

POLK CITY

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

July 19, 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

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

AGENDA

1. Polk County Fire Station
2. Resolution 2021-12 – (CDBG Grant Application Requirement) - A Resolution of the City Commission of Polk City, Florida, adopting certain policies to enable the City to file for Federal and State grants; adopting policies related to protection of citizens during Civil Rights Demonstrations; providing an effective date.
3. Planning Commission Candidates
4. Dirt and Grit Removal System at Cardinal Hill WWTF
5. Polk County Sheriff's Office Four-Year Interlocal Agreement Renewal

CITY MANAGER ITEMS

1. Meter Replacement Program
2. Polk County Sheriff's Office – Special Detail
3. Republic Services

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 (883) 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
July 19, 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 – June 21, 2021 – City Commission Meeting

B. REPORTS

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

C. OTHER

1. Utility Bill Write-Offs

**City Commission Meeting
July 19, 2021**

CONSENT AGENDA ITEM: Accept minutes for:

1. Accept minutes – June 21, 2021 – City Commission Meeting

INFORMATION ONLY
 ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

1. Accept minutes – June 21, 2021 – City Commission Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION MINUTES

June 21, 2021

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

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

APPROVE CONSENT AGENDA

Motion by Commissioner Harper to approve the May 17, 2021 (Regular Meeting) and May 17, 2021 (Workshop) minutes; this motion was seconded by Commissioner Blethen. **Unanimously approved by Voice Vote.**

PRESENTATIONS/RECOGNITIONS - None

PUBLIC COMMENT - None

ORDER OF BUSINESS

SIGNER FOR CITY BANK ACCOUNT

City Manager Jackson stated per the City's Charter, the Mayor and Vice Mayor shall have primary signatory authority on the City's Checking Account. All checks will require two (2) signatures. If the Mayor or Vice Mayor is not available to sign checks, the first alternate will be a designated Commissioner and the second alternate will be the City Manager.

Staff recommended that a City Commissioner be designated as a first alternate to sign on the City's Checking Account.

Commissioner Harper agreed to serve as the First Alternate Signer on the City's Bank Account.

City Commission provided Consensus.

RESOLUTION 2021-11

A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA, ADOPTING THE NECESSARY POLICIES FOR THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM; PROVIDING AN EFFECTIVE DATE.

Scott Modesitt (Summit Consulting) discussed back in May 2020 he spoke with the City Commission about CDBG Program Projects for Polk City. There were two Public Hearings, after which the application packet for this project went to the Department of Economic Development.

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

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

The Citizens Advisory Task Force (CATF) recommended applying for the Neighborhood Revitalization for Street Repaving, Replacing Sidewalks or Stormwater work in the Citrus Grove area which meets the income requirements and can be kept under budget to be a stand-alone project.

The City Commission approved this grant application and project in May 2020.

As part of this process, Polk City is required to establish the necessary policies and procedures for implementation and administration of the Community Development Block Grant Program.

Motion by Commissioner Harper to approve Resolution 2021-11 adopting the necessary policies for the City's Community Development Block Grant (CDBG) Program; this motion was seconded by Commissioner Blethen.

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

Motion Carried Unanimously.

DISCUSSION OF ADDITIONAL LAW ENFORCEMENT OFFICERS

City Manager Jackson stated that she was asked to put the discussion of additional Law Enforcement Officers on the June Agenda.

The FY 2021 Budget for Deputy Poindexter is \$103,323; that amount will increase to \$105,389 ± for FY 2022. Polk City currently uses Special-Detail Deputies for 16-hours per week at an estimated cost of \$29,000 for FY 2021.

Based on the discussion regarding additional Deputies, please be advised that the cost for each additional Deputy will be \$105,389 per year; Polk City would not need a

supervisor, if a couple of Deputies were added. Two additional Full-Time Deputies would cost an additional \$210,778, making the total budget for **three Full-Time Deputies \$316,167.**

Another alternative would be to have a total of seven (7) Special-Detail Deputies. Five (5) Deputies would work Monday – Friday, four (4) hours per day. In addition to the five (5) Deputies, there would be two Special-Detail Deputies working a total of 24 hours over the weekend (one Special-Detail Deputy would work on Saturday for twelve (12) hours and one Special-Detail Deputy would work on Sunday for twelve (12) hours). These schedules would allow twelve (12) hour coverage, seven (7) days per week. **The yearly cost of that would be approximately \$85,000 per year.**

Motion By Vice Mayor Kimsey to approve one (1) Full-Time Deputy and keep the Part-Time Deputies we currently have; this motion was seconded by Commissioner Carroll.

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

Motion Failed 3/2.

Motion by Commissioner Harper to approve seven (7) Special Detail Deputies as spelled out below; this motion was seconded by Mayor LaCascia.

A total of seven (7) Special-Detail Deputies. Five (5) Deputies would work Monday – Friday, four (4) hours per day. In addition to the five (5) Deputies, there would be two Special-Detail Deputies working a total of 24 hours over the weekend (one Special-Detail Deputy would work on Saturday for twelve (12) hours and one Special-Detail Deputy would work on Sunday for twelve (12) hours). These schedules would allow twelve (12) hour coverage, seven (7) days per week. **The yearly cost of that would be approximately \$85,000 per year.**

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

Motion Carried 4/1.

Presentation of Financial Statement for Year Ending September 30, 2020

Mike Brynjulfson presented the Financial Statement for the year ending September 30, 2020.

Staff recommended approval of the Financial Statement for the year ending September 30, 2020.

Mr. Brynjulfson noted that Polk City is in great financial condition. He also noted that he has been the Auditor for approximately 20 years and is proud of the great positive turnaround with the city's finances. Overall, Polk City is in good shape.

Motion by Commissioner Harper to approve the Financial Statement for the year ending September 30, 2020; this motion was seconded by Commissioner Blethen.

Motion carried unanimously by Voice Vote.

CITY MANAGER ITEMS

City Manager Jackson discussed the following items that will be presented at the July City Commission Meeting:

1. County Fire Station
2. Contract for Citrus Hill Water Main
3. Republic Services
4. Dirt and Grit Removal System at Cardinal Hill WWTF
5. Meter Replacement Program

CITY ATTORNEY ITEMS

PRWC - Legal Counsel Appointment and Conflict Waiver

City Attorney Cloud is requesting the Commission to consent to the Lakeland City Attorney, Palmer Davis being appointed as the Attorney for the West Polk Wellfield Project. This is the direction that the Project Board took.

After brief discussion, Mayor LaCascia requested the City Attorney recap the motion.

City Attorney Cloud stated the motion would be to approve the appointment of Lakeland's City Attorney Palmer Davis as the Attorney for the West Polk Wellfield Project Board.

Motion by Mayor LaCascia to approve the appointment of Lakeland's City Attorney Palmer Davis as the Attorney for the West Polk Wellfield Project Board; this motion was seconded by Commissioner Blethen.

Motion carried unanimously by Voice Vote.

COMMISSIONER ITEMS

Vice Mayor Kimsey – None

Commissioner Blethen – None

Commissioner Carroll – Emma Smith, a 93-year-old lifelong resident of Polk City has died. Please keep her family in your prayers.

Commissioner Harper – None

Mayor LaCascia – None

ANNOUNCEMENTS - None

ADJOURNMENT – 8:45 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
July 19, 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 –N/A
2. Code Enforcement Report – N/A
3. Financial Report – June 2021
4. Library Report – June 2021
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – June 2021
7. Public Works Report – June 2021
8. Utilities Report – June 2021

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	2,846,874.39	
01-101-800	Cash - GF Police Public Safety Impact Fees	0.00	
01-101-801	Cash - GF Fire Public Safety Impact Fees	0.00	
01-101-990	Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	8,134.46-	
01-115-120	Accounts Receivable - Local Bus Licenses	3,540.00	
01-115-200	Accounts Receivable - Year End	94,577.06-	
01-117-100	Allowance for Bad Debt	2,590.82-	
01-133-100	Due From Other Governmental Units	45,031.24	
01-133-101	Due from Others (Franchise & Public Serv. Tax)	43,987.57	
01-153-302	Restricted Cash - New Local Opt Gas Tax	155,450.06	
01-153-303	Restricted Cash - Building and Codes	72,335.03	
01-160-902	Reserve Account	177,764.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		3,304,038.63
01-202-100	Accounts Payable	1,298.15	
01-202-200	Accounts Payable - Year End	5,210.75-	
01-202-900	Customer Deposits	3,785.00	
01-208-300	Due to County - Impact Fees	3,781.52	
01-208-310	Due to DCA - Bldg Permit Surcharge	371.35	
01-208-320	Due to Dept of Business - License Fees	258.52	
01-208-330	Due to PCSO - Police Education Revenue	107.29	
01-217-200	Accrued Sales Tax	109.62	
01-218-100	Payroll Taxes Payable	0.02-	
01-218-200	FRS Retirement Payable	127.69-	
01-218-300	Health Plan Payable	267.19-	
01-218-320	Supplemental Insurance Payable	3,250.45	
01-218-327	CHL- Child Support	171.23-	
01-218-400	Dental Plan Payable	75.92-	
01-218-410	Vision Plan Payable	1,146.78	
01-218-700	ICMA-RC	150.00-	
	** TOTAL LIABILITY**		8,105.88
01-243-100	Encumbrances Placed	106.51	
01-245-100	Reserved for Encumbrances	106.51-	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	3,834,866.16	
	** TOTAL EQUITY**		3,834,866.16
	** TOTAL REVENUE**		2,391,945.58
	** TOTAL EXPENSE**		2,930,878.99
	TOTAL LIABILITY AND EQUITY		3,304,038.63

POLK CITY
 JUNE 2021 MONTHLY FINANCIALS

GENERAL FUND REVENUES
 75.00 % Yr Complete For Fiscal Year: 2021 / 6

G/L ACCOUNT	DESCRIPTION	2020 PRIOR YR REVENUE	2021 ANTICIPATED REVENUE	ADJ ANTICIPATED	2021 CURRENT REVENUE	2021 YTD REVENUE	2021 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-311-100	Ad Valorem Taxes	951,733.27	1,040,510.00	1,040,510.00	6,292.99	1,032,752.20	7,757.80	99.25 %
01-312-300	9th Cent Gas Tax	14,117.36	13,968.00	13,968.00	1,551.57	9,694.28	4,273.72	69.40 %
01-312-400	Local Option Gas Tax	85,700.43	86,258.00	86,258.00	8,279.12	62,166.17	24,091.83	72.07 %
01-312-410	New Local Option Gas Tax	54,230.31	52,731.00	52,731.00	5,257.06	39,553.60	13,177.40	75.01 %
01-314-100	Electric - Utility Tax	126,936.41	112,579.00	112,579.00	11,352.07	80,419.88	32,159.12	71.43 %
01-314-300	Water - Utility Tax	72,327.05	88,123.00	88,123.00	6,958.65	46,962.15	41,160.85	53.29 %
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	701.39	5,940.37	(940.37)	118.81 %
01-315-100	Communications Services Tax	200,328.08	205,410.00	205,410.00	0.00	108,054.25	97,355.75	52.60 %
01-316-100	Local Business Licenses	11,870.19	7,100.00	7,100.00	360.00	2,590.00	4,510.00	36.48 %
01-316-102	County Business Tax	1,776.28	300.00	300.00	24.84	458.34	(158.34)	152.78 %
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	3,779.71	32,609.95	(21,319.95)	288.84 %
01-322-101	Bldg Permit - Plan Checking	39,755.24	5,100.00	5,100.00	1,948.75	20,796.31	(15,696.31)	407.77 %
01-322-102	Bldg Permit - Admin Fee	4,980.00	400.00	400.00	420.00	3,810.00	(3,410.00)	952.50 %
01-322-103	Bldg Permit - Electrical	14,795.00	2,500.00	2,500.00	750.00	6,525.00	(4,025.00)	261.00 %
01-322-104	Bldg Permit - Plumbing	12,452.50	2,500.00	2,500.00	375.00	6,025.00	(3,525.00)	241.00 %
01-322-105	Bldg Permit - Mechanical	14,275.00	2,500.00	2,500.00	500.00	7,075.00	(4,575.00)	283.00 %
01-322-107	Bldg Permit - Cert of Occupancy	2,050.00	600.00	600.00	60.00	1,740.00	(1,140.00)	290.00 %
01-322-108	Bldg Permit - Inspections	90,341.66	100,000.00	100,000.00	3,965.00	70,062.00	29,938.00	70.06 %
01-323-100	Electric	73,774.53	76,492.00	76,492.00	0.00	28,293.55	48,198.45	36.99 %
01-323-300	Solid Waste	45,372.37	40,686.00	40,686.00	0.00	24,695.16	15,990.84	60.70 %
01-324-100	Police - Public Safety Impact Fee	53,513.89	1,290.00	1,290.00	644.99	18,704.71	(17,414.71)	1449.98 %
01-324-110	Fire/Rescue - Public Safety Impact Fe	27,698.53	690.00	690.00	345.11	9,663.08	(8,973.08)	1400.45 %
01-324-610	Parks & Recreation Impact Fee	83,476.02	20,803.00	20,803.00	1,040.16	30,509.75	(9,706.75)	146.66 %
01-324-710	Public Facilities Impact Fee	140,294.79	34,960.00	34,960.00	1,748.01	50,692.29	(15,732.29)	145.00 %
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	2,700.00	(800.00)	142.11 %
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	44,983.89	14,652.11	75.43 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	17,276.89	17,415.00	17,415.00	1,459.61	13,136.53	4,278.47	75.43 %
01-335-123	MRS - Municipal Fuel Tax	7.00	7.00	7.00	0.65	5.82	1.18	83.14 %
01-335-140	Mobile Home License	6,891.93	5,184.00	5,184.00	301.50	4,897.27	286.73	94.47 %
01-335-150	Alcoholic Beverage License	978.88	1,126.00	1,126.00	0.00	1,027.83	98.17	91.28 %
01-335-180	Half-Cent Sales Tax	137,348.62	140,000.00	140,000.00	0.00	98,790.77	41,209.23	70.56 %
01-337-100	Library Coop Funding	43,226.22	31,990.00	31,990.00	0.00	61,258.21	(29,268.21)	191.49 %

