

## **POLK CITY**

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

July 18, 2022

Polk City Government Center  
123 Broadway Blvd., SE

---

**CALL TO ORDER** – Mayor Joe LaCascia

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

**PLEDGE OF ALLEGIANCE** – Mayor Joe LaCascia

**ROLL CALL** – City Manager Patricia Jackson

**ESTABLISHMENT OF A QUORUM**

**APPROVE CONSENT AGENDA**

**PRESENTATIONS AND RECOGNITIONS**

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

#### **AGENDA**

1. Empire Pipe and Supply Proposal - Meter and Register Installation and Infrastructure
2. CivilSurv Professional Services Proposal – Business Park Phase 2
3. CivilSurv Professional Services Proposal – Potable Water System Support Services

#### **CITY MANAGER ITEM**

#### **CITY ATTORNEY ITEMS**

#### **COMMISSIONER ITEMS**

Commissioner Nichols  
Commissioner Blethen  
Commissioner Carroll  
Vice Mayor Harper  
Mayor LaCascia

#### **ANNOUNCEMENTS**

#### **ADJOURNMENT**

**CONSENT AGENDA**  
**July 18, 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. June 20, 2022 – City Commission Workshop
2. June 20, 2022 - Regular City Commission Meeting

**B. REPORTS**

1. Building Permits Report – June 2022
2. Code Enforcement Report – June 2022
3. Financial Report – June 2022
4. Library Report – June 2022
5. Polk Sheriff's Report – June 2022
6. Public Works Report – June 2022
7. Utilities Report – June 2022
8. Utility Billing Report – June 2022

**C. OTHER**

**City Commission Meeting  
July 18, 2022**

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

Accept minutes – June 20, 2022 - City Commission Workshop  
Accept minutes – June 20, 2022 – City Commission Meeting

     INFORMATION ONLY  
  X   ACTION REQUESTED

---

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

**ATTACHMENTS:**

Accept minutes – June 20, 2022 - City Commission Workshop  
Accept minutes – June 20, 2022 – City Commission Meeting

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:**      Approval of Minutes

## CITY COMMISSION MINUTES

June 20, 2022

---

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

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

**Absent:** Commissioner Randy Carroll

### **APPROVE CONSENT AGENDA**

May 16, 2022 (Workshop and Regular Meeting) minutes. **Unanimously approved by Voice Vote.**

### **PRESENTATIONS/RECOGNITIONS**

Mayor LaCascia presented the Lakes Appreciation Month Proclamation.

**PUBLIC COMMENT** - None

### **ORDER OF BUSINESS**

### **PUBLIC HEARING – ORDINANCE 2022-03**

Mayor LaCascia discussed 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**

City Attorney Cloud read this Ordinance by title only. Mayor LaCascia opened the Public Hearing; no one spoke for or against this Ordinance. Mayor LaCascia closed the Public Hearing.

**Motion by Vice Mayor Harper** to approve Ordinance 2022-03 on Second and Final Reading; this motion was seconded by Commissioner Blethen.

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

**Motion carried 4/0.**

**Annual Services Agreement with Petrotech Southeast Inc.**

City Manager Jackson briefly discussed 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

Commissioner Nichols stated these prices would save Polk City approximately 15-18% in the contract versus paying month to month. In 2014 \$36,000 to \$40,000 was spent in a twelve-month period.

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

**Motion by Commissioner Nichols** to approve the three (3) year Service Agreement for Petrotech Southeast Inc. in the amounts as indicated in the abovementioned Breakdown of Cost; this motion was seconded by Vice Mayor Harper.

**Motion carried unanimously by Voice Vote.**

**CivilSurv Proposal for Professional Engineering Services**

This item was tabled until additional information is received from the Developer.

**CITY MANAGER ITEM**

**Investment** – To date, Polk City has earned \$7,402.75 in interest.

**Meter Replacement Program** – Scheduled a Workshop on Thursday at 7pm. Empire staff will be at this Workshop with a presentation.

**Polk City Corridor Vision Plan** – City Manager will keep you updated on this item.

**FY Budget 2023** – The budget will be in the Commissioners hands by July 29 and it will only be for one year.

**Vice Mayor Harper** asked if the Commission could discuss the City Manager’s Employment Contract.

**Mayor LaCascia** responded that we don’t have her evaluation done and this is cutting it very short.

**CITY ATTORNEY**

**Southeast Wellfield – Second Amended and Restated Implementation Agreement**  
Most of the changes in terminology have little to no effect on the agreement.

