	FIELD	SNIPE SIGNS	REMOVED 5
1/12/2021	OFFICE	CITY HALL	PHOTO UPLOADED INTO CASES
1/12/2021	OFFICE	CITY HALL	HARD FILES
1/13/2021	CE21-0007	VIOLATION	LETTER
1/13/2021	CE21-0008	VIOLATION	LETTER
1/13/2021	OFFICE	CITY HALL	CASES FOR SM
1/14/2021	OFFICE	CITY HALL	PHONE MESSAGES / EMAIL
1/14/2021	OFFICE	CITY HALL	CHECKED STATIS ON PERMITS
1/14/2021	CE21-0009	VIOLATION	LETTER
1/14/2021	CITY WIDE	FIELD	INSPECTIONS
1/14/2021	OFFICE	CITH HALL	STARTED THE AGENDA FOR SM

1/19/2021	CITY HALL	OFFICE	EMAILS
1/19/2021	CITY HALL	OFFICE	SM PHOTOS
1/19/2021	CITY HALL	OFFICE	SCRIPT FOR EACH CASE SM
1/19/2021	CITY HALL	OFFICE	AFFIDAVITS ORG FOR SM
1/19/2021	OFFICE	CITY HALL	RETURNED CALL
1/20/2021	OFFICE	CITY HALL	PHONE MESSAGES / EMAIL
1/20/2021	FIELD	SM INSPECTIONS	PHOTOS
1/20/2021	OFFICE	SM CASES	PHOTOS PRINTED
1/20/2021	OFFICE	SM CASES	ORG SM PAPERWORK
1/20/2021	CITY HALL	COMM CHAMBER	SETUP SM
1/20/2021	CITY HALL	COMM CHAMBER	SM HEARING
1/21/2021	CITY HALL	SM PAPERWORK	FINDINGS OF FACT
1/21/2021	CITY HALL	OFFICE	SM FOF LETTERS TO GO OUT
1/21/2021	FIELD	CITY WIDE	INSPECTIONS
1/21/2021	CITY HALL	OFFICE	PHOTOS ADDED
1/21/2021	CE21-0018	RE-INSPECTED	COMPLIED C/O
1/21/2021	CE21-0019	RE-INSPECTED	COMPLIED C/O
1/26/2021	CITY HALL	OFFICE	EMAILS
1/26/2021	CITY HALL	OFFICE	PHONE CALLS / RETURNED
1/26/2021	CITY HALL	OFFICE	ADDED PHOTOS TO CLOSED CASES
1/26/2021	CE21-0010	INSPECTED/COMPLIED	C/O
1/26/2021	FIELD	SNIPE SIGNS	REMOVED 4
1/26/2021	CE21-0013	INSPECTED/COMPLIED	C/O
1/27/2021	CITY HALL	OFFICE	PHONE/EMAILS
1/27/2021	CE21-0011	VIOLATION	LETTER
1/27/2021	CE21/0012	VIOLATION	LETTER
1/27/2021	FIELD	INSPECTIONS CITY WIDE	PHOTOS
1/27/2021	CITY HALL	ENTER INTO CASES	PHOTOS
1/28/2021	CE21-0014	IN VIOLATION	LETTER
1/28/2021	CE21-0015	IN VIOLATION	LETTER
1/28/2021	CE21-0016	IN VIOLATION	LETTER
1/28/2021	CE21-0017	IN VIOLATION	LETTER
1/28/2021	FIELD	RE-INSPECTIONS	CASES FOR SM
1/28/2021	FIELD	INSPECTIONS CITY WIDE	PHOTOS
1/28/2021	FIELD	GAS UP	JEEP
1/28/2021	CITY HALL	EMAILS/PHONE CALLS	RETURNED

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2021 thru Fiscal Month: Feb, for Fund: 01

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	2,825,083.19	
01-101-800	Cash - GF Police Public Safety Impact Fees	221,948.73	
01-101-801	Cash - GF Fire Public Safety Impact Fees	133,781.85	
01-101-802	Cash - GF Recreation Impact Fees	400,029.61	
01-101-803	Cash - GF Gen Gov't Facilities Impact Fees	398,585.93	
01-101-990	Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	5,754.95-	
01-115-120	Accounts Receivable - Local Bus Licenses	3,540.00	
01-115-200	Accounts Receivable - Year End	5,558.25-	
01-153-302	Restricted Cash - New Local Opt Gas Tax	135,190.15	
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**		4,509,886.71
01-202-100	Accounts Payable	733.64	
01-202-900	Customer Deposits	3,235.00	
01-208-300	Due to County - Impact Fees	12,709.48	
01-208-310	Due to DCA - Bldg Permit Surcharge	73.90	
01-208-320	Due to Dept of Business - License Fees	60.83	
01-208-330	Due to PCSO - Police Education Revenue	56.52	
01-217-200	Accrued Sales Tax	38.55	
01-218-100	Payroll Taxes Payable	0.02-	
01-218-200	FRS Retirement Payable	102.82-	
01-218-300	Health Plan Payable	0.05	
01-218-320	Supplemental Insurance Payable	3,287.58	
01-218-400	Dental Plan Payable	96.20-	
01-218-410	Vision Plan Payable	1,123.88	
	** TOTAL LIABILITY**		21,120.39
01-243-100	Encumbrances Placed	24,161.53	
01-245-100	Reserved for Encumbrances	24,161.53-	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	3,800,792.05	
	** TOTAL EQUITY**		3,800,792.05
	** TOTAL REVENUE**		1,650,495.65
	** TOTAL EXPENSE**		962,521.38
	TOTAL LIABILITY AND EQUITY		4,509,886.71

POLK CITY
FEBRUARY 2021 MONTHLY FINANCIALS

GENERAL FUND REVENUES
41.66 % Yr Complete For Fiscal Year: 2021 / 2

G/L		2020	2021	ADJ	2021	2021	2021	PERCENTAGE
ACCOUNT	DESCRIPTION	PRIOR YR REVENUE	ANTICIPATED REVENUE	ANTICIPATED	CURRENT REVENUE	YTD REVENUE	(EXCESS) /DEFICIT	REALIZED
01-311-100	Ad Valorem Taxes	951,733.27	1,040,510.00	1,040,510.00	24,895.37	956,693.50	83,816.50	91.94 %
01-312-300	9th Cent Gas Tax	14,117.36	13,968.00	13,968.00	1,387.15	4,245.97	9,722.03	30.40 %
01-312-400	Local Option Gas Tax	85,700.43	86,258.00	86,258.00	8,109.69	31,696.15	54,561.85	36.75 %
01-312-410	New Local Option Gas Tax	54,230.31	52,731.00	52,731.00	4,989.47	19,293.69	33,437.31	36.59 %
01-314-100	Electric - Utility Tax	126,936.41	112,579.00	112,579.00	9,273.69	40,508.94	72,070.06	35.98 %
01-314-300	Water - Utility Tax	72,327.05	88,123.00	88,123.00	5,515.17	22,735.31	65,387.69	25.80 %
01-314-301	Water - Utility Tax - Readiness to Se	1,615.15	0.00	0.00	0.00	0.00	0.00	0.00 %
01-314-400	Gas - Utility Tax	7,541.50	5,000.00	5,000.00	954.37	2,734.86	2,265.14	54.70 %
01-315-100	Communications Services Tax	200,328.08	205,410.00	205,410.00	16,774.36	65,735.15	139,674.85	32.00 %
01-316-100	Local Business Licenses	11,870.19	7,100.00	7,100.00	0.00	2,230.00	4,870.00	31.41 %
01-316-102	County Business Tax	1,776.28	300.00	300.00	34.17	265.65	34.35	88.55 %
01-316-103	FLC Delinquent Bus. Tax Program	1,110.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-322-100	Building Permits	78,940.17	11,290.00	11,290.00	475.04	22,203.21	(10,913.21)	196.66 %
01-322-101	Bldg Permit - Plan Checking	39,755.24	5,100.00	5,100.00	267.50	15,015.31	(9,915.31)	294.42 %
01-322-102	Bldg Permit - Admin Fee	4,980.00	400.00	400.00	260.00	2,230.00	(1,830.00)	557.50 %
01-322-103	Bldg Permit - Electrical	14,795.00	2,500.00	2,500.00	450.00	5,025.00	(2,525.00)	201.00 %
01-322-104	Bldg Permit - Plumbing	12,452.50	2,500.00	2,500.00	0.00	4,825.00	(2,325.00)	193.00 %
01-322-105	Bldg Permit - Mechanical	14,275.00	2,500.00	2,500.00	325.00	4,700.00	(2,200.00)	188.00 %
01-322-107	Bldg Permit - Cert of Occupancy	2,050.00	600.00	600.00	150.00	810.00	(210.00)	135.00 %
01-322-108	Bldg Permit - Inspections	90,341.66	100,000.00	100,000.00	12,293.50	39,827.00	60,173.00	39.83 %
01-323-100	Electric	73,774.53	76,492.00	76,492.00	0.00	14,921.63	61,570.37	19.51 %
01-323-300	Solid Waste	45,372.37	40,686.00	40,686.00	3,558.94	10,376.29	30,309.71	25.50 %
01-324-100	Police - Public Safety Impact Fee	53,513.89	1,290.00	1,290.00	0.00	27,346.74	(26,056.74)	2119.90 %
01-324-110	Fire/Rescue - Public Safety Impact Fe	27,698.53	690.00	690.00	0.00	9,497.75	(8,807.75)	1376.49 %
01-324-610	Parks & Recreation Impact Fee	83,476.02	20,803.00	20,803.00	0.00	27,389.27	(6,586.27)	131.66 %
01-324-710	Public Facilities Impact Fee	140,294.79	34,960.00	34,960.00	0.00	45,448.26	(10,488.26)	130.00 %
01-329-100	Contractors Registration	0.00	0.00	0.00	0.00	20.21	(20.21)	0.00 %
01-329-200	Other Lic./Fees/Permits	1,163.47	0.00	0.00	0.00	0.00	0.00	0.00 %
01-329-220	Site Plan Reviews	15,800.00	1,900.00	1,900.00	0.00	1,350.00	550.00	71.05 %
01-331-400	FEMA Federal Reimb. - Irma 2017	0.00	0.00	0.00	0.00	2,421.13	(2,421.13)	0.00 %
01-331-510	CDBG	0.00	650,000.00	650,000.00	0.00	0.00	650,000.00	0.00 %
01-334-400	FEMA State Reimb. - Irma 2017	750.00	0.00	0.00	0.00	134.51	(134.51)	0.00 %
01-335-120	MRS - State Sales Tax	59,063.48	59,636.00	59,636.00	4,998.21	24,991.05	34,644.95	41.91 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	17,276.89	17,415.00	17,415.00	1,459.61	7,298.08	10,116.92	41.91 %
01-335-123	MRS - Municipal Fuel Tax	7.00	7.00	7.00	0.65	3.21	3.79	45.86 %
01-335-140	Mobile Home License	6,891.93	5,184.00	5,184.00	299.50	3,788.98	1,395.02	73.09 %
01-335-150	Alcoholic Beverage License	978.88	1,126.00	1,126.00	0.00	97.89	1,028.11	8.69 %
01-335-180	Half-Cent Sales Tax	137,348.62	140,000.00	140,000.00	15,107.03	54,449.84	85,550.16	38.89 %
01-337-100	Library Coop Funding	43,226.22	31,990.00	31,990.00	30,629.11	30,629.11	1,360.89	95.75 %