POLK CITY
 JUNE 2021 MONTHLY FINANCIALS

GENERAL FUND REVENUES
 75.00 % Yr Complete For Fiscal Year: 2021 / 6

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	29,112.27	228,793.75	89,818.25	71.81 %
01-340-700	Stormwater Utility Fees	33,742.42	30,000.00	30,000.00	2,934.16	23,059.93	6,940.07	76.87 %
01-340-900	Notary Fees	267.85	0.00	0.00	5.00	225.00	(225.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	13,404.48	16,304.00	16,304.00	0.00	8,936.32	7,367.68	54.81 %
01-347-100	Library Income	5,254.74	4,500.00	4,500.00	399.29	4,304.71	195.29	95.66 %
01-351-110	Police Fines	0.00	0.00	0.00	0.00	3,312.45	(3,312.45)	0.00 %
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	0.00	6,563.42	(2,563.42)	164.09 %
01-351-300	Code Enforcement Fines	0.00	0.00	0.00	0.00	20,000.00	(20,000.00)	0.00 %
01-359-100	Other Fines and/or Forfeitures	436.29	0.00	0.00	0.00	115.90	(115.90)	0.00 %
01-359-300	Late Fees	114.00	100.00	100.00	0.00	65.50	34.50	65.50 %
01-361-100	Interest Income	542.01	400.00	400.00	0.00	69.15	330.85	17.29 %
01-362-100	Activity Center Rentals	700.00	700.00	700.00	100.00	550.00	150.00	78.57 %
01-362-200	Donald Bronson Community Center Renta	6,100.00	5,500.00	5,500.00	600.00	2,399.00	3,101.00	43.62 %
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	47.50	(47.50)	0.00 %
01-369-100	Misc. Income	633.19	100.00	100.00	0.00	332.56	(232.56)	332.56 %
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	41.02	4,380.59	619.41	87.61 %
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	0.00	1,451.00	49.00	96.73 %
01-369-500	Refund of State Gas Tax	894.41	0.00	0.00	366.92	1,167.59	(1,167.59)	0.00 %
01-381-400	Transfer From Enterprise Fund	25,000.00	155,000.00	155,000.00	0.00	155,000.00	0.00	100.00 %
DEPARTMENT TOTALS		2,945,806.05	3,364,144.00	3,364,144.00	96,673.05	2,391,945.58	972,198.42	71.10 %

POLK CITY
 JUNE 2021 MONTHLY FINANCIALS

General Fund Expenditures
 75.00 % Yr Complete For Fiscal Year: 2021 / 6

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	7,200.00	3,600.00	66.67 %
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	757.90	487.10	60.88 %
01-511-240	Worker's Compensation - Legislative	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	100.00	200.00	2,300.00	8.00 %
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	2,252.82	(1,252.82)	225.28 %
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	1,068.83	16,614.49	12,750.51	56.58 %
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	160,677.32	174,425.00	174,425.00	6,708.00	122,085.62	52,339.38	69.99 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	184.62	3,507.78	1,292.22	73.08 %
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	518.50	12,013.81	6,087.19	66.37 %
01-512-220	Retirement Contribution - Executive	32,263.61	37,616.00	37,616.00	1,446.64	27,396.51	10,219.49	72.83 %
01-512-230	Life & Health Insurance - Executive	18,819.54	19,078.00	19,078.00	1,589.82	14,308.38	4,769.62	75.00 %
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 Expenses - Executive	742.22	9,000.00	6,000.00	95.00	1,747.59	4,252.41	19.42 %
01-512-410	Communication Services - Executive	990.82	1,400.00	1,400.00	108.06	983.70	416.30	70.26 %
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	2,223.54	2,776.46	44.47 %
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	50.00	2,261.62	(761.62)	150.77 %
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	29.75	555.72	1,444.28	27.79 %
01-512-520	Operating Supplies - Executive	2,085.11	3,000.00	4,500.00	0.00	887.84	3,612.16	29.59 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	806.14	3,000.00	3,000.00	0.00	1,204.73	1,795.27	40.16 %
01-512-630	Improvements Other than Building - Ex	0.00	0.00	1,500.00	0.00	2,799.98	(1,299.98)	0.00 %

POLK CITY
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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	10,730.39	220,876.60	87,839.40	71.55 %
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	43,665.59	65,000.00	65,000.00	1,065.90	61,551.75	3,448.25	94.70 %
01-514-480	Promo Activities & Legal Ads - Legal	7,622.23	12,000.00	12,000.00	302.50	3,640.65	8,359.35	30.34 %
DEPARTMENT TOTAL		51,287.82	77,000.00	77,000.00	1,368.40	65,192.40	11,807.60	84.67 %
COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	25,000.00	32,000.00	32,000.00	0.00	18,750.00	13,250.00	58.59 %
DEPARTMENT TOTAL		25,000.00	32,000.00	32,000.00	0.00	18,750.00	13,250.00	58.59 %
FINANCE AND ACCOUNTING								
01-516-120	Regular Salary - Wages - Fin & Acctng	87,674.55	95,468.00	95,468.00	3,682.40	66,923.78	28,544.22	70.10 %
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	239.93	4,540.66	2,804.34	61.82 %
01-516-220	Retirement Contribution - Fin & Acctn	7,720.49	9,601.00	9,601.00	368.24	6,972.96	2,628.04	72.63 %

POLK CITY
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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
01-516-230	Life & Health Insurance - Fin & Acctn	18,531.78	18,802.00	18,802.00	1,565.84	14,084.51	4,717.49	74.91 %
01-516-240	Worker's Compensation - Fin & Acctng	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	2,250.00	0.00	2,250.00	0.00	112.50 %
01-516-400	Travel Expenses - Fin & Acctng	877.00	2,000.00	1,750.00	0.00	200.00	1,550.00	10.00 %
01-516-410	Communication Services - Fin & Acctng	782.31	800.00	800.00	65.53	595.35	204.65	74.42 %
01-516-510	Office Supplies - Fin & Acctng	2,182.43	1,300.00	1,300.00	53.40	826.23	473.77	63.56 %
01-516-520	Operating Supplies - Fin & Acctng	1,352.75	2,000.00	2,000.00	0.00	226.27	1,773.73	11.31 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	229.88	450.00	450.00	0.00	14.99	435.01	3.33 %
DEPARTMENT TOTAL		125,939.91	140,473.00	140,473.00	5,975.34	96,747.37	43,725.63	68.87 %
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DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	76,806.16	79,394.00	79,394.00	6,617.93	59,534.99	19,859.01	74.99 %
01-517-720	Interest - CB&T Debt Service Pmts	43,004.36	40,417.00	40,417.00	3,366.28	30,322.90	10,094.10	75.03 %
DEPARTMENT TOTAL		119,810.52	119,811.00	119,811.00	9,984.21	89,857.89	29,953.11	75.00 %
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LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	101,297.00	103,323.00	103,323.00	0.00	77,492.25	25,830.75	75.00 %
01-521-310	Professional Services - Law Enf	27,896.00	29,000.00	29,000.00	2,176.00	20,918.00	8,082.00	72.13 %
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	2,176.00	98,410.25	34,612.75	73.98 %
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BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	88,576.24	97,944.00	97,944.00	3,767.20	68,617.64	29,326.36	70.06 %
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	281.16	5,335.27	2,195.73	70.84 %

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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
01-524-220	Retirement Contribution - Bldg & Zoni	7,817.79	6,300.00	6,300.00	376.72	7,148.78	(848.78)	113.47 %
01-524-230	Life & Health Insurance - Bldg & Zoni	18,575.10	18,833.00	18,833.00	1,569.45	14,125.05	4,707.95	75.00 %
01-524-240	Worker's Compensation - Bldg & Zonin.	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	8,020.00	86,123.02	14,776.98	85.35 %
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 Expenses - 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	206.77	(6.77)	103.39 %
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	104.93	15.07	87.44 %
DEPARTMENT TOTAL		245,001.76	235,637.00	235,637.00	14,014.53	182,887.61	52,749.39	77.61 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	25,009.34	26,208.00	26,208.00	993.00	18,017.99	8,190.01	68.75 %
01-529-210	Fica Taxes - Code Enf	1,835.11	2,005.00	2,005.00	73.91	1,401.38	603.62	69.89 %
01-529-220	Retirement Contribution - Code Enf	2,192.28	2,621.00	2,621.00	99.30	1,882.64	738.36	71.83 %
01-529-230	Life & Health Insurance - Code Enf	9,062.92	9,353.00	9,353.00	938.79	7,076.31	2,276.69	75.66 %
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	5,000.00	1,900.00	72.46 %
01-529-400	Travel Expenses - 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	55.53	505.35	289.65	63.57 %
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	0.00	77.57	122.43	38.79 %
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	2,660.53	34,518.22	15,597.78	68.88 %
REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	178,562.00	190,864.00	190,864.00	16,333.44	126,057.74	64,806.26	66.05 %

POLK CITY
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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
01-534-342	Refuse Disposal - Commercial - Refuse	86,505.46	86,687.00	86,687.00	6,982.96	79,155.42	7,531.58	91.31 %
DEPARTMENT TOTAL		265,067.46	277,551.00	277,551.00	23,316.40	205,213.16	72,337.84	73.94 %
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 Expenses - 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	638.99	49,361.01	1.28 %
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	1,653.98	55,346.02	2.90 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't Bl.	20,228.36	8,000.00	8,000.00	2,100.00	6,053.72	1,946.28	75.67 %
01-539-312	Professional Services - Other - Gen G	1,777.23	5,000.00	5,000.00	308.34	1,707.52	3,292.48	34.15 %
01-539-411	City Hall - Communication - Gen Gov't.	13,423.73	15,100.00	15,100.00	1,196.07	10,615.80	4,484.20	70.30 %
01-539-413	Public Works - Communication - Gen Go	2,403.28	2,000.00	2,000.00	221.86	1,914.11	85.89	95.71 %
01-539-414	Community Center-Communication-Gen Go	1,849.55	2,000.00	2,000.00	155.22	1,393.26	606.74	69.66 %
01-539-431	City Hall - Utilities - Gen Gov't Bl.	17,338.13	21,000.00	21,000.00	1,734.01	11,042.13	9,957.87	52.58 %
01-539-432	Activity Center - Utilities - Gen Gov	2,212.32	4,000.00	4,000.00	295.79	1,257.44	2,742.56	31.44 %
01-539-433	Public Works - Utilities - Gen Gov't.	2,802.04	3,000.00	3,000.00	291.16	1,527.78	1,472.22	50.93 %
01-539-434	Community Center-Utilities-Gen Gov't.	5,549.72	5,500.00	5,500.00	460.30	2,881.34	2,618.66	52.39 %
01-539-440	Rentals and Leases - Gen Gov't Bldgs	7,679.18	8,500.00	8,500.00	268.27	6,489.26	2,010.74	76.34 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	31,955.15	12,000.00	20,000.00	66.34	22,105.95	(2,105.95)	184.22 %
01-539-462	Activity Center - Repairs & Maint - G	2,029.91	10,000.00	10,000.00	2,729.49	9,178.14	821.86	91.78 %
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	1,408.62	2,338.37	5,661.63	29.23 %
01-539-466	Public Works/Utilities Oper - Repairs	4,309.22	5,000.00	10,000.00	0.00	5,436.89	4,563.11	108.74 %
01-539-490	Other Current Charges - Gen Gov't Bl.	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	444.46	7,558.95	(1,558.95)	125.98 %
01-539-522	Activity Center - Operating Supplies	1,071.74	1,000.00	1,000.00	134.18	487.30	512.70	48.73 %