**Motion by Vice Mayor Harper** to approve the Southeast Wellfield Second Amended and Restated Implementation Agreement; this motion was seconded by Commissioner Blethen.

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

**City Attorney Cloud’s Attorney fee** - will be increasing by \$25 in September 2022. It will go from \$225 to \$250.

**COMMISSIONER ITEMS**

**Commissioner Nichols** – None

**Commissioner Blethen** – None

**Vice Mayor Harper** – Discussed upcoming housing subdivisions in Auburndale. City Manager Jackson responded she is not aware of a new development that would impact Polk City. After brief discussion and clarification, the upcoming housing subdivisions are Polk County, not Auburndale.

**Mayor LaCascia** – Briefly discussed the new occupants (Snagap Performance Engine Consultants) in the old Realty office. Also, Moe’s Smoke Shop in the plaza next to Hungry Howies.

**ANNOUNCEMENTS** – City offices will be closed on Monday, July 4<sup>th</sup>.

**ADJOURNMENT** – 7:30 pm

---

Patricia Jackson, City Manager

---

Joe LaCascia, Mayor

## CITY COMMISSION WORKSHOP MINUTES

June 20, 2022

---

Mayor LaCascia called the Workshop to order at 6:30 pm.

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

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

**Absent:** Commissioner Randy Carroll

### **Agenda Review - City Commission Meeting – June 20, 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**

Mayor LaCascia will present a Proclamation acknowledging July 2022 as Lakes Appreciation Month.

### **PUBLIC HEARING - Ordinance 2022-03**

City Manager Jackson and City Attorney Cloud discussed 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**

Commissioner Blethen inquired about the billing process.

Chasity Guinn (UB Supervisor) explained the billing process, the fee schedule as well as the policies that are currently in place regarding Utility Billing/Customer Water Accounts.

### **Annual Services Agreement with Petrotech Southeast Inc.**

City Manager Jackson briefly discussed 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

Commissioner Nichols stated these prices would save Polk City approximately 15-18% in the contract versus paying month to month. In 2014 \$36,000 to \$40,000 was spent in a twelve-month period.

During the Regular Meeting, staff will recommend approval of the three (3) year Service Agreement for Petrotech Southeast Inc. in the amounts as indicated in the abovementioned Breakdown of Cost.

**CivilSurv Proposal for Professional Engineering Services**

City Manager Jackson requested that this item be tabled until additional information is received from the Developer. City Commission will grant this request during the Regular Meeting at 7pm.

**CITY MANAGER ITEM**

**CITY ATTORNEY ITEMS**

City Attorney Cloud provided a brief overview of the Southeast Wellfield – Second Amended and Restated Implementation Agreement.

**COMMISSIONER ITEMS**

**Vice Mayor Harper - None**

**Commissioner Blethen - None**

**Commissioner Carroll - None**

**Commissioner Nichols - None**

**Mayor LaCascia – None**



**ADJOURNMENT** – 6:35 pm

\_\_\_\_\_  
Patricia Jackson, City Manager

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

**City Commission Meeting  
July 18, 2022**

**CONSENT AGENDA ITEM:**      Department Monthly Reports

     INFORMATION ONLY  
  X   ACTION REQUESTED

---

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

**ATTACHMENTS:**

Monthly Department Reports for:

1. Building Permits Report – June 2022
2. Code Enforcement Report – N/A
3. Financial Report – N/A
4. Library Report – June 2022
5. Polk Sheriff's Report –N/A
6. Public Works Report – June 2022
7. Utilities Report – June 2022
8. Utility Billing Report – June 2022

**ANALYSIS:**

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

## Polk City Permits Added

From: 06/01/22 To: 06/30/2022

### ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-10073	529 SUNRISE BLVD, POLK CITY, FL 33868	41,870.00	06/02/2022
BT-2022-10127	529 SUNRISE BLVD, POLK CITY, FL 33868	41,870.00	06/03/2022
BT-2022-11772	8761 MICMAC CT, POLK CITY, FL 33868	63,425.00	06/27/2022
BT-2022-11853	317 PERSIMMON DR, POLK CITY, FL 33868	34,244.00	06/28/2022
BT-2022-12003	444 MARKLEN LOOP, POLK CITY, FL 33868	18,250.00	06/29/2022

