

## **POLK CITY**

### **City Commission Workshop (6:30pm) City Commission Meeting (7pm)**

June 20, 2022

Polk City Government Center  
123 Broadway Blvd., SE

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**CALL TO ORDER** – Mayor Joe LaCascia

**INVOCATION** – Pastor Walter Lawlor, New Life Community Church

**PLEDGE OF ALLEGIANCE** – Mayor Joe LaCascia

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

**ESTABLISHMENT OF A QUORUM**

**APPROVE CONSENT AGENDA**

**PRESENTATIONS AND RECOGNITIONS**

1. Proclamation for Lakes Appreciation Month- July 2022

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

#### **AGENDA**

1. PUBLIC HEARING - Ordinance 2022-03 – Discontinuation of Water Service – Second and Final Reading
2. Annual Services Agreement with Petrotech Southeast Inc.
3. CivilSurv Proposal for Professional Engineering Services

#### **CITY MANAGER ITEM**

#### **CITY ATTORNEY ITEMS**

1. Southeast Wellfield – Second Amended and Restated Implementation Agreement

#### **COMMISSIONER ITEMS**

Commissioner Nichols  
Commissioner Blethen  
Commissioner Carroll  
Vice Mayor Harper  
Mayor LaCascia

#### **ANNOUNCEMENTS**

#### **ADJOURNMENT**

**CONSENT AGENDA**  
**June 20, 2022**

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. May 16, 2022 – City Commission Workshop
2. May 16, 2022 - Regular City Commission Meeting

**B. REPORTS**

1. Building Permits Report – January -May 2022
2. Code Enforcement Report – May 2022
3. Financial Report – May 2022
4. Library Report – May 2022
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – May 2022
7. Public Works Report – May 2022
8. Utilities Report – May 2022
9. Utility Billing Report – May 2022

**C. OTHER**

City Commission Meeting  
June 20, 2022

**PRESENTATIONS:** Proclamation for Lakes Appreciation Month

INFORMATION ONLY  
 ACTION REQUESTED

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

**ATTACHMENTS:** Yes

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:** Recognize July 2022 as Lakes Appreciation Month.



## *Proclamation*

**WHEREAS**, lakes are among Polk City's most valuable natural resources; and

**WHEREAS**, lakes provide drinking water, irrigation, energy, recreation, scenic beauty, and habitat for wildlife; and

**WHEREAS**, these beneficial uses have been of vital importance to Polk City's history, growth, and financial health; and

**WHEREAS**, our lakes improve the quality of life for all of Polk City's residents and their importance should not go unnoticed; and

**WHEREAS**, Polk City recognizes the need to protect these lakes and reservoirs for future generations;

**NOW, THEREFORE**, I, Joe LaCascia, Mayor of Polk City do hereby proclaim July 2022, as

## ***LAKES APPRECIATION MONTH***

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Polk City to be affixed this 20<sup>th</sup> day of June 2022.

**Polk City**

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

Attest:

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

**City Commission Meeting  
June 20, 2022**

**CONSENT AGENDA ITEM:**      Department Monthly Reports

INFORMATION ONLY  
 ACTION REQUESTED

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

**ATTACHMENTS:**

Monthly Department Reports for:

1. Building Permits Report – January - May 2022
2. Code Enforcement Report – May 2022
3. Financial Report – May 2022
4. Library Report – May 2022
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – May 2022A
7. Public Works Report – May 2022
8. Utilities Report – May 2022
9. Utility Billing Report – May 2022

**ANALYSIS:**

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

**Polk City Permits Added**  
From: 01/01/22 To: 01/31/2022

**COMMERCIAL**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2022-106	120 N COMMONWEALTH AVE, POLK CITY, FL 33868	50,000.00	01/24/2022
BC-2022-82	207 N COMMONWEALTH AVE, POLK CITY, FL 33868	2,400.00	01/20/2022
<b>Subtotal:</b>		<b>\$52,400.00</b>	

**DEMO**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-1352	734 1ST ST, POLK CITY, FL 33868	0.00	01/26/2022
<b>Subtotal:</b>		<b>\$0.00</b>	

**ELECTRICAL**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-24	131 S HYDRANGEA AVE, POLK CITY, FL 33868	500.00	01/03/2022
BT-2022-681	8894 HINSDALE HEIGHTS DR, POLK CITY, FL 33868	30,000.00	01/14/2022
<b>Subtotal:</b>		<b>\$30,500.00</b>	

**POOL**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-1335	8722 RINDGE RD, POLK CITY, FL 33868	52,600.00	01/25/2022
BT-2022-1455	8926 HINSDALE HEIGHTS DR, POLK CITY, FL 33868	67,250.00	01/27/2022
BT-2022-1465	310 BAYBERRY DR, POLK CITY, FL 33868	30,000.00	01/27/2022
<b>Subtotal:</b>		<b>\$149,850.00</b>	

**RE-ROOF**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-1289	410 N CITRUS GROVE BLVD, POLK CITY, FL 33868	2,345.00	01/25/2022
BT-2022-393	305 CLEARWATER AVE, POLK CITY, FL 33868	9,000.00	01/10/2022
BT-2022-761	645 2ND ST, POLK CITY, FL 33868	9,297.00	01/17/2022
<b>Subtotal:</b>		<b>\$20,642.00</b>	

**RESIDENTIAL**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2022-1013	8594 RINDGE RD, POLK CITY, FL 33868	6,912.00	01/26/2022
BR-2022-1154	310 BAYBERRY DR, POLK CITY, FL 33868	5,500.00	01/31/2022
BR-2022-131	8759 RINDGE RD, POLK CITY, FL 33868	7,800.00	01/05/2022
BR-2022-652	628 1ST ST, POLK CITY, FL 33868	2,787.00	01/18/2022
BR-2022-743	107 SUNSHINE BLVD, POLK CITY, FL 33868	3,429.35	01/17/2022

BR-2022-747

438 ASHLEY RD, POLK CITY, FL 33868

5,200.00

01/19/2022

**Subtotal:**           \$31,628.35

**Grand Total:**           \$285,020.35

0 SFE to Date  
Happy Delo

## Polk City Permits Added

From: 02/01/22 To: 02/28/2022

### COMMERCIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2022-221	9835 N HWY 33 POLK CITY, FL 33868	2,500.00	02/21/2022
		<b>Subtotal:</b>	<b>\$2,500.00</b>

### ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-1661	734 1ST ST, POLK CITY, FL 33868	600.00	02/01/2022
		<b>Subtotal:</b>	<b>\$600.00</b>

### GAS

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-1779	525 SW COMMONWEALTH AVE, POLK CITY, FL 33868	3,000.00	02/03/2022
		<b>Subtotal:</b>	<b>\$3,000.00</b>

### PERMITSEARCHREQUEST

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
22TMP-006416	525 SW COMMONWEALTH AVE, POLK CITY, FL 33868	0.00	02/03/2022
		<b>Subtotal:</b>	<b>\$0.00</b>

### POOL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-2011	5119 CLAREMONT CT, POLK CITY, FL 33868	63,000.00	02/07/2022
		<b>Subtotal:</b>	<b>\$63,000.00</b>

### RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-2419	127 S HYDRANGEA AVE, POLK CITY, FL 33868	17,200.00	02/14/2022
BT-2022-2441	410 N CITRUS GROVE BLVD, POLK CITY, FL 33868	2,250.00	02/14/2022
BT-2022-3422	726 MEANDERING WAY, POLK CITY, FL 33868	18,000.00	02/28/2022
		<b>Subtotal:</b>	<b>\$37,450.00</b>

### RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2022-1367	440 SUNRISE BLVD, POLK CITY, FL 33868	5,000.00	02/04/2022
BR-2022-1551	MEANDERING WAY, POLK CITY, FL 33868	464,070.00	02/09/2022
BR-2022-1929	427 SUNRISE BLVD, POLK CITY, FL 33868	150,000.00	02/17/2022
BR-2022-2064	668 Meandering Way, Polk City, FL 33868	499,000.00	02/09/2022
BR-2022-2069	738 3RD ST, POLK CITY, FL 33868	2,000.00	02/21/2022
BR-2022-2090	481 HONEY BEE LN, POLK CITY, FL 33868	400.00	02/21/2022



BR-2022-4025

110 LAYNEWADE RD, POLK CITY, FL 33868

149,000.00

02/22/2022

**Subtotal:** \$1,269,470.00

**Grand Total:** \$1,376,020.00

4 SFA To Date  
Happy Delp

## Polk City Permits Added

From: 03/01/22 To: 03/31/2022

### COMMERCIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2022-500	525 SW COMMONWEALTH AVE, POLK CITY, FL 33868	2,000.00	03/28/2022
		<b>Subtotal:</b>	<b>\$2,000.00</b>

### FENCE WALL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-5626	451 ASHLEY RD, POLK CITY, FL 33868	1,900.00	03/30/2022
		<b>Subtotal:</b>	<b>\$1,900.00</b>

### MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-3822	385 CLEARWATER AVE, POLK CITY, FL 33868	6,589.00	03/07/2022
BT-2022-4205	514 ASHLEY RD, POLK CITY, FL 33868	8,989.00	03/10/2022
		<b>Subtotal:</b>	<b>\$15,578.00</b>

### PLUMBING

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-5046	646 2ND ST, POLK CITY, FL 33868	200.00	03/23/2022
		<b>Subtotal:</b>	<b>\$200.00</b>

### POOL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-3854	805 LAKESHORE DR, POLK CITY, FL 33868	48,000.00	03/07/2022
BT-2022-4455	8946 HINSDALE HEIGHTS DR, POLK CITY, FL 33868	48,500.00	03/15/2022
BT-2022-4474	153 LAYNEWADE RD, POLK CITY, FL 33868	73,500.00	03/15/2022
BT-2022-4874	8684 RINDGE RD, POLK CITY, FL 33868	40,000.00	03/21/2022
		<b>Subtotal:</b>	<b>\$210,000.00</b>

### PRE-PERMIT

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BP-2022-135	734 1ST ST, POLK CITY, FL 33868	6,500.00	03/17/2022
		<b>Subtotal:</b>	<b>\$6,500.00</b>

### RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-5728	438 ASHLEY RD, POLK CITY, FL 33868	9,200.00	03/31/2022
		<b>Subtotal:</b>	<b>\$9,200.00</b>

### RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2022-2758	708 TEABERRY TRL, POLK CITY, FL 33868	11,300.00	03/08/2022

BR-2022-2923	597 Meandering Way, Polk City, FL 33868	450,000.00	03/11/2022
BR-2022-3040	8946 HINSDALE HEIGHTS DR, POLK CITY, FL 33868	10,000.00	03/15/2022
BR-2022-3261	418 NOLANE LN, POLK CITY, FL 33868	400,000.00	03/18/2022
BR-2022-3285	6505 CORONET RD, LAKELAND, FL 33811	250.00	03/19/2022
BR-2022-3332	538 MARKLEN LOOP, POLK CITY, FL 33868	2,300.00	03/21/2022
BR-2022-3363	505 ASHLEY RD, POLK CITY, FL 33868	1,500.00	03/22/2022
BR-2022-3615	132 V MATT WILLIAMS BLVD, POLK CITY, FL 33868-9273	2,400.00	03/25/2022

**Subtotal: \$877,750.00**

**Grand Total: \$1,123,128.00**

6 SFR to Date  
Happy Delp

## Polk City Permits Added

From: 04/01/22 To: 04/30/2022

### DEMO

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-7607	423 MARKLEN LOOP, POLK CITY, FL 33868	7,390.00	04/27/2022
		<b>Subtotal:</b>	<b>\$7,390.00</b>

### ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-5811	8722 RINDGE RD, POLK CITY, FL 33868	32,475.00	04/01/2022
BT-2022-7578	8894 HINSDALE HEIGHTS DR, POLK CITY, FL 33868	54,164.00	04/27/2022
		<b>Subtotal:</b>	<b>\$86,639.00</b>

### MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-6442	8926 HINSDALE HEIGHTS DR, POLK CITY, FL 33868	3,800.00	04/12/2022
BT-2022-6685	224 N COMMONWEALTH AVE, POLK CITY, FL 33868	5,000.00	04/14/2022
BT-2022-6686	224 N COMMONWEALTH AVE, POLK CITY, FL 33868	4,200.00	04/14/2022
		<b>Subtotal:</b>	<b>\$13,000.00</b>

### PLUMBING

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-6243	644 2nd St, Polk City, FL 33868	1,500.00	04/07/2022
		<b>Subtotal:</b>	<b>\$1,500.00</b>

### POOL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-6691	212 S CITRUS GROVE BLVD, POLK CITY, FL 33868	500.00	04/14/2022
BT-2022-7030	384 NOLANE LN, POLK CITY, FL 33868	40,000.00	04/20/2022
		<b>Subtotal:</b>	<b>\$40,500.00</b>

### RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-7093	202 LAKESHORE DR, POLK CITY, FL 33868	12,580.00	04/20/2022
		<b>Subtotal:</b>	<b>\$12,580.00</b>

### RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2022-4045	527 ROSEWOOD LN, POLK CITY, FL 33868	5,449.14	04/05/2022
BR-2022-4103	752 N CITRUS GROVE BLVD, POLK CITY, FL 33868	5,600.00	04/05/2022
BR-2022-4512	8810 HINSDALE HEIGHTS DR, POLK CITY, FL 33868	4,500.00	04/18/2022
BR-2022-4596	340 CRAPE MYRTLE LN, POLK CITY, FL 33868	6,280.00	04/20/2022
BR-2022-4652	310 BAYBERRY DR, POLK CITY, FL 33868	7,458.00	04/20/2022

BR-2022-4676	730 4TH ST, POLK CITY, FL 33868	500.00	04/21/2022
BR-2022-4827	217 GREENLEAF LN, POLK CITY, FL 33868	750.00	04/25/2022
BR-2022-4969	636 MEANDERING WAY, POLK CITY, FL 33868	21,300.00	04/27/2022

**Subtotal:** 51,837.14

**Grand Total:** 213,446.14

*6 SFR to Date  
Happy Help*

**Polk City Permits Added**  
From: 05/01/22 To: 05/31/2022

**ELECTRICAL**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-8173	8727 CONOY AVE, POLK CITY, FL 33868	47,043.00	05/06/2022
BT-2022-8268	7082 BERKLEY RD, POLK CITY, FL 33868	22,415.00	05/09/2022
BT-2022-8273	7082 BERKLEY RD, POLK CITY, FL 33868	22,416.00	05/09/2022
BT-2022-8840	321 CRAPE MYRTLE LN, POLK CITY, FL 33868	24,460.00	05/16/2022
BT-2022-8888	739 4TH ST, POLK CITY, FL 33868	1,000.00	05/17/2022
BT-2022-9553	8519 RINDGE RD, POLK CITY, FL 33868	22,330.00	05/25/2022
<b>Subtotal:</b>		<b>\$139,664.00</b>	

**RE-ROOF**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-8485	357 HONEY BEE LN, POLK CITY, FL 33868	2,450.00	05/10/2022
BT-2022-8831	345 HONEY BEE LN, POLK CITY, FL 33868	8,900.00	05/16/2022
BT-2022-8955	707 2ND ST, POLK CITY, FL 33868	16,500.00	05/17/2022
BT-2022-9177	230 S CITRUS GROVE BLVD, POLK CITY, FL 33868	8,400.00	05/19/2022
BT-2022-9203	230 S CITRUS GROVE BLVD, POLK CITY, FL 33868	8,400.00	05/19/2022
BT-2022-9217	517 2ND ST, POLK CITY, FL 33868	2,300.00	05/20/2022
BT-2022-9341	223 SW COMMONWEALTH AVE, POLK CITY, FL 33868	6,000.00	05/23/2022
BT-2022-9496	224 LARKSPUR LN, POLK CITY, FL 33868	12,027.00	05/25/2022
BT-2022-9497	224 LARKSPUR LN, POLK CITY, FL 33868	12,027.00	05/25/2022
<b>Subtotal:</b>		<b>\$77,004.00</b>	

**RESIDENTIAL**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2022-5174	239 SUNSHINE BLVD, POLK CITY, FL 33868	0.00	05/02/2022
BR-2022-5282	214 BROOK LN, POLK CITY, FL 33868	305,311.53	05/04/2022
BR-2022-5358	153 LAYNEWADE RD, POLK CITY, FL 33868	2,489.00	05/06/2022
BR-2022-5495	344 N CITRUS GROVE BLVD, POLK CITY, FL 33868	0.00	05/10/2022
BR-2022-5709	618 1ST ST, POLK CITY, FL 33868	25,000.00	05/16/2022
BR-2022-6218	380 BAYBERRY DR, POLK CITY, FL 33868	24,803.00	05/26/2022
BR-2022-6348	344 N CITRUS GROVE BLVD, POLK CITY, FL 33868	500.00	05/30/2022
<b>Subtotal:</b>		<b>\$358,103.53</b>	

**Grand Total: \$574,771.53**

*7 SFE to Date  
Happy Delp*

## Code Enforcement Report MAY 2022

SNIFE SIGNS REMOVED	52	
LIEN SEARCHES	22	
INSPECTIONS	40	
CLOSED OUT CASES	24	
SPECIAL MAGISTRATE CASES	3	
CLOSED OUT SPECIAL MAGISTRATE CASES	3	
<b>CASE SUBJECTS</b>		
REFERRED TO COUNTY	12	
DISABLE VEHICLES	1	
BUILDING WITHOUT PERMIT	3	
OVERGROWTH	8	
HOUSE NUMBERS	4	
FENCE/INSPECTIONS	2	
JUNK AND DEBRIS	7	
RV/TRAILER PARKING	3	
OPEN STRUCTURE	0	
MET WITH CITIZEN	7	
NOISE	0	
PLACE LIEN	1	
CLOSE OUT LIEN	0	
YARD SALE	0	
ANIMAL	0	
POSTINGS	5	
EXTENDED CASES	5	
ACCESSORY USE	1	
DEMOLITION	1	
BUSNESS LICENSE	1	
MINIMUM STANDARD HOUSING	0	

POLK CITY  
Simple Balance Sheet

For Fiscal Year: 2022 thru Fiscal Month: May, for Fund: 01

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	639,651.49	
01-101-990	Library Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	3,898.63-	
01-115-120	Accounts Receivable - Local Bus Licenses	3,540.00	
01-115-200	Accounts Receivable - Year End	173.52	
01-117-100	Allowance for Bad Debt	2,590.82-	
01-151-100	Investments - FL SAFE GF	1,101,628.58	
01-151-902	Investments - FL SAFE GF Reserves	77,879.14	
01-153-302	Restricted Cash - New Local Opt Gas Tax	206,894.82	
01-153-303	Restricted Cash - Building and Codes	72,335.03	
01-160-902	Reserve Account	100,000.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		2,259,971.81
01-202-100	Accounts Payable	18,833,386.30-	
01-202-900	Customer Deposits	4,685.00	
01-208-300	Due to County - Impact Fees	1,955.92	
01-208-310	Due to DCA - Bldg Permit Surcharge	1,499.66	
01-208-320	Due to Dept of Business - License Fees	3,319.55	
01-208-330	Due to PCSO - Police Education Revenue	66.00	
01-217-200	Accrued Sales Tax	229.59	
01-218-100	Payroll Taxes Payable	0.02-	
01-218-200	FRS Retirement Payable	18,896,993.80	
01-218-300	Health Plan Payable	664.63	
01-218-320	Supplemental Insurance Payable	3,589.89	
01-218-400	Dental Plan Payable	184.83-	
01-218-410	Vision Plan Payable	1,865.29	
01-218-700	ICMA-RC	100.00-	
	** TOTAL LIABILITY**		81,198.18
01-243-100	Encumbrances Placed	27,749.35	
01-245-100	Reserved for Encumbrances	27,749.35-	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	4,414,541.84	
01-271-150	Fund Balance - Restatement	1,089,182.23-	
	** TOTAL EQUITY**		3,325,359.61
	** TOTAL REVENUE**		2,085,190.58
	** TOTAL EXPENSE**		3,231,776.56
	TOTAL LIABILITY AND EQUITY		2,259,971.81