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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
01-539-523	Public Works - Operating Supplies - G	9.59	1,500.00	1,500.00	142.48	1,650.05	(150.05)	110.00 %
01-539-524	Community Center-Operating Supplies-G	1,469.91	1,400.00	1,400.00	171.51	1,076.54	323.46	76.90 %
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	142,500.00	12,128.10	111,180.98	31,319.02	85.85 %
ROADS AND STREETS								
01-541-120	Regular Salary - Wages - Roads & Stre	179,747.09	236,128.00	236,128.00	9,756.80	155,555.80	80,572.20	65.88 %
01-541-140	Overtime - Roads & Streets	1,389.16	4,562.00	4,562.00	0.00	557.78	4,004.22	12.23 %
01-541-210	Fica Taxes - Roads & Streets	13,420.86	18,413.00	18,413.00	733.50	12,242.22	6,170.78	66.49 %
01-541-220	Retirement Contribution - Roads & Str	15,867.43	24,069.00	24,069.00	975.68	16,296.91	7,772.09	67.71 %
01-541-230	Life & Health Insurance - Roads & Str	40,249.29	51,748.00	51,748.00	3,497.48	36,513.72	15,234.28	70.56 %
01-541-240	Worker's Compensation - Roads & Stre.	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 Expenses - 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	278.09	2,457.33	1,042.67	70.21 %
01-541-430	Utilities - Roads & Streets	32,357.33	30,000.00	30,000.00	2,301.01	20,405.13	9,594.87	68.02 %
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	819.72	6,266.72	1,733.28	78.33 %
01-541-464	Vehicle Fuel - Roads & Streets	5,538.88	8,000.00	8,000.00	352.35	4,944.14	3,055.86	61.80 %
01-541-465	Vehicle Maintenance - Roads & Streets	7,644.28	10,000.00	10,000.00	378.66	6,808.12	3,191.88	68.08 %
01-541-466	Public Works/Utilities Facility - Rep	939.73	6,000.00	6,000.00	279.61	1,589.16	4,410.84	26.49 %
01-541-492	Recording & Other Fees - Roads & Stre	0.00	0.00	0.00	0.00	117.55	(117.55)	0.00 %
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	115.30	1,051.86	(51.86)	105.19 %
01-541-520	Operating Supplies - Roads & Streets	14,268.99	10,000.00	10,000.00	1,585.98	9,793.43	206.57	97.93 %
01-541-524	Chemicals - Roads & Streets	0.00	1,000.00	1,000.00	171.96	584.86	415.14	58.49 %
01-541-530	Road Materials & Supplies - Roads & S	4,250.57	9,000.00	9,000.00	0.00	3,857.72	5,142.28	42.86 %
01-541-531	Landscape Materials & Supplies - Road	5,342.45	5,000.00	5,000.00	490.54	2,167.15	2,832.85	43.34 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	312.72	500.00	500.00	39.99	339.79	160.21	67.96 %
01-541-620	Buildings - Roads & Streets	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00 %
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 %

POLK CITY
 JUNE 2021 MONTHLY FINANCIALS

General Fund Expenditures
 75.00 % Yr Complete For Fiscal Year: 2021 / 6

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
01-541-640	Machinery & Equipment - Roads & Stree	48,409.45	31,000.00	31,000.00	0.00	31,858.73	(858.73)	102.77 %
DEPARTMENT TOTAL		551,233.63	1,159,002.00	1,154,002.00	21,776.67	331,137.81	822,864.19	28.57 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	73,448.52	96,106.00	96,106.00	2,735.40	47,550.84	48,555.16	49.48 %
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	205.00	3,704.83	3,733.17	49.81 %
01-571-220	Retirement Contribution - Library	6,531.91	9,723.00	9,723.00	273.54	4,983.37	4,739.63	51.25 %
01-571-230	Life & Health Insurance - Library	18,490.03	18,730.00	18,730.00	1,567.19	10,953.28	7,776.72	58.48 %
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	187.50	861.56	1,463.44	37.06 %
01-571-312	Professional Services - Other - Libra	95.00	3,000.00	3,000.00	0.00	1,292.40	1,707.60	43.08 %
01-571-400	Travel Expenses - 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	286.32	2,393.70	4,106.30	36.83 %
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	305.33	1,791.35	3,208.65	35.83 %
01-571-460	Repairs and Maintenance - Library	2,578.63	4,100.00	7,100.00	127.23	7,987.02	(887.02)	194.81 %
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	10.69	134.37	3,365.63	8.96 %
01-571-520	Operating Supplies - Library	9,447.12	9,000.00	6,000.00	371.42	6,132.65	(239.16)	68.14 %
01-571-540	Books, Pub., Sub., & Memberships - Li	944.51	1,200.00	1,200.00	29.97	527.53	672.47	43.96 %
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 %
01-571-640	Machinery & Equipment - Library	0.00	0.00	0.00	0.00	3,868.00	(3,868.00)	0.00 %
01-571-660	Books, Pub. & Library Materials - Libr	16,431.77	18,000.00	18,000.00	571.09	7,996.04	10,003.96	44.42 %
DEPARTMENT TOTAL		159,219.11	201,611.00	201,611.00	6,670.68	100,290.16	101,214.33	49.74 %
PARKS								
01-572-310	Professional Services - Parks	10,114.07	0.00	300.00	62.50	125.00	175.00	0.00 %
01-572-430	Utilities - Parks	10,430.39	15,000.00	15,000.00	1,030.59	10,545.11	4,454.89	70.30 %

POLK CITY
 JUNE 2021 MONTHLY FINANCIALS

General Fund Expenditures
 75.00 % Yr Complete For Fiscal Year: 2021 / 6

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
01-572-460	Repairs and Maintenance - Parks	24,926.76	15,000.00	49,322.91	2,757.72	27,017.24	22,305.67	180.11 %
01-572-493	Equipment Rental - Parks	630.42	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-572-520	Operating Supplies - Parks	2,260.20	2,000.00	2,000.00	25.00	1,960.75	39.25	98.04 %
01-572-630	Improvements Other than Building - Pa	2,732.23	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
DEPARTMENT TOTAL		51,094.07	44,000.00	78,622.91	3,875.81	39,648.10	38,974.81	90.11 %
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	560.00	2,000.00	0.00	0.00	0.00	0.00	0.00 %
01-574-440	Rentals and Leases - Spec Events	3,387.40	2,000.00	0.00	0.00	0.00	0.00	0.00 %
01-574-470	Printing and Reproduction - Spec Even	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00 %
01-574-480	Promo Activities & Legal Ads - Spec E	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00 %
01-574-490	Other Current Charges - Spec Events	145.58	1,000.00	2,305.79	0.00	2,305.79	0.00	230.58 %
01-574-520	Operating Supplies - Spec Events	9,010.97	10,000.00	71.30	0.00	71.30	0.00	0.71 %
DEPARTMENT TOTAL		13,103.95	17,000.00	2,377.09	0.00	2,377.09	0.00	13.98 %
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	8,984.34	20,000.00	20,000.00	657.50	6,673.74	13,326.26	33.37 %
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	21,561.38	7,187.62	75.00 %
01-590-320	Accounting and Auditing - Non-Dept	14,502.40	17,000.00	17,000.00	4,177.98	15,911.74	1,088.26	93.60 %
01-590-450	Liability Insurance - Non-Dept	46,712.00	63,000.00	63,000.00	0.00	58,980.50	4,019.50	93.62 %
01-590-464	Vehicle Fuel - Non- Departmental	266.36	500.00	500.00	20.38	161.20	338.80	32.24 %
01-590-465	Vehicle Maintenance - Non-Departmenta	122.50	500.00	500.00	0.00	177.98	322.02	35.60 %
01-590-490	Other Current Charges - Non Dept	0.00	0.00	0.00	50.00	50.00	(50.00)	0.00 %
01-590-510	Office Supplies - Non-Departmental	713.26	2,000.00	2,000.00	198.58	599.69	1,400.31	29.98 %
01-590-520	Operating Supplies - Non-Dept	1,017.88	3,000.00	3,000.00	0.00	1,899.05	1,100.95	63.30 %
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	541.06	2,603.91	(603.91)	130.20 %
01-590-528	Postage - Non-Dept	226.45	1,000.00	1,000.00	0.00	3,241.30	(2,241.30)	324.13 %
01-590-540	Books, Pub., Sub., & Memberships -NON	2,725.00	3,000.00	3,000.00	0.00	3,281.95	(281.95)	109.40 %

POLK CITY
 JUNE 2021 MONTHLY FINANCIALS

General Fund Expenditures
 75.00 % Yr Complete For Fiscal Year: 2021 / 6

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
01-590-930	Transfer to Police Public Safety Impa	0.00	1,290.00	1,290.00	213,306.70	213,306.70	(212,016.70)	9999.00 %
01-590-931	Transfer to Fire Public Safety Impact	0.00	690.00	690.00	134,817.18	134,817.18	(134,127.18)	9999.00 %
01-590-932	Transfer to Parks & Rec Impact Fees	0.00	20,803.00	20,803.00	403,150.09	403,150.09	(382,347.09)	1937.94 %
01-590-933	Transfer to Public Facility Impact Fe	0.00	34,960.00	34,960.00	447,754.52	447,754.52	(412,794.52)	1280.76 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	49,700.00	21,700.00	0.00	0.00	21,700.00	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	700.00	2,800.00	20.00 %
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	11,313.45	10,000.00	10,000.00	0.00	1,158.38	8,841.62	11.58 %
01-590-999	Other - Non-Operating Charges - Non-D	10,487.14	12,190.00	12,190.00	291.00	(1,031.88)	13,221.88	(8.46) %
DEPARTMENT TOTAL		124,909.17	352,339.00	324,339.00	1,204,964.99	1,315,522.88	(991,183.88)	373.37 %
General Fund Revenues Total		2,945,506.05	3,364,144.00	3,364,144.00	96,673.05	2,391,945.58	872,195.42	25.90 %
General Fund Expenditures Total		-2,396,965.24	-3,364,144.00	-3,364,144.00	-1,320,710.86	-2,930,878.94	-433,158.50	12.88 %
Total Revenue vs. Expenditures		548,540.81	0.00	0.00	-1,224,037.81	-538,933.41	539,039.92	

POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	2,035,852.13	
05-101-710	Cash - Enterprise Fund Capital Imprvmnts	52,898.45	
05-101-913	DEP Loan - Sinking Fund	43,552.02	
05-101-915	Tax Exempt Leasing - Sinking Fund	0.00	
05-101-916	US Bank - Sink Fund	366,343.79	
05-101-917	US Bank - Renewal & Replacement Series	187,594.83	
05-101-918	DEP Loan WW531400 - Sink Fund	492.53	
05-101-919	DEP Loan WW531402 - Sink Fund	7,007.51	
05-101-920	Cash - Customer Deposits	390,161.56	
05-115-100	Accounts Receivable - Utilities	25,699.44-	
05-115-130	Accounts Receivable - Readiness to Serve	92,119.28	
05-117-100	Allowance for Bad Debt	17,614.09-	
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	15,386,508.20	
05-165-900	Acc.Dep. - Improvements Other than Build	327,211.43-	
05-166-900	Equipment & Furniture	590,179.66	
05-167-900	Accumulated Depreciation - Equipment	4,209,848.07-	
05-169-900	CIP - Construction Costs	20,211.25	
	** TOTAL ASSET**		18,494,234.69
05-202-100	Accounts Payable	425.44	
05-202-200	Accounts Payable - Year End	5,210.75	
05-202-900	Customer Deposits	366,684.39	
05-203-100	Accumulated Interest Payable	53,681.37	
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	1,507.42-	
05-225-100	Deferred Inflows - Related to Pension	4,361.28	
05-234-100	L-T-D - Current Portion	1,753,885.21	
05-234-901	Less: Current Portion of LTD	1,753,885.21-	
05-235-900	Net Pension Liability	237,687.81	
	** TOTAL LIABILITY**		13,252,351.98
05-243-100	Encumbrances Placed	574.13	
05-245-100	Reserved for Encumbrances	574.13-	
	** 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	5,790,416.28	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		7,150,127.47

POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
	** TOTAL REVENUE**		2,003,619.10
	** TOTAL EXPENSE**		3,911,863.86
	TOTAL LIABILITY AND EQUITY		18,494,234.69

POLK CITY
 JUNE 2021 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE
 75.00 % Yr Complete For Fiscal Year: 2021 / 6

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	1,322.88	1,584.37	(1,584.37)	0.00 %
05-324-210	Water Impact Fees	148,495.00	34,940.00	34,940.00	3,494.00	66,386.00	(31,446.00)	190.00 %
05-324-220	Sewer Impact Fees	353,200.00	88,300.00	88,300.00	4,415.00	150,110.00	(61,810.00)	170.00 %
05-325-111	Connection Fees - Water - Cash Basis	71,340.00	17,400.00	17,400.00	1,740.00	32,625.00	(15,225.00)	187.50 %
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	14,608.72	18,522.76	(18,522.76)	0.00 %
05-325-211	Readiness to Serve Charge - Water	19,568.05	0.00	0.00	13,227.66	15,842.43	(15,842.43)	0.00 %
05-329-200	Other Lic./Fees/Permits	4,862.64	1,300.00	1,300.00	(22.04)	2,071.64	(771.64)	159.36 %
05-340-300	Water Utility Revenue	1,276,748.86	1,423,995.00	1,423,995.00	125,003.69	845,740.85	578,254.15	59.39 %
05-340-500	Sewer Utility Revenue	1,191,404.65	1,331,832.00	1,331,832.00	111,756.40	836,900.49	494,931.51	62.84 %
05-359-100	Other Fines and/or Forfeitures	25,430.00	21,140.00	21,140.00	1,925.00	10,120.00	11,020.00	47.87 %
05-359-200	Non Sufficient Funds	1,140.00	1,206.00	1,206.00	120.00	855.00	351.00	70.90 %
05-359-300	Late Fees	18,994.50	30,000.00	30,000.00	1,417.50	20,079.00	9,921.00	66.93 %
05-369-100	Misc. Income	3,901.05	0.00	0.00	0.00	39.61	(39.61)	0.00 %
05-369-111	Cash Drawer Overage	20.00	0.00	0.00	0.00	(10.00)	10.00	0.00 %
05-369-112	Cash Drawer Overage - Bank Rec	142.30	0.00	0.00	0.00	2,751.95	(2,751.95)	0.00 %
05-369-400	Insurance Proceeds	5,681.63	0.00	0.00	0.00	0.00	0.00	0.00 %
05-389-800	Water & Sewer - Capital Contributions	786,201.20	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTALS		3,938,497.84	2,950,113.00	2,950,113.00	279,008.81	2,003,619.10	946,493.90	67.92 %