POLK CITY
FEBRUARY 2021 MONTHLY FINANCIALS

GENERAL FUND REVENUES
41.66 % Yr Complete For Fiscal Year: 2021 / 2

G/L ACCOUNT	DESCRIPTION	2020 PRIOR YR REVENUE	2021 ANTICIPATED REVENUE	ADJ ANTICIPATED	2021 CURRENT REVENUE	2021 YTD REVENUE	2021 (EXCESS) /DEFICIT	PERCENTAGE REALIZED
01-337-850	Polk County - Cares Act COVID-19	8,303.09	0.00	0.00	0.00	0.00	0.00	0.00 %
01-340-400	Solid Waste	329,293.35	318,612.00	318,612.00	28,865.28	111,366.87	207,245.13	34.95 %
01-340-700	Stozmwater Utility Fees	33,742.42	30,000.00	30,000.00	2,678.81	11,360.04	18,639.96	37.87 %
01-340-900	Notary Fees	267.85	0.00	0.00	60.00	130.00	(130.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	13,404.48	16,304.00	16,304.00	4,468.16	8,936.32	7,367.68	54.81 %
01-347-100	Library Income	5,254.74	4,500.00	4,500.00	438.58	2,599.17	1,900.83	57.76 %
01-351-120	Police Education	19.90	0.00	0.00	0.00	0.00	0.00	0.00 %
01-351-200	Fines, Penalties, and Forfeitures	8,759.62	4,000.00	4,000.00	1,190.40	6,122.80	(2,122.80)	153.07 %
01-359-100	Other Fines and/or Forfeitures	436.29	0.00	0.00	7.95	115.90	(115.90)	0.00 %
01-359-300	Late Fees	114.00	100.00	100.00	10.50	65.50	34.50	65.50 %
01-361-100	Interest Income	542.01	400.00	400.00	60.89	60.89	339.11	15.22 %
01-362-100	Activity Center Rentals	700.00	700.00	700.00	0.00	150.00	550.00	21.43 %
01-362-200	Donald Bronson Community Center Renta	6,100.00	5,500.00	5,500.00	0.00	1,050.00	4,450.00	19.09 %
01-365-100	Sales of Surplus Property	219.60	0.00	0.00	0.00	0.00	0.00	0.00 %
01-366-101	Private Donations - Christmas	1,925.00	1,775.00	1,775.00	0.00	2,000.00	(225.00)	112.68 %
01-366-102	Private Donations - Halloween	1,855.00	1,605.00	1,605.00	0.00	0.00	1,605.00	0.00 %
01-366-110	Private Donations - Library	76.75	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-100	Misc. Income	633.19	100.00	100.00	0.00	264.29	(164.29)	264.29 %
01-369-101	Misc Income - Copies and Faxes	4.00	0.00	0.00	0.00	2.00	(2.00)	0.00 %
01-369-102	Misc Income - Collection Allowance	12,232.73	5,000.00	5,000.00	1,769.10	3,759.92	1,240.08	75.20 %
01-369-120	Misc Income - Christmas	300.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-130	Misc Income - Halloween	60.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-400	Insurance Proceeds	2,155.40	1,500.00	1,500.00	1,451.00	1,451.00	49.00	96.73 %
01-369-500	Refund of State Gas Tax	894.41	0.00	0.00	0.00	122.26	(122.26)	0.00 %
01-381-400	Transfer From Enterprise Fund	25,000.00	155,000.00	155,000.00	0.00	0.00	155,000.00	0.00 %
DEPARTMENT TOTALS		2,945,806.05	3,364,144.00	3,364,144.00	183,208.20	1,650,495.65	1,713,648.35	49.06 %

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G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	11,100.00	10,800.00	10,800.00	900.00	3,600.00	7,200.00	33.33 %
01-511-160	Bonuses and Gift Certificates - Legis	2,707.11	2,500.00	2,500.00	0.00	2,707.10	(207.10)	108.28 %
01-511-210	Fica Taxes - Legislative	1,056.26	1,245.00	1,245.00	68.83	482.50	762.50	38.76 %
01-511-240	Worker's Compensation - Legislati	13.61	20.00	20.00	0.00	12.67	7.33	63.35 %
01-511-400	Travel and Training - Legislative	100.00	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
01-511-470	Printing and Reproduction - Legislati	135.66	300.00	300.00	0.00	0.00	300.00	0.00 %
01-511-480	Promo Activities & Legal Ads - Legisl	1,910.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-511-490	Other Current Charges - Legislative	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-511-510	Office Supplies - Legislative	53.44	500.00	500.00	0.00	0.00	500.00	0.00 %
01-511-520	Operating Supplies - Legislative	114.56	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-511-540	Books, Pub., Sub., & Memberships - Le	3,322.00	4,000.00	4,000.00	0.00	3,484.00	516.00	87.10 %
DEPARTMENT TOTAL		20,512.64	29,365.00	29,365.00	968.83	10,286.27	19,078.73	35.03 %
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	160,677.32	174,425.00	174,425.00	13,416.00	68,421.62	106,003.38	39.23 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	2,030.82	2,769.18	42.31 %
01-512-160	Bonuses and Gift Certificates - Execu	25,663.26	26,500.00	26,500.00	0.00	28,695.18	(2,195.18)	108.28 %
01-512-210	Fica Taxes - Executive	14,289.21	18,101.00	18,101.00	1,037.02	7,865.74	10,235.26	43.45 %
01-512-220	Retirement Contribution - Executive	32,263.61	37,616.00	37,616.00	2,893.28	15,823.39	21,792.61	42.07 %
01-512-230	Life & Health Insurance - Executive	18,819.54	19,078.00	19,078.00	1,589.82	7,949.10	11,128.90	41.67 %
01-512-240	Worker's Compensation - Executive	175.49	296.00	296.00	0.00	204.60	91.40	69.12 %
01-512-310	Professional Services - Executive	44.36	0.00	0.00	0.00	0.00	0.00	0.00 %
01-512-400	Travel and Training - Executive	742.22	9,000.00	9,000.00	0.00	150.00	8,850.00	1.67 %
01-512-410	Communication Services - Executive	990.82	1,400.00	1,400.00	110.32	549.20	850.80	39.23 %
01-512-460	Repairs and Maintenance - Executive	50.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-512-470	Printing and Reproduction - Executive	133.50	5,000.00	5,000.00	0.00	1,175.00	3,825.00	23.50 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-512-490	Other Current Charges - Executive	96.86	1,500.00	1,500.00	0.00	1,338.04	161.96	89.20 %
01-512-492	Recording & Other Fees - City Clerk	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-512-510	Office Supplies - Executive	243.54	2,000.00	2,000.00	167.08	350.60	1,649.40	17.53 %
01-512-520	Operating Supplies - Executive	2,085.11	3,000.00	3,000.00	0.00	71.99	2,928.01	2.40 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	806.14	3,000.00	3,000.00	0.00	709.91	2,290.09	23.66 %