**POLK CITY**  
**MAY 2022 MONTHLY FINANCIALS**

**GENERAL FUND REVENUES**  
**66.66 % Yr Complete For Fiscal Year: 2022 / 5**

G/L ACCOUNT	DESCRIPTION	2021 PRIOR YR REVENUE	2022 ANTICIPATED REVENUE	ADJ ANTICIPATED	2022 CURRENT REVENUE	2022 YTD REVENUE	2022 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-311-100	Ad Valorem Taxes	1,054,782.19	1,055,018.00	1,055,018.00	4,548.74	1,056,486.90	(1,468.90)	100.14 %
01-312-300	9th Cent Gas Tax	15,697.12	13,968.00	13,968.00	1,335.16	8,356.45	5,611.55	59.83 %
01-312-400	Local Option Gas Tax	96,109.18	92,977.00	92,977.00	8,555.79	55,344.40	37,632.60	59.52 %
01-312-410	New Local Option Gas Tax	60,740.30	58,483.00	58,483.00	5,611.66	35,546.06	22,936.94	60.78 %
01-314-100	Electric - Utility Tax	134,864.00	120,630.00	120,630.00	10,684.62	71,850.21	48,779.79	59.56 %
01-314-300	Water - Utility Tax	64,798.46	70,443.00	70,443.00	5,969.26	43,617.42	26,825.58	61.92 %
01-314-301	Water - Utility Tax - Readiness to Se	7,072.81	0.00	0.00	0.00	0.00	0.00	0.00 %
01-314-400	Gas - Utility Tax	10,468.75	8,912.00	8,912.00	1,597.21	10,293.25	(1,381.25)	115.50 %
01-315-100	Communications Services Tax	204,466.88	189,274.00	189,274.00	18,986.40	122,469.50	66,804.50	64.70 %
01-316-100	Local Business Licenses	10,126.43	7,100.00	7,100.00	240.00	3,140.00	3,960.00	44.23 %
01-316-102	County Business Tax	1,935.91	433.00	433.00	53.41	245.45	187.55	56.69 %
01-322-100	Building Permits	38,166.84	55,000.00	55,000.00	229.07	19,131.38	35,868.62	34.78 %
01-322-101	Bldg Permit - Plan Checking	23,655.31	5,250.00	5,250.00	440.00	8,682.50	(3,432.50)	165.38 %
01-322-102	Bldg Permit - Admin Fee	4,850.00	1,000.00	1,000.00	180.00	2,400.00	(1,400.00)	240.00 %
01-322-103	Bldg Permit - Electrical	8,400.00	6,250.00	6,250.00	125.00	3,025.00	3,225.00	48.40 %
01-322-104	Bldg Permit - Plumbing	7,025.00	6,250.00	6,250.00	0.00	2,400.00	3,850.00	38.40 %
01-322-105	Bldg Permit - Mechanical	8,450.00	6,250.00	6,250.00	0.00	3,275.00	2,975.00	52.40 %
01-322-107	Bldg Permit - Cert of Occupancy	1,860.00	1,500.00	1,500.00	90.00	240.00	1,260.00	16.00 %
01-322-108	Bldg Permit - Inspections	78,177.00	100,900.00	100,900.00	4,880.00	21,455.00	79,445.00	21.26 %
01-322-109	Bldg Permit - Demolition	56.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-323-100	Electric	84,382.08	75,000.00	75,000.00	0.00	31,465.94	43,534.06	41.95 %
01-323-300	Solid Waste	39,284.00	42,641.00	42,641.00	13,791.07	29,031.29	13,609.71	68.08 %
01-329-100	Contractors Registration	20.21	0.00	0.00	0.00	0.00	0.00	0.00 %
01-329-200	Other Lic./Fees/Permits	0.00	0.00	0.00	0.00	30.00	(30.00)	0.00 %
01-329-220	Site Plan Reviews	2,700.00	1,350.00	1,350.00	0.00	10,525.00	(9,175.00)	779.63 %
01-331-400	FEMA Federal Reimb. - Irma 2017	2,421.13	0.00	0.00	0.00	0.00	0.00	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	134.51	0.00	0.00	0.00	0.00	0.00	0.00 %
01-335-120	MRS - State Sales Tax	63,209.53	67,296.00	67,296.00	5,591.79	44,734.32	22,561.68	66.47 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	18,071.08	19,652.00	19,652.00	1,503.68	12,029.44	7,622.56	61.21 %
01-335-123	MRS - Municipal Fuel Tax	8.12	8.00	8.00	0.70	5.60	2.40	70.00 %
01-335-140	Mobile Home License	6,349.09	5,184.00	5,184.00	176.36	5,319.43	(135.43)	102.61 %
01-335-150	Alcoholic Beverage License	1,223.61	1,027.00	1,027.00	0.00	0.00	1,027.00	0.00 %
01-335-180	Half-Cent Sales Tax	159,781.20	173,428.00	173,428.00	19,554.44	119,537.89	53,890.11	68.93 %
01-337-100	Library Coop Funding	61,258.21	31,990.00	31,990.00	25,283.47	50,566.95	(18,576.95)	158.07 %
01-340-400	Solid Waste	345,658.68	353,360.00	353,360.00	38,205.20	244,382.34	108,977.66	69.16 %
01-340-700	Stormwater Utility Fees	34,602.53	34,585.00	34,585.00	2,936.16	20,711.66	13,873.34	59.89 %
01-340-900	Notary Fees	275.00	0.00	0.00	5.00	15.00	(15.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	17,872.64	16,304.00	16,304.00	8,936.32	13,404.48	2,899.52	82.22 %

POLK CITY  
 MAY 2022 MONTHLY FINANCIALS

GENERAL FUND REVENUES  
 66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L		2021	2022	ADJ	2022	2022	2022	PERCENTAGE
ACCOUNT	DESCRIPTION	PRIOR YR REVENUE	ANTICIPATED REVENUE	ANTICIPATED	CURRENT REVENUE	YTD REVENUE	(EXCESS) /DEFICIT	REALIZED
01-347-100	Library Income	5,209.58	5,500.00	5,500.00	294.60	2,255.18	3,244.82	41.00 %
01-351-110	Police Fines	5,495.66	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-351-200	Police Fines, Penalties, and Forfeitu	17,630.67	5,000.00	5,000.00	1,680.67	4,490.16	509.84	89.80 %
01-351-300	Code Enforcement Fines	20,015.94	0.00	0.00	0.00	4,008.39	(4,008.39)	0.00 %
01-359-100	Other Fines and/or Forfeitures	115.90	0.00	0.00	0.00	66.00	(66.00)	0.00 %
01-359-300	Late Fees	65.50	100.00	100.00	0.00	27.00	73.00	27.00 %
01-361-100	Interest Income	72.10	0.00	0.00	0.00	0.00	0.00	0.00 %
01-361-200	Interest/Dividends - FL SAFE	205.17	523.00	523.00	1,043.90	1,538.55	(1,015.55)	294.18 %
01-362-100	Activity Center Rentals	1,350.00	550.00	550.00	400.00	1,900.00	(1,350.00)	345.45 %
01-362-200	Donald Bronson Community Center Renta	4,199.00	2,500.00	2,500.00	850.00	4,300.00	(1,800.00)	172.00 %
01-365-100	Sales of Surplus Property	15.00	0.00	0.00	8,366.18	12,066.54	(12,066.54)	0.00 %
01-366-100	Private Donations	0.00	0.00	0.00	0.00	100.00	(100.00)	0.00 %
01-366-101	Private Donations - Christmas	2,000.00	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00 %
01-366-102	Private Donations - Halloween	0.00	1,605.00	1,605.00	0.00	2,000.00	(395.00)	124.61 %
01-366-110	Private Donations - Library	47.50	0.00	0.00	0.00	53.50	(53.50)	0.00 %
01-369-100	Misc. Income	6,232.43	300.00	300.00	2.14	1,611.01	(1,311.01)	537.00 %
01-369-101	Misc Income - Copies and Faxes	2.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-102	Misc Income - Collection Allowance	4,722.41	5,000.00	5,000.00	40.24	254.22	4,745.78	5.08 %
01-369-130	Misc Income - Halloween	0.00	0.00	0.00	0.00	40.00	(40.00)	0.00 %
01-369-400	Insurance Proceeds	1,451.00	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00 %
01-369-500	Refund of State Gas Tax	1,749.21	700.00	700.00	117.51	762.17	(62.17)	108.88 %
01-381-400	Transfer From Enterprise Fund	155,000.00	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00 %
DEPARTMENT TOTALS		2,894,532.87	3,430,441.00	3,430,441.00	192,305.75	2,085,190.58	1,345,250.42	60.78 %

POLK CITY  
 MAY 2022 MONTHLY FINANCIALS

General Fund Expenditures  
 66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	10,800.00	10,800.00	10,800.00	900.00	7,200.00	3,600.00	66.67 %
01-511-160	Bonuses and Gift Certificates - Legis	2,707.10	2,725.00	2,725.00	0.00	2,707.10	17.90	99.34 %
01-511-210	Fica Taxes - Legislative	1,033.30	1,245.00	1,245.00	68.87	757.94	487.06	60.88 %
01-511-240	Worker's Compensation - Legislative	12.67	20.00	20.00	0.00	13.13	6.87	65.65 %
01-511-400	Travel and Training - Legislative	144.79	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-511-405	TRAINING - LEGISLATIVE	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-511-408	Meeting Expense Allowance - Legislati	0.00	500.00	500.00	210.00	360.00	140.00	72.00 %
01-511-470	Printing and Reproduction - Legislati	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-511-480	Promo Activities & Legal Ads - Legisl	0.00	3,500.00	3,500.00	0.00	830.00	2,670.00	23.71 %
01-511-490	Other Current Charges - Legislative	0.00	3,000.00	3,000.00	0.00	54.95	2,945.05	1.83 %
01-511-510	Office Supplies - Legislative	0.00	500.00	500.00	0.00	52.37	447.63	10.47 %
01-511-520	Operating Supplies - Legislative	2,306.82	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-511-540	Books, Pub., Sub., & Memberships - Le	3,484.00	4,000.00	4,000.00	0.00	3,840.98	159.02	96.02 %
DEPARTMENT TOTAL		20,488.68	33,790.00	33,790.00	1,178.87	15,816.47	17,973.53	46.81 %
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EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	175,078.82	185,786.00	185,786.00	14,290.58	114,995.47	70,790.53	61.90 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	3,138.54	1,661.46	65.39 %
01-512-160	Bonuses and Gift Certificates - Execu	28,695.18	36,000.00	36,000.00	0.00	30,914.99	5,085.01	85.87 %
01-512-210	Fica Taxes - Executive	15,643.40	19,900.00	19,900.00	1,103.59	11,712.05	8,187.95	58.85 %
01-512-220	Retirement Contribution - Executive	38,190.72	43,129.00	43,129.00	3,317.44	28,081.55	15,047.45	65.11 %
01-512-230	Life & Health Insurance - Executive	19,237.96	20,999.00	20,999.00	1,749.94	13,999.52	6,999.48	66.67 %
01-512-240	Worker's Compensation - Executive	204.60	335.00	335.00	0.00	225.92	109.08	67.44 %
01-512-400	Travel Expenses - Executive	5,464.11	3,000.00	3,000.00	200.00	211.63	2,788.37	7.05 %
01-512-405	Training - Executive	0.00	2,000.00	2,000.00	0.00	610.00	1,390.00	30.50 %
01-512-408	Meeting Expense Allowance - Executive	0.00	500.00	500.00	90.00	477.43	22.57	95.49 %
01-512-410	Communication Services - Executive	1,307.76	1,400.00	1,400.00	128.13	700.77	699.23	50.06 %
01-512-470	Printing and Reproduction - Executive	2,223.54	5,000.00	5,000.00	0.00	950.00	4,050.00	19.00 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	1,500.00	1,500.00	0.00	102.11	1,397.89	6.81 %
01-512-490	Other Current Charges - Executive	2,610.79	4,000.00	4,000.00	0.00	258.04	3,741.96	6.45 %
01-512-492	Recording & Other Fees - City Clerk	0.00	1,500.00	1,500.00	0.00	36.00	1,464.00	2.40 %
01-512-510	Office Supplies - Executive	584.45	2,000.00	2,000.00	73.58	558.93	1,441.07	27.95 %
01-512-520	Operating Supplies - Executive	924.32	2,000.00	2,000.00	22.92	2,501.64	(501.64)	125.08 %

POLK CITY  
 MAY 2022 MONTHLY FINANCIALS

General Fund Expenditures  
 66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
01-512-540	Books, Pub., Sub., & Memberships - Ex	1,414.69	3,200.00	3,200.00	14.99	1,244.64	1,955.36	38.90 %
01-512-630	Improvements Other than Building - Ex	2,799.98	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		299,180.44	337,049.00	337,049.00	21,360.41	210,719.23	126,329.77	62.52 %
CITY CLERK								
DEPARTMENT TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	72,266.43	40,000.00	40,000.00	2,299.03	26,006.73	13,993.27	65.02 %
01-514-480	Promo Activities & Legal Ads - Legal	5,113.75	15,000.00	15,000.00	0.00	4,724.76	10,275.24	31.50 %
DEPARTMENT TOTAL		77,380.18	55,000.00	55,000.00	2,299.03	30,731.49	24,268.51	55.88 %
COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	25,000.00	30,000.00	30,000.00	0.00	22,500.00	7,500.00	75.00 %
DEPARTMENT TOTAL		25,000.00	30,000.00	30,000.00	0.00	22,500.00	7,500.00	75.00 %
FINANCE AND ACCOUNTING								
01-516-120	Regular Salary - Wages - Fin & Acctng	93,315.36	98,145.00	98,145.00	7,113.36	48,492.50	49,652.50	49.41 %
01-516-140	Overtime - Fin & Acctng	0.00	562.00	562.00	0.00	21.06	540.94	3.75 %
01-516-210	Fica Taxes - Fin & Acctng	6,107.88	7,551.00	7,551.00	383.65	3,043.37	4,507.63	40.30 %
01-516-220	Retirement Contribution - Fin & Acctn	9,612.28	10,680.00	10,680.00	769.68	5,465.51	5,214.49	51.18 %
01-516-230	Life & Health Insurance - Fin & Acctn	18,942.15	20,724.00	20,724.00	860.26	9,544.64	11,179.36	46.06 %
01-516-240	Worker's Compensation - Fin & Acctng	112.62	178.00	178.00	0.00	119.34	58.66	67.04 %

POLK CITY  
MAY 2022 MONTHLY FINANCIALS

General Fund Expenditures  
66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
01-516-310	Professional Services - Fin & Acctng	2,250.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-516-400	Travel Expenses - Fin & Acctng	200.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-516-405	Training - Finance	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	791.88	800.00	800.00	75.69	413.01	386.99	51.63 %
01-516-470	Printing and Reproduction - Fin & Acc	0.00	750.00	750.00	0.00	0.00	750.00	0.00 %
01-516-510	Office Supplies - Fin & Acctng	987.04	1,400.00	1,400.00	61.39	374.34	1,025.66	26.74 %
01-516-520	Operating Supplies - Fin & Acctng	966.32	2,000.00	2,000.00	0.00	109.08	1,890.92	5.45 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	363.99	450.00	450.00	14.99	194.87	255.13	43.30 %
DEPARTMENT TOTAL		133,649.52	148,740.00	148,740.00	9,279.02	67,777.72	80,962.28	45.57 %
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DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	79,618.90	82,189.00	82,189.00	6,938.89	54,758.23	27,430.77	66.62 %
01-517-720	Interest - CB&T Debt Service Pmts	40,191.62	37,623.00	37,623.00	3,045.32	25,115.45	12,507.55	66.76 %
DEPARTMENT TOTAL		119,810.52	119,812.00	119,812.00	9,984.21	79,873.68	39,938.32	66.67 %
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LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	103,323.00	105,389.00	105,389.00	0.00	52,694.50	52,694.50	50.00 %
01-521-310	Professional Services - Law Enf	28,200.00	112,112.00	112,112.00	4,917.15	79,095.80	33,016.20	70.55 %
01-521-460	Repairs and Maintenance - Law Enf	0.00	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		131,523.00	218,201.00	218,201.00	4,917.15	131,790.30	86,410.70	60.40 %
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BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	98,378.53	100,393.00	100,393.00	7,963.56	54,977.09	45,415.91	54.76 %
01-524-140	Overtime - Bldg & Zoning	0.00	517.00	517.00	0.00	21.07	495.93	4.08 %
01-524-210	Fica Taxes - Bldg & Zoning	7,303.40	7,720.00	7,720.00	592.77	4,340.40	3,379.60	56.22 %

POLK CITY  
 MAY 2022 MONTHLY FINANCIALS

General Fund Expenditures  
 66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
01-524-220	Retirement Contribution - Bldg & Zoni	10,002.05	10,918.00	10,918.00	861.66	6,317.65	4,600.35	57.86 %
01-524-230	Life & Health Insurance - Bldg & Zoni	18,993.52	20,755.00	20,755.00	1,729.57	13,836.56	6,918.44	66.67 %
01-524-240	Worker's Compensation - Bldg & Zonin.	1,176.15	1,641.00	1,641.00	0.00	1,832.60	(191.60)	111.68 %
01-524-310	Professional Services - Bldg & Zoning	104,707.42	100,900.00	100,900.00	3,612.00	20,664.27	80,235.73	20.48 %
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	50.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-524-405	Training - Building	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	206.77	200.00	200.00	0.00	109.10	90.90	54.55 %
01-524-520	Operating Supplies - Bldg & Zoning	0.00	100.00	100.00	0.00	99.00	1.00	99.00 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	164.89	120.00	120.00	129.41	219.35	(99.35)	182.79 %
01-524-630	Improvements Other than Building - Bl	0.00	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00 %
DEPARTMENT TOTAL		240,982.73	257,764.00	257,764.00	14,888.97	102,417.09	155,346.91	39.73 %
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CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	26,190.39	26,863.00	26,863.00	2,035.10	16,306.19	10,556.81	60.70 %
01-529-210	Fica Taxes - Code Enf	1,936.30	2,055.00	2,055.00	151.43	1,287.19	767.81	62.64 %
01-529-220	Retirement Contribution - Code Enf	2,659.44	2,906.00	2,906.00	220.20	1,871.79	1,034.21	64.41 %
01-529-230	Life & Health Insurance - Code Enf	9,481.34	10,314.00	10,314.00	855.05	6,840.40	3,473.60	66.32 %
01-529-240	Worker's Compensation - Code Enf	471.98	655.00	655.00	0.00	506.69	148.31	77.36 %
01-529-310	Professional Services - Code Enf	6,000.00	6,900.00	11,900.00	7,390.00	12,490.00	(590.00)	181.01 %
01-529-400	Travel Expenses - Code Enf	325.00	250.00	250.00	283.38	283.38	(33.38)	113.35 %
01-529-405	Training - Codes	0.00	250.00	250.00	25.00	25.00	225.00	10.00 %
01-529-410	Communication Services - Code Enf	671.88	795.00	795.00	62.69	347.01	447.99	43.65 %
01-529-470	Printing and Reproduction - Code Enf	0.00	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	89.45	200.00	200.00	27.30	130.45	69.55	65.23 %
01-529-520	Operating Supplies - Code Enf	0.00	100.00	100.00	18.73	28.73	71.27	28.73 %
01-529-540	Books, Pub., Sub., & Memberships - Co	85.00	100.00	100.00	0.00	85.00	15.00	85.00 %
01-529-630	Improvements Other than Building - Co	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
DEPARTMENT TOTAL		47,910.78	58,038.00	63,038.00	11,068.88	40,201.83	22,836.17	69.27 %
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POLK CITY  
 MAY 2022 MONTHLY FINANCIALS