**Subtotal: \$199,659.00**

### MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-10092	8553 RINDGE RD, POLK CITY, FL 33868	7,489.00	06/03/2022
BT-2022-9999	8812 ASHLAND AVE, LAKELAND, FL 33809	5,070.00	06/02/2022

**Subtotal: \$12,559.00**

### POOL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-10870	7182 BERKLEY RD, POLK CITY, FL 33868	200.00	06/14/2022

**Subtotal: \$200.00**

### RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-10100	317 PERSIMMON DR, POLK CITY, FL 33868	16,368.00	06/03/2022
BT-2022-10178	568 MARKLEN LOOP, POLK CITY, FL 33868	10,000.00	06/06/2022
BT-2022-11526	314 HONEY BEE LN, POLK CITY, FL 33868	9,000.00	06/23/2022
BT-2022-12000	527 ROSEWOOD LN, POLK CITY, FL 33868	17,701.00	06/29/2022

**Subtotal: \$53,069.00**

### RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2022-6457	217 GREENLEAF LN, POLK CITY, FL 33868	15,000.00	06/02/2022
BR-2022-6870	9615 VOYLES LOOP, POLK CITY, FL 33868	3,000.00	06/11/2022
BR-2022-6927	469 NOLANE LN, POLK CITY, FL 33868	460,716.00	06/13/2022

**Subtotal: \$478,716.00**

**Grand Total: \$744,203.00**

8 SFR to Date  
Kathy Delp

# Code Enforcement Report

## JUNE 2022

SNIPE SIGNS REMOVED	28	
LIEN SEARCHES	19	
INSPECTIONS	40	
CLOSED OUT CASES	22	
SPECIAL MAGISTRATE CASES	3	
CLOSED OUT SPECIAL MAGISTRATE CASES	3	
<b>CASE SUBJECTS</b>		
REFERRED TO COUNTY	14	
DISABLE VEHICLES	2	
BUILDING WITHOUT PERMIT	3	
OVERGROWTH	8	
HOUSE NUMBERS	2	
FENCE/INSPECTIONS	4	
JUNK AND DEBRIS	7	
RV/TRAILER PARKING	3	
OPEN STRUCTURE	0	
MET WITH CITIZEN	11	
NOISE	0	
PLACE LIEN	1	
CLOSE OUT LIEN	0	
YARD SALE	0	
ANIMAL	0	
POSTINGS	4	
EXTENDED CASES	7	
ACCESSORY USE	1	
DEMOLITION	0	
BUSINESS LICENSE	1	
MINIMUM STANDARD HOUSING	0	

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

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	552,152.13	
01-101-803	Cash - GF Gen Gov't Facilities Impact Fees	30,302.95-	
01-101-990	Library Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	875.00	
01-115-100	Accounts Receivable - Utilities	3,869.84-	
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	1,102,602.09	
01-151-902	Investments - FL SAFE GF Reserves	77,947.96	
01-153-302	Restricted Cash - New Local Opt Gas Tax	212,044.38	
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**		2,148,690.18
01-202-100	Accounts Payable	18,889,490.47-	
01-202-900	Customer Deposits	4,585.00	
01-208-300	Due to County - Impact Fees	15,105.92	
01-208-310	Due to DCA - Bldg Permit Surcharge	1,584.46	
01-208-320	Due to Dept of Business - License Fees	3,271.55	
01-208-330	Due to PCSO - Police Education Revenue	74.00	
01-217-200	Accrued Sales Tax	275.09	
01-218-100	Payroll Taxes Payable	0.02-	
01-218-200	FRS Retirement Payable	18,896,993.83	
01-218-300	Health Plan Payable	1,403.01	
01-218-320	Supplemental Insurance Payable	4,329.56	
01-218-400	Dental Plan Payable	354.58	
01-218-410	Vision Plan Payable	2,047.65	
	** TOTAL LIABILITY**		40,534.16
01-243-100	Encumbrances Placed	30,489.35	
01-245-100	Reserved for Encumbrances	30,489.35-	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	4,425,017.40	
01-271-150	Fund Balance - Restatement	1,089,182.23-	
	** TOTAL EQUITY**		3,335,835.17
	** TOTAL REVENUE**		2,223,549.34
	** TOTAL EXPENSE**		3,451,228.49
	TOTAL LIABILITY AND EQUITY		2,148,690.18