POLK CITY
JUNE 2021 MONTHLY FINANCIALS

Enterprise Fund Expenditures
75.00 % Yr Complete For Fiscal Year: 2021 / 6

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
Water								
05-533-120	Regular Salary - Wages - Water Oper	169,222.22	255,102.00	255,102.00	9,446.48	146,250.44	108,851.56	57.33 %
05-533-140	Overtime - Water Oper	3,992.69	7,539.00	7,539.00	0.00	3,966.97	3,572.03	52.62 %
05-533-210	Fica Taxes - Water Oper	12,804.84	20,092.00	20,092.00	705.50	11,566.33	8,525.67	57.57 %
05-533-220	Retirement Contribution - Water Oper	30,140.35	25,583.00	25,583.00	944.65	16,260.34	9,322.66	63.56 %
05-533-230	Life & Health Insurance - Water Oper	42,411.53	56,218.00	56,218.00	3,134.95	34,443.05	21,774.95	61.27 %
05-533-240	Worker's Compensation - Water Oper	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	73,063.27	20,000.00	20,000.00	4,619.58	12,989.89	7,010.11	64.95 %
05-533-311	Engineering Services - Water Oper	17,239.54	30,000.00	30,000.00	0.00	7,879.84	22,120.16	26.27 %
05-533-312	Professional Services - Other - Water	2,810.93	20,000.00	20,000.00	269.63	1,699.02	18,300.98	8.50 %
05-533-313	Professional Services - Polk Regional	3,781.42	0.00	23,000.00	277.66	3,596.88	19,403.12	0.00 %
05-533-400	Travel Expenses - Water Oper	1,180.06	500.00	500.00	0.00	1,353.02	(853.02)	270.60 %
05-533-410	Communication Services - Water Oper	3,905.95	3,500.00	3,500.00	470.62	4,367.42	(867.42)	124.78 %
05-533-430	Utilities - PW/Utilities Facility Wat	1,453.33	0.00	1,500.00	133.73	969.99	530.01	0.00 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	4,303.94	6,900.00	6,900.00	514.80	2,686.44	4,213.56	38.93 %
05-533-432	Commonwealth WTP - Utilities - Water	393.06	4,620.00	4,620.00	117.92	2,837.14	1,782.86	61.41 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	24,860.27	12,000.00	12,000.00	921.03	5,428.06	6,571.94	45.23 %
05-533-460	Repairs and Maintenance - Water Oper	43,799.35	40,000.00	94,945.00	960.88	49,235.52	45,709.48	123.09 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	19,381.71	10,000.00	10,000.00	0.00	1,340.53	8,659.47	13.41 %
05-533-462	Commonwealth WTP - Repairs and Maint	3,048.35	10,000.00	10,000.00	0.00	1,344.43	8,655.57	13.44 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	4,156.25	10,000.00	10,000.00	0.00	35,594.42	(25,594.42)	355.94 %
05-533-464	Vehicle Fuel - Water Oper	8,762.33	7,000.00	7,000.00	414.09	6,135.39	864.61	87.65 %
05-533-465	Vehicle Maintenance - Water Oper	6,670.90	8,000.00	8,000.00	86.32	5,344.76	2,492.91	66.81 %
05-533-466	Public Works/Utilities Facility - Rep	1,191.18	0.00	0.00	0.00	2,440.83	(2,440.83)	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	4,300.00	4,440.00	(4,440.00)	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	123.74	435.81	564.19	43.58 %
05-533-520	Operating Supplies - Water Oper	17,319.24	15,000.00	15,000.00	1,795.32	8,150.11	6,438.09	54.33 %
05-533-524	Chemicals - Water Oper	5,920.25	9,000.00	9,000.00	0.00	2,313.00	6,687.00	25.70 %
05-533-526	Meter Supplies - New Installs - Water	78,672.44	90,000.00	90,000.00	0.00	37,845.69	52,154.31	42.05 %
05-533-527	Meter Supplies - Repairs & Maintenanc	50,827.61	80,000.00	80,000.00	8,571.46	46,083.80	33,916.20	57.60 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	759.88	2,000.00	2,000.00	0.00	988.54	1,011.46	49.43 %
05-533-605	Depreciation Expense - Water Oper	124,581.76	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	850.00	4,150.00	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	22,847.48	58,711.52	28.01 %

POLK CITY
 JUNE 2021 MONTHLY FINANCIALS

Enterprise Fund Expenditures
 75.00 % Yr Complete For Fiscal Year: 2021 / 6

G/L ACCOUNT	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	36,205.23	35,557.77	50.45 %
05-533-994	Bank Fees - Water Oper	0.00	0.00	0.00	0.00	3.19	(3.19)	0.00 %
DEPARTMENT TOTAL		966,537.84	987,712.00	1,072,157.00	37,808.36	521,333.80	550,249.07	52.78 %
Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	101,693.80	109,923.00	109,923.00	4,311.85	74,571.94	35,351.06	67.84 %
05-535-140	Overtime - Sewer Oper	5,255.37	6,469.00	6,469.00	282.71	3,938.85	2,530.15	60.89 %
05-535-210	Fica Taxes - Sewer Oper	7,942.13	8,904.00	8,904.00	346.09	6,151.84	2,752.16	69.09 %
05-535-220	Retirement Contribution - Sewer Oper	18,330.59	11,563.00	11,563.00	459.46	8,616.18	2,946.82	74.52 %
05-535-230	Life & Health Insurance - Sewer Oper	23,213.93	23,383.00	23,383.00	1,961.41	17,652.69	5,730.31	75.49 %
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	2,175.00	20,238.00	(238.00)	101.19 %
05-535-311	Engineering Services - Sewer Oper	9,435.75	20,000.00	20,000.00	0.00	817.00	19,183.00	4.09 %
05-535-312	Professional Services - Other - Sewer	583.32	0.00	0.00	95.83	287.49	(287.49)	0.00 %
05-535-400	Travel Expenses - Sewer Oper	251.05	1,000.00	1,000.00	0.00	446.58	553.42	44.66 %
05-535-410	Communication Services - Sewer Oper	3,360.67	2,500.00	2,500.00	343.75	3,055.96	(555.96)	122.24 %
05-535-411	Cardinal Hill WWTP - Comm Srvcs - Sew	131.70	1,500.00	1,500.00	0.00	125.10	1,374.90	8.34 %
05-535-412	Mt. Olive WWTP - Comm Srvcs - Sewer O	2,222.70	2,500.00	2,500.00	199.80	1,797.20	702.80	71.89 %
05-535-430	Utilities - PW/Utilities Facility Sew	6,233.33	7,000.00	7,000.00	506.04	3,564.64	3,435.36	50.92 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	24,065.27	21,000.00	21,000.00	2,485.03	15,464.59	5,535.41	73.64 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,785.08	11,000.00	11,000.00	579.60	5,872.50	5,127.50	53.39 %
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	2,200.00	50,632.19	49,367.81	50.63 %
05-535-461	Cardinal Hill - Repairs and Maint - S	9,204.60	40,000.00	40,000.00	0.00	8,254.30	31,745.70	20.64 %
05-535-464	Vehicle Fuel - Sewer Oper	12,077.55	4,000.00	4,000.00	1,052.03	6,604.22	(2,604.22)	165.11 %
05-535-465	Vehicle Maintenance - Sewer Oper	8,286.85	10,000.00	10,000.00	2,663.80	7,736.30	2,263.70	77.36 %
05-535-466	Public Works/Utilities Facility - Rep	275.08	0.00	0.00	0.00	2,437.84	(2,437.84)	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	123.72	435.58	564.42	43.56 %
05-535-520	Operating Supplies - Sewer Oper	7,830.07	8,000.00	8,000.00	535.33	4,795.86	3,204.14	59.95 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	14,783.22	0.00	18,000.00	3,493.74	21,541.57	(3,541.57)	0.00 %
05-535-524	Chemicals - Sewer Oper	19,863.25	17,000.00	17,000.00	2,706.00	22,679.30	(5,679.30)	133.41 %

POLK CITY
 JUNE 2021 MONTHLY FINANCIALS

Enterprise Fund Expenditures
 75.00 % Yr Complete For Fiscal Year: 2021 / 6

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
05-535-540	Books, Pub., Sub., & Memberships - Se	580.00	1,000.00	1,000.00	0.00	164.94	835.06	16.49 %
05-535-605	Depreciation Expense - Sewer Oper	245,368.24	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	0.00	20,000.00	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	0.00	92,682.00	99,520.34	0.00	99,520.34	0.00	107.38 %
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	63,798.30	294,702.70	17.80 %
05-535-712	Principal - DEP Effluent Disposal Loa	0.00	0.00	0.00	13,463.49	22,527.31	(22,527.31)	0.00 %
05-535-720	Interest - Sewer Oper	294,131.09	287,565.00	287,565.00	0.00	144,451.80	143,113.20	50.23 %
05-535-722	Interest - DEP Effluent Disposal Loan	6,513.06	0.00	0.00	851.38	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		986,492.93	1,255,690.00	1,285,528.34	40,836.06	626,306.59	659,221.75	49.88 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	24,052.24	25,000.00	25,000.00	657.50	16,771.22	8,228.78	67.08 %
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	21,561.37	7,187.63	75.00 %
05-590-320	Accounting and Auditing - Non-Dept	29,444.32	25,000.00	25,000.00	8,476.52	26,116.51	(1,116.51)	104.47 %
05-590-440	Rentals and Leases - Non-Dept	4,306.10	4,500.00	4,500.00	88.73	2,935.34	1,564.66	65.23 %
05-590-450	Liability Insurance - Non-Dept	46,712.00	63,000.00	63,000.00	0.00	58,980.50	4,019.50	93.62 %
05-590-490	Other Current Charges - Non Dept	0.00	0.00	0.00	50.00	50.00	(50.00)	0.00 %
05-590-510	Office Supplies - Non-Departmental	484.65	1,000.00	1,000.00	198.59	449.75	550.25	44.98 %
05-590-520	Operating Supplies - Non-Dept	230.50	3,000.00	3,000.00	0.00	337.05	2,662.95	11.24 %
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	393.20	2,492.05	2,007.95	55.38 %
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	150.00	150.00	(150.00)	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	25,000.00	155,000.00	155,000.00	0.00	155,000.00	0.00	100.00 %
05-590-930	Transfer to Water Impact Fee Reserves	0.00	34,940.00	34,940.00	529,795.30	529,795.30	(494,855.30)	1516.30 %
05-590-931	Transfer to Sewer Impact Fee Reserves	0.00	73,300.00	73,300.00	1,932,391.04	1,932,391.04	(1,859,091.04)	2636.28 %
05-590-940	Reserves - Unrestricted Reserves NON-	0.00	244,722.00	130,438.66	0.00	0.00	130,438.66	0.00 %
05-590-992	Unemployment Claims - Non-Dept	946.40	2,000.00	2,000.00	0.00	1,419.60	580.40	70.98 %
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	59,811.17	0.00	0.00	(54.97)	11,260.24	(11,260.24)	0.00 %

POLK CITY
 JUNE 2021 MONTHLY FINANCIALS

Enterprise Fund Expenditures
 75.00 % Yr Complete For Fiscal Year: 2021 / 6

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
05-590-999	Other - Non-Operating Charges - Non-D	770.79	6,000.00	6,000.00	460.00	894.78	5,105.22	14.91 %
DEPARTMENT TOTAL		249,613.94	706,711.00	592,427.66	2,472,605.91	2,763,916.09	(2,171,488.43)	391.10 %

Enterprise Fund Revenues Total	3,938,497.94	2,950,113.00	2,950,113.00	279,008.81	2,003,619.10	946,493.90	67.92%
Enterprise Fund Expenditures Total	-2,202,644.71	-2,950,113.00	-2,950,113.00	-2,551,250.33	-3,911,556.45	-961,443.45	132.59%
Total Revenue vs. Expenditures	1,735,853.23	0.00	0.00	-2,272,241.52	-1,907,937.35	-11,949.55	

Library Monthly Report

JUNE 2021

CIRCULATION

ADULT BOOKS	1232
JUVENILE BOOKS	823
DVD'S	575
HOT-SPOTS	14
DIGITAL	12
TOTAL CIRCULATION	2656

NEW BORROWERS

IN CITY	7
IN COUNTY	6
DIGITAL	0
TOTAL NEW BORROWERS	13

NUMBER OF PROGRAMS

ADULT	0
JUVENILE	8
YOUNG ADULT	0
TOTAL PROGRAMS	8

PROGRAM ATTENDANCE

ADULT	36
JUVENILE	57
YOUNG ADULT	0
TOTAL ATTENDANCE	93

REFERENCE QUESTIONS

PHONE CALLS	143
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NUMBER OF COMPUTER USERS

73

TOTAL PATRONS

573

Prepared by:

Mikayla Osso

Library Director

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

STATISTICAL DATA

West Division

July 12, 2021

Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical report for June 2021

ACTIVITY	
FELONY ARREST	3
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	4
AFFIDAVITS MISDEMEANOR	1
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	1
TOTAL ARRESTS	9
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	17
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	28
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	12
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	1200
TRAFFIC STOPS	30
TOTAL DISPATCHED CALLS FOR SERVICE	111

In June 2021, there was one (1) PROCAP captured crimes as compared to three (3) in June 2020. Circle K located at 205 Commonwealth Ave. had one criminal mischief that occurred in the parking lot. The suspect popped the random victims back tire with a crowbar for an unknown reason. The victim did not know the suspect, however the suspect appeared to believe the victim was someone he knew. There is still currently a county wide trend of Catalytic Converter thefts from boat ramps all around the county and surrounding counties. Special attention/surveillance is being shown to our local boat ramps in the area. At this time our crime is sitting at -40% as compared to last year at this time.