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G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
DEPARTMENT TOTAL		261,881.10	308,716.00	308,716.00	19,582.76	135,335.19	173,380.81	43.84 %
=====								
CITY CLERK								
01-513-470	Printing and Reproduction - City Cler	3,389.76	0.00	0.00	0.00	0.00	0.00	0.00 %
01-513-510	Office Supplies - City Clerk	348.42	0.00	0.00	0.00	0.00	0.00	0.00 %
01-513-520	Operating Supplies - City Clerk	213.96	0.00	0.00	0.00	0.00	0.00	0.00 %
01-513-540	Books, Pub., Sub., & Memberships - Ci	260.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		4,212.14	0.00	0.00	0.00	0.00	0.00	0.00 %
=====								
LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	66,730.35	65,000.00	65,000.00	0.00	23,022.88	41,977.12	35.42 %
01-514-480	Promo Activities & Legal Ads - Legal	7,622.23	12,000.00	12,000.00	0.00	1,351.17	10,648.83	11.26 %
DEPARTMENT TOTAL		74,352.58	77,000.00	77,000.00	0.00	24,374.05	52,625.95	31.65 %
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COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	25,000.00	32,000.00	32,000.00	0.00	12,500.00	19,500.00	39.06 %
DEPARTMENT TOTAL		25,000.00	32,000.00	32,000.00	0.00	12,500.00	19,500.00	39.06 %
=====								
FINANCE AND ACCOUNTING								
01-516-120	Regular Salary - Wages - Fin & Acctng	87,674.55	95,468.00	95,468.00	7,360.23	37,546.81	57,921.19	39.33 %
01-516-140	Overtime - Fin & Acctng	203.11	544.00	544.00	0.00	0.00	544.00	0.00 %
01-516-210	Fica Taxes - Fin & Acctng	6,275.67	7,345.00	7,345.00	479.53	2,627.50	4,717.50	35.77 %
01-516-220	Retirement Contribution - Fin & Acctn	7,720.49	9,601.00	9,601.00	736.02	4,035.27	5,565.73	42.03 %
01-516-230	Life & Health Insurance - Fin & Acctn	18,531.78	18,802.00	18,802.00	1,557.79	7,821.15	10,980.85	41.60 %

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G/L		2020	2021	2021	2021	2021	2021	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
01-516-240	Worker's Compensation - Fin & Acc	109.94	163.00	163.00	0.00	112.62	50.38	69.09 %
01-516-310	Professional Services - Fin & Acctng	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-516-400	Travel and Training - Fin & Acctng	877.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	782.31	800.00	800.00	66.66	332.10	467.90	41.51 %
01-516-510	Office Supplies - Fin & Acctng	2,182.43	1,300.00	1,300.00	15.53	643.74	656.26	49.52 %
01-516-520	Operating Supplies - Fin & Acctng	1,352.75	2,000.00	2,000.00	53.86	156.85	1,843.15	7.84 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	229.88	450.00	450.00	0.00	0.00	450.00	0.00 %
DEPARTMENT TOTAL		125,939.91	140,473.00	140,473.00	10,269.62	53,276.04	87,196.96	37.93 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	76,806.16	79,394.00	79,394.00	6,539.12	32,736.55	46,657.45	41.23 %
01-517-720	Interest - CB&T Debt Service Pmts	43,004.36	40,417.00	40,417.00	3,445.09	17,184.50	23,232.50	42.52 %
DEPARTMENT TOTAL		119,810.52	119,811.00	119,811.00	9,984.21	49,921.05	69,889.95	41.67 %
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	101,297.00	103,323.00	103,323.00	0.00	51,661.50	51,661.50	50.00 %
01-521-310	Professional Services - Law Enf	27,896.00	29,000.00	29,000.00	1,088.00	10,928.00	18,072.00	37.68 %
01-521-460	Repairs and Maintenance - Law Enf	3,099.00	500.00	500.00	0.00	0.00	500.00	0.00 %
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	100.00	100.00	0.00	0.00	100.00	0.00 %
DEPARTMENT TOTAL		132,292.00	133,023.00	133,023.00	1,088.00	62,589.50	70,433.50	47.05 %
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	88,576.24	97,944.00	97,944.00	7,534.40	38,480.04	59,463.96	39.29 %
01-524-140	Overtime - Bldg & Zoning	266.82	504.00	504.00	0.00	0.00	504.00	0.00 %
01-524-210	Fica Taxes - Bldg & Zoning	6,539.89	7,531.00	7,531.00	562.33	3,085.98	4,445.02	40.98 %
01-524-220	Retirement Contribution - Bldg & Zoni	7,817.79	6,300.00	6,300.00	753.44	4,135.02	2,164.98	65.64 %

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G/L		2020	2021	2021	2021	2021	2021	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
01-524-230	Life & Health Insurance - Bldg & Zoni	18,575.10	18,833.00	18,833.00	1,569.45	7,847.25	10,985.75	41.67 %
01-524-240	Worker's Compensation - Bldg & Zo	977.40	1,705.00	1,705.00	0.00	1,176.15	528.85	68.98 %
01-524-310	Professional Services - Bldg & Zoning	120,682.28	100,900.00	100,900.00	0.00	44,325.27	56,574.73	43.93 %
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	50.00	450.00	10.00 %
01-524-480	Promo Activities & Legal Ads - Bldg &	432.20	0.00	0.00	0.00	0.00	0.00	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	495.17	200.00	200.00	0.00	156.21	1.01	78.11 %
01-524-520	Operating Supplies - Bldg & Zoning	458.99	100.00	100.00	0.00	0.00	100.00	0.00 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	179.88	120.00	120.00	0.00	59.96	60.04	49.97 %
DEPARTMENT TOTAL		245,001.76	235,637.00	235,637.00	10,419.62	99,315.88	136,278.34	42.15 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	25,009.34	26,208.00	26,208.00	1,986.00	10,073.99	16,134.01	38.44 %
01-529-210	Fica Taxes - Code Enf	1,835.11	2,005.00	2,005.00	147.83	810.02	1,194.98	40.40 %
01-529-220	Retirement Contribution - Code Enf	2,192.28	2,621.00	2,621.00	198.60	1,088.24	1,532.76	41.52 %
01-529-230	Life & Health Insurance - Code Enf	9,062.92	9,353.00	9,353.00	767.19	3,835.95	5,517.05	41.01 %
01-529-240	Worker's Compensation - Code Enf	403.08	684.00	684.00	0.00	471.98	212.02	69.00 %
01-529-310	Professional Services - Code Enf	5,500.00	6,900.00	6,900.00	500.00	3,000.00	3,900.00	43.48 %
01-529-400	Travel and Training - Code Enf	274.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-529-410	Communication Services - Code Enf	682.78	795.00	795.00	56.66	282.10	512.90	35.48 %
01-529-470	Printing and Reproduction - Code Enf	219.69	250.00	250.00	0.00	0.00	250.00	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	169.81	200.00	200.00	8.04	69.48	130.52	34.74 %
01-529-520	Operating Supplies - Code Enf	361.24	100.00	100.00	0.00	0.00	100.00	0.00 %
01-529-540	Books, Pub., Sub., & Memberships - Co	115.00	100.00	100.00	0.00	85.00	15.00	85.00 %
DEPARTMENT TOTAL		45,825.25	50,116.00	50,116.00	3,664.32	19,716.76	30,399.24	39.34 %
REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	178,562.00	190,864.00	190,864.00	15,956.96	61,694.14	129,169.86	32.32 %
01-534-342	Refuse Disposal - Commercial - Refuse	86,505.46	86,687.00	86,687.00	0.00	38,675.73	48,011.27	44.62 %