General Fund Expenditures  
 66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	191,695.58	196,001.00	196,001.00	20,284.20	130,355.92	65,645.08	66.51 %
01-534-342	Refuse Disposal - Commercial - Refuse	96,398.59	86,687.00	86,687.00	20,727.71	84,997.88	1,689.12	98.05 %
DEPARTMENT TOTAL		288,094.17	282,688.00	282,688.00	41,011.91	215,353.80	67,334.20	76.18 %
STORMWATER								
01-538-311	Engineering Services - Stormwater	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-538-400	Travel Expenses - Stormwater	914.99	500.00	500.00	0.00	0.00	500.00	0.00 %
01-538-405	Training - Stormwater	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-538-460	Repairs and Maintenance - Stormwater	9,938.99	20,000.00	20,000.00	0.00	1,240.87	18,759.13	6.20 %
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	600.00	100.00	100.00	0.00	100.00	0.00	100.00 %
DEPARTMENT TOTAL		11,453.98	25,600.00	25,600.00	0.00	1,340.87	24,259.13	5.24 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't Bl.	8,059.84	11,000.00	11,000.00	0.00	6,768.38	4,231.62	61.53 %
01-539-312	Professional Services - Other - Gen G	2,015.86	0.00	0.00	0.00	2,105.07	(2,105.07)	0.00 %
01-539-411	City Hall - Communication - Gen Gov'	14,096.43	15,500.00	15,500.00	1,157.84	10,172.98	5,327.02	65.63 %
01-539-413	Public Works - Communication - Gen Go	2,578.95	3,500.00	3,500.00	224.59	2,218.69	1,281.31	63.39 %
01-539-414	Community Center-Communication-Gen Go	1,858.44	2,000.00	2,000.00	153.75	1,388.76	611.24	69.44 %
01-539-431	City Hall - Utilities - Gen Gov't Bl.	19,204.88	19,000.00	19,000.00	648.52	12,368.48	6,631.52	65.10 %
01-539-432	Activity Center - Utilities - Gen Gov	2,234.90	2,500.00	2,500.00	120.44	1,349.93	1,150.07	54.00 %
01-539-433	Public Works - Utilities - Gen Gov't.	2,695.82	2,500.00	2,500.00	75.32	1,579.92	920.08	63.20 %
01-539-434	Community Center-Utilities-Gen Gov't.	5,334.96	4,500.00	4,500.00	260.59	2,932.95	1,567.05	65.18 %
01-539-440	Rentals and Leases - Gen Gov't Bldgs	9,428.83	10,000.00	10,000.00	493.69	4,051.23	5,948.77	40.51 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	22,231.42	24,000.00	24,000.00	1,808.85	5,132.73	18,867.27	21.39 %
01-539-462	Activity Center - Repairs & Maint - G	11,190.94	9,000.00	9,000.00	350.00	350.00	8,650.00	3.89 %
01-539-463	Public Works I - Repairs & Maint - Ge	1,059.69	10,000.00	10,000.00	1,568.00	3,400.91	6,599.09	34.01 %
01-539-464	Community Center-Repairs & Maint-Gen	4,881.35	8,000.00	8,000.00	0.00	1,201.69	6,798.31	15.02 %
01-539-466	Public Works/Utilities Oper - Repairs	5,913.56	5,000.00	5,000.00	0.00	95.97	4,904.03	1.92 %

POLK CITY  
 MAY 2022 MONTHLY FINANCIALS

General Fund Expenditures  
 66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L		2021	2022	2022	2022	2022	2022	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
01-539-490	Other Current Charges - Gen Gov't Bl.	92.50	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-539-521	City Hall - Operating Supplies - Gen	9,295.64	8,000.00	8,000.00	257.83	2,898.28	5,101.72	36.23 %
01-539-522	Activity Center - Operating Supplies	725.62	3,000.00	3,000.00	39.25	376.06	2,623.94	12.54 %
01-539-523	Public Works - Operating Supplies - G	875.38	1,500.00	1,500.00	370.16	1,431.37	68.63	95.42 %
01-539-524	Community Center-Operating Supplies-G	1,438.92	2,400.00	2,400.00	88.72	1,227.63	1,172.37	51.15 %
01-539-526	Public Works/Utilities Oper - Operati	29.24	1,500.00	1,500.00	0.00	456.43	1,043.57	30.43 %
01-539-531	Landscape Materials & Supplies - Buil	0.00	4,000.00	4,000.00	0.00	20.98	3,979.02	0.52 %
01-539-631	City Hall - Improv. O/T Bldgs - Gen G	15,285.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-633	Public Works - Improv. O/T Bldgs - Ge	0.00	0.00	0.00	0.00	2,175.00	(2,175.00)	0.00 %
01-539-641	City Hall - Mach. & Equipment - Gen G	1,985.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-643	Public Works - Mach. & Equipment - Ge	0.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00	100.00 %
DEPARTMENT TOTAL		142,513.17	153,900.00	153,900.00	12,617.55	68,703.44	85,196.56	44.64 %
ROADS AND STREETS								
01-541-120	Regular Salary - Wages - Roads & Stre	224,369.42	229,212.00	229,212.00	17,948.52	122,142.26	107,069.74	53.29 %
01-541-140	Overtime - Roads & Streets	911.78	2,952.00	2,952.00	758.70	2,829.24	122.76	95.84 %
01-541-210	Fica Taxes - Roads & Streets	17,033.88	17,761.00	17,761.00	1,418.92	9,872.34	7,888.66	55.58 %
01-541-220	Retirement Contribution - Roads & Str	23,190.70	24,138.00	24,138.00	2,024.13	13,956.25	10,181.75	57.82 %
01-541-230	Life & Health Insurance - Roads & Str	52,527.12	59,600.00	59,600.00	2,795.25	27,841.67	31,758.33	46.71 %
01-541-240	Worker's Compensation - Roads & Stree	16,638.24	22,923.00	22,923.00	0.00	20,027.12	2,895.88	87.37 %
01-541-310	Professional Services - Roads & Stree	0.00	0.00	0.00	0.00	3,379.29	(3,379.29)	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	1,239.00	500.00	500.00	0.00	137.50	362.50	27.50 %
01-541-405	Training - Streets	0.00	1,500.00	1,500.00	1,475.00	1,605.45	(105.45)	107.03 %
01-541-410	Communication Services - Roads & Stre	4,273.91	3,500.00	3,500.00	343.85	2,426.00	1,074.00	69.31 %
01-541-430	Utilities - Roads & Streets	30,067.64	35,000.00	35,000.00	1,862.39	15,563.70	19,436.30	44.47 %
01-541-460	Repairs and Maintenance - Roads & Str	2,973.98	10,000.00	10,000.00	350.00	8,658.28	1,341.72	86.58 %
01-541-461	Repairs & Maintenance-Equipment - Roa	10,101.06	10,000.00	10,000.00	378.99	4,172.17	5,827.83	41.72 %
01-541-464	Vehicle Fuel - Roads & Streets	7,056.31	10,000.00	10,000.00	1,041.17	6,308.55	3,691.45	63.09 %
01-541-465	Vehicle Maintenance - Roads & Streets	8,517.95	10,000.00	10,000.00	142.50	2,268.95	7,731.05	22.69 %
01-541-466	Public Works/Utilities Facility - Rep	1,622.73	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-470	Printing and Reproduction - Streets	0.00	0.00	0.00	0.00	131.49	(131.49)	0.00 %
01-541-490	Other Current Charges - Roads & Stree	0.00	0.00	0.00	30.00	30.00	(30.00)	0.00 %
01-541-492	Recording & Other Fees - Roads & Stre	117.55	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-493	Equipment Rental - Roads & Streets	300.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %



POLK CITY  
 MAY 2022 MONTHLY FINANCIALS

General Fund Expenditures  
 66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
01-541-510	Office Supplies - Roads & Streets	1,085.62	1,000.00	1,000.00	0.00	600.78	399.22	60.08 %
01-541-520	Operating Supplies - Roads & Streets	10,205.49	12,000.00	12,000.00	46.76	3,821.79	8,178.21	31.85 %
01-541-524	Chemicals - Roads & Streets	756.82	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & S	5,481.47	9,000.00	9,000.00	45.46	6,613.44	2,386.56	73.48 %
01-541-531	Landscape Materials & Supplies - Road	3,892.83	5,000.00	5,000.00	0.00	1,452.26	3,547.74	29.05 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	384.76	500.00	500.00	122.01	526.94	(26.94)	105.39 %
01-541-630	Improvements Other than Building - Ro	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	31,858.73	35,000.00	35,000.00	0.00	8,958.00	26,042.00	25.59 %
01-541-650	Construction in Progress - Roads & St	5,000.00	650,000.00	650,000.00	1,518.31	2,914.86	619,335.79	0.45 %
DEPARTMENT TOTAL		459,606.99	1,205,086.00	1,205,086.00	32,301.96	266,238.33	911,098.32	22.09 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	68,748.67	93,719.00	88,719.00	5,651.74	47,125.35	41,593.65	50.28 %
01-571-140	Overtime - Library	0.00	484.00	484.00	0.00	0.00	484.00	0.00 %
01-571-210	Fica Taxes - Library	5,104.26	7,206.00	7,206.00	428.10	3,736.52	3,469.48	51.85 %
01-571-220	Retirement Contribution - Library	7,004.86	10,192.00	10,192.00	611.51	5,370.99	4,821.01	52.70 %
01-571-230	Life & Health Insurance - Library	15,814.97	30,978.00	30,978.00	43.27	12,134.44	18,843.56	39.17 %
01-571-240	Worker's Compensation - Library	113.22	170.00	170.00	0.00	113.61	56.39	66.83 %
01-571-310	Professional Services - Library	1,002.38	2,500.00	2,500.00	0.00	240.65	2,259.35	9.63 %
01-571-312	Professional Services - Other - Libra	1,557.40	3,000.00	3,000.00	935.00	2,010.00	990.00	67.00 %
01-571-400	Travel Expenses - Library	0.00	500.00	500.00	12.99	46.54	453.46	9.31 %
01-571-405	Training - Library	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-571-410	Communication Services - Library	4,301.50	6,500.00	6,500.00	387.09	3,188.00	3,312.00	49.05 %
01-571-430	Utilities - Library	3,927.64	5,100.00	5,100.00	144.23	1,895.11	3,204.89	37.16 %
01-571-460	Repairs and Maintenance - Library	8,236.37	4,200.00	4,200.00	0.00	277.17	3,922.83	6.60 %
01-571-480	Promo Activities & Legal Ads - Librar	164.42	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-571-510	Office Supplies - Library	183.59	1,500.00	1,500.00	68.76	188.80	1,311.20	12.59 %
01-571-520	Operating Supplies - Library	7,352.99	10,000.00	4,700.00	190.95	1,407.42	3,292.58	14.07 %
01-571-540	Books, Pub., Sub., & Memberships - Li	758.40	2,600.00	2,600.00	0.00	718.80	1,881.20	27.65 %
01-571-630	Improvements Other than Building - Li	0.00	0.00	5,300.00	0.00	0.00	5,300.00	0.00 %
01-571-640	Machinery & Equipment - Library	3,868.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-571-660	Books, Pub. & Library Materials - Libr	10,561.98	18,500.00	18,500.00	256.58	8,064.93	10,435.07	43.59 %
DEPARTMENT TOTAL		138,700.65	201,149.00	196,149.00	8,730.22	86,518.33	109,630.67	43.01 %

POLK CITY  
 MAY 2022 MONTHLY FINANCIALS

General Fund Expenditures  
 66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
PARKS								
01-572-310	Professional Services - Parks	647.50	0.00	0.00	0.00	125.00	(125.00)	0.00 %
01-572-430	Utilities - Parks	14,077.25	15,000.00	15,000.00	89.63	11,033.11	3,966.89	73.55 %
01-572-460	Repairs and Maintenance - Parks	27,310.17	30,000.00	30,000.00	3,560.36	10,171.12	19,828.88	33.90 %
01-572-493	Equipment Rental - Parks	240.21	2,000.00	2,000.00	0.00	343.85	1,656.15	17.19 %
01-572-520	Operating Supplies - Parks	3,440.80	2,000.00	2,000.00	64.43	818.17	1,181.83	40.91 %
01-572-640	Machinery & Equipment - Parks	0.00	5,500.00	5,500.00	0.00	5,866.00	(366.00)	106.65 %
DEPARTMENT TOTAL		45,715.93	54,500.00	54,500.00	3,714.42	28,357.25	26,142.75	52.03 %
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-574-440	Rentals and Leases - Spec Events	0.00	23,000.00	23,000.00	0.00	9,514.99	13,485.01	41.37 %
01-574-470	Printing and Reproduction - Spec Even	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-480	Promo Activities & Legal Ads - Spec E	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-490	Other Current Charges - Spec Events	2,305.79	1,000.00	1,000.00	0.00	42.25	957.75	4.23 %
01-574-520	Operating Supplies - Spec Events	427.57	1,000.00	1,000.00	0.00	584.60	415.40	58.46 %
DEPARTMENT TOTAL		2,733.36	29,000.00	29,000.00	0.00	10,141.84	18,858.16	34.97 %
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	13,597.67	25,000.00	25,000.00	1,271.25	8,283.75	16,716.25	33.14 %
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	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
01-590-315	Inmate Labor - GF Non - Dept	21,561.38	28,749.00	28,749.00	0.00	0.00	28,749.00	0.00 %
01-590-320	Accounting and Auditing - Non-Dept	17,103.87	17,000.00	17,000.00	4,971.05	7,865.10	9,134.90	46.27 %
01-590-450	Liability Insurance - Non-Dept	58,980.50	86,345.00	86,345.00	0.00	73,082.50	13,262.50	84.64 %
01-590-464	Vehicle Fuel - Non- Departmental	243.66	500.00	500.00	61.08	258.91	241.09	51.78 %
01-590-465	Vehicle Maintenance - Non-Departmenta	177.98	500.00	500.00	0.00	1,041.17	(541.17)	208.23 %
01-590-490	Other Current Charges - Non Dept	25.00	2,000.00	2,000.00	0.00	50.00	1,950.00	2.50 %

POLK CITY  
MAY 2022 MONTHLY FINANCIALS

General Fund Expenditures  
66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
01-590-510	Office Supplies - Non-Departmental	1,012.15	2,000.00	2,000.00	19.50	420.62	1,579.38	21.03 %
01-590-520	Operating Supplies - Non-Dept	2,675.67	3,000.00	3,000.00	0.00	612.30	2,387.70	20.41 %
01-590-521	Emergencies & Contingencies - Operati	5,809.45	6,843.00	6,843.00	0.00	0.00	6,843.00	0.00 %
01-590-525	Uniforms - Non Dept	3,608.58	3,000.00	3,000.00	102.46	3,105.35	(105.35)	103.51 %
01-590-528	Postage - Non-Dept	1,255.30	1,000.00	1,000.00	0.00	15.54	984.46	1.55 %
01-590-540	Books, Pub., Sub., & Memberships -NON	3,281.95	3,000.00	3,000.00	0.00	827.18	2,172.82	27.57 %
01-590-550	Pre-Employment Exam/Drug Test	0.00	500.00	500.00	342.00	1,108.00	(608.00)	221.60 %
01-590-551	Immunizations - Employees	0.00	500.00	500.00	877.50	1,823.50	(1,323.50)	364.70 %
01-590-552	DOT Testing	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-590-553	Employee Meeting/Awards	0.00	0.00	0.00	0.00	18.03	(18.03)	0.00 %
01-590-554	Employee Holiday Dinner	0.00	0.00	0.00	0.00	1,383.39	(1,383.39)	0.00 %
01-590-931	Transfer to Fire Public Safety Impact	870.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-933	Transfer to Public Facility Impact Fe	(1,187.14)	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	1,155.95	1,000.00	1,000.00	850.00	1,200.00	(200.00)	120.00 %
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	32.27	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-996	Bad Debt - Non-Dept	1,308.28	10,000.00	10,000.00	0.00	138.49	9,861.51	1.38 %
01-590-999	Other - Non-Operating Charges - Non-D	(1,422.13)	12,190.00	12,190.00	1,750,075.00	1,752,061.06	(1,739,871.06)	9999.00 %
DEPARTMENT TOTAL		130,090.39	220,127.00	220,127.00	1,758,569.84	1,853,294.89	(1,633,167.89)	841.92 %
=====								
<b>General Fund Revenues Total</b>		<b>2,894,532.87</b>	<b>3,430,441.00</b>	<b>3,430,441.00</b>	<b>192,305.75</b>	<b>2,085,190.58</b>	<b>1,345,250.42</b>	<b>39.22%</b>
<b>General Fund Expenditures Total</b>		<b>-2,097,031.82</b>	<b>-3,430,441.00</b>	<b>-3,430,441.00</b>	<b>-1,931,922.44</b>	<b>-3,231,776.56</b>	<b>-198,664.44</b>	<b>5.79%</b>
<b>Total Revenue vs. Expenditures</b>		<b>797,501.05</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,739,616.69</b>	<b>-1,146,585.98</b>	<b>1,146,585.98</b>	

POLK CITY  
Simple Balance Sheet

For Fiscal Year: 2022 thru Fiscal Month: May, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	212,989.03	
05-101-913	DEP Loan - Sinking Fund	29,034.68	
05-101-916	US Bank - Sink Fund	888,133.41	
05-101-917	US Bank - Renewal & Replacement Series	187,594.83	
05-101-918	DEP Loan WW531400 - Sink Fund	328.40	
05-101-919	DEP Loan WW531402 - Sink Fund	33,251.53	
05-101-920	Cash - Customer Deposits	346,726.00	
05-101-936	FDEP 531402 Sinking Fund	11,931.67	
05-115-100	Accounts Receivable - Utilities	19,078.36	
05-115-130	Accounts Receivable - Readiness to Serve	18,176.68	
05-117-100	Allowance for Bad Debt	17,614.09-	
05-117-200	Allowance for Uncollectible A/R	68,835.67-	
05-151-100	Investments - FL SAFE EF	600,888.32	
05-151-902	Investments - FL SAFE EF Reserves	125,577.64	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	31,706.89	
05-159-100	Deferred Outflows - Related to Pension	114,315.32	
05-159-200	Deferred Outflows - Loss on Refunding	687,501.65	
05-160-902	Reserve Account	100,000.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-160-905	Reserve Acct - CIP Service Truck	103,677.23	
05-161-900	Fixed Assets - Land	2,762,913.00	
05-164-100	Utility Plant in Service	15,916,445.29	
05-165-900	Acc.Dep. - Improvements Other than Build	327,211.43-	
05-166-900	Equipment & Furniture	689,170.16	
05-167-900	Accumulated Depreciation - Equipment	4,669,729.19-	
05-169-900	CIP - Construction Costs	20,211.25	
	<b>** TOTAL ASSET**</b>		17,864,304.96
05-202-100	Accounts Payable	112,870.51	
05-202-900	Customer Deposits	346,726.00	
05-203-100	Accumulated Interest Payable	50,654.17	
05-203-600	SRF Loan WW51201P	1,805,995.81	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	32,223.62	
05-203-615	SRF Loan WW531402/SG531403	805,004.96	
05-203-710	US Bank 2017 Bond Note	7,675,000.00	
05-203-910	Unamortized Bond Premiums - US Bank	511,625.21	
05-208-305	Taxes Payable	1,085.15-	
05-225-100	Deferred Inflows - Related to Pension	150,355.91	
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	120,416.83	
	<b>** TOTAL LIABILITY**</b>		11,609,787.87
	<b>** TOTAL ENCUMBRANCE**</b>		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	8,192,942.86	
05-271-150	Fund Balance - Restatement	1,732,304.77-	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	<b>** TOTAL EQUITY**</b>		7,820,349.28
	<b>** TOTAL REVENUE**</b>		1,607,394.90
	<b>** TOTAL EXPENSE**</b>		3,173,227.09

POLK CITY  
Simple Balance Sheet

For Fiscal Year: 2022 thru Fiscal Month: May, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
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TOTAL LIABILITY AND EQUITY