Case No	Inc From	Inc To	DOW	Location	Narrative	Dist	Claims	VIDEO	CASE STATUS
CRIMINAL MISCHIEF									
PCSO-210024557	2021-06-12 / 1920hrs	2021-06-12 / 1930hrs	Sat	205 COMMONWEALTH AVE N CIRCLE K	Unk WM susp wearing black shirt & brown shorts with long tool popped victs driver side rear tire while he was inside / susp stated to vict "keep messing with me and next time it'll be your knee caps" / Vict advised he doesnt know the susp & the susps friend apologized for the incident Susp was driving a white Chevy Silverado 1500 that appeared to have some gray spray paint on it with out of state tag (tag number was red)	Wright	No	Yes	ongoing

Department of Law Enforcement																														
Polk City - 2020 - 2021																														
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly	YTD		
	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021		
Robbery	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0%	0.2	0.0	
Burg. Business	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	2	0%	0.0	0.3
Burg. Residence	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0%	0.2	0.0	
Burg. Structure	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0%	0.2	0.0	
Burg. Conveyance	0	0	1	1	0	1	0	0	0	1	0	0	0	0	0	1	0	0	0	1	0	0	0	1	0	1	3	-100%	0.2	0.5
Vehicle Theft	1	0	0	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	2	1	0%	0.3	0.2	
Grand Theft	0	1	0	0	0	0	0	0	1	1	1	0	1	0	0	0	1	0	0	0	0	0	0	0	2	2	-100%	0.3	0.3	
Petit Theft	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	0	0%	0.3	0.0	
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0
Retail Theft	0	0	0	0	0	0	1	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0%	0.5	0.0	
Criminal Mischief	0	0	1	0	0	0	1	0	0	0	0	1	0	0	0	1	0	0	1	0	0	0	0	0	2	1	100%	0.3	0.2	
Totals	2	3	3	2	2	1	2	0	3	2	3	1	1	0	1	0	5	0	3	0	1	0	0	0	15	9	-50%	2.5	1.5	
% Change	50%		-33%		-50%		N/A		-33%		-67%		N/A		N/A		N/A		N/A		N/A		N/A		-40%		-40%			

Public Works Report

June 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 hold a Food Drive at the Bronson Center to help feed our Neighbors bi-weekly.
- Cleaning and maintaining of all City facilities.

July Objectives:

Continue maintaining the mowing and preventive maintenance of all City facilities, service equipment. Continuing our food drive efforts. We will be doing the sidewalk at the Activity Center to make compliant with a handicap ramp.

Submitted by:

Keith Prestage, Public Works Director

UTILITY DEPARTMENT

JUNE 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 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 - 190
- Turn On - 35
- Turn off - 42
- Misc. (rereads, laptops, vacation turn on, TBO from shut off) - 112
- 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

July 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
July 19, 2021**

CONSENT AGENDA – C-1 (Other):

UTILITY BILL WRITE-OFFS

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Utility Bill Write-Offs

ATTACHMENT:

List of Utility Bill Write-Offs

ANALYSIS:

The Utility Bill Write-Offs cover a period from 12/22/2020 through 6/30/2021; there are a total of 14 accounts totaling \$1,298.15.

Collection Process- Once an account is finalized, it is put into a "D" cycle. Collection letters are mailed on a quarterly basis from this "D" cycle, until payment is made or the accounts are written off. Utility Billing also collects debt when new service is rendered on past due debt, and/or write off accounts.

STAFF RECOMMENDATION:

Approve the Utility Write-Offs in the amount of \$1,298.15.

Name	Service Address	CY	Bill Status	Last Bill	Balance Due
BLEVINS, JENNIF	417 1st St	D	FINAL	4/15/2021	21.06
BROWN, DEARTRA	5115 Claremont Ct	D	FINAL	1/6/2021	17.36
CIOTTI, VINCENT	442 Meandering Way # 323	D	FINAL	6/8/2021	80.39
CORCHADO, CARLO	9014 Damascus Ave # 26b	D	FINAL	2/16/2021	139.38
DEWEESE, ROGER	544 Narrow Pond Rd	D	FINAL	5/28/2021	46.18
HAIRE, JR. WILLIAM	8904 Golden Gate Blvd # 1	D	FINAL	4/22/2021	56.33
HOOGERWERFF, BA	9027 Woodview Dr # 5	D	FINAL	6/11/2021	185.86
JASON, JEROME	710 3rd St	D	FINAL	6/10/2021	30.30
MCDERMONT, RICHARD	8926 Hinsdale Heights Dr	D	FINAL	3/23/2021	362.70
PINHEIRO, MICHA	9056 Sarah Dr # H12	D	FINAL	2/8/2021	164.77
ROBERTS, MICHAEL &	1175 Orange Blvd	D	FINAL	1/29/2021	59.40
SAINTFLEUR, OLE	5627 Lagustrum Ln # 50	D	FIN/NB	4/1/2021	20.26
TORRESS, STEVEN	8946 Hinsdale Heights Dr	D	FINAL	6/22/2021	47.56
UNDERWAGER, ALICIA	8843 Conway Rd	D	FINAL	5/21/2021	66.60

Total Balance Due: \$ 1,298.15

**City Commission Meeting
July 19, 2021**

AGENDA ITEM #1: Polk County Fire Station

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Polk County Fire Station

ATTACHMENTS:

Property Map

ANALYSIS:

Representatives from Polk County's Real Estate Department met with the City Manager regarding the need for a new Fire Station in Polk City.

Polk County is interested in using four acres of the vacated S.R. 33 Sprayfield property on the north end, which would be the best solution. During the meeting, the City Manager did bring forward that Polk City had purchased that property from Polk County when taking over the water and sewer utilities, and that the City Commission may be interested in selling four acres for the purpose of a new Fire Station.

Polk County has asked to make a presentation to the City Commission and to discuss the possibility of this project moving forward.

STAFF RECOMMENDATION:

N/A at this time



**City Commission Meeting
July 19, 2021**

AGENDA ITEM #2: **Resolution 2021-12** - A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA, ADOPTING CERTAIN POLICIES TO ENABLE THE CITY TO FILE FOR FEDERAL AND STATE GRANTS; ADOPTING POLICIES RELATED TO PROTECTION OF CITIZENS DURING CIVIL RIGHTS DEMONSTRATIONS; PROVIDING AN EFFECTIVE DATE.

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Resolution 2021-12 – Adopting certain policies to enable the City to file for Federal and State grants; adopting policies related to protection of citizens during Civil Rights Demonstrations.

ATTACHMENTS:

Resolution 2021-12

ANALYSIS:

As part of the CDBG Grant Application packet recently submitted, Polk City is required to adopt an EEO Plan Resolution. This Resolution will be submitted to the Florida Department of Economic Opportunity.

STAFF RECOMMENDATION:

Adopt Resolution 2021-12

RESOLUTION 2021-12

A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA, ADOPTING CERTAIN POLICIES TO ENABLE THE CITY TO FILE FOR FEDERAL AND STATE GRANTS; ADOPTING POLICIES RELATED TO PROTECTION OF CITIZENS DURING CIVIL RIGHTS DEMONSTRATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Title 42 United States Code § 5304(a)(1)(1), enacted as Section 104 of the Housing and Community Development Act of 1974, requires subrecipients of federal funds to adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and,

WHEREAS, Title 42 United States Code § 5304(a)(1)(2), enacted as Section 104 of the Housing and Community Development Act of 1974, requires subrecipients of federal funds to adopt and enforce a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction; and,

WHEREAS, Polk City has made and will continue to make application to state and federal grant programs.

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

SECTION 1. ADOPTION OF CITIZEN PROTECTION POLICY. The City Commission hereby it is the policy of the City to prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction with due and proper consideration given to the extent and limits of the City's power and authority to do so.

SECTION 2. ADOPTION OF EQUAL EMPLOYMENT OPPORTUNITY POLICIES. The City Commission hereby adopts the following policies as the City's applicable guiding policies and procedures for all present and future Florida's Small Cities Community Development Block Grant and for any subsequent Small Cities Community Development Block Grant Program that the City may seek, so long as these policies remain consistent with the State and Federal Requirements of the CDBG program:

(1) To provide equal opportunity to all employees, applicants, employees of its contractors and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the handicapped and to administer its programs in a manner that does not discriminate against any person because of race, color, religion, sex, national origin, disability, age or genetics.

(2) The City Manager has ultimate responsibility for the overall administration of the affirmative action/equal opportunity program. The total integration of equal opportunity into all parts of personnel and program management is the City Manager's responsibility. The City

Manager will review all policies and procedures as they affect equal opportunity and affirmative action and ensure compliance with relevant federal and state statutes.

(3) The right of appeal and recourse is guaranteed by the City. Any person who feels that he or she has been denied employment opportunity or participation, representation, or services in any program administered by the City because of race, color, religion, sex, national origin, disability, age or genetics has the right to file an equal opportunity complaint. Information and assistance relative to equal opportunity complaints shall be provided by the City Manager who can be contacted at City Hall, 123 Broadway Blvd SE, Polk City, FL 33868, or by calling (863) 984-1375, Monday - Friday 8:00am-5:00 pm.

(4) Polk City shall establish a system to record the following:

- a) The nature of the call or contact;
- b) The action taken in response to the call or contact, and
- c) The result of the action taken.

This Equal Opportunity Policy of the Polk City shall be posted in conspicuous places within the facility, distributed to all employees, contractors and to the persons of all advisory and policy-making groups.

SECTION 3. ADOPTION OF PROHIBITION OF USE OF EXCESSIVE FORCE POLICIES. The City Commission hereby adopts the following policy as the City's applicable guiding policy for all present and future Florida's Small Cities Community Development Block Grant and for any subsequent Small Cities Community Development Block Grant Program that the City may seek, so long as this policy remains consistent with the State and Federal Requirements of the CDBG program. 42 U.S.C. § 5304(a)(1)(1), enacted as Section 104 of the Housing and Community Development Act of 1974, requires subrecipients of federal funds to adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations. 42 U.S.C. § 5304(a)(1)(2), enacted as Section 104 of the Housing and Community Development Act of 1974, requires subrecipients of federal funds to adopt and enforce a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction. Based upon this federal law, it is the policy of the City to prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction with due and proper consideration given to the extent and limits of the City's power and authority to do so.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage.

RESOLVED, PASSED, AND CERTIFIED AS TO PASSAGE THIS _____ DAY OF _____, 2021.

CITY COMMISSION OF POLK CITY,
FLORIDA

Joe LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Manager/Clerk

APPROVED AS TO FORM & LEGALITY

Thomas A. Cloud, Esquire, City Attorney

**City Commission Meeting
July 19, 2021**

AGENDA ITEM #3: Planning Commission Vacancies

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Planning Commission Vacancies

ATTACHMENTS:

Application Forms

ANALYSIS:

There are three candidates for the two Alternate Vacancies on the Planning Commission.

- Gene Gorški
- Bill Fienga
- Francine Llerena-Scouten

The candidates have been asked to attend the City Commission Meeting and be prepared to address the City Commission regarding their desire to serve on the Polk City Planning Commission as an Alternate Member.

STAFF RECOMMENDATION:

After thorough examination, make a selection of two individuals to serve as Alternate Members of the Polk City Planning Commission.



Please return this form to:
City Manager's Office
City of Polk City

Volunteer Program Application

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

I'm ready ... sign me up:

Name: GENE GORSKI Home Phone: 313-815-1324
 Address: 7470 BERKLEY ROAD Work Phone: N/A
 City: POLK CITY Zip: 33868-3720
 E-mail: EGORSKI9999@GMAIL.COM Today's Date: JUNE/9/2021

Tell us about yourself:

Work Experience: FORTY (40) YEARS IN THE BUILDING TRADES PERFORMING THE MECHANICAL DESIGN/INSTALLATION OF THE H.V.A.C. SYSTEMS.
 Education: HIGH SCHOOL/FOUR (4) YEARS/TRADE SCHOOL/TWO (2) YEARS COLLEGE
 Previous Volunteer Experience: HELPED WITH CITY PROGRAMS SUCH AS LOW INCOME RESIDENCE WITH MECHANICAL SYSTEMS, FIRE DEPARTMENT, ECT.
 Age: Over 18 yrs. Under 18 yrs., if checked, please list age: _____

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

Day	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

What do you hope to gain from your volunteer experience? AS A RESIDENCE OF POLK CITY, TO BE INFORMED OF THE COMMUNITY.