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G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
DEPARTMENT TOTAL		265,067.46	277,551.00	277,551.00	15,956.96	100,369.87	177,181.13	36.16 %
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	438.00	1,000.00	1,000.00	0.00	914.99	85.01	91.50 %
01-538-460	Repairs and Maintenance - Stormwater	16,095.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
01-538-492	Recording & Other Fees - Stormwater	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-538-540	Books, Pub., Sub., & Memberships - St	500.00	500.00	500.00	0.00	100.00	400.00	20.00 %
DEPARTMENT TOTAL		17,033.00	57,000.00	57,000.00	0.00	1,014.99	55,985.01	1.78 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't Bld.	20,228.36	8,000.00	8,000.00	0.00	3,573.72	4,426.28	44.67 %
01-539-312	Professional Services - Other - Gen G	1,777.23	5,000.00	5,000.00	0.00	475.84	4,524.16	9.52 %
01-539-411	City Hall - Communication - Gen Gov't.	13,423.73	15,100.00	15,100.00	20.61	5,837.30	9,262.70	38.66 %
01-539-413	Public Works - Communication - Gen Go	2,403.28	2,000.00	2,000.00	0.00	1,049.29	950.71	52.46 %
01-539-414	Community Center-Communication-Gen Go	1,849.55	2,000.00	2,000.00	0.00	772.76	1,227.24	38.64 %
01-539-431	City Hall - Utilities - Gen Gov't Bld.	17,338.13	21,000.00	21,000.00	647.23	4,872.80	16,127.20	23.20 %
01-539-432	Activity Center - Utilities - Gen Gov	2,212.32	4,000.00	4,000.00	51.85	534.15	3,465.85	13.35 %
01-539-433	Public Works - Utilities - Gen Gov't.	2,802.04	3,000.00	3,000.00	23.78	678.39	2,321.61	22.61 %
01-539-434	Community Center-Utilities-Gen Gov't.	5,549.72	5,500.00	5,500.00	62.73	1,368.27	4,131.73	24.88 %
01-539-440	Rentals and Leases - Gen Gov't Bldgs	7,679.18	8,500.00	8,500.00	501.24	3,631.44	4,868.56	42.72 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	31,955.15	12,000.00	12,000.00	250.99	9,175.98	2,824.02	76.47 %
01-539-462	Activity Center - Repairs & Maint - G	2,029.91	10,000.00	10,000.00	0.00	1,748.65	8,251.35	17.49 %
01-539-463	Public Works I - Repairs & Maint - Ge	3,151.94	7,000.00	7,000.00	0.00	1,059.69	5,940.31	15.14 %
01-539-464	Community Center-Repairs & Maint-Gen	14,108.14	8,000.00	8,000.00	30.30	889.02	7,110.98	11.11 %
01-539-466	Public Works/Utilities Oper - Repairs	4,309.22	5,000.00	5,000.00	0.00	561.23	4,438.77	11.22 %
01-539-490	Other Current Charges - Gen Gov't Bld.	0.00	2,000.00	2,000.00	0.00	92.50	1,907.50	4.63 %
01-539-521	City Hall - Operating Supplies - Gen	5,008.68	6,000.00	6,000.00	366.86	2,198.86	3,801.14	36.65 %
01-539-522	Activity Center - Operating Supplies	1,071.74	1,000.00	1,000.00	23.49	266.99	733.01	26.70 %
01-539-523	Public Works - Operating Supplies - G	9.59	1,500.00	1,500.00	0.00	7.82	1,492.18	0.52 %

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ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
01-539-524	Community Center-Operating Supplies-G	1,469.91	1,400.00	1,400.00	48.99	669.48	730.52	47.82 %
01-539-526	Public Works/Utilities Oper - Operati	134.53	1,500.00	1,500.00	0.00	29.24	1,470.76	1.95 %
01-539-631	City Hall - Improv. O/T Bldgs - Gen G	0.00	0.00	0.00	0.00	15,285.00	(15,285.00)	0.00 %
01-539-634	Community Center - Improv. O/T Bldgs	1,638.55	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-643	Public Works - Mach. & Equipment - Ge	9,316.77	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		149,467.67	129,500.00	129,500.00	2,028.07	54,778.42	74,721.58	42.30 %
ROADS AND STREETS								
01-541-120	Regular Salary - Wages - Roads & Stre	179,747.09	236,128.00	236,128.00	18,158.00	91,853.89	144,274.11	38.90 %
01-541-140	Overtime - Roads & Streets	1,389.16	4,562.00	4,562.00	53.55	486.29	4,075.71	10.66 %
01-541-210	Fica Taxes - Roads & Streets	13,420.86	18,413.00	18,413.00	1,367.43	7,451.87	10,961.13	40.47 %
01-541-220	Retirement Contribution - Roads & Str	15,867.43	24,069.00	24,069.00	1,821.16	9,919.57	14,149.43	41.21 %
01-541-230	Life & Health Insurance - Roads & Str	40,249.29	51,748.00	51,748.00	4,317.52	21,587.60	30,160.40	41.72 %
01-541-240	Workers's Compensation - Roads & S	12,386.28	22,082.00	22,082.00	0.00	16,638.24	5,443.76	75.35 %
01-541-310	Professional Services - Roads & Stree	124.20	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
01-541-311	Engineering Services - Roads & Street	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-541-400	Travel and Training - Roads & Streets	73.50	1,000.00	1,000.00	0.00	644.00	356.00	64.40 %
01-541-410	Communication Services - Roads & Stre	2,138.42	3,500.00	3,500.00	296.86	1,320.13	2,179.87	37.72 %
01-541-430	Utilities - Roads & Streets	32,357.33	30,000.00	30,000.00	1,517.01	10,861.10	19,138.90	36.20 %
01-541-460	Repairs and Maintenance - Roads & Str	7,171.38	15,000.00	15,000.00	0.00	147.45	14,852.55	0.98 %
01-541-461	Repairs & Maintenance-Equipment - Roa	12,064.04	8,000.00	8,000.00	498.06	3,295.45	4,704.55	41.19 %
01-541-464	Vehicle Fuel - Roads & Streets	5,538.88	8,000.00	8,000.00	0.00	2,623.97	5,376.03	32.80 %
01-541-465	Vehicle Maintenance - Roads & Streets	7,644.28	10,000.00	10,000.00	713.27	3,092.31	6,907.69	30.92 %
01-541-466	Public Works/Utilities Facility - Rep	939.73	6,000.00	6,000.00	0.00	985.03	5,014.97	16.42 %
01-541-493	Equipment Rental - Roads & Streets	0.00	2,000.00	2,000.00	0.00	300.00	1,700.00	15.00 %
01-541-510	Office Supplies - Roads & Streets	800.68	1,000.00	1,000.00	0.00	265.20	93.10	26.52 %
01-541-520	Operating Supplies - Roads & Streets	14,268.99	10,000.00	10,000.00	28.32	5,371.48	4,628.52	53.71 %
01-541-524	Chemicals - Roads & Streets	0.00	1,000.00	1,000.00	0.00	240.94	759.06	24.09 %
01-541-530	Road Materials & Supplies - Roads & S	4,250.57	9,000.00	9,000.00	0.00	1,572.72	7,427.28	17.47 %
01-541-531	Landscape Materials & Supplies - Road	5,342.45	5,000.00	5,000.00	0.00	1,505.21	3,494.79	30.10 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	312.72	500.00	500.00	0.00	59.96	440.04	11.99 %
01-541-620	Buildings - Roads & Streets	0.00	5,000.00	5,000.00	0.00	4,875.66	124.34	97.51 %
01-541-630	Improvements Other than Building - Ro	146,736.90	650,000.00	650,000.00	0.00	0.00	650,000.00	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	62,009.62	31,000.00	31,000.00	0.00	0.00	7,522.95	0.00 %