17,864,304.96

POLK CITY  
 MAY 2022 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE  
 66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L ACCOUNT	DESCRIPTION	2021 PRIOR YR REVENUE	2022 ANTICIPATED REVENUE	ADJ ANTICIPATED	2022 CURRENT REVENUE	2022 YTD REVENUE	2022 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTY T	1,668.11	258.00	258.00	88.86	170.89	87.11	66.24 %
05-325-111	Connection Fees - Water - Cash Basis	34,365.00	26,100.00	26,100.00	1,864.80	9,819.60	16,280.40	37.62 %
05-325-210	Readiness to Serve Charge - Sewer	19,910.82	18,522.00	18,522.00	1,804.45	3,470.07	15,051.93	18.73 %
05-325-211	Readiness to Serve Charge - Water	16,679.84	15,842.00	15,842.00	888.68	1,709.00	14,133.00	10.79 %
05-329-200	Other Lic./Fees/Permits	5,640.92	2,206.00	2,206.00	1,866.88	8,590.64	(6,384.64)	389.42 %
05-331-370	Small Community Wastewater Grant	1,316,160.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-331-500	American Rescue Plan Act - ARPA Imple	682,163.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-334-350	Sewer/Wastewater Grants - State	0.00	0.00	0.00	0.00	31,559.93	(31,559.93)	0.00 %
05-340-300	Water Utility Revenue	1,296,696.81	1,376,712.00	1,376,712.00	111,430.38	749,770.71	626,941.29	54.46 %
05-340-500	Sewer Utility Revenue	1,248,012.42	1,297,800.00	1,297,800.00	114,401.10	756,981.03	540,818.97	58.33 %
05-359-100	Other Fines and/or Forfeitures	12,540.00	15,620.00	15,620.00	2,060.00	24,665.00	(9,045.00)	157.91 %
05-359-200	Non Sufficient Funds	1,200.00	1,140.00	1,140.00	90.00	845.00	295.00	74.12 %
05-359-300	Late Fees	26,673.00	36,795.00	36,795.00	2,478.00	17,419.50	19,375.50	47.34 %
05-361-200	Interest/Dividends - FL SAFE	126.36	322.00	322.00	642.94	947.60	(625.60)	294.29 %
05-369-100	Misc. Income	39.61	0.00	0.00	0.00	104.00	(104.00)	0.00 %
05-369-110	Refund of Overpayments	0.00	0.00	0.00	0.00	1,341.93	(1,341.93)	0.00 %
05-369-111	Cash Drawer Overage	(0.14)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-112	Cash Drawer Overage - Bank Rec	2,751.95	0.00	0.00	0.00	0.00	0.00	0.00 %
05-381-900	Cash Carry Forward	0.00	170,590.00	170,590.00	0.00	0.00	170,590.00	0.00 %
DEPARTMENT TOTALS		4,664,627.70	2,961,907.00	2,961,907.00	237,616.09	1,607,394.90	1,354,512.10	54.27 %

POLK CITY  
MAY 2022 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L	DESCRIPTION	2021	2022	2022	2022	2022	2022	PERCENTAGE
ACCOUNT		ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
	Water							
05-533-120	Regular Salary - Wages - Water Oper	225,765.44	260,567.00	260,567.00	18,886.96	138,835.26	121,731.74	53.28 %
05-533-140	Overtime - Water Oper	4,954.66	8,725.00	8,725.00	592.74	3,130.88	5,594.12	35.88 %
05-533-210	Fica Taxes - Water Oper	17,004.03	20,601.00	20,601.00	1,457.24	11,196.58	9,404.42	54.35 %
05-533-220	Retirement Contribution - Water Oper	33,962.43	26,711.00	26,711.00	2,107.70	16,934.04	9,776.96	63.40 %
05-533-230	Life & Health Insurance - Water Oper	48,376.38	69,733.00	69,733.00	4,563.91	38,745.27	30,987.73	55.56 %
05-533-240	Worker's Compensation - Water Oper	2,910.39	6,002.00	6,002.00	0.00	3,744.11	2,257.89	62.38 %
05-533-310	Professional Services - Water Oper	23,020.90	35,000.00	35,000.00	0.00	8,187.35	26,812.65	23.39 %
05-533-311	Engineering Services - Water Oper	7,879.84	30,000.00	30,000.00	86.25	1,221.88	28,778.12	4.07 %
05-533-312	Professional Services - Other - Water	2,414.15	10,000.00	10,000.00	1,164.75	6,137.04	3,862.96	61.37 %
05-533-313	Professional Services - Polk Regional	3,871.08	23,000.00	23,000.00	0.00	5,296.43	17,703.57	23.03 %
05-533-400	Travel Expenses - Water Oper	2,039.02	750.00	750.00	57.40	251.43	498.57	33.52 %
05-533-405	Training - Water Oper	0.00	750.00	750.00	925.61	1,160.11	(410.11)	154.68 %
05-533-410	Communication Services - Water Oper	5,783.66	8,000.00	8,000.00	513.72	3,960.23	4,039.77	49.50 %
05-533-430	Utilities - PW/Utilities Facility Wat	1,692.30	2,500.00	2,500.00	38.72	771.96	1,728.04	30.88 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	4,484.23	3,500.00	3,500.00	237.68	2,889.74	610.26	82.56 %
05-533-432	Commonwealth WTP - Utilities - Water	2,944.21	5,000.00	5,000.00	70.31	222.84	4,777.16	4.46 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	8,676.94	8,000.00	8,000.00	978.21	6,170.09	1,829.91	77.13 %
05-533-460	Repairs and Maintenance - Water Oper	54,531.31	60,000.00	60,000.00	5,923.79	46,642.16	13,357.84	77.74 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	1,827.02	10,000.00	10,000.00	0.00	574.40	9,425.60	5.74 %
05-533-462	Commonwealth WTP - Repairs and Maint	3,710.52	8,000.00	8,000.00	0.00	35.48	7,964.52	0.44 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	35,594.42	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-533-464	Vehicle Fuel - Water Oper	8,813.41	10,000.00	10,000.00	1,453.21	10,341.06	(341.06)	103.41 %
05-533-465	Vehicle Maintenance - Water Oper	5,344.76	7,000.00	7,000.00	144.26	2,737.32	4,262.68	39.10 %
05-533-466	Public Works/Utilities Facility - Rep	2,440.83	2,500.00	2,500.00	321.50	426.50	2,073.50	17.06 %
05-533-467	Repairs & Maintenance-Equipment - Wat	0.00	0.00	0.00	0.00	601.15	(601.15)	0.00 %
05-533-470	Printing and Reproduction - Water Ope	0.00	600.00	600.00	0.00	236.68	363.32	39.45 %
05-533-490	Other Current Charges - Water Oper	99.98	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-492	Recording & Other Fees - Water Oper	4,440.00	4,200.00	4,200.00	4,300.00	4,300.00	(100.00)	102.38 %
05-533-510	Office Supplies - Water Oper	852.70	700.00	700.00	0.00	429.30	270.70	61.33 %
05-533-520	Operating Supplies - Water Oper	11,188.96	11,000.00	11,000.00	262.14	14,805.70	(3,805.70)	134.60 %
05-533-521	Mt.Olive WTP - Operating Supplies - W	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
05-533-522	Commonwealth WTP - Operating Supplies	0.00	2,500.00	2,500.00	0.00	159.92	2,340.08	6.40 %
05-533-523	V.Matt Williams WTP - Operating Suppl	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
05-533-524	Chemicals - Water Oper	3,793.50	9,000.00	9,000.00	743.03	4,482.31	4,517.69	49.80 %
05-533-526	Meter Supplies - New Installs - Water	37,845.69	76,000.00	76,000.00	70,725.01	77,659.76	(1,659.76)	102.18 %
05-533-527	Meter Supplies - Repairs & Maintenanc	55,184.08	85,000.00	85,000.00	628.20	13,418.51	71,581.49	15.79 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	1,548.54	2,000.00	2,000.00	0.00	179.88	1,820.12	8.99 %

POLK CITY  
MAY 2022 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
05-533-605	Depreciation Expense - Water Oper	140,284.43	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-620	Buildings - Water Oper	0.00	4,000.00	4,000.00	0.00	3,982.00	18.00	99.55 %
05-533-630	Improvements Other than Building - Wa	850.00	10,000.00	10,000.00	0.00	4,247.50	5,752.50	42.48 %
05-533-634	SCADA System - Water Oper	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-533-640	Machinery & Equipment - Water Oper	529.85	63,381.00	63,381.00	2,500.00	51,773.00	11,608.00	81.69 %
05-533-650	Construction In Progress - Water Oper	136.00	0.00	0.00	0.00	1,619.20	(1,619.20)	0.00 %
05-533-710	Principal - Water Oper	0.00	60,473.00	60,473.00	0.00	0.00	60,473.00	0.00 %
05-533-720	Interest - Water Oper	71,773.05	69,356.00	69,356.00	0.00	34,677.84	34,678.16	50.00 %
05-533-994	Bank Fees - Water Oper	3.19	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		836,571.90	1,032,549.00	1,032,549.00	118,682.34	522,184.91	510,364.09	50.57 %
Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	114,313.66	144,639.00	144,639.00	12,341.88	90,167.54	54,471.46	62.34 %
05-535-140	Overtime - Sewer Oper	4,865.74	5,712.00	5,712.00	890.02	3,204.34	2,507.66	56.10 %
05-535-210	Fica Taxes - Sewer Oper	8,874.64	11,502.00	11,502.00	992.92	7,343.77	4,158.23	63.85 %
05-535-220	Retirement Contribution - Sewer Oper	16,853.12	13,083.00	13,083.00	1,431.67	11,134.27	1,948.73	85.10 %
05-535-230	Life & Health Insurance - Sewer Oper	24,158.05	35,905.00	35,905.00	425.56	20,695.88	15,209.12	57.64 %
05-535-240	Worker's Compensation - Sewer Oper	2,875.13	4,393.00	4,393.00	0.00	3,645.48	747.52	82.98 %
05-535-310	Professional Services - Sewer Oper	30,438.06	20,000.00	20,000.00	0.00	6,169.03	13,830.97	30.85 %
05-535-311	Engineering Services - Sewer Oper	20,978.80	25,000.00	25,000.00	0.00	5,421.62	19,578.38	21.69 %
05-535-312	Professional Services - Other - Sewer	758.32	20,000.00	20,000.00	4,322.75	39,112.20	(19,112.20)	195.56 %
05-535-400	Travel Expenses - Sewer Oper	571.58	1,000.00	1,000.00	0.00	51.72	948.28	5.17 %
05-535-405	Training - Sewer Oper	0.00	1,500.00	1,500.00	784.01	1,543.51	(43.51)	102.90 %
05-535-410	Communication Services - Sewer Oper	4,086.59	4,000.00	4,000.00	388.39	3,334.70	665.30	83.37 %
05-535-411	Cardinal Hill WWTP - Comm Srvcs - Sew	125.10	1,550.00	1,550.00	0.00	124.92	1,425.08	8.06 %
05-535-412	Mt. Olive WWTP - Comm Srvcs - Sewer O	2,396.60	2,800.00	2,800.00	199.50	1,797.60	1,002.40	64.20 %
05-535-430	Utilities - PW/Utilities Facility Sew	5,586.75	5,165.00	5,165.00	355.56	3,309.85	1,855.15	64.08 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	25,790.23	2,100.00	2,100.00	2,313.91	17,386.29	(15,286.29)	827.92 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,417.66	11,000.00	11,000.00	476.51	4,688.93	6,311.07	42.63 %
05-535-440	Rentals and Leases - Sewer Oper	0.00	0.00	0.00	0.00	3,076.50	(3,076.50)	0.00 %
05-535-460	Repairs and Maintenance - Sewer Oper	56,155.00	120,000.00	120,000.00	8,539.00	74,783.24	45,216.76	62.32 %
05-535-461	Cardinal Hill - Repairs and Maint - S	73,844.17	171,913.00	171,913.00	14,901.12	21,979.53	149,933.47	12.79 %
05-535-464	Vehicle Fuel - Sewer Oper	10,731.40	10,000.00	10,000.00	805.52	5,818.19	4,181.81	58.18 %
05-535-465	Vehicle Maintenance - Sewer Oper	11,258.43	8,000.00	8,000.00	0.00	7,255.06	744.94	90.69 %
05-535-466	Public Works/Utilities Facility - Rep	2,437.84	1,000.00	1,000.00	321.50	426.50	573.50	42.65 %



POLK CITY  
MAY 2022 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
05-535-467	Repairs & Maintenance-Equipment - Sew	0.00	0.00	0.00	0.00	511.34	(511.34)	0.00 %
05-535-470	Printing and Reproduction - Sewer Ope	0.00	100.00	100.00	0.00	43.83	56.17	43.83 %
05-535-490	Other Current Charges - Sewer Oper	108.91	3,000.00	3,000.00	94.27	94.27	2,905.73	3.14 %
05-535-492	Recording & Other Fees - Sewer Oper	3,260.66	5,000.00	5,000.00	138.43	138.43	4,861.57	2.77 %
05-535-493	Equipment Rental - Sewer Oper	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	852.39	700.00	700.00	0.00	429.09	270.91	61.30 %
05-535-520	Operating Supplies - Sewer Oper	6,258.10	8,000.00	8,000.00	5,824.32	15,014.17	(7,014.17)	187.68 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	0.00	0.00	0.00	0.00	219.25	(219.25)	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	25,510.31	41,000.00	41,000.00	0.00	18,499.98	22,500.02	45.12 %
05-535-524	Chemicals - Sewer Oper	29,319.80	33,000.00	33,000.00	3,718.93	20,510.99	12,489.01	62.15 %
05-535-540	Books, Pub., Sub., & Memberships - Se	164.94	1,000.00	1,000.00	0.00	179.88	820.12	17.99 %
05-535-605	Depreciation Expense - Sewer Oper	303,045.17	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-620	Buildings - Sewer Oper	0.00	4,000.00	4,000.00	0.00	3,982.00	18.00	99.55 %
05-535-630	Improvements Other than Building - Se	0.00	10,000.00	10,000.00	0.00	1,087.50	8,912.50	10.88 %
05-535-640	Machinery & Equipment - Sewer Oper	529.84	191,489.00	191,489.00	2,500.00	150,035.00	41,454.00	78.35 %
05-535-710	Principal - Sewer Oper	(852.80)	337,726.00	337,726.00	0.00	66,204.36	271,521.64	19.60 %
05-535-712	Principal - DEP Effluent Disposal Loa	0.00	26,995.00	26,995.00	13,490.49	26,967.46	27.54	99.90 %
05-535-720	Interest - Sewer Oper	284,385.24	277,548.00	277,548.00	0.00	139,169.34	138,378.66	50.14 %
05-535-722	Interest - DEP Effluent Disposal Loan	19.75	1,635.00	1,635.00	824.38	824.38	810.62	50.42 %
05-535-730	Other Debt Service Costs - Sewer Oper	45,812.57	0.00	0.00	0.00	837.90	(837.90)	0.00 %
DEPARTMENT TOTAL		1,123,931.75	1,566,455.00	1,566,455.00	76,080.64	777,219.84	789,235.16	49.62 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	33,102.27	25,000.00	25,000.00	2,928.36	20,009.05	4,990.95	80.04 %
05-590-312	Professional Services - Other - Non-D	3,550.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-590-315	Inmate Labor - EF Non - Dept	21,561.37	28,749.00	28,749.00	0.00	0.00	28,749.00	0.00 %
05-590-320	Accounting and Auditing - Non-Dept	28,536.88	25,000.00	25,000.00	10,092.70	13,552.40	11,447.60	54.21 %
05-590-440	Rentals and Leases - Non-Dept	4,298.99	4,500.00	4,500.00	355.75	1,672.56	2,827.44	37.17 %
05-590-450	Liability Insurance - Non-Dept	58,980.50	86,345.00	86,345.00	0.00	73,082.50	13,262.50	84.64 %
05-590-490	Other Current Charges - Non Dept	25.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-510	Office Supplies - Non-Departmental	862.20	1,000.00	1,000.00	19.49	420.52	579.48	42.05 %
05-590-520	Operating Supplies - Non-Dept	946.60	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-521	Emergencies & Contingencies - Operati	4,741.67	11,300.00	11,300.00	0.00	0.00	11,300.00	0.00 %
05-590-525	Uniforms - Non Dept	3,373.76	4,500.00	4,500.00	322.45	3,360.78	1,139.22	74.68 %
05-590-528	Postage - Non-Dept	2,038.35	3,000.00	3,000.00	0.00	5.78	2,994.22	0.19 %

POLK CITY  
MAY 2022 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L		2021	2022	2022	2022	2022	2022	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
05-590-540	Books, Pub., Sub., & Memberships -NON	2,311.34	2,000.00	2,000.00	0.00	300.00	1,700.00	15.00 %
05-590-550	Pre-Employment Exam/Drug Test	0.00	0.00	0.00	114.00	114.00	(114.00)	0.00 %
05-590-551	Immunizations - Employees	0.00	0.00	0.00	472.50	472.50	(472.50)	0.00 %
05-590-554	Employee Holiday Dinner	0.00	0.00	0.00	0.00	420.00	(420.00)	0.00 %
05-590-720	Interest - Bond 2017 Issue	(42,146.55)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	60,526.58	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	155,000.00	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00 %
05-590-940	Reserves - Unrestricted Reserves NON-	0.00	19,510.00	19,510.00	0.00	0.00	19,510.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	1,694.60	2,000.00	2,000.00	0.00	4,400.00	(2,400.00)	220.00 %
05-590-994	Bank Fees - Non-Dept	0.00	1,000.00	1,000.00	0.00	1.96	998.04	0.20 %
05-590-996	Bad Debt - Non-Dept	12,261.50	0.00	0.00	0.00	4,935.41	(4,935.41)	0.00 %
05-590-999	Other - Non-Operating Charges - Non-D	(38,443.30)	6,000.00	6,000.00	1,750,000.00	1,751,074.88	(1,745,074.88)	9999.00 %
DEPARTMENT TOTAL		313,221.76	362,904.00	362,904.00	1,764,305.25	1,873,822.34	(1,510,918.34)	516.34 %
-----								
<b>Enterprise Fund Revenues Total</b>		<b>4,664,627.70</b>	<b>2,961,908.00</b>	<b>2,961,908.00</b>	<b>237,616.09</b>	<b>1,607,394.90</b>	<b>1,354,513.10</b>	<b>54.27%</b>
<b>Enterprise Fund Expenditures Total</b>		<b>-2,054,892.04</b>	<b>-2,961,908.00</b>	<b>-2,961,908.00</b>	<b>-1,959,068.23</b>	<b>-3,173,227.09</b>	<b>-211,319.09</b>	<b>107.13%</b>
<b>Total Revenue vs. Expenditures</b>		<b>2,609,735.66</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,721,452.14</b>	<b>-1,565,832.19</b>	<b>1,143,194.01</b>	

POLK CITY  
 Simple Balance Sheet

For Fiscal Year: 2022 thru Fiscal Month: May, for Fund: 08

Account Number	Account Title	Ending Bal	Net Amount
08-101-100	GF Police Public Safety Impact Fees	6,700.42	
08-101-101	GF Fire Public Safety Impact Fees	2,393.49	
08-101-102	GF Recreation Impact Fees	11,837.02	
08-101-103	GF Gen Gov't Facilities Impact Fees	20,037.96	
08-151-100	Investments - FL SAFE GF Police Public Safety	213,621.83	
08-151-101	Investments - FL SAFE GF Fire Public Saf...	135,016.61	
08-151-102	Investments - FL SAFE GF Recreation	403,746.89	
08-151-103	Investments - FL SAFE GF Facilities	448,416.94	
	** TOTAL ASSET**		1,241,771.16
08-271-100	Fund Balance Unreserved	120,796.37	
08-271-150	Fund Balance - Restatement	1,089,182.23	
	** TOTAL EQUITY**		1,209,978.60
	** TOTAL REVENUE**		31,792.56
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		1,241,771.16