(over)

I am interested in volunteering for the following:

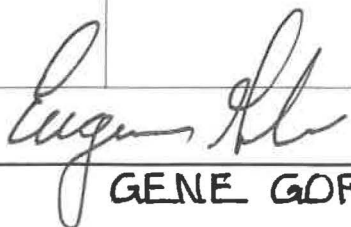
- Parks and Recreation
- General Office Work
- Keep Polk City Beautiful Commission
- Telephone/Office Reception
- City Council Appointed Board or Commission
- Purging Files
- Special Projects/Mailings
- Litter Control Program
- Library

PLANNING COMMISSION ALTERNATE (4-19-21)
Window of Work

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

My Talents	My Quests	No-Nos
Special skills, talents, interests you like to use:	Areas that you would like to learn more about:	Please don't ask me to do any of these:
Examples: <ul style="list-style-type: none">• Typing• Talking to people• Working with youth• Administrative duties	Examples: <ul style="list-style-type: none">• Computers• Bookkeeping• Chairing a committee ✓• History of organization	Examples: <ul style="list-style-type: none">• Public speaking• Working with youth• Work with computers
<i>Things you do well and enjoy doing. Don't hesitate to list something. You'd be surprised how your talents can be utilized.</i>	<i>List areas of interest that you may not have the skills to perform, but you would enjoy learning more about.</i>	<i>List those things that you really don't want to do.</i>

Signature of Applicant: _____


GENE GORSKI

Date: JUNE/9/2021



PLANNING

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

Volunteer Program Application

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

I'm ready ... sign me up:

Name: Bill Fienga Home Phone: 863 397 6398
Address: 226 Carter Blvd Work Phone: _____
City: Polk County Zip: 33868
E-mail: pastorbill15@hotmail.com Today's Date: 5/18/2021

Tell us about yourself:

Work Experience: Probation and Parole, Youth Pastor, Correctional Officer, Adjunct CJ Professor

Education: Doctorial Candidate

Previous Volunteer Experience: Berkley Accelerated Middle School Board, Criminal Justice Board BC, numerous position at Church, Coach

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

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

Day	Morning	Afternoon	Evening
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Saturday		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sunday			

What do you hope to gain from your volunteer experience? Help the city plan for present and future. Work alongside others and gain knowledge from their expertise.

I am interested in volunteering for the following:

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

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

✓ *Planning*

Window of Work

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

My Talents	My Quests	No-Nos
Special skills, talents, interests you like to use:	Areas that you would like to learn more about:	Please don't ask me to do any of these:
Examples: <ul style="list-style-type: none"> • Typing • Talking to people • Working with youth • Administrative duties 	Examples: <ul style="list-style-type: none"> • Computers • Bookkeeping • Chairing a committee • History of organization 	Examples: <ul style="list-style-type: none"> • Public speaking • Working with youth • Work with computers
<i>Things you do well and enjoy doing. Don't hesitate to list something. You'd be surprised how your talents can be utilized.</i>	<i>List areas of interest that you may not have the skills to perform, but you would enjoy learning more about.</i>	<i>List those things that you really don't want to do.</i>
<p><i>• talking with people</i> <i>• long range planning</i> <i>• working with diverse group of people</i> <i>• teaching</i> <i>• public speaking</i></p>	<p><i>• planning for city</i> <i>• learning about city policy</i></p>	<p><i>I am open with learning new concepts. willing to try anything that would help city</i></p>

Signature of Applicant: *Wendy Lee*

Date: *5-18-2021*

For Office Use Only	
Date received:	_____
Placed:	_____
Date Placed:	_____



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

Volunteer Program Application

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

I'm ready ... sign me up:

Name: Francine Allerson-Scouter Home Phone: 863-874-8291
 Address: 386 Clearwater Lake Dr Work Phone: 802 647 3311
 City: Polk City FL Zip: 33868
 E-mail: Florida41513@yahoo.com Today's Date: 5/17/21

Tell us about yourself:

Work Experience: Bookkeeper / A/P + A/R 1st, 2nd bank and parts payroll.

Education: College degree in Business

Previous Volunteer Experience: On board of directors for my community in PA before moving here to FL to take care of my parents

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

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

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

What do you hope to gain from your volunteer experience? Knowledge of Polk City

I am interested in volunteering for the following:

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

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

** Planning Commission Vacancy*

Window of Work

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

My Talents	My Quests	No-Nos
Special skills, talents, interests you like to use:	Areas that you would like to learn more about:	Please don't ask me to do any of these:
Examples: • Typing • Talking to people • Working with youth • Administrative duties	Examples: • Computers • Bookkeeping • Chairing a committee • History of organization	Examples: • Public speaking • Working with youth • Work with computers
<i>Things you do well and enjoy doing. Don't hesitate to list something. You'd be surprised how your talents can be utilized.</i>	<i>List areas of interest that you may not have the skills to perform, but you would enjoy learning more about.</i>	<i>List those things that you really don't want to do.</i>
<p><i>Talking to people</i></p>	<p><i>History of Polk City Being on a committee would be a lot of knowledge of Polk City</i></p>	<p><i>typing Shorthand Working outdoors</i></p>

Signature of Applicant: *Franzine Herrera-Scouter* Date: *5/17/21*

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

**City Commission Meeting
July 19, 2021**

AGENDA ITEM #4: Dirt and Grit Removal at Cardinal Hill WWTF

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Dirt and Grit Removal at Cardinal Hill WWTF

ATTACHMENTS:

Proposed Pricing Schedule

ANALYSIS:

On March 15, 2021, the City Manager discussed Dirt and Grit removal at Cardinal Hill WWTF; and to piggyback off of the City of Orlando's Bid #IFB18-0255 which was awarded to U.S. Submergent Technologies at the same pricing schedule.

There is approximately 101 tons of waste in the Digester and Waste Tanks.

Lori Pearson, Utilities Director has spoken with FDEP regarding the grant that would pay approximately half of the cost for this project. However, Polk City cannot apply for this grant until the project has been approved by the City Commission.

STAFF RECOMMENDATION:

To approve Polk City "Piggybacking" off of the City of Orlando's Bid #IFB18-0255 for Structure Cleaning Services, which was awarded to U.S. Submergent Technologies at the same pricing schedule.



U.S. Submergent Technologies Cost Estimate

January 26th, 2021

**PROJECT PROPOSAL: City of Polk City, FL WWTP
Digester & Waste-Tank
101 Tons Estimated for Removal**

Customer: City of Polk City
Contact: Lori Pearson
Phone No.: (863) 984-1375
Address: 10500 Stevens Drive
Polk City, FL
Proposal Sent Via: Email – Lori.pearson@mypolkcity.org

Ms. Pearson,

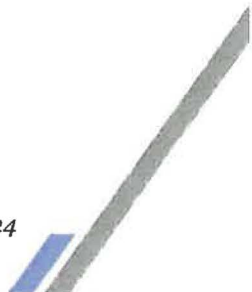
On behalf of U.S. Submergent Technologies (USST), we are pleased to provide this proposal for your consideration to remove the accumulated material from the above referenced structures. Our proposal includes the costs for removal, transportation, and disposal of the estimated volume of material.

The Proposal Pricing Schedule summarizes the estimated quantities and unit costs based on our understanding of existing conditions. USST production rates are based on access to the structure, distribution of material to be removed across the structure bottom, as well as the type and quantity of material to be removed.

**Cooperative Purchasing is available through City of Orlando Contract #IFB18-0255.
Structure Cleaning Services**

The scope of a complete operation for USST includes:

- Mobilization to facility
- Confined space entry
- USST Combination³® Truck Service Crew
- USST Combination³® Truck
- USST Roll Off Truck (if needed)
- USST will reach and remove material from structures utilizing a combination of vacuum, pumping, jetting, and reaching components
- Cleanup project site upon completion of project
- Demobilization from facility



PROPOSAL PRICING SCHEDULE:

Structure: Digester				
Proposal Line Item	QTY	UOM	Unit Cost	EXT. PRICE
Mobilization and Demobilization Non-Emergency Basis	1	Each	\$3,500.00	\$3,500.00
Basic Vac Service Equipment and Qualified Crew (Vac Only)	1	Day(s)	\$3,750.00	\$3,750.00
Additional Feature – 49’ Knuckle Boom Crane with Telescoping Tubes	1	Day(s)	\$2,000.00	\$2,000.00
Additional Feature – Confined Space Entry with Certified Crew	1	Days(s)	\$1,000.00	\$1,000.00
Disposal of Sanitary Sewer Solid Waste Material Offsite (Includes Transportation) (Estimated)	21	Per Ton	\$63.00	\$1,323.00
TCLP Testing – (8 Metal Test) – By Certified Lab *If Required*	1	Each	\$800.00	\$800.00
Cost Estimate				\$12,373.00

Structure: Waste-Tank				
Proposal Line Item	QTY	UOM	Unit Cost	EXT. PRICE
Basic Vac Service Equipment and Qualified Crew (Vac Only)	6	Day(s)	\$3,750.00	\$22,500.00
Additional Feature – 49’ Knuckle Boom Crane with Telescoping Tubes	6	Day(s)	\$2,000.00	\$12,000.00
Additional Feature – Submersible Pumping System for Submerged Structural Cleaning Using an Auxiliary Pressure Containment/ Decant System	6	Day(s)	\$2,500.00	\$15,000.00
Disposal of Sanitary Sewer Solid Waste Material Offsite (Includes Transportation) (Estimated)	80	Per Ton	\$63.00	\$5,040.00
Cost Estimate				\$54,540.00

Unit cost will be billed based on actual quantities of time and materials required to remove material. The digester will be cleaned via vacuum in drained down conditions with an estimated amount of material of 1ft along the bottom totaling 21 tons of material. The waste-tank will be cleaned in operation with the downhole pumping system in submerged conditions, the remaining 80 tons of material was determined by estimating 4ft of material in the accessible areas without diffusers. The USST crew is expecting to take one day on the digester then move to the waste-tank for the remaining estimated 6 days of work. This proposal assumes one mobilization will be required. USST will maintain daily performance/production records and provide, as necessary.

This proposal and pricing are based on information received and is our interpretation of the sections of the RFP and/or specifications that have been made available to us. Exceptions have been noted wherever possible. In the event of a conflict between the language in the specification and the proposal, the language in the proposal takes precedence and is the basis of the proposed pricing. USST reserves the right to reject any order based on differences in interpretation of the specification, or for any reason, at the time the order is tendered.

Terms & Conditions:

1. Once the project has been accepted and confirmed to USST for execution, we will schedule this project on a mutually agreed date with a minimum of 5-days lead time.

2. All waste will be manifested (actual quantity), transported, and disposed of in accordance with all Federal, State and Local regulations.
3. Our rates are based on a Monday through Friday, 0800 – 1600 workday; if Saturday or Sunday work and/or second/third shift work is required and authorized, overtime rates will be charged at one and a half straight time rates and double on observed government holidays.
4. It is the customer’s responsibility for payment of any unforeseen tariffs, fees, taxes, and unexpected administrative costs which USST may incur during the execution of this project.
5. A fuel surcharge shall be added to all invoices in accordance with the “National Average Diesel Fuel Index.”
6. A Purchase Order and Job Authorization Form will be required prior to project commencement.
7. Payment is DUE UPON RECEIPT of invoice unless otherwise approved in advance by USST.
8. Pricing is valid for 30-days from the date of this proposal.
9. If a payment and performance bond is required, total cost will increase 3%.
10. Transportation and Disposal cost are based on conforming with waste profile approval for Non-Hazardous waste. Waste profile approval is required prior to scheduling of this project.

Supplemental Conditions:

1. The customer will have the digester tank drained down of all free-flowing liquids (if applicable), prior to USST’s arrival.
2. Provide unrestricted access to the worksite. If access to unimproved areas is required to complete cleaning, then customer shall provide improvements to enable USST to safely access. Any removal costs due to insufficient access will be charged at cost plus 20%.
3. Customer is responsible for providing sufficient suitable high-volume water supply for the high-pressure jetting operation, if needed.
4. This cost estimate does not include hydro- and/or grit-blasting of the structure.
5. Proper access including height clearance without obstruction in or around structure, so the pump or vacuum head can reach and remove material; client will present structure to be cleaned in sufficient condition for cleaning to take place.

This project proposal has been prepared in accordance with the requirements of the FDEP Sand and Grit Program. USST’s assistance is available with documentation or other related tasks. The grant monies may cover up to 50% of the cost of removing the material, less disposal.

Should you have any questions or concerns about this proposal, please do not hesitate to contact me directly at (850) 264-6115.