POLK CITY
FEBRUARY 2021 MONTHLY FINANCIALS

General Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2021 / 2

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
DEPARTMENT TOTAL		564,833.80	1,159,002.00	1,159,002.00	28,771.18	185,098.07	949,785.18	15.97 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	73,448.52	96,106.00	96,106.00	2,520.00	26,594.47	69,511.53	27.67 %
01-571-140	Overtime - Library	904.94	1,124.00	1,124.00	0.00	0.00	1,124.00	0.00 %
01-571-210	Fica Taxes - Library	5,382.52	7,438.00	7,438.00	184.27	2,135.75	5,302.25	28.71 %
01-571-220	Retirement Contribution - Library	6,531.91	9,723.00	9,723.00	252.00	2,887.75	6,835.25	29.70 %
01-571-230	Life & Health Insurance - Library	18,490.03	18,730.00	18,730.00	(772.04)	5,471.20	13,258.80	29.21 %
01-571-240	Worker's Compensation - Library	105.04	165.00	165.00	0.00	113.22	51.78	68.62 %
01-571-310	Professional Services - Library	3,677.85	2,325.00	2,325.00	0.00	136.56	2,188.44	5.87 %
01-571-312	Professional Services - Other - Libra	95.00	3,000.00	3,000.00	0.00	882.00	2,118.00	29.40 %
01-571-400	Travel and Training - Library	0.00	700.00	700.00	0.00	0.00	700.00	0.00 %
01-571-410	Communication Services - Library	4,110.59	6,500.00	6,500.00	0.00	1,072.76	5,427.24	16.50 %
01-571-420	Education Reimbursement - Library	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-571-430	Utilities - Library	3,636.41	5,000.00	5,000.00	82.42	850.62	4,149.38	17.01 %
01-571-460	Repairs and Maintenance - Library	2,578.63	4,100.00	4,100.00	132.55	1,469.92	2,630.08	35.85 %
01-571-480	Promo Activities & Legal Ads - Librar	386.42	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-571-490	Other Current Charges - Library	42.79	0.00	0.00	0.00	0.00	0.00	0.00 %
01-571-510	Office Supplies - Library	495.06	1,500.00	1,500.00	5.41	86.92	1,413.08	5.79 %
01-571-520	Operating Supplies - Library	9,447.12	9,000.00	9,000.00	21.12	473.27	8,526.73	5.26 %
01-571-540	Books, Pub., Sub., & Memberships - Li	944.51	1,200.00	1,200.00	0.00	49.00	1,151.00	4.08 %
01-571-620	Buildings - Library	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-571-630	Improvements Other than Building - Li	12,510.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-571-660	Books, Pub. & Library Materials - Libr	16,431.77	18,000.00	18,000.00	258.28	4,281.79	13,718.21	23.79 %
DEPARTMENT TOTAL		159,219.11	201,611.00	201,611.00	2,684.01	46,505.23	155,105.77	23.07 %
PARKS								
01-572-310	Professional Services - Parks	10,114.07	0.00	0.00	0.00	0.00	0.00	0.00 %
01-572-430	Utilities - Parks	10,430.39	15,000.00	15,000.00	175.89	6,812.11	8,187.89	45.41 %
01-572-460	Repairs and Maintenance - Parks	24,926.76	15,000.00	15,000.00	0.00	8,567.06	6,432.94	57.11 %
01-572-490	Other Current Charges - Parks	0.00	0.00	0.00	0.00	305.79	(305.79)	0.00 %
01-572-493	Equipment Rental - Parks	630.42	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %

POLK CITY
FEBRUARY 2021 MONTHLY FINANCIALS

General Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2021 / 2

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
01-572-520	Operating Supplies - Parks	2,260.20	2,000.00	2,000.00	0.00	492.36	1,507.64	24.62 %
01-572-630	Improvements Other than Building - Pa	2,732.23	10,000.00	10,000.00	0.00	1,051.83	8,948.17	10.52 %
DEPARTMENT TOTAL		51,094.07	44,000.00	44,000.00	175.89	17,229.15	26,770.85	39.16 %
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	560.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-574-440	Rentals and Leases - Spec Events	3,387.40	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-574-470	Printing and Reproduction - Spec Even	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	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	145.58	1,000.00	2,305.79	0.00	2,000.00	305.79	200.00 %
01-574-520	Operating Supplies - Spec Events	9,010.97	10,000.00	8,694.21	0.00	71.30	8,622.91	0.71 %
DEPARTMENT TOTAL		13,103.95	17,000.00	17,000.00	0.00	2,071.30	14,928.70	12.18 %
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	8,984.34	20,000.00	20,000.00	739.99	2,971.24	17,028.76	14.86 %
01-590-311	Engineering Services - Non-Dept	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-590-312	Professional Services - Other - Non-D	9,810.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
01-590-315	Inmate Labor - GF Non - Dept	13,133.53	28,749.00	28,749.00	0.00	7,187.13	21,561.87	25.00 %
01-590-320	Accounting and Auditing - Non-Dept	14,502.40	17,000.00	17,000.00	0.00	5,115.41	11,884.59	30.09 %
01-590-450	Liability Insurance - Non-Dept	46,712.00	63,000.00	63,000.00	12,521.50	57,791.00	5,209.00	91.73 %
01-590-464	Vehicle Fuel - Non- Departmental	266.36	500.00	500.00	0.00	77.33	422.67	15.47 %
01-590-465	Vehicle Maintenance - Non-Departmenta	122.50	500.00	500.00	0.00	92.98	407.02	18.60 %
01-590-510	Office Supplies - Non-Departmental	713.26	2,000.00	2,000.00	0.00	209.93	1,790.07	10.50 %
01-590-520	Operating Supplies - Non-Dept	1,017.88	3,000.00	3,000.00	0.00	1,514.26	1,485.74	50.48 %
01-590-521	Emergencies & Contingencies - Operati	3,832.79	10,000.00	10,000.00	0.00	525.45	9,474.55	5.25 %
01-590-525	Uniforms - Non Dept	704.57	2,000.00	2,000.00	248.30	974.91	1,025.09	48.75 %
01-590-528	Postage - Non-Dept	226.45	1,000.00	1,000.00	0.00	3,147.85	(2,147.85)	314.79 %
01-590-540	Books, Pub., Sub., & Memberships -NON	2,725.00	3,000.00	3,000.00	0.00	2,770.55	229.45	92.35 %
01-590-930	Transfer - Police Public Safety Impac	0.00	1,290.00	1,290.00	0.00	0.00	1,290.00	0.00 %
01-590-931	Transfer to Fire Public Safety Impact	0.00	690.00	690.00	0.00	0.00	690.00	0.00 %
01-590-932	Transfer - Parks & Rec Impact Reserve	0.00	20,803.00	20,803.00	0.00	0.00	20,803.00	0.00 %

POLK CITY
 FEBRUARY 2021 MONTHLY FINANCIALS

General Fund Expenditures
 41.66 % Yr Complete For Fiscal Year: 2021 / 2

G/L		2020	2021	2021	2021	2021	2021	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
01-590-933	Transfer -Public Facility Impact Rese	0.00	34,960.00	34,960.00	0.00	0.00	34,960.00	0.00 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	49,700.00	49,700.00	0.00	0.00	49,700.00	0.00 %
01-590-950	Transfer to Rstr Streets Paving-Non-D	0.00	52,957.00	52,957.00	0.00	0.00	52,957.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	350.00	3,500.00	3,500.00	0.00	350.00	3,150.00	10.00 %
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	7.50	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-996	Bad Debt - Non-Dept	8,722.63	10,000.00	10,000.00	0.00	1,473.69	8,526.31	14.74 %
01-590-999	Other - Non-Operating Charges - Non-D	10,487.14	12,190.00	12,190.00	0.00	3,937.88	8,252.12	32.30 %
DEPARTMENT TOTAL		122,318.35	352,339.00	352,339.00	13,509.79	88,139.61	264,199.39	25.02 %
General Fund Revenues Total		3,912,520.21	3,364,144.00	3,364,144.00	183,208.20	1,650,495.65	1,713,648.35	50.94%
General Fund Expenditures Total		-2,395,244.42	-3,364,144.00	-3,364,144.00	-119,103.26	-962,521.38	-2,377,461.09	70.67%
Total Revenue vs. Expenditures		1,517,275.79	0.00	0.00	64,104.94	687,974.27	-663,812.74	

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2021 thru Fiscal Month: Feb, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	1,955,672.49	
05-101-710	Cash - Enterprise Fund Capital Imprvmnts	52,898.45	
05-101-800	Cash - Sewer Impact Fee Account	1,996,422.04	
05-101-900	Cash - Water Impact Fee Account	517,566.30	
05-101-913	DEP Loan - Sinking Fund	72,586.70	
05-101-915	Tax Exempt Leasing - Sinking Fund	33,270.19	
05-101-916	US Bank - Sink Fund	332,047.94	
05-101-917	US Bank - Renewal & Replacement Series	18,844.38	
05-101-918	DEP Loan WW531400 - Sink Fund	820.89	
05-101-919	DEP Loan WW531402 - Sink Fund	23,858.20	
05-101-920	Cash - Customer Deposits	363,332.00	
05-115-100	Accounts Receivable - Utilities	17,341.49-	
05-115-130	Accounts Receivable - Readiness to Serve	86,706.08	
05-117-200	Allowance for Uncollectible A/R	68,835.67-	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	34,491.40	
05-159-100	Deferred Outflows - Related to Pension	101,024.77	
05-159-200	Deferred Outflows - Loss on Refunding	747,878.23	
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	2,762,913.00	
05-164-100	Utility Plant in Service	14,600,307.00	
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	576,579.48	
05-167-900	Accumulated Depreciation - Equipment	4,316,835.07-	
05-169-900	CIP - Construction Costs	20,211.25	
	** TOTAL ASSET**		19,901,740.60
05-202-100	Accounts Payable	350.22	
05-202-900	Customer Deposits	339,086.40	
05-203-100	Accumulated Interest Payable	52,246.31	
05-203-600	SRF Loan WW51201P	1,934,354.67	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	33,938.94	
05-203-615	SRF Loan WW531402/SG531403	2,103,111.00	
05-203-710	US Bank 2017 Bond Note	7,935,000.00	
05-203-750	Tax Exempt Leasing Loan	22,847.48	
05-203-910	Unamortized Bond Premiums - US Bank	556,556.27	
05-208-305	Taxes Payable	3,837.02-	
05-225-100	Deferred Inflows - Related to Pension	4,361.28	
05-234-100	L-T-D - Current Portion	1,446,296.61	
05-234-901	Less: Current Portion of LTD	1,446,296.61-	
05-235-900	Net Pension Liability	237,687.81	
	** TOTAL LIABILITY**		13,215,703.36
05-243-100	Encumbrances Placed	99,402.30	
05-245-100	Reserved for Encumbrances	99,402.30-	
	** 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	4,961,592.35	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2021 thru Fiscal Month: Feb, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
	** TOTAL EQUITY**		6,321,303.54
	** TOTAL REVENUE**		1,037,483.58
	** TOTAL EXPENSE**		672,749.88
	TOTAL LIABILITY AND EQUITY		19,901,740.60