POLK CITY  
 MAY 2022 MONTHLY FINANCIALS

GFIF Special Revenues  
 Budget Revenues  
 66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L ACCOUNT	DESCRIPTION	2021 PRIOR YR REVENUE	2022 ANTICIPATED REVENUE	ADJ ANTICIPATED	2022 CURRENT REVENUE	2022 YTD REVENUE	2022 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
REVENUES								
08-324-100	Police - Public Safety Impact Fee	20,639.68	38,699.00	38,699.00	0.00	5,159.92	33,539.08	13.33 %
08-324-110	Fire/Rescue - Public Safety Impact Fe	11,568.41	20,706.00	20,706.00	0.00	2,760.88	17,945.12	13.33 %
08-324-610	Parks & Recreation Impact Fee	33,630.23	62,409.00	62,409.00	0.00	8,321.28	54,087.72	13.33 %
08-324-710	Public Facilities Impact Fee	54,749.15	104,882.00	104,882.00	0.00	13,984.08	90,897.92	13.33 %
08-361-200	Interest/Dividends - FL SAFE	208.87	534.00	534.00	1,062.76	1,566.40	(1,032.40)	293.33 %
08-361-403	Transfer From GF Public Facility Impa	0.03	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTALS		120,796.37	227,230.00	227,230.00	1,062.76	31,792.56	195,437.44	13.99 %
EXPENDITURES								
08-521-930	Reserves - Police Public Safety Impac	0.00	38,789.00	38,789.00	0.00	0.00	38,789.00	0.00 %
08-522-930	Reserves - Fire Public Safety Impact	0.00	20,754.00	20,754.00	0.00	0.00	20,754.00	0.00 %
08-539-930	Reserves - Public Facility Impact Fee	0.00	105,130.00	105,130.00	0.00	0.00	105,130.00	0.00 %
08-572-930	Reserves - Parks & Rec Impact Fees	0.00	62,557.00	62,557.00	0.00	0.00	62,557.00	0.00 %
DEPARTMENT TOTALS		0.00	227,230.00	227,230.00	0.00	0.00	227,230.00	0.00 %
<b>GF Impact Fee Fund Revenues Total</b>		<b>120,796.37</b>	<b>227,230.00</b>	<b>227,230.00</b>	<b>1,062.76</b>	<b>31,792.56</b>	<b>195,437.44</b>	<b>13.99%</b>
<b>GF Impact Fee Fund Expenditures Tot:</b>		<b>0.00</b>	<b>-227,230.00</b>	<b>-227,230.00</b>	<b>0.00</b>	<b>0.00</b>	<b>227,230.00</b>	<b>0.00%</b>
<b>Total Revenue vs. Expenditures</b>		<b>120,796.37</b>	<b>0.00</b>	<b>0.00</b>	<b>1,062.76</b>	<b>31,792.56</b>	<b>422,667.44</b>	

POLK CITY  
Simple Balance Sheet

For Fiscal Year: 2022 thru Fiscal Month: May, for Fund: 09

Account Number	Account Title	Ending Bal	Net Amount
09-101-800	EF Sewer Impact Fee Account	339,735.04	
09-101-900	EF Water Impact Fee Account	244,534.64	
09-151-800	Investements - Sewer Impact	1,634,807.82	
09-151-900	Investements - Water Impact	265,818.98	
09-169-900	CIP - Construction Costs	28,872.10	
	** TOTAL ASSET**		2,513,768.58
09-202-100	Accounts Payable	82,665.00	
	** TOTAL LIABILITY**		82,665.00
	** TOTAL ENCUMBRANCE**		0.00
09-271-100	Unreserved Fund Balance	218,941.49	
09-271-150	Fund Balance - Restatement	2,245,690.34	
	** TOTAL EQUITY**		2,464,631.83
	** TOTAL REVENUE**		62,257.20
	** TOTAL EXPENSE**		95,785.45
	TOTAL LIABILITY AND EQUITY		2,513,768.58

POLK CITY  
 MAY 2022 MONTHLY FINANCIALS

EFIF Special Revenues  
 66.66 % Yr Complete For Fiscal Year: 2022 / 5

G/L ACCOUNT	DESCRIPTION	2021 PRIOR YR REVENUE	2022 ANTICIPATED REVENUE	ADJ ANTICIPATED	2022 CURRENT REVENUE	2022 YTD REVENUE	2022 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
REVENUES								
09-324-210	Water Impact Fees	71,627.00	104,820.00	104,820.00	5,241.00	24,458.00	80,362.00	23.33 %
09-324-220	Sewer Impact Fees	154,525.00	264,900.00	264,900.00	8,830.00	35,320.00	229,580.00	13.33 %
09-361-200	Interest/Dividends - FL SAFE	330.60	842.00	842.00	1,682.11	2,479.20	(1,637.20)	294.44 %
DEPARTMENT TOTALS		226,482.60	370,562.00	370,562.00	15,753.11	62,257.20	308,304.80	16.80 %
EXPENDITURES								
09-533-310	Professional Services - Legal Fees	1,239.11	31,000.00	31,000.00	0.00	6,664.61	24,335.39	21.50 %
09-533-312	Professional Services - Other Profess	0.00	9,600.00	9,600.00	0.00	0.00	9,600.00	0.00 %
09-533-313	Professional Services - Polk Regional	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
09-533-492	Recording & Other Fees - Water Impact	140.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-533-529	Water Impact Fee - Refund Customer	1,747.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-533-650	Construction In Progress - Water IF S	0.00	60,220.00	60,220.00	82,665.00	89,120.84	(28,900.84)	147.99 %
09-533-930	Reserves - Water Impact Fees	0.00	238.00	238.00	0.00	0.00	238.00	0.00 %
09-535-529	Sewer Impact Fee - Refund Customer	4,415.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-535-930	Reserves - Sewer Impact Fees	0.00	265,504.00	265,504.00	0.00	0.00	265,504.00	0.00 %
DEPARTMENT TOTALS		7,541.11	370,562.00	370,562.00	82,665.00	95,785.45	274,776.55	25.85 %
<b>EF Impact Fee Fund Revenues Total</b>		<b>226,782.60</b>	<b>370,562.00</b>	<b>370,562.00</b>	<b>15,753.11</b>	<b>62,257.20</b>	<b>308,304.80</b>	<b>16.80%</b>
<b>EF Impact Fee Fund Expenditures Tot:</b>		<b>-3,126.11</b>	<b>-370,562.00</b>	<b>-104,820.00</b>	<b>-82,665.00</b>	<b>-95,785.45</b>	<b>9,034.55</b>	<b>25.85%</b>
<b>Total Revenue vs. Expenditures</b>		<b>223,656.49</b>	<b>0.00</b>	<b>265,742.00</b>	<b>-66,911.89</b>	<b>-33,528.25</b>	<b>317,339.35</b>	

# Library Monthly Report

## May 2022

### CIRCULATION

ADULT BOOKS	1840
JUVENILE BOOKS	1434
<b>TOTAL CIRCULATION</b>	<b>3274</b>

### NEW BORROWERS

IN CITY	5
IN COUNTY	5
<b>TOTAL NEW BORROWERS</b>	<b>10</b>

### NUMBER OF PROGRAMS

FAMILY	1
ADULT	0
JUVENILE	0
YOUNG ADULT	0
<b>TOTAL PROGRAMS</b>	<b>1</b>

### PROGRAM ATTENDANCE

ADULT	5
JUVENILE	12
YOUNG ADULT	2
<b>TOTAL ATTENDANCE</b>	<b>19</b>

### REFERENCE QUESTIONS

PHONE CALLS	158
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### NUMBER OF COMPUTER USERS

78

### TOTAL PATRONS

560

Prepared by:

*Hannah Ulloha*

Library Director

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

*STATISTICAL DATA*

West Division

Date: June 15, 2022 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for May, 2022

ACTIVITY	
FELONY ARREST	8
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	1
AFFIDAVITS MISDEMEANOR	0
OUT OF COUNTY/STATE WARRANT ARRESTS	1
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	10
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	28
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	23
NARCOTICS SEIZED	4.15 grams Marijuana, 1.3 grams of Marijuana butter
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	12
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	345
TRAFFIC STOPS	44
TOTAL DISPATCHED CALLS FOR SERVICE	114



In May 2022, there was one (1) PROCAP captured crimes as compared to Two (2) in May 2021. There was a burglary of a conveyance (vehicle) at 333 Bridges Rd., Polk City Fl. The vehicle in question was an unsecured pick-up truck at Lake Agnes Boat Ramp. There are County wide trends of conveyance burglaries occurring to unsecured vehicles at local boat ramps and subdivisions. At this time we are up 6 crimes total as compared to last year at this time. During a County wide trend our Pro-cap numbers are going to reflect the trend.

Sector	CaseNo	Inc From	Inc To	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
<b>BURGLARY CONVEYANCE</b>										
13	PCSO-220018820	2022-05-03 / 0600hrs	2022-05-03 / 0830hrs	Tues	333 BRIDGES RD LAKE AGNES BOAT RAMP	Unsecured veh; Unk susp entered victs veh & removed a fish scale, black Oakley sunglasses, flashlight, & inflatable life jacket Video depicts s13p on a grey and green crotch rocket. Checked the three FLOCK/LPR cameras and reviewed every motorcycle but could not find a positive match. Sent as a bulletin. Prints have been sent to ID section for comparison. Followed up on 1 tip but no leads, new tip received today for possible different suspect info.	Arbo	Yes	Yes	Ongoing

Department of Law Enforcement																															
Polk City - 2021 - 2022																															
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly Change	YTD Average			
	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	
Robbery	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	
Burg. Business	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0%	0.4	0.0	
Burg. Residence	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	
Burg. Structure	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0%	0.0	0.0	
Burg. Conveyance	0	0	1	0	1	3	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	4	100%	0.6	0.8	
Vehicle Theft	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	2	0	1	1	0%	0.2	0.2
Grand Theft	1	0	0	1	0	1	0	1	1	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	1	0	2	3	-100%	0.4	0.6
Petit Theft	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0%	0.0	0.2	
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	
Retail Theft	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	-100%	0.0	0.4	
Criminal Mischief	0	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0%	0.0	0.4	
<b>Totals</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>8</b>	<b>14</b>	<b>-50%</b>	<b>1.6</b>	<b>2.8</b>		
% Change	-33%		100%		400%		200%		-50%		N/A		N/A		N/A		N/A		N/A		N/A		N/A		75%		75%				

# Public Works/Utilities Report

23-29 May 2022

**Summary:** Below is a summary of Public Works actions for the week:

## 1. Public Works/Utilities Director (Keith)

- a. Conducted a Public Works/Utilities Department Hurricane Preparedness review with the Team in preparation for the City review on 26 MAY 22.
- b. Contacted Hayward & Associates to perform site survey for Cardinal Hill WWTP Bar Screen Quote.
- c. Completed Page 20 of meter no-reads (consisted of 17 meters)

## 2. Admin, Logistics & Operations (Jasmyn)

- a. Processed 25 AP's and 2 PO's.
- b. Emailed Curt with Fortiline requesting final invoices.
- c. Completed 3 Rental Refund Checklists for weekend events.
- d. Retrieved old register number for Utility Billing Department (124 Citrus Grove Blvd.)
- e. Completed Unifirst spread sheets (invoices).
- f. Completed Revised Key Inventory Log.
- g. Contacted Gametime for final invoice closed out outstanding PO.
- h. Contacted USA Bluebook for final invoices, also online account set-up to retrieve invoices.
- i. Updated Tablet Log and emailed to Joanna.
- j. Set up inspection to assess with customer complaint about flooding yard, (Michael Honiker 207 Trailview Way).
- k. Emailed Southern Electric approved PO's.
- l. Assisted Chasity on finding lost No Read page #20.
- m. Contacted Field's Equipment regarding the hydraulic clutch going out.
- n. Gathered information needed for PW/Utility trucks VIN#, Tag #, Truck#.
- o. Started working on Public Works/Utilities Hurricane Checklist.
- p. Unlocked Bronson Center for food delivery.
- q. Initiated 5 locate work orders.

## 3. Sewer & Water Plant Operations (Lori)

- a. Performed on-call duties for weekend/WWTP & WTP coverage.
- b. Completed the following 11 preventative maintenance work orders at the Wastewater Treatment Plant:
  - a) Exercised influent valve
  - b) Cleaned scum trough
  - c) Washed down clarifiers, AB, CCCCompleted work orders in ADG
  - d) Logged all results into Logbook
  - e) Cleaned up WWTF
  - f) Wasted into digester
  - g) Pulled Influent/Effluent sample

- h) Performed daily plant reads, chlorine and pH test, and cleaning
  - i) Decanted from Digester
  - j) Wasted into dumpster
  - k) Completed ezDMR
- a. Completed 16 work orders at the Water Treatment Plants:
- a) Daily reads, tested chlorine and pH
  - b) House keeping
  - c) Logged results into Logbook
  - d) Pulled Bact'e samples for Mt. Olive PWS: No. 6532345

**4. Distribution (Rick, Matt & Brandon)**

- a. Completed 46 work orders in ADG consisting of:
- a) Turn on: 5
  - b) Install - water: 5
  - c) Turn off: 3
  - d) Meter maintenance: 12
  - e) Turn back on from Shut offs: 1
  - f) Hydrant flushing: 15
  - g) Hydrant maintenance: 1
  - h) Locates: 4

**5. Stormwater & Sewer Operations (John)**

**a. Stormwater**

- a) Finalized Quarterly MS4 Inspections of commercial, industrial & institutional organizations. Will train Jeff Parrish on this during month of June. All employees are signed up to take the Inspector Certification Course on 22 SEP 22. Course is Free thru Polk County and FSA.

**b. Sewer**

- a) Completed 10 work orders in ADG consisting of preventative maintenance & checks at the following lift stations:
- #1 (250 Brook Lane):** Scraped down lift station and dipped out grease. Washed down. Landscape maintenance.
  - #2 (210 North Citrus Grove Blvd.)** Scraped down lift station and dipped out grease.
  - #3 (221 Laynewade Rd):** Recorded generator run hours. Landscape maintenance.
  - #4 (447 Nolane Lane):** Recorded generator run hours. Pumped and washed down lift station.
  - #5 (822 Two Pond Rd):** Recorded generator run hours.
  - #6 (Mt. Olive Rd (Fountain Park):** Recorded generator run hours.
  - #7 (9826 N. SR33 / Voyles Loop):** Pumped and washed down. Recorded generator run hours. Landscape maintenance
  - #8 (1071 Motorcoach Drive):** NSTR

- #9 (455 Meandering Way): NSTR
- #10 (5145 South Shore Drive): Pulled pumps to clean rags.  
Washed down.
- #11(5552 Golden Gate Blvd.) Pulled pumps to clean rags.  
Washed down.
- #12 (9256 Ruth Rd): NSTR
- #13 (Phase 3 Fountain Park): Scraped and washed down lift station.

**6. Parks & Recreation (Freedom Park, Courts, McMaingle Park, and Fishing Pier) (Jeff + Aaron)**

- a. Completed 6 works orders consisting of:
  - a) Completing Fabrication/Installation of the new parts at McManigle Park with Aaron.
  - b) Mowing, string trimming and blowing the Activity Center, Tennis Court, Old Public Works building and the Fishing Pier.
  - c) Removing leaves at the Racquet Ball Court with Aaron.
  - d) Removing trash from the Racquet ball/Tennis courts with Aaron.
  - e) Mowing, weed and blowing Brooke Lane, Van Fleet TECO Trail and Freedom Park.
  - f) Removing a downed tree on the TECO Trail.

**7. Mowing & Landscaping (Jeff + Aaron)**

- a. Collected 0 bag of trash from all streets and roads to include SR 33 and C557/559.
- b. Completed 13 work orders consisting of:
  - a) Mowing, weed eating, and blowing City Hall and the Bronson Center.
  - b) Mowing the I-4 ribs.
  - c) Mowing The Public Works Facility.
  - d) Mowing and trash removal of Berkley Rd.
  - e) Mowing and Weed eating SR 33 from Yamaha Lane to the north end of SR 33/Commonwealth bridge.
  - f) Mowing the Perk Ponds with Aaron
  - g) Mowed ditch along west side of Pope Ave.
  - h) Mowing the Perk Ponds.
  - i) Mowed right of way in front of 102 Citrus Grove Blvd. Along the fence down the Villas Apartments.
  - j) Removed dying Palm Tress located on Pope Ave.
  - k) Mowing at the Public Works Facility
  - l) Mowing & weed eating around the tanks and buildings at the WWTP.
  - m) Performed Maintenance Day Operations including cleaning out & washing the work truck and blowing off/washing the lawn mowers

**8. Streets & Signs (Jeff + Aaron)**

- a. Completed 2 work orders consisting of:
  - a) Collected 0 bags of trash off all streets and roads to include SR 33 and C557/559.
  - b) Replacing the Honeybee Lane street sign.
  - c) Filling in the washout in front of 7570 Berkley Rd

**9. Fleet Maintenance (Dustin & Mike)**

- a. Completed 5 work orders for fleet maintenance consisting of:
  - a) Inspect and repair Stihl weed eater that Robbie uses for lift stations
  - b) Removed license plates from surplus vehicles at WWTP
  - c) Loaded John Deere on trailer and took it to fields equipment to be repaired.
  - d) Installed new licenses plate on new Crain truck.
  - e) Please go to City Hall and pick up the code Enforcement Jeep. Tire is low, Melanie left the keys on her office desk.

**10. Building Maintenance (Dustin, Mike & Lary)**

- a. Completed 16 work orders for building maintenance consisting of:
  - a) Pick up broken zodiac board on the band stand.
  - b) Set bathroom door locks to Sunday 5/29 between 11:00 and 4:00 for gender reveal party.
  - c) Replaced broken ceiling tile in kitchen area of Activity Center
  - d) Finished set up for event at Bronson center.
  - e) PLEASE ASSESS THE WATER HEATER FOR CITY HALL SHOWER
  - f) Picking paint from Sherwin Williams for WWTP.
  - g) (Lary) cleaned Library and preformed all necessary janitorial duties.
  - h) (Lary) cleaned Activities Center and preformed all necessary janitorial duties.
  - i) (Lary) cleaned Bronson Center and performed all necessary janitorial duties
  - j) (Lary) cleaned Public Works and Utilities offices and performed all necessary janitorial duties.
  - k) (Lary) Cleaned City Hall and performed all necessary janitorial duties.
  - l) (Lary) cleaned Old Public Works and performed all necessary janitorial duties.
  - m) (Lary) cleaned Freedom Park bathrooms and performed all necessary janitorial duties.
  - n) Meeting with Newborn Air to go over details for evaporator coil install for A/C unit that is leaking
  - o) Lowered flags to half mass in memory of the lives lost due to the Texas school shooting
  - p) Took measurements for pneumatic airlines to complete four-post lift installation and be fully operable.
  - q) Worked with southern electric to get power ran to four-post lift.

- r) Built boxes for food drive
  - s) Checked ceiling for leaks in Library to verify that previously fixed water spots did not return.
  - t) Overtime: Worked with the E. Cuebas baby shower in the Activity Center
  - u) Overtime: work with the B. Darley baby shower in the Bronson Center
  - v) Continued WWTP office and lab refurbishment
- b. Continued WWTP office and lab refurbishment

### **June Objectives**

1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Continue validating DIAMOND MAPS by completing the following actions:
  - a. Complete the physical validation of all water hydrants in Diamond Maps
  - b. Work with Utility Billing to break down city routes to perform meter reads, reduce no read confusion.
  - c. Perform annual MS4 Surveillance, and record results as part of the Illicit Prevention and Proactive Inspection Program.
  - d. Perform surveillance of all city assets and record all actions taken creating a historical data base for works completed.
  - e. Set conditions to begin executing a valve exercise/maintenance program from the months of July, August, September, and October.
  - f. Continue validating water meter data accuracy between Diamond Maps & ADG (Ongoing).
3. Continue cleanup of all Public Works/Utilities area, identify, and prepare excess and unserviceable for surplus/disposal for JUNE 2022.
4. Procure equipment/resources identified for Utilities Department in the 2021-2022 Budget.
5. Focus on required repairs for Sewer Lift Stations and the Cardinal Hill WWTP.

**Submitted by: Keith J. McVeigh, Public Works/Utilities Director.**

# Public Works/Utilities Report

16-22 May 2022

**Summary:** Below is a summary of Public Works actions for the week:

## **1. Public Works/Utilities Director (Keith)**

- a. Attended monthly City Commission Workshop & meeting on 16 MAY 22.
- b. Personally returned 20 water meters to the Polk County on 19 MAY 22.