GENERAL FUND REVENUES  
75.00 % Yr Complete For Fiscal Year: 2022 / 6

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	4,040.74	1,060,527.64	(5,509.64)	100.52 %
01-312-300	9th Cent Gas Tax	15,697.12	13,968.00	13,968.00	1,545.90	9,902.35	4,065.65	70.89 %
01-312-400	Local Option Gas Tax	96,109.18	92,977.00	92,977.00	8,039.10	63,383.50	29,593.50	68.17 %
01-312-410	New Local Option Gas Tax	60,740.30	58,483.00	58,483.00	5,149.56	40,695.62	17,787.38	69.59 %
01-314-100	Electric - Utility Tax	134,864.00	120,630.00	120,630.00	12,356.81	84,207.02	36,422.98	69.81 %
01-314-300	Water - Utility Tax	64,798.46	70,443.00	70,443.00	6,541.50	50,158.92	20,284.08	71.20 %
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	1,470.84	11,764.09	(2,852.09)	132.00 %
01-315-100	Communications Services Tax	204,466.88	189,274.00	189,274.00	17,433.14	139,902.64	49,371.36	73.92 %
01-316-100	Local Business Licenses	10,126.43	7,100.00	7,100.00	50.00	3,190.00	3,910.00	44.93 %
01-316-102	County Business Tax	1,935.91	433.00	433.00	30.25	275.70	157.30	63.67 %
01-322-100	Building Permits	38,166.84	55,000.00	55,000.00	4,609.36	23,740.74	31,259.26	43.16 %
01-322-101	Bldg Permit - Plan Checking	23,655.31	5,250.00	5,250.00	2,312.23	10,994.73	(5,744.73)	209.42 %
01-322-102	Bldg Permit - Admin Fee	4,850.00	1,000.00	1,000.00	320.00	2,720.00	(1,720.00)	272.00 %
01-322-103	Bldg Permit - Electrical	8,400.00	6,250.00	6,250.00	500.00	3,525.00	2,725.00	56.40 %
01-322-104	Bldg Permit - Plumbing	7,025.00	6,250.00	6,250.00	250.00	2,650.00	3,600.00	42.40 %
01-322-105	Bldg Permit - Mechanical	8,450.00	6,250.00	6,250.00	375.00	3,650.00	2,600.00	58.40 %
01-322-107	Bldg Permit - Cert of Occupancy	1,860.00	1,500.00	1,500.00	120.00	360.00	1,140.00	24.00 %
01-322-108	Bldg Permit - Inspections	78,177.00	100,900.00	100,900.00	4,550.00	26,005.00	74,895.00	25.77 %
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	0.00	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	50,326.11	16,969.89	74.78 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	18,071.08	19,652.00	19,652.00	1,503.68	13,533.12	6,118.88	68.86 %
01-335-123	MRS - Municipal Fuel Tax	8.12	8.00	8.00	0.70	6.30	1.70	78.75 %
01-335-140	Mobile Home License	6,349.09	5,184.00	5,184.00	317.00	5,636.43	(452.43)	108.73 %
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	175,814.86	173,428.00	173,428.00	18,486.86	138,024.75	35,403.25	79.59 %
01-337-100	Library Coop Funding	61,258.21	31,990.00	31,990.00	0.00	50,566.95	(18,576.95)	158.07 %
01-340-400	Solid Waste	345,658.68	353,360.00	353,360.00	36,970.08	281,352.42	72,007.58	79.62 %
01-340-700	Stormwater Utility Fees	34,602.53	34,585.00	34,585.00	2,958.66	23,670.32	10,914.68	68.44 %
01-340-900	Notary Fees	275.00	0.00	0.00	5.00	20.00	(20.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	17,872.64	16,304.00	16,304.00	0.00	13,404.48	2,899.52	82.22 %