POLK CITY
 FEBRUARY 2021 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE
 41.66 % Yr Complete For Fiscal Year: 2021 / 2

G/L		2020	2021	ADJ	2021	2021	2021	PERCENTAGE
ACCOUNT	DESCRIPTION	PRIOR YR REVENUE	ANTICIPATED REVENUE	ANTICIPATED	CURRENT REVENUE	YTD REVENUE	(EXCESS)/DEFICIT	REALIZED
05-314-301	RTS - City 10% UTY T	1,956.96	0.00	0.00	135.03	131.61	(131.61)	0.00 %
05-324-210	Water Impact Fees	148,495.00	34,940.00	34,940.00	0.00	54,157.00	(19,217.00)	155.00 %
05-324-220	Sewer Impact Fees	353,200.00	88,300.00	88,300.00	0.00	123,620.00	(35,320.00)	140.00 %
05-325-111	Connection Fees - Water - Cash Basis	71,340.00	17,400.00	17,400.00	0.00	25,230.00	(7,830.00)	145.00 %
05-325-112	Connection Fees - Water - Accrual Bas	3,840.44	0.00	0.00	0.00	0.00	0.00	0.00 %
05-325-210	Readiness to Serve Charge - Sewer	25,570.56	0.00	0.00	1,276.80	1,276.80	(1,276.80)	0.00 %
05-325-211	Readiness to Serve Charge - Water	19,568.05	0.00	0.00	1,350.11	1,315.93	(1,315.93)	0.00 %
05-329-200	Other Lic./Fees/Permits	4,862.64	1,300.00	1,300.00	102.96	559.80	740.20	43.06 %
05-340-300	Water Utility Revenue	1,276,748.86	1,423,995.00	1,423,995.00	98,873.21	404,813.29	1,019,181.71	28.43 %
05-340-500	Sewer Utility Revenue	1,191,404.65	1,331,832.00	1,331,832.00	104,871.72	407,398.65	924,433.35	30.59 %
05-359-100	Other Fines and/or Forfeitures	25,430.00	21,140.00	21,140.00	1,375.00	6,325.00	14,815.00	29.92 %
05-359-200	Non Sufficient Funds	1,140.00	1,206.00	1,206.00	115.00	555.00	651.00	46.02 %
05-359-300	Late Fees	18,994.50	30,000.00	30,000.00	2,709.00	12,130.50	17,869.50	40.44 %
05-369-100	Misc. Income	3,901.05	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-111	Cash Drawer Overage	20.00	0.00	0.00	0.00	(30.00)	30.00	0.00 %
05-369-112	Cash Drawer Overage - Bank Rec	142.30	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-400	Insurance Proceeds	5,681.63	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTALS		3,152,296.64	2,950,113.00	2,950,113.00	210,808.83	1,037,483.58	1,912,629.42	35.17 %

POLK CITY
FEBRUARY 2021 MONTHLY FINANCIALS

Enterprise Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2021 / 2

G/L		2020	2021	2021	2021	2021	2021	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
	Water							
05-533-120	Regular Salary - Wages - Water Oper	169,222.22	255,102.00	255,102.00	16,907.30	71,515.02	183,586.98	28.03 %
05-533-140	Overtime - Water Oper	3,992.69	7,539.00	7,539.00	300.74	2,145.05	5,393.95	28.45 %
05-533-210	Fica Taxes - Water Oper	12,804.84	20,092.00	20,092.00	1,282.04	5,850.47	14,241.53	29.12 %
05-533-220	Retirement Contribution - Water Oper	30,140.35	25,583.00	25,583.00	1,720.81	8,604.60	16,978.40	33.63 %
05-533-230	Life & Health Insurance - Water Oper	42,411.53	56,218.00	56,218.00	3,912.32	17,997.32	38,220.68	32.01 %
05-533-240	Worker's Compensation - Water Ope	6,304.58	6,036.00	6,036.00	0.00	2,910.39	3,125.61	48.22 %
05-533-310	Professional Services - Water Oper	49,998.51	20,000.00	20,000.00	228.00	4,133.15	15,866.85	20.67 %
05-533-311	Engineering Services - Water Oper	17,239.54	30,000.00	30,000.00	589.00	5,732.84	24,267.16	19.11 %
05-533-312	Professional Services - Other - Water	2,810.93	20,000.00	20,000.00	0.00	556.73	19,443.27	2.78 %
05-533-313	Professional Services - Polk Regional	3,781.42	0.00	23,000.00	0.00	1,859.40	21,140.60	0.00 %
05-533-400	Travel and Training - Water Oper	1,180.06	500.00	500.00	0.00	360.00	140.00	72.00 %
05-533-410	Communication Services - Water Oper	3,905.95	3,500.00	3,500.00	235.49	2,324.72	1,175.28	66.42 %
05-533-430	Utilities - PW/Utilities Facility Wat	1,453.33	0.00	1,500.00	25.38	539.84	960.16	0.00 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	4,303.94	6,900.00	6,900.00	150.58	1,012.09	5,887.91	14.67 %
05-533-432	Commonwealth WTP - Utilities - Water	393.06	4,620.00	4,620.00	908.00	2,415.70	2,204.30	52.29 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	24,860.27	12,000.00	12,000.00	170.54	2,080.00	9,920.00	17.33 %
05-533-460	Repairs and Maintenance - Water Oper	43,799.35	40,000.00	44,945.00	7,727.13	22,272.46	22,672.54	55.68 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	19,381.71	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-533-462	Commonwealth WTP - Repairs and Maint	3,048.35	10,000.00	10,000.00	0.00	3.90	9,996.10	0.04 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	4,156.25	10,000.00	10,000.00	0.00	34,205.59	(24,205.59)	342.06 %
05-533-464	Vehicle Fuel - Water Oper	8,762.33	7,000.00	7,000.00	0.00	2,913.19	4,086.81	41.62 %
05-533-465	Vehicle Maintenance - Water Oper	6,670.90	8,000.00	8,000.00	0.00	1,241.12	6,758.88	15.51 %
05-533-466	Public Works/Utilities Facility - Rep	1,191.18	0.00	0.00	0.00	2.99	(2.99)	0.00 %
05-533-470	Printing and Reproduction - Water Ope	567.50	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-492	Recording & Other Fees - Water Oper	3,300.00	0.00	0.00	0.00	140.00	(140.00)	0.00 %
05-533-493	Equipment Rental - Water Oper	218.38	4,300.00	4,300.00	0.00	0.00	4,300.00	0.00 %
05-533-510	Office Supplies - Water Oper	454.00	1,000.00	1,000.00	14.90	124.17	875.83	12.42 %
05-533-520	Operating Supplies - Water Oper	17,319.24	15,000.00	15,000.00	431.99	1,952.45	12,635.75	13.02 %
05-533-524	Chemicals - Water Oper	5,920.25	9,000.00	9,000.00	0.00	811.00	8,189.00	9.01 %
05-533-526	Meter Supplies - New Installs - Water	78,672.44	90,000.00	90,000.00	0.00	21,019.35	68,980.65	23.35 %
05-533-527	Meter Supplies - Repairs & Maintenanc	50,827.61	80,000.00	80,000.00	1,002.44	21,610.81	58,389.19	27.01 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	759.88	2,000.00	2,000.00	600.00	823.60	1,176.40	41.18 %
05-533-605	Depreciation Expense - Water Oper	125,386.03	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-630	Improvements Other than Building - Wa	0.00	0.00	5,000.00	0.00	2,437.84	2,562.16	0.00 %
05-533-640	Machinery & Equipment - Water Oper	0.00	0.00	0.00	0.00	529.85	(529.85)	0.00 %
05-533-641	Mt. Olive WTP - Machinery & Equipment	124,934.00	80,000.00	80,000.00	0.00	0.00	80,000.00	0.00 %
05-533-710	Principal - Water Oper	0.00	81,559.00	81,559.00	0.00	0.00	81,559.00	0.00 %