## **2. Admin, Logistics & Operations (Jasmyn)**

- a. Processed 29 AP's & 3 PO's.
- b. Completed Home Depot's Monthly Statement spread sheet.
- c. Contacted Ferguson regarding tax on invoices (received new invoices without tax).
- d. Contacted Hawkins requesting invoices to also be sent to me.
- e. Found and downloaded CDL handbook for Robbie.
- f. Scheduled Precision Safe & Lock to make copies of keys.
- g. Contacted Amphibious Aquatics requesting them to email me invoices.
- h. Researched Hawkins invoices due to excessive increases of gallons over the past three months.
- i. Created new Rental Refund Check Lists for both Bronson & Activity Center.
- j. Completed Lowe's Monthly Statement spread sheet.
- k. Laminated and distributed insurance cards for all work trucks.
- l. Contacted/emailed Southern Electric all approved PO's.
- m. Revised Key Control Inventory.
- n. Set up the Bronson Center for S. Sanchez event on 5/21/2022 (Jeff & Aaron assisted).
- o. Working weekend events:
  - a) S. Sanchez 5/21/2022 Bronson
  - b) C. Jones 5/21/2022 Activity Center
  - c) J. Amador 5/22/2022 Activity Center

## **3. Sewer & Water Plant Operations (Lori)**

- a. Performed on-call duties for weekend/WWTP & WTP coverage.
- b. Completed the following preventative maintenance operations at the

Wastewater Treatment Plant:

- a) Cleaned up WWTF
- b) Wasted into digester
- c) Pulled Influent/Effluent sample
- d) Did daily plant reads, chlorine and pH test, and cleaning
- e) Decanted from Digester
- f) Wasted into dumpster
- g) Completed work orders in ADG
- h) Logged all results into Log Book

- a. Completed the following at the Water Treatment Plants:
  - a) Daily reads, tested chlorine and pH
  - b) House keeping
  - c) Logged results into Log Book
  - d) Completed work orders in ADG
  - e) Pulled Bact'e samples for Mt. Olive PWS: No. 6532345

**4. Distribution (Rick, Matt & Brandon)**

- a. Completed 81 work orders in ADG consisting of:
  - a) Turn on: 5
  - b) Install – Irrigation: 2
  - c) Install - water: 1
  - d) Turn off: 7
  - e) Meter maintenance: 28
  - f) Pull Meter: 2
  - g) Hydrant flushing: 14
  - h) Hydrant maintenance: 18
  - i) Monthly No-Reads: 4 (393 separate meters)

**5. Stormwater & Sewer Operations (Robby & John)**

**a. Stormwater**

- a) Prepared for Quarterly MS4 Inspections of commercial, industrial & institutional organizations. Will train Jeff Parrish on this during month of June. All employees are signed up to take the Inspector Certification Course on 22 SEP 22. Course is Free thru Polk County and FSA.

**b. Sewer**

- a) Completed 10 work orders in ADG consisting of preventative maintenance & checks at the following Lift Stations:
  - #1 (250 Brook Lane):** Scraped down lift station and dipped out grease. Washed down. Landscape maintenance.
  - #2 (210 North Citrus Grove Blvd.)** Scraped down lift station and dipped out grease.
  - #3 (221 Laynewade Rd):** Recorded generator run hours. Landscape maintenance.
  - #4 (447 Nolane Lane):** Recorded generator run hours. Pumped and washed down lift station.
  - #5 (822 Two Pond Rd):** Recorded generator run hours.
  - #6 (Mt. Olive Rd (Fountain Park):** Recorded generator run hours.
  - #7 (9826 N. SR33 / Voyles Loop):** Pumped and washed down. Recorded generator run hours. Landscape maintenance
  - #8 (1071 Motorcoach Drive):** NSTR
  - #9 (455 Meandering Way):** NSTR
  - #10 (5145 South Shore Drive):** Pulled pumps to clean rags. Washed down.



#11(5552 Golden Gate Blvd.) Pulled pumps to clean rags.  
Washed down.

#12 (9256 Ruth Rd): NSTR

#13 (Phase 3 Fountain Park): Scraped and washed down  
liftstation.

b) Assisted with water meter no reads and work orders..

**6. Parks & Recreation (Freedom Park, Courts, McMaingle Park, and Fishing Pier) (Jeff + Aaron)**

- a. Completed 6 works orders consisting of:
  - a) Collected 5 bags of garbage at all parks & Fishing Pier and TECO Trail.
  - b) Assisted Jasmyn in setting up the Bronson Center/tables and chairs.
  - c) Picked up pats for ABF Shipping Company.
  - d) Began priming/painting/ fabricating/installing of the new parts at McManigle Park/this is a very time-consuming project due to fabricating the new parts to fit.
  - e) Completing the painting/Installation of new parts at McManigle Park.
  - f) Ordered Asphalt millings to fill in erosion in front of Freedom Park.

**7. Mowing & Landscaping (Jeff + Aaron)**

- a. Collected 0 bag of trash from all streets and roads to include SR 33 and C557/559.
- b. Completed 3 work orders consisting of:
  - a) Mowed SR 33 Spray Field.
  - b) Sprayed weeds around City Hall, Bronson Center, basketball courts and old public works building.
  - c) Sprayed weeds around basketball courts, racket ball courts, and old public works building.

**8. Streets & Signs (Jeff + Aaron)**

- a. Completed 3 work orders consisting of:
  - a) Collected 3 bags of trash off all streets and roads to include SR 33 and C557/559.
  - b) Assisted with no read meters reads, We completed 68 Meter reads.
  - c) Ordered Asphalt millings to fill in erosion in front of Freedom Park.
- b. Picked up new Honeybee Lane Street sign from the county.
- c. Assessed and planned repair of erosion in front of 7570 Berkley Rd.
- d. Temporarily repaired the stop sign on Broadway/SR 33. Sign is property of State and will contact them to come install a new sign and pole.

**9. Fleet Maintenance (Dustin & Mike)**

- a. Completed 5 work orders for fleet maintenance consisting of:

- a) Patched tire on 151748.
- b) Install alternator and cut off switch on CAT loader.
- c) Inspected John Deere tractor (Aaron stated engine operating temperature was higher than normal). Coolant was added, radiator coils were flushed out. Engine oil was checked and added as necessary. Machine is now operating as normal.
- d) Look into the repair of truck #350573 for use in facility maintenance.
- e) Replaced new faulty battery from CAT for the loader. Starts and runs fine.

**10. Building Maintenance (Dustin, Mike & Lary)**

- a. Completed 19 work orders for building maintenance consisting of:
  - a) Changed old toilet brush with new. Reinstalled soap dispenser to mirror in ladies bathroom at City Hall
  - b) Spray herbicide on sidewalk and in flower beds at City Hall
  - c) Reduce output of scheduled sprinkler system at City Hall.
  - d) Reduce output in scheduled sprinkler system at Freedom Park.
  - e) Met with Gulf State signs about sign in front of city Hall, Gulf State is in contact with the manufacturer over the issues. Sign requires the use of MP4 file instead of a GIF file.
  - f) Library irrigation checked and installed batteries in timers.
  - g) Flags were lowered to half mass as directed then raised back to normal height as scheduled on 5/17/22
  - h) Met with Mid-Florida diesel to repair backup generator for city hall, Mid-Florida found a bad valve that needs to be replaced. Waiting for the date and time they can get the part in and change it out.
  - i) Repair an 8' table at the Bronson Center
  - j) Jasmyn will set up for Sunday event after Saturday event is complete.
  - k) Set up for Saturday event.
  - l) Patched holes that were left from kiosk mounting on wall in conference room at City Hall building.
  - m) Lary inspected and cleaned Freedom Park bathrooms throughout the week.
  - n) Lary cleaned Old Public Works building on Monday and Thursday.
  - o) Lary cleaned City Hall building on Tuesday and Friday.
  - p) Lary cleaned Library on Monday and Thursday.
  - q) Lary cleaned Activity Center on Monday and Thursday.
  - r) Lary cleaned Public Works and Utilities building on Wednesday.
  - s) Lary cleaned Bronson Center on Tuesday and Friday.

**June Objectives**

1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Continue validating DIAMOND MAPS by completing the following actions:

- a. Work with Robert Stevens & Associates to update Diamond Maps to include break down city routes to perform meter reads, reduce no read confusion, perform MS4 Surveillance, and record results as part of the Illicit Prevention and Proactive Inspection Program.
  - b. Perform surveillance of all city assets and record all actions taken creating a historical data base for works completed.
  - c. May is the annual fire hydrant inspection month with June being the backup/overflow.
  - d. Develop annual physical water meter inspection program.
  - e. Validating water meter data accuracy between Diamond Maps & ADG (Ongoing).
3. Continue cleanup of Utilities area, identify, and prepare excess and unserviceable for surplus/disposal for JUNE 2022.
  4. Precure equipment/resources identified for Utilities Department in the 2021-2022 Budget.
  5. Focus on required repairs for Sewer Lift Stations and the Cardinal Hill WWTP.

**Submitted by: Keith J. McVeigh, Public Works/Utilities Director.**

# Public Works/Utilities Report

9-15 May 2022

**Summary:** Below is a summary of Public Works actions for the week:

## **1. Public Works/Utilities Director (Keith)**

- a. Organizational maintenance focus was truck cleaning and shop decluttering.
- b. Conducted a Teams Meeting with JWC Environmental Headworks to review the requirements for a Side Hill Screen to reduce the solids and rags entering the Surge Tank (Equalizer) to help reducing matting within the tanks.
- c. Began initial planning to establish a valve exercise program for the city. Initial plan is to use the months of Jul, Aug, Sep & Oct to exercise the city valves currently in Diamond Maps consisting of:
  - a) 18 Water Blow-off Valves (Exercised Quarterly)
  - b) 281 Water Line Valves (Exercised Yearly)
  - c) 174 Fire Hydrant Valves (Exercised Yearly)
- d. Attended the City ADG Global Work Order System Presentation as part of the City's continued efforts to improve the system of record for all aspects of water, billing, finance, Public Works/Utilities job orders and meeting FEME requirements during disaster.
- e. Conducted a requirements determination meeting with Data Flow Systems (DDFS) to review a course of action to transfer all 6 lift stations that are not on SCADA as well as the WWTP and Jacobs WTP. Presentation being prepared ICW DFS to present to the City Manger for funding in the FY23/24 Budget.

## **2. Admin, Logistics & Operations (Jasmyn)**

- a. Processed 13 AP's – 1 PO.
- b. Completed Lift Station Quick Reference sheet.
- c. Worked on revising Key Control Log.
- d. Contacted LCSl regarding quotes for training (Construction/Hazardous-Non-Hazardous Spill Training).
- e. Ordered another street marker for Honeybee Ln.
- f. Contacted Republic to request dumpsters be emptied located at PW/Utility Department.
- g. Contacted CoreMain for final invoice.
- h. Contacted First Choice Pest Control to spray City Hall.
- i. Completed Lakeland Electric Monthly Statement spread sheet.
- j. Spoke with Florida CDL regarding CDL training breakdown.
- k. Met with customer to view the Activity Center.

## **3. Sewer & Water Plant Operations (Lori)**

- a. Kendon Daniels performed on-call duties for weekend/WWTP & WTP coverage.
- b. Completed the following preventative maintenance operations at the Wastewater Treatment Plant:
  - a) Cleaned up WWTF (rags, washdown grates, debris & trash removal, bar screen washing)
  - b) Wasted into digester
  - c) Pulled Influent/Effluent sample
  - d) Conducted daily plant reads, chlorine and pH test, and cleaning
  - e) Switched Effluent to I4 ribs, Perk Ponds, and WWTF Spray Field
  - f) Wasted into sludge dumpster
- c. Completed Water Treatment Plants work orders to include daily reads, tested chlorine, and PH as well as completed all MORs (Monthly Operation Reports) for the month of April.

#### **4. Distribution (Rick, Matt & Brandon)**

- a. Completed 111 work orders in ADG consisting of:
  - a) Turn on: 6
  - b) Temporary shut off: 40
  - c) Install - water: 3
  - d) Turn off: 7
  - e) Meter maintenance: 18
  - f) Turn back on from shut off list: 4
  - g) Call out after hours: 2
  - h) Hydrant flushing: 9
  - i) Hydrant maintenance: 18
  - j) Locates: 4
- b. Received quotes for supplies need for Distribution Work orders and 2 valve replacements at the Cardinal Hill WWTP.

#### **5. Stormwater & Sewer Operations (Robby & John)**

- a. **Stormwater**
  - a) Completed Backflow Prevention Assembly Tester Training and received certification.
- b. **Sewer**
  - a) Completed 10 work orders in ADG consisting of:
    - #1 (250 Brook Lane):** Replaced data flow call box battery.
    - #2 (210 North Citrus Grove Blvd.)** Replaced data flow call box battery.
    - #3 (221 Laynewade Rd):** Recorded generator run hours. Replaced data flow call box battery.
    - #4 (447 Nolane Lane):** Recorded generator run hours. Replaced data flow call box battery.
    - #5 (822 Two Pond Rd):** Recorded generator run hours. Replaced data flow call box battery.

- #6 (Mt. Olive Rd (Fountain Park): Recorded generator run hours. Ring power replaced fuel pump on generator.
- #7 (9826 N. SR33 / Voyles Loop): Pumped and washed down. Recorded generator run hours. Replaced battery on verbatim call box.
- #8 (1071 Motorcoach Drive): NSTR
- #9 (455 Meandering Way): NSTR
- #10 (5145 South Shore Drive): Pulled pumps to clean rags. Washed down. Replaced battery on verbatim call box.
- #11(5552 Golden Gate Blvd.) Pulled pumps to clean rags. Washed down. Replaced battery on verbatim call box.
- #12 (9256 Ruth Rd): Scraped down lift station. Washed down and cleaned floats. Replaced battery in Verbatim call box.
- #13 (Phase 3 Fountain Park): NSTR

**6. Parks & Recreation (Freedom Park, Courts, McMaingle Park, and Fishing Pier) (Jeff + Aaron)**

- a. Completed 3 work orders consisting of:
  - a) Collected 4 bags of trash from all parks.
  - b) Mowed & Weed eat McMaingle Park
- b. Reached out to Ms. Nunlist for repair of the washout issue at the side entrance to Van Fleet Park Approx. 234 Ft from SR 33 on Berkley Rd

**7. Mowing & Landscaping (Jeff + Aaron)**

- a. Collected 0 bag of trash from all streets and roads to include SR 33 and C557/559.
- b. Completed 5 Work orders consisting of:
  - a) Mowed & Weed eat Public Works/Utilities Facility
  - b) Mowing and weedeating SR 33 from the Public Works Facility to South of SR33 bridge.
  - c) Box WWTP spray filed due to feral hog damage
  - d) Training Aaron how to operate a box blade
  - e) Mowing and debris removal on CR 559.

**8. Streets & Signs (Jeff + Aaron)**

- a. Completed 3 work orders consisting of:
  - a) Built entrance ramp in front of the new Public Works/Utilities Facility Shed.
  - b) Repaired the driveway/entrance at the Public Works/Utilities facility.
  - c) Picked up & installed Honeybee Ln sign from the Polk County Sign Shop.

**9. Fleet Maintenance (Dustin & Mike)**

- a. Completed 3 work orders for fleet maintenance consisting of:
  - a) Flat tire on bad dog mower.
  - b) Changed oil in 251830.
  - c) Installed shovel rack on 251921.

## **10. Building Maintenance (Dustin, Mike & Lary)**

- a. Completed 16 work orders for building maintenance consisting of:
  - a) Set up for Castro birthday party.
  - b) Set up for Kennedy wedding.
  - c) Tape 75 boxes for food drive.
  - d) Connected new kiosk in conference room to internet and prepared it for usage during meetings.
  - e) Inspecting and searching Freedom park for water leaks
  - f) Set up two 8' tables in the Commission Chambers.
  - g) Inspected TV in lobby and checked programming to see if a setting is causing it to shut off periodically.
  - h) Set up Commission Chambers for ADG Global meeting.
  - i) Lowered flag to half-staff at City Hall, Bronson Center, and Freedom Park.
  - j) Set up for Activity Center for Senior meeting.
  - k) Set up for Activity Center for Castro birthday party.
  - l) Set up Bronson Community Center for Kennedy wedding.
  - m) Overtime:
    - a) Worked with the Kennedy wedding on 13 & 14 May.
    - b) Work with the Castro birthday party rental on 14 Myy.
  - n) Cleaned all city facilities & buildings.
  - o) Continued WWTP office and lab refurbishment.

## **June Objectives**

1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Continue validating DIAMOND MAPS by completing the following actions:
  - a. Work with Robert Stevens & Associates to update Diamond Maps to include break down city routes to perform meter reads, reduce no read confusion, perform MS4 Surveillance, and record results as part of the Illicit Prevention and Proactive Inspection Program.
  - b. Perform surveillance of all city assets and record all actions taken creating a historical data base for works completed.
  - c. May is the annual fire hydrant inspection month with June being the backup/overflow.
  - d. Develop annual physical water meter inspection program.
  - e. Validating water meter data accuracy between Diamond Maps & ADG (Ongoing).
3. Continue cleanup of Utilities area, identify, and prepare excess and unserviceable for surplus/disposal for JUNE 2022.
4. Precure equipment/resources identified for Utilities Department in the 2021-2022 Budget.
5. Focus on required repairs for Sewer Lift Stations and the Cardinal Hill WWTP.

**Submitted by: Keith J. McVeigh, Public Works/Utilities Director.**



# Public Works/Utilities Report

2-8 May 2022

**Summary:** Below is a summary of Public Works actions for the week:

## **1. Public Works/Utilities Director (Keith)**

- a. Organizational maintenance focus was tool organization, truck cleaning and shop decluttering.
- b. Attended the FSA New Landscape of Stormwater Grants Webinar on 5 MAY 22.

## **2. Admin, Logistics & Operations (Jasmyn)**

- a. Processed 24 AP's & 1 PO.
- b. Created 4 Locate work orders.
- c. Scheduled/showed 3 Activity Center viewings and 2 Bronson Center viewings for protentional customers.
- d. Finished Lift Station Monthly Report spread sheet.
- e. Began revising the Lift Station Quick Reference sheet.
- f. Completed Ace Hardware monthly statement/spread sheet.
- g. Worked on Lakeland Electric Report/waiting for 3 more bills.
- h. Completed WEX monthly statement/spread sheet.
- i. Coded Home Depot receipts/waiting for statement.
- j. Trained new employee Brandon Huffman on how to create/edit/complete work orders on ADG.
- k. Reconciled with Safety Products regarding invoices/ received credit of \$135.86.
- l. Cleaned/Organized City work truck.
- m. Contacted NAPA Auto Parts for final invoice on the 4 post lift.
- n. Rescheduled J.Castro event.
- o. Updating/revising Key Control Log.
- p. Contacted Polk County for an ETA on the new street marker for Honeybee Ln.
- q. Spoke with Ferguson Waterworks regarding taxes on invoice/they will be.

## **3. Sewer & Water Plant Operations (Lori)**

- a. Performed on-call duties for weekend/WWTP & WTP coverage
- b. Completed the following preventative maintenance operations at the Wastewater Treatment Plant:
  - a) Cleaned up WWTF (rags, washdown grates, debris & trash removal, bar screen washing)
  - b) Wasted into digester
  - c) Pulled Influent/Effluent sample
  - d) Conducted daily plant reads, chlorine and pH test, and cleaning
  - e) Switched Effluent to I4 ribs, Perk Ponds, and WWTF Spray Field
  - f) Wasted into sludge dumpster

- c. Completed Water Treatment Plants work orders to include daily reads, tested chlorine, and PH.
- d. Transitioned to new ADG electronic work order process
- e. Worked on reads in Excel for PSAR (Public Supply Annual Report)
- f. Completed boiled water notice handouts on Honeybee Lane..

**4. Distribution (Rick, Matt & Brandon)**

- a. Completed 76 work orders in ADG consisting of:
  - a) Turn on: 7
  - b) Install – Irrigation: 2
  - c) Install – Water: 2
  - d) Turn off: 12
  - e) Meter maintenance: 10
  - f) Laptop Test Free: 2
  - g) Customer Concern: 1
  - h) Hydrant Flushing: 32
  - i) Hydrant Maintenance: 4
  - j) Locates: 4

**5. Stormwater & Sewer Operations (Robby & John)**

**a. Stormwater**

- a) Completed Backflow Prevention Assembly Tester Training and received certification.