Regards,

Chandler Stutler

Business Development
U.S. Submergent Technologies
(850) 264-6115 | cstutler@ussubmergent.com

City Representative (signature)

Title

City Representative (print)

Date

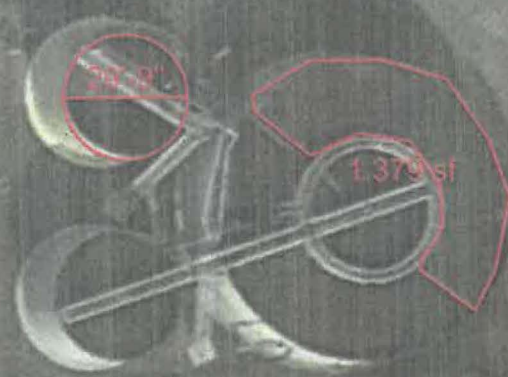
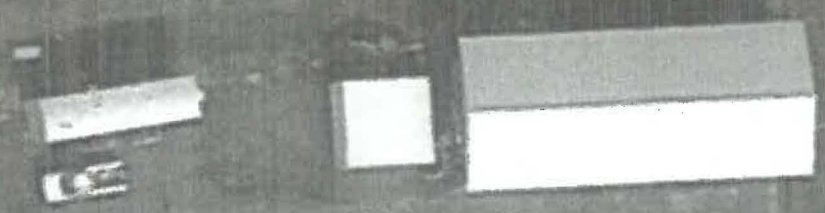
Please sign and return this project proposal at your earliest convenience so that we may verify our master schedule and confirm to you the exact time and date of the work to be performed.



Polk City WWTP

10500 Stevens Drive, Polk City

Legend



Google Earth



100 ft

**City Commission Meeting
July 19, 2021**

AGENDA ITEM #5: Polk County Sheriff's Office Interlocal Agreement Renewal

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Polk County Sheriff's Office Four-Year Interlocal Agreement Renewal

ATTACHMENTS:

Interlocal Agreement

ANALYSIS:

The current Interlocal Agreement for Law Enforcement Services through the Polk County Sheriff's Office is set to expire on September 30, 2021.

The new Agreement will be in effect for four (4) years beginning October 1, 2021. The breakdown of annual cost is listed below:

- October 1, 2021 - September 30, 2022 - \$105,389.00
- October 1, 2022 – September 30, 2023 - \$107,497.00
- October 1, 2023 – September 30, 2024 - \$109,647.00
- October 1, 2024 – September 30, 2025 - \$111,840.00

Overtime hours will be invoiced by the PCSO to Polk City as they are incurred and will be paid at actual cost.

Quarterly payments will be made in advance for the base contract on October 1, January 1, April 1 and July 1 each year.

STAFF RECOMMENDATION:

Approve the four-year Interlocal Agreement with the Polk County Sheriff's Office in the amounts as listed above.



Sheriff Grady Judd

Polk County

1891 Jim Keene Blvd. • Winter Haven, FL 33880-8010 • Phone: 863.298.6200 • www.polksheriff.org

June 21, 2021

Patricia Jackson, City Manager
The City of Polk City
123 Broadway Boulevard SE
Polk City, FL 33868

Re: Interlocal Agreement with the Polk County Sheriff's Office

Dear Ms. Jackson:

Please find the enclosed updated copy of the above agreement. At your earliest convenience, please have it executed and return the original copy to my attention in the Office of Legal Affairs at the Sheriff's Office.

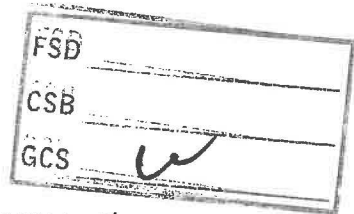
Should you have any questions, please give me a call at (863) 298-6515.

Sincerely,

Mario J. Cabrera
Staff Attorney, Office of Legal Affairs

MJC/mkc
Enclosures
xc: File

INTERLOCAL AGREEMENT



THIS AGREEMENT, is made by and between Polk City, a municipal corporation organized and existing under the laws of the State of Florida which is a municipality located within the boundaries of Polk County, Florida (hereinafter referred to as "CITY") and Grady Judd, as Sheriff of Polk County, a Constitutional Officer of the State of Florida (hereinafter referred to as "SHERIFF").

WITNESSETH:

WHEREAS, the CITY has heretofore maintained a high level of professional law enforcement services for the benefit of its citizenry thereof, and

WHEREAS, the CITY is desirous of maintaining the high level of competent professional law enforcement services, and

WHEREAS, the CITY is desirous of maintaining its law enforcement powers but at same time wishes to provide for daily law enforcement services through a contractual agreement, and

WHEREAS, the CITY is also desirous of obtaining its emergency telecommunications services through a contractual agreement, and

WHEREAS, the SHERIFF has agreed to provide the CITY a high level of professional law enforcement services along with emergency telecommunication services and the CITY is desirous of contracting for such services upon the terms and conditions hereinafter set forth; and

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WHEREAS, the SHERIFF's Telecommunication Center is the only facility in Polk County having been awarded CALEA's Public Safety Communications Accreditation and also having been recognized as an Accredited Center of Excellence (ACE) by the National/International Academies of Emergency Dispatch; and

WHEREAS, this Agreement is undertaken for the benefit of the general public so that, via cooperative effort, the parties may make the most efficient use of their resources, and is authorized by and entered into pursuant to Chapter 163, Florida Statutes, and other applicable law: and

NOW, THEREFORE, in consideration of the sums hereinafter set forth and for other good and valuable considerations, the receipt and legal sufficiency of which are hereby acknowledged, IT IS HEREBY AGREED AS FOLLOWS:

ARTICLE 1 – DEFINITIONS

For the purposes of this Agreement, the following terms shall have the respective meanings hereinafter set forth:

1.1. Deputy Sheriff shall mean an individual, other than those described in A above, who is appointed by the SHERIFF in accordance with Section 30.07, Florida Statutes, and who has executed any necessary oath which is required by law to serve in the position of a certified law enforcement deputy sheriff and perform the duties and responsibilities as set forth in Article 2 of this Agreement.

1.2. Patrol Unit shall mean one staffed marked patrol car and all standard equipment as defined by the SHERIFF'S General Orders.

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1.3. The local Sheriff's Station for the CITY shall mean the law enforcement office space provided by the CITY as set forth in Article 4, located within the CITY.

1.4. Service shall mean comprehensive law enforcement services provided each day of the year on a twenty-four (24) hour per day basis.

ARTICLE 2 – LEVELS OF SERVICE

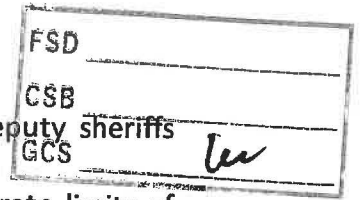
2.1 Law Enforcement Patrol Services. (a). The SHERIFF shall provide to the CITY, for the term set forth in this Agreement, professional law enforcement services within and throughout the CITY to the extent and in the manner herein described.

(b). The SHERIFF shall assign personnel to provide the level of professional law enforcement services consistent with the agreement set forth herein, or as such service has been supplemented and enhanced as a result of this Agreement and any amendments and supplements thereto.

(1). The SHERIFF shall provide to the CITY a total of one (1) deputy sheriff.

(2). The SHERIFF shall provide to the CITY additional deputy sheriffs as mutually agreed upon by the SHERIFF and the CITY.

(c). Law enforcement services shall encompass all those duties and functions of the type coming with the jurisdiction of, and customarily provided by, municipal police departments.



(d). While contracted to provide law enforcement services, deputy sheriffs will enforce Polk County Ordinances that are applicable within the corporate limits of the CITY, and Statutes of the State of Florida. Deputy Sheriffs are authorized to enforce the City's Ordinances, which are normally provided by municipal police. Performance of all duties of deputy sheriffs shall be in accordance with SHERIFF's General Orders. For CITY Ordinance purposes, the SHERIFF's operations, management and performance obligations hereinunder shall be considered the CITY Police Department.

(e). The SHERIFF shall additionally provide to the CITY when necessary, at no additional cost to the CITY, the following expertise, services, and facilities:

- Traffic Crash Investigations/Traffic Homicide Investigations;
- Marine Patrol;
- Crime Scene Services (Crime Scene Investigators/Investigations, Forensics Investigations and Collection of Evidence);
- Aviation Support;
- Special Investigations to include: Organized Crime Investigations, Homeland Security, Intelligence Gathering Activities, Criminal Street Gang Investigation and Suppression, and Drug Enforcement;
- Prisoner and Jail Services;
- Records Retention;
- Property and Evidence Section;

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- Sheriff Service Officers;
- Patrol and Detection Canine Support;
- Emergency Operations and the Emergency Response Team (ERT);
- Training Section;
- Task Force Personnel;
- Crime Prevention;
- Citizens Assisted Patrol (Volunteers);
- Criminal Investigations (General Crimes, Property Crimes, Major Crime, and Special Victims);
- Reserve Deputy Sheriffs;
- Administrative Investigations (Internal Affairs);
- Emergency and Unusual Occurrences (i.e. hurricanes, tornadoes, etc.);
- Any other such units or services as the Polk County Sheriff's Office may provide normally.

(f). The SHERIFF shall provide the CITY upon the request of the CITY, such supplemental law enforcement services of a deputy sheriff(s) beyond those services described herein, as may be needed from time-to-time that cannot be accommodated

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through flexible scheduling of on-duty sheriff's deputies. Compensation shall be in accordance with Article 5.2.

(g). All deputies assigned to the CITY shall remain within the City.

(h). In the event of an emergency response call and/or an exigent circumstance arises; deputies assigned to the CITY will perform services in a similar way that police departments assist under the Mutual Aid Agreement.

(i). Vehicles, Supplies, Equipment and Office Furniture:

1. The SHERIFF shall provide marked patrol units. Each marked patrol unit shall prominently display on the vehicle's exterior the Polk County Sheriff's Office indicia and indicia of Polk City.

2. Any equipment, computer equipment, and supplies furnished or purchased by the SHERIFF shall remain the property of the SHERIFF.

3. The CITY shall provide office supplies and office furniture.

4. Any supplies and office furniture furnished or purchased by the CITY shall remain the property of the CITY.

(j). If the CITY establishes a Police Department in the future, the SHERIFF will transfer any equipment and supplies mutually agreed upon by both parties to the CITY.

2.2 Administrative Responsibilities. (a). The one (1) deputy sheriff will perform all duties and responsibilities consistent with the SHERIFF's General Orders, and this Agreement under the Direction of the SHERIFF.

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(b). The deputy sheriff or designee will notify the City Manager in a timely manner of any major/significant crimes or incidents, unusual occurrences, or emergencies that occur within the CITY.

(c). The deputy sheriff shall provide a daily report(s) to the City Manager or designee, at her office, consisting of service activity, segregated by type and geographic locations where applicable.

(d). A formal analysis of law enforcement related trends and indicators within the CITY shall be prepared and presented to the CITY on a semi-annual basis by the SHERIFF and shall include the formalized Uniform Crime Report(s) (UCR) and other crime data as contained in the SHERIFF's crime analysis system.

(e). The CITY and SHERIFF recognize that professional law enforcement services require flexibility in order to meet society's challenge to combat crime and other social conditions. Therefore, the deputy sheriff or designee shall have the discretion to determine staff allocation, and assignments in alignment with ongoing law enforcement activity analysis.

(f). The deputy sheriff or designee shall be responsible for attending all City Council Meetings. The deputy sheriff or designee shall attend community meetings and meetings with the CITY staff which involves issues of mutual concern or when needed to provide advice or consent on law enforcement issues and other meetings so requested by the CITY.

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2.3. Processing of Evidence. Evidence shall be processed in accordance with the

SHERIFF'S General Orders.

ARTICLE 3 – OTHER RESPONSIBILITIES

3.1 Employment: Right of Control. The SHERIFF shall have and maintain the responsibility for and control of the delivery of services, the standards of performance, the discipline of personnel, and other matters incident to the performance of services, duties, and responsibilities as described and contemplated herein.

3.2 Assignment of Law Enforcement. The CITY does hereby vest in each deputy sheriff, to the extent allowed by law, enforcement powers of the CITY which are necessary to implement and carry forth the services, duties, and responsibilities imposed upon the SHERIFF hereby, for the sole and limited purpose of giving official and lawful status and validity to the performance thereof by such deputy sheriff. Every sworn deputy of the SHERIFF so empowered hereby and engaged in the performance of the services, duties, and responsibilities described and contemplated herein shall be deemed to be sworn officers of the CITY while performing such services, duties, and responsibilities which constitute municipal functions and are within the scope of this Agreement. The SHERIFF shall have and maintain the responsibility for and control of the delivery of services, the standards of performance, the discipline of personnel, and other matters incident to the performance of services, duties, and responsibilities as described and contemplated herein.

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ARTICLE 4 – CITY’S RESPONSIBILITIES

4.1 Office Space. (a). The CITY agrees to maintain and keep in good repair, or cause to be maintained or repaired, to include necessary building and/or ground maintenance, pest control, alarm services, and janitorial services for those facilities designated as the Station. The SHERIFF shall maintain the Station in a clean and sanitary condition, free from trash and debris, with normal use excepted. In the event the SHERIFF, his employees, or appointees destroy, deface damage, impair, or remove any part of the Station, the SHERIFF will be responsible, to the extent permitted by law, for repairing or replacing such property.

(b). Future space planning shall be coordinated with the SHERIFF and the CITY.

(c). The use and occupancy by the SHERIFF of the Station shall include the use of common areas shared with others entitled thereto, including but not limited to, the automobile parking areas, driveways, pathways, entranceways, means of ingress and egress easements, loading and unloading facilities, and other facilities as may be designated from time to time by the CITY; subject to the terms and conditions of this Agreement.