POLK CITY
FEBRUARY 2021 MONTHLY FINANCIALS

Enterprise Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2021 / 2

G/L	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
05-533-720	Interest - Water Oper	74,104.73	71,763.00	71,763.00	0.00	35,567.82	36,195.18	49.56 %
DEPARTMENT TOTAL		944,277.35	987,712.00	1,022,157.00	36,206.66	275,693.46	746,051.74	27.91 %
Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	101,693.80	109,923.00	109,923.00	8,604.80	39,954.28	69,968.72	36.35 %
05-535-140	Overtime - Sewer Oper	5,255.37	6,469.00	6,469.00	368.95	1,920.50	4,548.50	29.69 %
05-535-210	Fica Taxes - Sewer Oper	7,942.13	8,904.00	8,904.00	675.72	3,392.31	5,511.69	38.10 %
05-535-220	Retirement Contribution - Sewer Oper	18,330.59	11,563.00	11,563.00	897.37	4,952.57	6,610.43	42.83 %
05-535-230	Life & Health Insurance - Sewer Oper	23,213.93	23,383.00	23,383.00	1,961.41	9,807.05	13,575.95	41.94 %
05-535-240	Worker's Compensation - Sewer Oper	0.00	4,140.00	4,140.00	0.00	2,875.13	1,264.87	69.45 %
05-535-310	Professional Services - Sewer Oper	59,381.68	20,000.00	20,000.00	3,840.00	13,517.00	6,483.00	67.59 %
05-535-311	Engineering Services - Sewer Oper	9,435.75	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-535-312	Professional Services - Other - Sewer	583.32	0.00	0.00	0.00	95.83	(95.83)	0.00 %
05-535-400	Travel and Training - Sewer Oper	251.05	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-535-410	Communication Services - Sewer Oper	3,360.67	2,500.00	2,500.00	126.33	1,688.67	811.33	67.55 %
05-535-411	Cardinal Hill WWTP - Comm Srvc - Sew	131.70	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
05-535-412	Mt. Olive WWTP - Comm Srvc - Sewer O	2,222.70	2,500.00	2,500.00	0.00	998.00	1,502.00	39.92 %
05-535-430	Utilities - PW/Utilities Facility Sew	6,233.33	7,000.00	7,000.00	224.34	1,591.92	5,408.08	22.74 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	24,065.27	21,000.00	21,000.00	1,547.42	6,895.89	14,104.11	32.84 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,785.08	11,000.00	11,000.00	569.01	3,036.32	7,963.68	27.60 %
05-535-440	Rentals and Leases - Sewer Oper	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-535-460	Repairs and Maintenance - Sewer Oper	95,234.36	100,000.00	100,000.00	3,590.84	30,928.78	69,071.22	30.93 %
05-535-461	Cardinal Hill - Repairs and Maint - S	9,204.60	40,000.00	40,000.00	0.00	8,139.14	31,860.86	20.35 %
05-535-464	Vehicle Fuel - Sewer Oper	12,077.55	4,000.00	4,000.00	0.00	2,575.72	1,424.28	64.39 %
05-535-465	Vehicle Maintenance - Sewer Oper	8,286.85	10,000.00	10,000.00	393.13	837.48	9,162.52	8.37 %
05-535-466	Public Works/Utilities Facility - Rep	275.08	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-470	Printing and Reproduction - Sewer Ope	157.80	60.00	60.00	0.00	0.00	60.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	47.61	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	100.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
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	300.98	1,000.00	1,000.00	14.88	124.08	875.92	12.41 %
05-535-520	Operating Supplies - Sewer Oper	7,830.07	8,000.00	8,000.00	221.44	3,236.32	4,763.68	40.45 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	14,783.22	0.00	18,000.00	0.00	8,275.48	9,724.52	0.00 %
05-535-524	Chemicals - Sewer Oper	19,863.25	17,000.00	17,000.00	677.00	9,805.80	7,194.20	57.68 %
05-535-540	Books, Pub., Sub., & Memberships - Se	580.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %

POLK CITY
FEBRUARY 2021 MONTHLY FINANCIALS

Enterprise Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2021 / 2

G/L		2020	2021	2021	2021	2021	2021	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
05-535-605	Depreciation Expense - Sewer Oper	341,232.28	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-630	Improvements Other than Building - Se	0.00	15,000.00	20,000.00	0.00	2,437.84	17,562.16	16.25 %
05-535-640	Machinery & Equipment - Sewer Oper	0.00	92,682.00	99,520.34	0.00	529.84	0.00	0.57 %
05-535-641	Cardinal Hill - Mach & Equip - Sewer	0.00	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00 %
05-535-710	Principal - Sewer Oper	852.80	358,501.00	358,501.00	0.00	(852.80)	359,353.80	(0.24) %
05-535-712	Principal - DEP Effluent Disposal Loa	0.00	0.00	0.00	0.00	9,063.82	(9,063.82)	0.00 %
05-535-720	Interest - Sewer Oper	294,131.09	287,565.00	287,565.00	0.00	120,162.48	167,402.52	41.79 %
05-535-722	Interest - DEP Effluent Disposal Loan	5,078.00	0.00	0.00	0.00	19.75	(19.75)	0.00 %
05-535-730	Other Debt Service Costs - Sewer Oper	0.00	0.00	0.00	0.00	5,231.30	(5,231.30)	0.00 %
DEPARTMENT TOTAL		1,080,921.91	1,255,690.00	1,285,528.34	23,712.64	291,240.50	895,297.34	23.19 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	24,052.24	25,000.00	25,000.00	740.00	9,675.37	15,324.63	38.70 %
05-590-312	Professional Services - Other - Non-D	8,240.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-590-315	Inmate Labor - EF Non - Dept	13,133.51	28,749.00	28,749.00	0.00	7,187.12	21,561.88	25.00 %
05-590-320	Accounting and Auditing - Non-Dept	29,444.32	25,000.00	25,000.00	0.00	10,385.84	14,614.16	41.54 %
05-590-440	Rentals and Leases - Non-Dept	4,306.10	4,500.00	4,500.00	0.00	1,700.01	2,799.99	37.78 %
05-590-450	Liability Insurance - Non-Dept	46,712.00	63,000.00	63,000.00	12,521.50	57,791.00	5,209.00	91.73 %
05-590-510	Office Supplies - Non-Departmental	484.65	1,000.00	1,000.00	0.00	59.98	940.02	6.00 %
05-590-520	Operating Supplies - Non-Dept	230.50	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-521	Emergencies & Contingencies - Operati	14,921.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-590-525	Uniforms - Non Dept	1,604.90	4,500.00	4,500.00	274.09	773.90	3,726.10	17.20 %
05-590-528	Postage - Non-Dept	0.00	3,000.00	3,000.00	0.00	1,000.00	2,000.00	33.33 %
05-590-540	Books, Pub., Sub., & Memberships -NON	1,152.00	2,000.00	2,000.00	0.00	2,311.34	(311.34)	115.57 %
05-590-720	Interest - Bond 2017 Issue	(43,474.44)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	62,278.80	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	25,000.00	155,000.00	155,000.00	0.00	0.00	155,000.00	0.00 %
05-590-930	Transfer to Water Impact Fee Reserves	0.00	34,940.00	34,940.00	0.00	0.00	34,940.00	0.00 %
05-590-931	Transfer to Sewer Impact Fee Reserves	0.00	73,300.00	73,300.00	0.00	0.00	73,300.00	0.00 %
05-590-940	Reserves - Unrestricted Reserves NON-	0.00	244,722.00	180,438.66	0.00	0.00	180,438.66	0.00 %
05-590-992	Unemployment Claims - Non-Dept	946.40	2,000.00	2,000.00	0.00	1,324.96	675.04	66.25 %
05-590-994	Bank Fees - Non-Dept	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-590-996	Bad Debt - Non-Dept	42,197.08	0.00	0.00	0.00	12,866.55	(12,866.55)	0.00 %
05-590-999	Other - Non-Operating Charges - Non-D	770.79	6,000.00	6,000.00	0.00	287.66	5,712.34	4.79 %

POLK CITY
 FEBRUARY 2021 MONTHLY FINANCIALS

Enterprise Fund Expenditures
 41.66 % Yr Complete For Fiscal Year: 2021 / 2

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
	DEPARTMENT TOTAL	231,999.85	706,711.00	642,427.66	13,535.59	105,363.73	537,063.93	14.91 %
=====								
	Enterprise Fund Revenues Total	3,154,268.98	2,950,113.00	2,950,113.00	210,808.83	1,037,483.58	1,912,629.42	35.17%
	Enterprise Fund Expenditures Total	-2,209,168.96	-2,950,113.00	-2,950,113.00	-73,454.89	-672,297.69	-2,178,413.01	22.79%
	Total Revenue vs. Expenditures	945,100.02	0.00	0.00	137,353.94	365,185.89	-265,783.59	

Library Monthly Report

January 2021

Circulation

Adult Books	888
Juvenile Books	582
DVD'S	733
Hot-Spots	24
Digital	122
Total Circulation	2349