**b. Sewer**

- a) Completed 13 work orders in ADG consisting of 12 Lift Station preventative maintenance actions and 1 repair:
  - #1 (250 Brook Lane):** Replaced data flow call box battery.
  - #2 (210 North Citrus Grove Blvd.)** Replaced data flow call box battery.
  - #3 (221 Laynewade Rd):** Recorded generator run hours. Replaced data flow call box battery.
  - #4 (447 Nolane Lane):** Recorded generator run hours. Replaced data flow call box battery.
  - #5 (822 Two Pond Rd):** Recorded generator run hours. Replaced data flow call box battery.
  - #6 (Mt. Olive Rd (Fountain Park):** Recorded generator run hours. Ring power replaced fuel pump on generator.
  - #7 (9826 N. SR33 / Voyles Loop):** Pumped and washed down. Recorded generator run hours. Replaced battery on verbatim call box.
  - #8 (1071 Motorcoach Drive):** NSTR
  - #9 (455 Meandering Way):** NSTR
  - #10 (5145 South Shore Drive):** Pulled pumps to clean rags. Washed down. Replaced battery on verbatim call box.
  - #11(5552 Golden Gate Blvd.)** Pulled pumps to clean rags. Washed down. Replaced battery on verbatim call box.

**#12 (9256 Ruth Rd):** Scraped down lift station. Washed down and cleaned floats. Replaced battery in Verbatim call box.

**#13 (Phase 3 Fountain Park):** NSTR

**6. Parks & Recreation (Freedom Park, Courts, McMaingle Park, and Fishing Pier) (Jeff + Aaron)**

- a. Collected 7 bags of garbage
- b. Secured Van Fleet Trail bench with 2 new screws
- c. Assisted facilities with the set-up Bronson Community Center for Saturday Wedding
- d. Reinforced McMaingle Park playset due to fire damage. Replacement parks are on order from Gametime with a delivery date of JUNE 2022.
- e. Repaired erosion caused by rain under the Fishing pier with mini excavator.

**7. Mowing & Landscaping (Jeff + Aaron)**

- a. Collected 1 bag of trash from all streets and roads to include SR 33 and C557/559.
- b. Mowed and weedeated Jacobs Ave Tennis Court + Water Plant.
- c. Mowed and Weedeated City Hall, Bronson Center, Library, Activity Center, Fishing Pier
- d. Mowed and Weedeated Freedom Park, Teco Polk City Trail and the Fitness Center.
- e. Trimmed the trees in preparation for Hurricane Season at the Activity Center, TECO Polk City Trail and the Fitness Center.

**8. Streets & Signs (Jeff + Aaron)**

- a. Dug out/finish graded the ditch on Oak Ave and 2<sup>nd</sup> Street with the mini excavator.
- b. Filled in pothole on Berkley Rd/Honeybee Ave
- c. Held meeting for quotes of the street repair needed in front of 230 Carter Blvd.

**9. Fleet Maintenance (Dustin & Mike)**

- a. Completed 2 work orders for fleet maintenance consisting of:
  - a) Repair electrical wiring on the mower trailer.
  - b) Inspected truck 252085 for vibration in front driver's side.

**10. Building Maintenance (Dustin & Lary)**

- a. Completed 14 work orders for building maintenance consisting of:
  - a) Organize and inventory tool supplies in the shop.
  - b) Replace outlet cover in admin. department.
  - c) Move 6 tables to the City Hall Commission chambers.
  - d) Build cabinet for City Manager.

- e) Check on water spot in ceiling.
  - f) Work with all parties on the install of mower shed and concrete pad from Bubba D's sheds
  - g) Inspected TV in lobby and checked programming to see if a setting is causing it to shut off periodically. We will continue to monitor it and see if it needs to be replaced.
  - h) Loading up material donated by the Knowles family. We will be meeting with Mr. Knowles next Tuesday to pick up more.
  - i) Fire alarm sounding off, check and inspect.
  - j) Michael getting instructions on how to set up for events from Dustin.
  - k) Checked and logged hours for back-up generator. Generator would not start, contacted Ring Power to set up service. \*Ring Power is to expensive, we are setting up a vendor account with Midflorida Diesel
  - l) Meet with Jeff (Southern Electric) about power to four post vehicle lift.
  - m) Met with Jeff about power for the Bronson Center backup generator.
  - n) Ceiling fan for conference room.
- b. Continued WWTP office and lab refurbishment
  - c. Set Up Bronson Center for Andrews Baby Shower
  - d. Cleaned all buildings
  - e. Set up the Activity Center for Library event
  - f. Set up the Activity Center for Senior event
  - g. Set up the Bronson Center for Day of Prayer service

### **June Objectives**

1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Continue validating DIAMOND MAPS by completing the following actions:
  - a. Work with Robert Stevens & Associates to update Diamond Maps to include break down city routes to perform meter reads, reduce no read confusion, perform MS4 Surveillance, and record results as part of the Illicit Prevention and Proactive Inspection Program.
  - b. Perform surveillance of all city assets and record all actions taken creating a historical data base for works completed.
  - c. May is the annual fire hydrant inspection month with June being the backup/overflow.
  - d. Develop annual physical water meter inspection program.
  - e. Validating water meter data accuracy between Diamond Maps & ADG (Ongoing).
3. Continue cleanup of Utilities area, identify, and prepare excess and unserviceable for surplus/disposal for JUNE 2022.
4. Precure equipment/resources identified for Utilities Department in the 2021-2022 Budget.
5. Focus on required repairs for Sewer Lift Stations and the Cardinal Hill WWTP.

**Submitted by: Keith J. McVeigh, Public Works/Utilities Director.**

# *Utility Billing Report*

## *May 2022*

New Accounts Established: 33  
Final/Terminated Service: 34  
Bills Processed: June 6, 2022  
Email/ Bill Customers: 1,675  
Billed Customers: 2,664  
Work Orders Processed: 224  
Lock off for Nonpayment: 15  
Nonpayment fees (\$50): 44  
Billed Consumption: 12,825,000 Gallons  
Billed/Revenue: \$267,855.22  
Residential Billing: 2,554  
Irrigation Billing: 559  
Commercial Billing: 96  
Building Rentals Activity/Bronson Center/Freedom Park: 22

### **On Going Projects**

-Process Deposit Refunds, and Utility Deposit Reconciliation.

-Working with the Utilities Department in Diamond Maps to verify that all meter information is correct.

-Process monthly Adjustment Reconciliations, Zero Charge Reports and Cycle D (Debt Consolidation).

-Meter Replacement Program

### **Staff Objectives June**

Reroute meters into walking order, merge old locations, verify all garbage accounts, Backflow input and letters.

Respectfully Submitted by:

***Chasity Guinn***

Utility Billing Supervisor

**City Commission Meeting  
June 20, 2022**

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

Accept minutes – May 16, 2022 - City Commission Workshop  
Accept minutes – May 16, 2022 – City Commission Meeting

     INFORMATION ONLY  
  X   ACTION REQUESTED

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

**ATTACHMENTS:**

Accept minutes – May 16, 2022 - City Commission Workshop  
Accept minutes – May 16, 2022 – City Commission Meeting

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:**      Approval of Minutes

**CITY COMMISSION WORKSHOP MINUTES**  
May 16, 2022

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Mayor LaCascia called the Workshop to order at 6:02 pm.

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

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

**Agenda Review - City Commission Meeting – May 16, 2022**

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

**ORDER OF BUSINESS**

**Extension of Emergency Water Service Agreement**

City Manager Jackson and City Attorney Cloud discussed that Polk City and Auburndale previously established an Emergency Water Agreement dated December 12, 2011 (the original agreement).

Section 3 of the Original Agreement provides that the term thereof shall continue in effect from the complete execution hereof and thereafter for ten (10) years with options for extensions for four (4) five (5) years consecutive terms each on mutual written consent of the parties.

The parties of the agreement now wish to extend the Original Agreement for an additional term of ten (10) years, exercising two (2) of the five (5) year extensions, by mutual written consent.

During the Regular Meeting, Staff will recommend approval of the extension of the Original Agreement by ten (10) years until December 12, 2031.

**Letter of Agreement for Professional Engineering & Survey Services – Chastain-Skillman, Inc.**

City Manager Jackson discussed the City Commission approved authorizing City Manager Jackson to produce consistent with City procurement policy and State Statute engineering design services and construction services to design, permit and build an eight-inch diameter sewage force main to serve The Landings at Mount Olive and other adjacent projects.

City Manager Jackson contacted Chastain-Skillman, Inc. to provide a Letter of Agreement for Professional Engineering & Survey Services and a cost for Deliverables for the Mount Olive Force Main Extension, which was in the meeting packet.

The cost for this project based on the Letter of Agreement is \$169,098.

During the Regular Meeting, Staff will recommend the City Commission approve the Letter of Agreement for Professional Engineering & Survey Services with Chastain-Skillman, Inc. in the amount of \$169,098 for the Polk City Mount Olive Force Main Extension.

**Traffic Signal Improvement Proportionate Share Agreement Between Holly Cove, Inc and Polk City.**

City Manager Jackson and City Attorney Cloud discussed the Traffic Signalization Agreement between Holly Cove, Inc. (Robert Holston) and Polk City. As part of the PUD conditions, prior to the issuance of any building permits for construction within the property, the owner is required to enter into a Proportionate Share Agreement for necessary transportation improvements at SR 33 and Mt. Olive Road. Terms of this Agreement indicate that Holly Cove (Mr. Holston) will pay a proportionate share in the amount of \$150,000 no later than February 28, 2023 for the construction cost of the Traffic Signal Improvements.

Polk City has not committed to its share yet and we may not have to contribute anything.

During the Regular Meeting, Staff will recommend approval of the Traffic Signal Improvement Proportionate Share Agreement between Holly Cove, Inc. and Polk City.

**CITY MANAGER ITEM**

**Discussion of Copy Machines** – Discussed the concerns with Konica and servicing the machines we currently lease. Would like to lease copiers and the map printer from Boring Business. The total package is approximately \$150.00 cheaper and Boring Business is local.

**Juneteenth Celebration** - Freedom Park on June 18, 2022 at 3pm.

**Polk City Corridor Vision Plan** – TPO/DOT, Polk County and Polk City date has not been set yet. There will be public involvement and the community will have the opportunity to share their concerns. Polk City should be receiving information regarding the kick-off meeting (Commonwealth Avenue, Broadway Boulevard, Berkley Road and Mt. Olive Road and SR 33 are being added. Will keep everyone apprised. City Commission would like for Representative Josie Tomkow to attend.

**PCSO Special Detail** – Continues to receive calls from Mr. Kimsey on the weekends regarding situations arising in Polk City. Will be meeting with him on Tuesday with Deputy



Poindexter. Stressed the importance of calling the PCSO non-emergency number 863-298-6200.

**Ridge League of Cities Dinner Meeting** – June 16, 2022 at the RP Funding Center in Lakeland.

**Water Meters** – 350 meters and 470 registers have been ordered. Some of these will be shipped to Polk City next week. This will be charged to next year's budget. Polk County is allowing Polk City to borrow 20 meters until the order arrives. The borrowed meters will be returned to Polk County. City Manager Jackson requested permission to order meters now in the amount of \$89,579.00, as there is a lag time of six (6) months. Staff will request during the Regular Meeting to approve this purchase.

**Surplus sold at Auction** – Three (3) City owned vehicles (2002 For Pick up, 2005 Ford E350 Van and the Bucket Truck) were surplused and sold at the auction. Proceeds from the sale was \$8,312.50.

#### **CITY ATTORNEY ITEMS**

City Attorney Cloud discussed that will be voted on during the Regular Meeting at 7 pm.

- 1) Ordinance 2022-03 regarding Discontinuation of Water Service. This ordinance will make the guidelines for water service crystal clear.
- 2) The 2<sup>nd</sup> amendment and restated implementation agreement for the West Polk Lower Floridan Aquifer Wellfield. The only change it contains is modifying the agreement to provide that before a participant can assign its rights, duties and obligations under the agreement, it has to obtain the EPA's consent. It was approved by the PRWC.

#### **COMMISSIONER ITEMS**

**Vice Mayor Harper** - None

**Commissioner Blethen** - None

**Commissioner Carroll** - None

**Commissioner Nichols** - None

**Mayor LaCascia** – None

**ADJOURNMENT** – 6:35 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

## CITY COMMISSION MINUTES

May 16, 2022

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Mayor 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 Wayne Harper, Commissioner Randy Carroll, Commissioner Micheal T. Blethen, Commissioner Charles Nichols, City Attorney Thomas Cloud and City Manager Patricia Jackson

### **APPROVE CONSENT AGENDA**

April 18, 2022 (Workshop and Regular Meeting) minutes. **Motion by Vice Mayor Harper and seconded by Commissioner Carroll. Unanimously approved by Voice Vote.**

**PRESENTATIONS/RECOGNITIONS** - None

**PUBLIC COMMENT** - None

### **ORDER OF BUSINESS**

#### **Extension of Emergency Water Service Agreement**

City Manager Jackson and City Attorney Cloud discussed that Polk City and Auburndale previously established an Emergency Water Agreement dated December 12, 2011 (the original agreement).

Section 3 of the Original Agreement provides that the term thereof shall continue in effect from the complete execution hereof and thereafter for ten (10) years with options for extensions for four (4) five (5) years consecutive terms each on mutual written consent of the parties.

The parties of the agreement now wish to extend the Original Agreement for an additional term of ten (10) years, exercising two (2) of the five (5) year extensions, by mutual written consent.

Staff recommended approval of the extension of the Original Agreement by ten (10) years until December 12, 2031.

**Motion by Commissioner Carroll** to approve the Extension of Emergency Water Service Agreement with Auburndale to expire on December 12, 2031; this motion was seconded by Vice Mayor Harper.

**Motion carried unanimously by Voice Vote.**

**Letter of Agreement for Professional Engineering & Survey Services – Chastain-Skillman, Inc.**

City Manager Jackson discussed the City Commission approved authorizing City Manager Jackson to produce consistent with City procurement policy and State Statute engineering design services and construction services to design, permit and build an eight-inch diameter sewage force main to serve The Landings at Mount Olive and other adjacent projects.

City Manager Jackson contacted Chastain-Skillman, Inc. to provide a Letter of Agreement for Professional Engineering & Survey Services and a cost for Deliverables for the Mount Olive Force Main Extension, which was in the meeting packet.

The cost for this project based on the Letter of Agreement is \$169,098.

Staff recommended the City Commission approve the Letter of Agreement for Professional Engineering & Survey Services with Chastain-Skillman, Inc. in the amount of \$169,098 for the Polk City Mount Olive Force Main Extension.

Laura Lambert (414 Meandering Way) requested clarification on the Chastain-Skillman Letter of Agreement. City Manager Jackson provided the clarification.

No discussion by the Commission.

**Motion by Commissioner Blethen** to approve the Letter of Agreement for Professional Engineering & Survey Services – Chastain-Skillman, Inc. in the amount of \$169,098 for the Polk City Mount Olive Force Main Extension; this motion was seconded by Vice Mayor Harper.

**Motion carried unanimously by Voice Vote.**

**Traffic Signal Improvement Proportionate Share Agreement Between Holly Cove, Inc and Polk City.**

City Manager Jackson and City Attorney Cloud discussed the Traffic Signalization Agreement between Holly Cove, Inc. (Robert Holston) and Polk City. As part of the PUD conditions, prior to the issuance of any building permits for construction within the property, the owner is required to enter into a Proportionate Share Agreement for necessary transportation improvements at SR 33 and Mt. Olive Road. Terms of this Agreement indicate that Holly Cove (Mr. Holston) will pay a proportionate share in the amount of \$150,000 no later than February 28, 2023 for the construction cost of the Traffic Signal Improvements.

**Motion by Vice Mayor Harper** to approve the Traffic Signal Improvements Proportionate Share Agreement between Holly Cove, Inc. and Polk City; this motion was seconded by Commissioner Carroll.

**Motion carried unanimously by Voice Vote.**

## **CITY MANAGER ITEM**

**Discussion of Copy Machines** – Discussed the concerns with Konica and servicing the machines we currently lease. Would like to lease copiers and the map printer from Boring Business. This will be on a State contract with a sixty (60) month lease. The total package is approximately \$150.00 cheaper than the current lease and Boring Business is local.

Commissioner Blethen expressed that Polk City needs to purchase the machines, versus leasing them.

**Motion by Commissioner Nichols** to approve leasing the copiers and map printer from Boring Business on a State Contract for a 60 month; this motion was seconded by Commissioner Blethen.

**Motion carried unanimously by Voice Vote.**

**Juneteenth Celebration** - Freedom Park on June 18, 2022 at 3pm.

**Polk City Corridor Vision Plan** – TPO/DOT, Polk County and Polk City date has not been set yet. There will be public involvement and the community will have the opportunity to share their concerns. Polk City should be receiving information regarding the kick-off meeting (Commonwealth Avenue, Broadway Boulevard, Berkley Road and Mt. Olive Road and SR 33 are being added. Will keep everyone apprised. City Commission would like for Representative Josie Tomkow to attend.

**PCSO Special Detail** – Continues to receive calls from Mr. Kimsey on the weekends regarding situations arising in Polk City. Will be meeting with him on Tuesday with Deputy Poindexter. Stressed the importance of calling the PCSO non-emergency number 863-298-6200.

**Ridge League of Cities Dinner Meeting** – June 16, 2022 at the RP Funding Center in Lakeland.

**Water Meters** – 350 meters and 470 registers have been ordered. Some of these will be shipped to Polk City next week. Polk County is allowing Polk City to borrow 20 meters until the order arrives. The borrowed meters will be returned to Polk County. City Manager Jackson requested permission to order meters now in the amount of \$89,579, as there is a lag time of six (6) months.

**Motion by Vice Mayor Harper** to approve the purchase of meters in the amount of \$89,579 from Empire; this motion was seconded by Commissioner Carroll.

**Motion carried unanimously by Voice Vote.**

**Surplus sold at Auction** – Three (3) City owned vehicles (2002 For Pick up, 2005 Ford E350 Van and the Bucket Truck) were surplus and sold at the auction. Proceeds from the sale was \$8,312.50.

**CITY ATTORNEY**

1) City Attorney Cloud discussed **Ordinance 2022-03** regarding Discontinuation of Water Service. This Ordinance will make the guidelines for water service crystal clear.

**Motion by Commissioner Nichols** to approve Ordinance 2022-03 on First Reading; this motion was seconded by Vice Mayor Harper.

**Roll Call Vote:** Mayor LaCascia – aye, Vice Mayor Harper – aye, Commissioner Blethen – aye, Commissioner Carroll – aye, Commissioner Nichols – aye

**Motion carried unanimously.**

2) The **2<sup>nd</sup> amendment and restated implementation agreement for the West Polk Lower Floridan Aquifer Wellfield**. The only change it contains is modifying the agreement to provide that before a participant can assign its rights, duties and obligations under the agreement, it has to obtain the EPA's consent. It was approved by the PRWC, and I encourage you to do the same tonight.

**Motion by Vice Mayor Harper** to approve this 2<sup>nd</sup> Amendment of the Implementation Agreement for the West Polk Lower Floridan Aquifer Wellfield; this motion was seconded by Commissioner Nichols.

**Motion carried unanimously by Voice Vote.**

**COMMISSIONER ITEMS**

**Commissioner Blethen** – None

**Commissioner Carroll** – None

**Vice Mayor Harper** – Would like for a date to be set to discuss the City Manager's contract. City Manager Jackson will provide dates over the next few weeks via email.

**Mayor LaCascia** – None

**Commissioner Nichols** – None

**ANNOUNCEMENTS** - None

**ADJOURNMENT** – 7:23 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

**City Commission Meeting  
June 20, 2022**

**AGENDA ITEM # 1:           ORDINANCE 2022-03 – PUBLIC HEARING SECOND AND FINAL  
READING**

       INFORMATION ONLY  
       ACTION REQUESTED

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**ISSUE:**

Ordinance 2022-03, an Ordinance of the City Commission of Polk City, Florida, amending the Polk City Code of Ordinances (The "City Code") creating new Section 74-1 in the City Code; clarifying that the city may disconnect any customer who fails to pay any water or sewer rate, fee, or charge; providing for severability, conflicts, inclusion in Code and an effective date, second and final reading

**ATTACHMENT:**

Ordinance 2022-03

**ANALYSIS:**

This Ordinance creates Section 74-1 in the Code of Ordinances clarifying that the city may disconnect any customer who fails to pay any water or sewer rate, fee, or charge.