(d). The CITY shall, during the term of this Agreement, at its sole cost and expense, maintain appropriate insurance coverage to include general liability and fire and casualty coverage, either through a commercial insurance carrier or a self-insurance program of sufficient coverage, to protect the CITY and the SHERIFF in the event of

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claims relating to the Station or damage and/or destruction of the Station provided to the SHERIFF under this Agreement. The CITY shall provide a copy of its insurance policy or self-insurance policy certificate to the SHERIFF within thirty (30) days of the effective date of this Agreement.

(e). If for any reason the CITY fails to provide the SHERIFF with a Station as required above, the SHERIFF is relieved from his obligation to provide, inside the boundaries of the CITY, those contracted or future contracted administrative services, including all positions indicated in this Agreement, and such other services which require a physical structure within the CITY. All positions indicated in this Agreement will be relocated to the SHERIFF'S District headquarters office and will carry out their job functions as required under this Agreement from said location.

(f). The CITY'S failure to provide the SHERIFF with a Station will require the SHERIFF'S Deputies to attend roll call at the SHERIFF'S Northwest Command, and any additional travel time incurred will, as agreed upon by the CITY and the SHERIFF, be part of the contracted hours.

4.2 City Ordinances. The CITY shall provide to the SHERIFF two (2) copies of Polk City Ordinances as adopted along with any updates.

ARTICLE 5 – CONSIDERATION

5.1 Professional Law Enforcement Services. The total amount due for all law enforcement services for shall be based upon the proposal submitted by the SHERIFF, as set forth in Article 2, during the CITY'S budget process and approved by the CITY. The

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total amount due for all services beginning October 1, 2021, through September 30, 2022, shall be based on an annual amount of one hundred five thousand three hundred eighty nine (\$105,389.00) dollars. The total amount due for all services beginning October 1, 2022, through September 30, 2023, shall be based on an annual amount of one hundred seven thousand four hundred ninety seven (\$107,497.00) dollars. The total amount due for all services beginning October 1, 2023, through September 30, 2024, shall be based on an annual amount of one hundred nine thousand six hundred forty seven (\$109,647.00) dollars. The total amount due for all services beginning October 1, 2024, through September 30, 2025, shall be based on an annual amount of one hundred eleven thousand eight hundred forty (\$111,840.00) dollars. Overtime hours will be invoiced by SHERIFF to CITY as they are incurred and will be paid at actual cost.

5.2 Additional law enforcement services requested by the CITY, as set forth in Article 2.1(f), shall be compensated monthly at actual wage rate in that contract year.

5.3 The CITY shall make quarterly payments in advance for the base contract. Quarterly payments shall be made prior to October 1, January 1, April 1, and July 1 each year. Additional law enforcement services requested by the CITY, as set forth in Article 2.1(F), shall be invoiced by the SHERIFF as incurred and paid within thirty (30) days.

5.4 The consideration recited herein constitutes the entire consideration to be paid herein under and upon the payment thereof, in the manner and at the times prescribed herein.

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ARTICLE 6 – AUDIT OF RECORDS

The CITY or designee may, upon reasonable notice to the SHERIFF, examine the existing SHERIFF's records relating to the services provided pursuant to the terms of this Agreement. Said records shall be maintained by the SHERIFF in accordance with all applicable laws and regulations.

ARTICLE 7 – FINES, FORFEITURES, PAYMENTS

7.1 (a). All law enforcement education funds levied and collected by the Clerk of the Court and earmarked for the CITY pursuant to Section 938, Florida Statutes, shall be transferred to the SHERIFF and used by the SHERIFF for law enforcement education purposes of supplementing training for deputies assigned to the CITY. Apart from such funds, the SHERIFF shall have no claim or right to any other monies or things of value which the CITY receives or may hereinafter receive by way of entitlement programs, grants, or otherwise in connection with police or law enforcement activities.

(b). The CITY shall transfer education funds to the SHERIFF annually, after the CITY's financial statements have been audited and approved by the CITY.

(c). All fines and forfeitures levied and collected pursuant to Chapter 316, Florida Statutes, as the same may be amended from time-to-time, shall be forwarded to the CITY consistent with the distribution requirements of Section 318.21, Florida Statutes.

(d). The CITY shall adopt the Polk County Alarm Ordinance, which shall be enforced by the SHERIFF.

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ARTICLE 8 – INSURANCE

8.1 Polk County, a political subdivision of the State of Florida and the Polk County Sheriff's Office, is a self-insured entity pursuant to Section 768.28, Florida Statutes, and will maintain sufficient general liability and automobile liability self-insurance funds as required by law.

8.2 Self-insurance funds necessary to cover general liability and automobile liability will remain throughout the term of this Agreement.

8.3 The SHERIFF will secure and maintain, during the life of this contract, Workers' Compensation insurance to the extent required by law for all deputies connected with this Agreement. The self-insurance program or insurance coverage shall comply fully with the Florida Workers' Compensation law.

ARTICLE 9 –HOLD HARMLESS PROVISIONS

9.1 To the extent and limits permitted by controlling law, the SHERIFF will indemnify and hold harmless the CITY against any claims, and the cost of defending claims, including but not limited to reasonable attorney's fees (both trial and appellate), filed against the SHERIFF and/or the CITY, arising directly or indirectly, as a result of, or in connection with any intentional and/or negligent acts or omissions of the SHERIFF's office or its deputies', agents', or employees' related to the services provided in this Agreement. Provided however, in no event will the SHERIFF pay any attorney's fees and/or costs connected with an action brought by the CITY against the SHERIFF related

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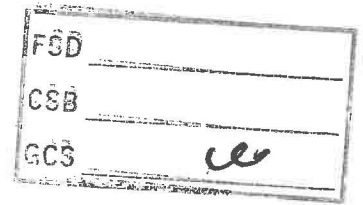
to the services provided in this Agreement to the extent that such an action does not arise out of the indemnification given by the SHERIFF to the CITY as set forth herein.

9.2 To the extent and limits implemented under controlling law, the CITY will indemnify and hold the SHERIFF harmless against any claims, and the cost of defending claims, including but not limited to reasonable attorney's fees (both trial and appellate), filed against the CITY and/or the SHERIFF, arising directly or indirectly, or as a result of, or in connection with any intentional and/or negligent acts or omissions of the CITY, its agents', or employees'. Provided however, in no event will the CITY pay any attorney's fees and/or costs connected with an action brought by the SHERIFF against the CITY to the extent that such an action does not arise out of the indemnification given by the CITY to the SHERIFF as set forth herein.

9.3 Nothing contained herein shall be construed to limit or modify the provisions of Section 768.28, Florida Statutes, as it applies to the CITY and the SHERIFF. Nothing herein shall abrogate or expand the sovereign immunity enjoyed by the SHERIFF or the CITY pursuant to the provisions of Chapter 768, Florida Statutes.

ARTICLE 10 – INDEPENDENT CONTRACTOR

The SHERIFF, for the purposes of this Agreement, is and shall remain an independent contractor; provided, however, such independent contractor status shall not diminish the power and authority vested in the SHERIFF and his Deputies pursuant to Article 3.



ARTICLE 11 – TERM

This Agreement shall remain in full force and effect commencing October 1, 2021, and ending September 30, 2025, all dates inclusive, unless the Agreement is otherwise extended or terminated in accordance with the terms thereof.

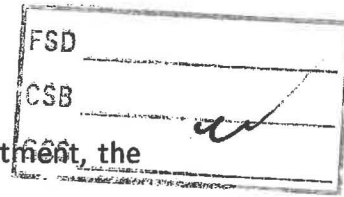
ARTICLE 12 – TERMINATION

This Agreement may be terminated by either party for any or no cause by giving advance notice to the other party of not less than one hundred and eighty (180) days in the manner set forth in this Agreement. However, termination of this Agreement shall not abridge or modify the obligations pertaining to the reestablishment of a police department; the parties agree there will be no lapse in law enforcement services.

ARTICLE 13 – TRANSITION

13.1. In the event of the termination or expiration of this Agreement, the SHERIFF and the CITY shall cooperate in good faith in order to effectuate a smooth and harmonious transition from the SHERIFF's Office to another law enforcement agency, and to maintain during such period of transition the same high quality of law enforcement services otherwise afforded to the residents of the CITY pursuant to the terms hereof.

13.2. In the event of termination or upon expiration of this Agreement, the SHERIFF will return, at the request of the CITY, an equal amount of equipment, supplies, vehicles, fixtures, and furnishings transferred from the CITY.



13.3. In the event the CITY chooses to reestablish the Police Department, the SHERIFF pledges to assist the CITY with the reestablishment of the Police Department.

ARTICLE 14 – AUTHORITY TO EXECUTE; NO CONFLICT CREATED

14.1 The SHERIFF, by his execution hereof, does hereby represent to the CITY that he has full power and authority to make and execute this Agreement pursuant to the power so vested in him under the Constitution and Laws of the State of Florida to the effect that:

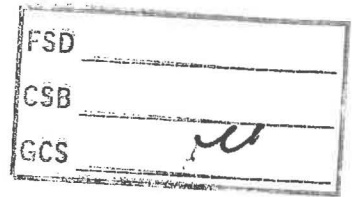
(a). His making and executing this Agreement shall create a legal obligation upon himself and the Polk County Sheriff's Office.

(b). This Agreement shall be enforceable by the CITY according and to the extent of the provisions hereof.

14.2 Nothing herein contained and no obligation on the part of the SHERIFF to be performed hereunder shall in any way be contrary to or in contravention of any policy of insurance or surety bond required of the SHERIFF pursuant to the laws of the State of Florida.

14.3 The Mayor, by his execution hereof, does represent to the SHERIFF that he has full power and authority to make and execute this Agreement on behalf of the CITY.

14.4 Nothing herein contained is any way contrary to or in contravention of the CITY or the laws of the State of Florida.



ARTICLE 15 – NOTICE

All notices, consents, demands, requests and other communications which may or are required to be given hereunder shall be in writing and shall be deemed duly given if personally delivered or sent by United States mail, registered or certified, return receipt requested, postage prepaid, to the addresses set forth hereunder or to such other address as the other party hereto may designate in written notice transmitted in accordance with this provision.

In case of the CITY, to:

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

In case of the SHERIFF, to:

Polk County Sheriff's Office
Att: Office of Legal Affairs
1891 Jim Keene Blvd
Winter Haven, Florida 33880

ARTICLE 16 – NON-ASSIGNABILITY

The SHERIFF shall not assign any of the obligations or benefits imposed hereby or contained herein, unless upon the written consent of the CITY, which consent must be evidenced by a duly passed resolution.

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ARTICLE 17 – THIRD PARTIES

In no event shall any of the terms of this Agreement confer upon any third person, corporation, or entity other than the parties hereto any right or cause of action for damages claimed against any of the parties to this Agreement arising from the performance of the obligation and responsibilities of the parties herein or for any other reason.

ARTICLE 18 – COMMUNICATIONS

All Communications related to Law Enforcement, Detention, and Law Enforcement Related Telecommunications issues will first be routed through the City Manager’s Office who will in turn route them to the SHERIFF.

ARTICLE 19 – IMPACT FEES

Notwithstanding any provision herein to the contrary, CITY shall be entitled to keep the funds generated from any impact fee imposed to be utilized for proper and allowable law enforcement capital recovery costs as agreed upon by the SHERIFF and CITY and consistent with Florida law and the CITY’s Code of Ordinances.

ARTICLE 20 – EDWARD BYRNE GRANT

All purchases made with monies awarded through the Edward Byrne Grant shall be mutually agreed upon by the SHERIFF and the CITY.

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ARTICLE 21 – JOINT PREPARATION

The preparation of this Agreement has been a joint effort of the parties, and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

ARTICLE 22 – ENTIRE AGREEMENT

This Agreement constitutes the complete understanding of the parties and merges and supersedes any and all other discussions, agreements and understandings, either oral or written, between the parties with respect to the subject matter hereof.

ARTICLE 23 – SEVERABILITY

Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be prohibited by or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provisions of this Agreement.

ARTICLE 24 - AMENDMENTS OR MODIFICATIONS

Either party may at any time during the term of this Agreement request amendments or modifications. Requests for amendment or modification of this Agreement shall be in writing and shall specify the requested changes and the justification of such changes. The parties shall review the request for modification in terms of the regulations and goals relating to the Agreement. Should the parties

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consent to modification of the Agreement, then an amendment shall be drawn, approved, and executed in the same manner as the original agreement.

ARTICLE 25 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of Florida as to all matters, including but not limited to matters of validity, construction, effect and performance.

ARTICLE 26 - FORUM AND VENUE

All actions regarding this Agreement shall be forumed and venued in a court of competent subject matter jurisdiction, in Polk County, Florida, or the Federal Middle District Court of Florida, located in Tampa, Florida.

POLK COUNTY SHERIFF'S OFFICE
BY ANDRIA MCDONALD, EXECUTIVE DIRECTOR

ATTEST

Andria McDonald

[Signature]
_____ WITNESS TO ANDRIA MCDONALD

Date: 6/18/2021

APPROVED AS TO FORM:
BY SHERIFF'S GENERAL COUNSEL

[Signature]



CITY OF POLK CITY
BY JOE LACASCIA, MAYOR

ATTEST
BY PATRICIA JACKSON, CITY MANAGER

WITNESS TO JOE LACASCIA

Date: _____

APPROVED AS TO FORM AND CONTENT:

BY _____
THOMAS A. CLOUD, ESQUIRE

Initial: _____

Initial: am