New Borrowers

In City	2
In County	0
Digital	2
Total New Borrowers	4

Number of Programs

Adult	0
Juvenile	1
Young Adult	0
Total Programs	1

Program Attendance

Adult	4
Juvenile	10
Young Adult	0
Total Attendance	14

Reference Questions

Phone Calls	181
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Number of Computer Users

80

Total Patrons

558

Prepared by: Pam Peterson January 11,2021

Data below is for PCLC ... It is not in print area

Internet Safety

22

Voter Registration Inquiries

0

Library Monthly Report

February 2021

Circulation

Adult Books	710
Juvenile Books	594
DVD'S	679
Hot-Spots	24
Digital	132
Total Circulation	2139

New Borrowers

In City	4
In County	1
Digital	4
Total New Borrowers	9

Number of Programs

Adult	0
Juvenile	0
Young Adult	0
Total Programs	0

Program Attendance

Adult	0
Juvenile	0
Young Adult	0
Total Attendance	0

Reference Questions

Phone Calls	128
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Number of Computer Users

81

Total Patrons

494

Prepared by: Mikayla Osso March 2,2021

Data below is for PCLC ... It is not in print area

Internet Safety

22

Voter Registration Inquiries

0

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

STATISTICAL DATA

West **Division**

March 10, 2021 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical report for February, 2021

ACTIVITY	
FELONY ARREST	5
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	2
AFFIDAVITS MISDEMEANOR	1
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	8
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	21
INTELLIGENCE REPORTS	1
STOLEN PROPERTY RECOVERED	1
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	41
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	4
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	2300
TRAFFIC STOPS	40
TOTAL DISPATCHED CALLS FOR SERVICE	74

Public Works Report

February 2021

Public Works

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

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

March Objectives:

Continue maintaining the mowing and preventive maintenance of all City facilities, service equipment. Continuing our food drive efforts. Installing windows at the library and Activity Center.

UTILITY DEPARTMENT

FEBRUARY 2021

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

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

Service Completed

- Monthly meter reading
- No reads for the Utility Billing
- Work Orders - 213
- Turn On - 33
- Turn off - 44
- Misc - (rereads, laptops, vacation turn on, TBO from shut off) - 134
- Fire Hydrant flushing and maintenance is being done weekly.
- Valve exercising is being done weekly.
- Continue preventative maintenance/housekeeping is being done.
- WWTF is maintained by wasting, decanting, housekeeping.
- Working on a Grant for Grit and Sand Removal for the WWTF

MARCH OBJECTIVES: Meet all DEP requirements to stay in compliance, continuing to maintain work orders and locates.

Submitted by:

Lori Pearson, Utility Director

**City Commission Meeting
March 15, 2021**

PRESENTATION: Proclamation for Water Conservation Month

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: This proclamation is in recognition of Water Conservation Month

ATTACHMENT: Yes

ANALYSIS: N/A

STAFF RECOMMENDATION: Recognize April 2021 as Water Conservation Month.



Proclamation

WHEREAS water is a basic and essential need of every living creature; and

WHEREAS The State of Florida, Water Management Districts and Polk City are working together to increase awareness about the importance of water conservation; and

WHEREAS Polk City and the State of Florida has designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and

WHEREAS Polk City has always encouraged and supported water conservation, through various educational programs and special events; and

WHEREAS every business, industry, school and citizen can make a difference when it comes to conserving water; and

WHEREAS every business, industry, school and citizen can help by saving water and thus promote a healthy economy and community; and

NOW, THEREFORE be it resolved that by virtue of the authority vested in me as Mayor of Polk City do hereby proclaim the month of April as

Water Conservation Month

Polk City, Florida is calling upon each citizen and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.

Polk City

Joe LaCascia, Mayor

Attest:

Patricia R. Jackson, City Manager/Clerk

**City Commission Meeting
March 15, 2021**

AGENDA ITEM #1: RFQ for Engineering Services

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

RFQ for Engineering Services

ATTACHMENT:

Sample RFQ

ANALYSIS:

The last time Polk City went out for RFQ for General Engineering Services was in 2014. Staff would like to know if the City Commission has an interest in going out again for RFQ's for General Engineering Services, which will give Polk City more options for different types of projects. We currently have contracts with five (5) Engineering firms...Wood Engineering (*fka* AMEC), Chastain-Skillman, ACT, GAI, Mittauer and Associates. These firms do not include Gerry Hartman, as he serves as Polk City's consultant.

STAFF RECOMMENDATION:

Authorize City Manager to prepare specifications for distribution to Engineering firms to submit bids to Polk City for General Engineering Services.

****SAMPLE RFQ FOR GENERAL ENGINEERING****

City of Polk City Request for Qualifications (RFQ) Water and Wastewater Engineering Services

Polk City requests qualifications from individuals or firms to provide the following services for publicly-funded engineering projects: Planning, design, permitting, construction, administration, studies and other municipal engineering services for various water, wastewater, reuse, drainage, transportation, public facilities and other municipal projects. Experience with small local municipalities and various grant programs is preferred.

Project Scope:

The City owns, operates, and maintains a water treatment plant, wastewater treatment plant, distribution and collection systems, roadway and drainage system and other public facilities. As a result, the City requires planning, surveying, engineering and construction assistance with maintenance and expansion of these facilities on an as-needed basis.

Description of Services:

Engineering services shall include, but not be limited to project planning, site development, investigating needs and feasibility, land development review, preliminary engineering, conducting any environmental and other specialized engineering studies, cost estimating, testing, surveying, design, permitting, bidding services, construction administration and general engineering technical support.

Selection:

The successful firm(s) will be selected in strict accordance with FS 471, the Consultants Competitive Negotiations Act (CCNA). Qualifications shall be reviewed by a Selection committee, ranked based upon the following criteria, and contract negotiations shall follow the order of ranking from highest to lowest score. Each committee member shall perform their own independent ranking based upon the criteria herein and the highest ranked firm shall be determined by tally of the highest summation of scores as ascertained by the Selection committee. The selection process shall be open to the public.

Contracts:

Negotiation of contracts for services with 3 or more firms shall follow the initial selection process. Procurement and contracting of all services shall conform to state guidelines as defined by Florida CCNA.

Criteria:

Qualifications for the requested services for Engineering shall be evaluated using the following criteria:

Profile (20 Points): Scoring will emphasize management, organization, history and variety and level of local government services.

Staff (20 Points): Scoring will emphasize headquarters location, staff location, expertise, specific project experience, and variety of professional backgrounds, certifications and skills.

Experience (25 Points): Scoring will emphasize direct program experience and success with a variety of small municipal projects.

Approach (15 Points): Scoring will emphasize project approach and proven engineering strategies implemented and/or managed by the team for small local government clients.

References (20 Points): Scoring will emphasize quality of projects with small local municipalities.

The previous criteria are shown in the required RFQ submittal format. For a proposal to be eligible, the format must be strictly adhered to. During this RFQ process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. Polk City is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. In the event of a tie MBE/WBE/DBE status shall be considered in making a final determination of top ranked proposer(s). Incompliance with the Florida Sunshine Amendment and Code of Ethics, the City strictly enforces open and fair competition in its RFQ's. In accordance with Section 287.133, FS, a person or affiliate who has been placed on the convicted vendor list following conviction for a public entity crime may not submit a proposal on a contract to provide services to a public entity. A public entity crimes statement is required., During the RFQ process, questions or request for additional information concerning this RFQ shall be directed to Patricia Jackson, City Manager, and not to the Selection Committee members or elected officials and shall be in written format (email, fax, letter, etc.). Discussion with all City officials in regards to this RFQ is prohibited and is grounds for disqualification.

The City reserves the right to request clarification of any information submitted by proposers. The City Commission with suitable basis provided for by law, reserves the right to reject any and all Qualifications, and to waive any informalities or irregularities in the selection process.

Submittals:

Consultants shall submit one original and five copies of their proposal to the above –referenced contact person and address in sealed packages and marked clearly: SEALED PROPOSAL FOR ENGINEERING SERVICES, no later than TIME on DATE.

Mail proposals to:

Polk City
Attn: Patricia Jackson, City Manager
123 Broadway Boulevard SE
Polk City, FL 33868

Proposals will be reviewed by Selection Committee on DATE and presented to the City Commission for their selection on DATE.

To facilitate effective evaluation by the City, qualifications shall be limited to a total of 50 pages. MBE/WBE/DBE certification(s), statement on Public Entity Crimes, other appendix documentation, sectional dividers, and front and back covers will not be counted toward the total. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Qualifications that exceed this length will be considered non-responsive and will not be evaluated. Late qualifications will be returned unopened. Qualifications will be opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with appropriate requirements at a

time and place to be determined. At the discretion of the City, proposers may be asked to give a short presentation/interview as part of the selection process. The City supports Equal Opportunity Employment, Fair Housing, Drug-Free workplace and providing handicapped access.