It states: All bills for utility service are due and payable as provided on the bill. Failure to pay such bills or any rate, fee, or charge specified in such bill or to contact the city regarding the reason for nonpayment within seven days after such bills become due and payable subjects the consumer to discontinuance of service. Failure of the consumer to receive a bill shall not avoid discontinuance of service. The City Manager may waive discontinuance of service if he finds that extenuating circumstances caused the delinquency after giving the delinquent consumer an opportunity to be heard as provided in this section.

**STAFF RECOMMENDATION:**

Adopt Ordinance 2022-03 on Second and Final Reading

**ORDINANCE 2022-03**

**AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA, AMENDING THE POLK CITY CODE OF ORDINANCES (THE "CITY CODE") CREATING NEW SECTION 74-1 IN THE CITY CODE; CLARIFYING THAT THE CITY MAY DISCONNECT ANY CUSTOMER WHO FAILS TO PAY ANY WATER OR SEWER RATE, FEE, OR CHARGE; PROVIDING FOR SEVERABILITY, CONFLICTS, INCLUSION IN CODE, & AN EFFECTIVE DATE.**

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

**SECTION 1. CREATION OF CHAPTER 9 "ELECTION CODE", POLK CITY CODE OF ORDINANCES.** Section 74-1 of the Code of Ordinances, Polk City, Florida, is hereby created to read as follows:

**Sec. 74-1. Payment for service.**

All bills for utility service are due and payable as provided on the bill. Failure to pay such bills or any rate, fee, or charge specified in such bill or to contact the city regarding the reason for nonpayment within seven days after such bills become due and payable subjects the consumer to discontinuance of service. Failure of the consumer to receive a bill shall not avoid discontinuance of service. The city manager may waive discontinuance of service if he finds that extenuating circumstances caused the delinquency after giving the delinquent consumer an opportunity to be heard as provided in this section.

**SECTION 2. SEVERABILITY.** If any provision of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such provision and such holding shall not affect the validity of any other provision, and to that end, the provisions of this ordinance are hereby declared severable.

**SECTION 3. CONFLICTS.** All ordinances or parts of ordinances in conflict herewith are hereby repealed, replaced, and superseded to the extent of such conflict, including but not limited to Ordinance no. 1261.

**SECTION 4. INCLUSION INTO CITY CODE.** It is the intention of the City Commission that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City.

**SECTION 5. EFFECTIVE DATE.** This ordinance shall take effect in accordance with general law.

**INTRODUCED AND PASSED on FIRST READING, this \_\_\_ day of \_\_\_\_\_, 2022.**

POLK CITY, FLORIDA

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

**ATTEST:**

**APPROVED AS TO FORM AND  
CORRECTNESS**

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

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

**PASSED AND DULY ADOPTED ON SECOND READING**, with a quorum present and voting by the City Commission of Polk City, Florida meeting in Regular Session this \_\_\_\_ day of \_\_\_\_\_, 2022.

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

**ATTEST:**

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



**City Commission Meeting  
June 20, 2022**

**AGENDA ITEM #2:            Annual Services Agreement for Petrotech – Sludge and Maintenance**

       INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

Proposed three-year Services Agreement with Petrotech Southeast Inc.

**ATTACHMENT:**

Petrotech Southeast Inc. Annual Services Agreement

**ANALYSIS:**

Polk City currently uses Petrotech Southeast Inc. for sludge hauling and maintenance. This proposed agreement is for three years, which will include:

- Polymer provided in 5-gallon containers and tested on an annual basis to assure proper product selection.
- 20 yard roll-off containers with fitted geo textile bags
- Transportation and disposal of geo textile bags. Exchanges to be determined by Polk City Staff.
- Monthly service visit to perform basic preventive maintenance, provide polymer dose adjustments and offer basic training to Polk City staff as necessary for operation of polymer system.

Breakdown of Cost:

June 1, 2022 – September 30, 2022 - \$2,410.00 per month  
October 1, 2022 – September 30, 2023 - \$2,410.00 per month  
October 1, 2023 – September 2024 - \$2,482.00 per month  
October 1, 2024 – September 30, 2025 - \$2,556.00 per month

**STAFF RECOMMENDATION:**

Approve the three (3) year Service Agreement for Petrotech Southeast Inc. in the amounts as indicated in the abovementioned Breakdown of Cost.

**Petrotech Southeast, Inc.**  
**TERMS AND CONDITIONS**

**BILLING AND PAYMENT:** Unless otherwise indicated in the proposal, Petrotech Southeast, Inc. billing will be based on accrued time, test costs and expenses. Client agrees to pay invoice upon receipt. Should payment not be received within 10 days, the amount due shall bear a service charge of 1½ per cent per month or 18 percent per year and the cost of collection, including reasonable attorneys' fees, if collected by law through an attorney. If the Client has any objection to any invoice or part thereof submitted by Petrotech Southeast, Inc., he shall so advise us in writing giving his reasons within 14 days of receipt of such invoice. If the project is terminated in whole or in part then Petrotech Southeast, Inc. shall be paid for services performed prior to receiving notice of such termination, in addition to Petrotech Southeast, Inc. reimbursable expenses and any shut down costs incurred. Shut down costs may, at Petrotech Southeast, Inc.'s sole discretion, include completion of analyses and records necessary to document our files and protect our professional reputation. In the event that Petrotech Southeast, Inc. agrees to pay for a recyclable product, the price paid for that product shall be based on current market conditions and may be subject to change.

**LIABILITY:** Petrotech Southeast, Inc. maintains worker's compensation and employer's liability insurance for our employees as required by state laws. In addition we maintain comprehensive general liability, pollution liability, and vehicle liability insurance with limits of \$1,000,000.00. A certificate of insurance can be supplied evidencing such coverage. We will not be liable or responsible for any loss, damage or liability beyond amounts limits, coverage or conditions of such insurance specified above.

**HAZARDOUS SUBSTANCES AND CONSTITUENTS:** Client agrees to advise Petrotech Southeast, Inc. upon execution of this agreement of any hazardous substances or any condition existing in, on or near the site presenting a potential danger to human health, the environment or equipment. Client agrees to provide continuing information, as it becomes available to the attention of the Client in the future.

**EXCLUSIVITY:** Upon execution of this agreement, Client agrees to exclusively use Petrotech Southeast, Inc. for all services and products described in this agreement

**UNFORESEEN OCCURRENCES:** If during the performance of services, any unforeseen hazardous substances or constituents or other unforeseen conditions or occurrences are encountered which, in Petrotech Southeast, Inc.'s judgment significantly affect or may affect the services, the risk involved in providing the services or the recommended scope of services, we will promptly notify the Client thereof. Subsequent to that notification, Petrotech Southeast, Inc. may: (a) If practicable, in Petrotech Southeast, Inc. sole judgment, complete the original scope of services in accordance with the procedures originally intended in this proposal: (b) Agree with the Client to modify the scope of services and the estimate of charges to include study of the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated herein: or (c) Terminate the services effective on the date specified by us in writing.

**TAXES AND SURCHARGES:** Any applicable taxes and surcharges shall be invoiced accordingly.

**CLAIMS:** in the event that Client makes claim against Petrotech Southeast, Inc. for any alleged error, omission, or act arising out of the performance of Petrotech Southeast, Inc. that cannot be mutually resolved without litigation, and Client fails to prove such claim, then Client shall pay all costs incurred by Petrotech Southeast, Inc. in defending itself against the claim, including, without limitation our personnel related costs, attorney's fees, court costs and other claim related expenses, including without limitation, costs, fees, and expenses of experts.

**SEVERABILITY:** in the event that any provision herein shall be deemed invalid or unenforceable, the other provisions herein shall remain in full force and effect, and binding to the parties hereto.

**SURVIVAL:** All obligations arising prior to termination of the agreement and all provisions of this agreement allocation responsibility or liability between Client and Petrotech Southeast, Inc. shall survive the completion of the services and the termination of this agreement.

**INTEGRATION:** This agreement and the documents attached hereto and which are incorporated herein constitute the entire agreement between the parties and cannot be changed except by written instrument signed by both parties.

**GOVERNING LAW:** This agreement shall be governed in all respects by the laws of the State of Florida.

**ACCEPTANCE:** This proposal, when accepted by Client and final approval of proposal by a Petrotech Southeast, Inc. officer will constitute a bona fide contract between us, subject to terms and conditions. It is expressly agreed that there are no promises, agreements, oral or written, not specified in this proposal.

By signing you acknowledge acceptance of Petrotech Southeast, Inc.'s terms and conditions.

\_\_\_\_\_  
Signature  
If this proposal meets with your approval, please sign all pages and return Petrotech Southeast, Inc.

\_\_\_\_\_  
Printed Name                      Title                      Date

“EXHIBIT A”



May 25, 2022

Polk City and City Representaitves  
9835 North State Rd.  
Polk City, FL 33868

RE: Annual Services Agreement

All concerned,

Petrotech Southeast Inc (PSI) offers the following annual service agreement as outlined in “EXHIBIT A” based on Fiscal Year(s) OCT1 – SEPT 30. Contract to begin JUN 1, 2022 or as approved as follows:

EXHIBIT A			
<b>Monthly Services/Products:</b>			
JUN1, 2022 – SEPT30, 2022 = \$2,410.00 per month			
OCT1, 2022 – SEPT30, 2023 = \$2,410.00 per month			
OCT1, 2023 – SEPT30, 2024 = \$2,482.00 per month			
OCT1, 2024 – SEPT30, 2025 = \$2,556.00 per month			
<b>Monthly Services and Products as follows:</b>			
1) Polymer – The polymer will be provided in 5 gallon containers and tested on a annual basis to assure proper product selection.			
2) 20 yard roll-off containers with fitted Geo-textile bags			
3) Transportation and disposal of geotextile bags. Exchanges to be determined by Polk City Staff.			
4) Monthly service visit to perform basic preventive maintenance, provide polymer dose adjustments and offer basic training to Polk City staff as necessary for operation of polymer system.			
Monthly pricing is based on historical usage over the last 5 years with PSI offering a 5% discount from current individual pricing. Each element of service represented within this Services Agreement has a maximum amount that is based on the amounts of products and services provided historically over the prior three years as outlined in TABLE1.			
If demand exceeds limits outlined for each component shown in TABLE 1, Petrotech Southeast Inc. will bill each additional item separately based on the respective amounts outlined in TABLE 1.			
<b>TABLE 1</b>			
	Up to	Item	Price
Polymer	7	5-Gallon Bucket	\$ 128.25
Geo Bags	12	Geo Bags	\$ 484.50
T&D	12	13-Ton Loads	\$1,186.55
Additional Roll-off	12	Per Month	\$ 395.00
Repairs to the Polymer system as requested by Polk City will be billed @ \$95hr for tech/tools + parts.			

Thank You,

Mike Chancey  
PSI Environmental Services  
863-224-7096  
[Mike.chancey@petrotechse.com](mailto:Mike.chancey@petrotechse.com)

City Commission Meeting  
June 20, 2022

**AGENDA ITEM #3:**            **CIVILSURV PROFESSIONAL SERVICES PROPOSAL FOR  
THE POLK CITY BUSINESS PARK PHASE 2 PROJECT –  
CONSTRUCTION INSPECTION**

       INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

CivilSurv is submitting a proposal for Professional Engineering Services associated with construction inspection at the Polk City Business Park Phase 2 Project.

**ATTACHMENT:**

CivilSurv Proposal Letter

**ANALYSIS:**

CivilSurv will perform limited construction inspection services throughout the anticipated construction duration of 14 months from the date of the preconstruction meeting to the date of final inspection.

Construction for the Project is anticipated to begin in the third quarter of 2022. CivilSurv will act as Polk City's consulting engineer during the site civil construction of the project.

CivilSurv will attend one preconstruction meeting with the Applicant, Construction Contractor, Engineer of Record, and City Staff. The meeting will serve to establish communication protocol for the duration of the Project, review the construction schedule, and address questions regarding engineering inspection requirements for the Project. A summary of the meeting will be provided to Polk City and the Applicant.

The Scope of Services will be performed on a time and materials basis in accordance with the previously approved fee schedule. **The estimated budget for the Project is \$97,440.**

**STAFF RECOMMENDATION:**

Approve the proposal for Engineering Services with CivilSurv in the amount of \$97,440.

May 27, 2022

Ms. Patricia Jackson  
City Manager  
Polk City  
123 Broadway Boulevard SW  
Polk City, Florida 33868  
[patricia.jackson@mypolkcity.org](mailto:patricia.jackson@mypolkcity.org)

**RE: Professional Engineering Services Proposal  
Polk City Business Park Phase 2  
Construction Inspection  
CivilSurv File: 354001006**

Ms. Jackson:

CivilSurv Design Group, Inc. (CivilSurv) is pleased to submit this proposal to Polk City (City) for Professional Engineering Services associated with construction inspection at Polk City Business Park Phase 2 (Project). This proposal provides an overview of the services to be provided by CivilSurv.

### **PROJECT DESCRIPTION**

The Applicant for the Polk City Business Park Phase 2 industrial development is currently in the construction plan review process with construction anticipated to begin in the third quarter of 2022. The Project is proposed to be constructed in phases with Phase 2A concentrated on the east half of the property and Phase 2B on the west half. The Phase 2 project consists of over 100,000-square yards of paved area, 3 stormwater ponds, 71 drainage structures, approximately 4,795-feet of drainage pipe, 10 wastewater manholes, 1,700-feet of wastewater gravity sewer, and approximately 800-feet of potable water main. These infrastructure improvements will be privately owned and maintained upon completion of the Project. Construction inspection services are proposed to observe the construction activities for compliance with the approved construction plans and specifications. The project proposes new driveway connections to SR 33, a FDOT maintained facility. Improvements to SR 33 for the addition of turn lanes, etc. will be inspected by FDOT.

### **SCOPE OF SERVICES**

CivilSurv will act as the City's consulting engineer during the site civil construction of the Project. CivilSurv will perform limited construction inspection services throughout the anticipated construction duration of 14 months from the date of the preconstruction meeting to the date of final inspection.



It is understood the City has adopted the Polk County Land Development Division’s Site Construction standards for development within the City. Site construction standards for development are outlined in Appendix A, Section A402 through A406 of the Polk County Land Development Code.

This task consists of overall management of the Project including contract administration, budget management, invoicing, monthly progress reporting, scheduling, and coordination with the City.

**Preconstruction Meeting**

CivilSurv will attend one preconstruction meeting with the Applicant, Construction Contractor, Engineer of Record, and City Staff. The meeting will serve to establish communication protocol for the duration of the Project, review the construction schedule, and address questions regarding engineering inspection requirements for the Project. A summary of the meeting will be provided to the City and the Applicant.

**Submittal Reviews**

CivilSurv will review submittals, as submitted by the Construction Contractor, for items related to the site civil improvements. CivilSurv’s review of the submittals does not relieve the Applicant from meeting the requirements of the City’s Land Development Code and / or approved construction plans.

**Inspection and Testing**

CivilSurv will require the Construction Contractor to provide notification at least 48-hours prior to clearing and grubbing, installation of silt fence, and any testing of materials. CivilSurv will observe material tests performed by the applicant’s testing company. CivilSurv’s scope of services does not include any materials testing services. In the event CivilSurv cannot be onsite during a material test due to scheduling conflicts, a field copy of the test shall be provided to CivilSurv by the Construction Contractor. Certified copies of all final test reports shall be submitted to CivilSurv by the Construction Contractor prior to final approval of the constructed site improvements.

Based on the scope of the Project, the following tests are anticipated to be performed by the Applicant’s testing company and observed by CivilSurv:

INFRASTRUCTURE	TESTING
Asphalt Pavement	Subgrade Density Base Density Asphalt Density
Concrete Pavement	Subgrade Density Thickness Material Quality
Sidewalk	Material Quality
Storm Sewer	Pipe Trench Density CCTV
Potable Water	Pipe Trench Density Pressure & Leakage Bacteriological Test

INFRASTRUCTURE	TESTING
Fire Main	Pipe Trench Density Pressure & Leakage
Wastewater (Gravity)	Pipe Trench Density Leakage Testing CCTV Mandrel Test Manhole Vacuum Test
Dry Utilities	Pipe Trench Density
Building	Subgrade Density
Landscaping	Quantity & Size Verification

CivilSurv will inspect the construction site for compliance with the approved construction plans and the National Pollution Discharge Elimination System (NPDES) permit. With respect to the NPDES permit, the Applicant is responsible for all daily and post-rainfall event inspections and reporting to satisfy permit requirements.

CivilSurv will perform a site visit at a maximum interval of one week during the active construction of the site civil components of the Project to observe the construction status and gather scheduling updates from the Construction Contractor.

#### **Biweekly Progress Updates**

CivilSurv will participate in biweekly progress updates with City Staff during the construction of the project via teleconference. A summary of the progress update discussion will be provided to the City.

#### **Pre-Final (Substantial Completion) & Final Inspection**

CivilSurv will conduct one Pre-Final (Substantial Completion) inspection upon receipt of notification from the Construction Contractor that the Project has been completed.

CivilSurv will generate a punch list of any items that need to be addressed prior to final approval. Upon notification from the Construction Contractor that all punch list items have been completed, CivilSurv will attend one final inspection and provide a summary of the meeting to the City.

#### **Certification Review**

CivilSurv will review the Engineer of Record's certification statement and the as-built survey, as provided by the Applicant. CivilSurv will provide a written summary of the certification review to the City. CivilSurv will not be providing any certifications for the Project.

#### **Deliverables**

CivilSurv will prepare the following deliverables for the Project:

- Construction Inspection Reports;
- Preconstruction Meeting Summary;
- Biweekly Progress Update Summaries;
- Pre-Final (Substantial Completion) Inspection Summary;

- Final Inspection Summary; and
- Summary of Certification Review.

### **BUDGET**

The Scope of Services will be performed on a time & materials basis in accordance with the previously approved fee schedule. The estimated budget for the Project is \$97,440.

The estimated budget is based on an estimated average of 16 hours per week of the construction inspector's time and an estimated average of 2 hours per week of engineering and office support time for the duration of the anticipated 14-month construction schedule.

### **SCHEDULE**

The anticipated construction schedule is 14-months from the preconstruction meeting to final inspection. The actual construction schedule is dependent on the Applicant and the Construction Contractor's schedule.

### **PROJECT UNDERSTANDING**

The following services can be provided by CivilSurv, if needed, but are not included in this proposal:

- Inspections outside of standard business hours (8:00 am to 5:00 pm on Monday through Friday).
- A minimum of 4 hours will be invoiced for each site visit made by CivilSurv's construction inspector.
- Additional services due to an extension to the anticipated construction schedule.
- Failed tests and subsequent retesting may require an adjustment to the proposed budget.
- Fire main pipe trench backfill density testing inspection is included in the scope of services. However, the pressure testing and other operational testing of the fire main is understood to be subject to inspection by the building department and is not included in the scope of services.
- Retaining walls are understood to be subject to inspection by the building department and are not included in the scope of services.
- Offsite roadway improvements are understood to be subject to inspection by the Florida Department of Transportation and are not included in the scope of services.
- Meetings not specifically described in the Scope of Services.

### **CLOSING**

This proposal is valid for a period of 30 days. Terms and conditions of the "Continuing Consulting Services Agreement" between Polk City and CivilSurv Design Group, Inc., dated March 21, 2022, are incorporated by reference.



We appreciate this opportunity to work with Polk City. If you have any questions, please do not hesitate to contact us at 863-646-4771.

Respectfully submitted,

**CIVILSURV DESIGN GROUP, INC.**

A handwritten signature in blue ink that reads "Mark J. Frederick". The signature is written in a cursive style with a large, stylized initial "M".

Mark J. Frederick, PE, CFM, ENV SP, PMP  
Vice President of Civil Engineering

City Commission Meeting  
June 20, 2022

**CITY ATTORNEY ITEM #1:**      **Second Amended and Restated Implementation Agreement for  
the Southeast Wellfield**

INFORMATION ONLY  
 ACTION REQUESTED

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**ISSUE:**

**ATTACHMENT:**

**ANALYSIS:**

**CITY ATTORNEY CLOUD WILL DISCUSS**

**STAFF RECOMMENDATION:**