GENERAL FUND REVENUES  
 75.00 % Yr Complete For Fiscal Year: 2022 / 6

G/L ACCOUNT	DESCRIPTION	2021 PRIOR YR REVENUE	2022 ANTICIPATED REVENUE	ADJ ANTICIPATED	2022 CURRENT REVENUE	2022 YTD REVENUE	2022 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-347-100	Library Income	5,209.58	5,500.00	5,500.00	304.46	2,559.64	2,940.36	46.54 %
01-351-110	Police Fines	5,495.66	4,000.00	0.00	0.00	0.00	0.00	0.00 %
01-351-200	Police Fines, Penalties, and Forfeitu	17,630.67	5,000.00	9,000.00	560.77	5,050.93	3,949.07	101.02 %
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	1,042.33	2,580.88	(2,057.88)	493.48 %
01-362-100	Activity Center Rentals	1,350.00	550.00	550.00	100.00	2,000.00	(1,450.00)	363.64 %
01-362-200	Donald Bronson Community Center Renta	4,199.00	2,500.00	2,500.00	550.00	4,850.00	(2,350.00)	194.00 %
01-365-100	Sales of Surplus Property	15.00	0.00	0.00	0.00	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	674.33	300.00	300.00	0.00	1,611.01	(1,311.01)	537.00 %
01-369-101	Misc Income - Copies and Faxes	2.00	0.00	0.00	5.00	5.00	(5.00)	0.00 %
01-369-102	Misc Income - Collection Allowance	4,722.41	5,000.00	5,000.00	42.34	296.56	4,703.44	5.93 %
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	225.66	987.83	(287.83)	141.12 %
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		2,905,008.43	3,430,441.00	3,430,441.00	138,358.76	2,223,549.34	1,206,891.66	64.82 %

POLK CITY  
JUNE 2022 MONTHLY FINANCIALS

General Fund Expenditures  
75.00 % Yr Complete For Fiscal Year: 2022 / 6

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	8,100.00	2,700.00	75.00 %
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	68.83	826.77	418.23	66.41 %
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	0.00	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	968.83	16,785.30	17,004.70	49.68 %
=====								
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	175,078.82	185,786.00	185,786.00	21,435.89	136,431.36	49,354.64	73.43 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	553.86	3,692.40	1,107.60	76.93 %
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	1,655.38	13,367.43	6,532.57	67.17 %
01-512-220	Retirement Contribution - Executive	38,190.72	43,129.00	43,129.00	4,976.16	33,057.71	10,071.29	76.65 %
01-512-230	Life & Health Insurance - Executive	19,237.96	20,999.00	20,999.00	1,749.94	15,749.46	5,249.54	75.00 %
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	0.00	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	0.00	477.43	22.57	95.49 %
01-512-410	Communication Services - Executive	1,307.76	1,400.00	1,400.00	127.40	828.17	571.83	59.16 %
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	35.58	594.51	1,405.49	29.73 %
01-512-520	Operating Supplies - Executive	924.32	2,000.00	2,000.00	0.00	2,501.64	(501.64)	125.08 %



POLK CITY  
JUNE 2022 MONTHLY FINANCIALS

General Fund Expenditures  
75.00 % Yr Complete For Fiscal Year: 2022 / 6

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	0.00	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	30,534.21	241,253.44	95,795.56	71.58 %
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	4,637.11	30,643.84	9,356.16	76.61 %
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	4,637.11	35,368.60	19,631.40	64.31 %
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	10,670.04	59,162.54	38,982.46	60.28 %
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	575.49	3,618.86	3,932.14	47.93 %
01-516-220	Retirement Contribution - Fin & Acctn	9,612.28	10,680.00	10,680.00	1,154.52	6,620.03	4,059.97	61.99 %
01-516-230	Life & Health Insurance - Fin & Acctn	18,942.15	20,724.00	20,724.00	1,729.43	11,274.07	9,449.93	54.40 %
01-516-240	Worker's Compensation - Fin & Acctng	112.62	178.00	178.00	0.00	119.34	58.66	67.04 %

General Fund Expenditures  
 75.00 % Yr Complete For Fiscal Year: 2022 / 6

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	74.76	74.76	1,425.24	4.98 %
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	488.70	311.30	61.09 %
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	291.75	666.09	733.91	47.58 %
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	0.00	194.87	255.13	43.30 %
DEPARTMENT TOTAL		133,649.52	148,740.00	148,740.00	14,571.68	82,349.40	66,390.60	55.36 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	79,618.90	82,189.00	82,189.00	6,859.01	61,617.24	20,571.76	74.97 %
01-517-720	Interest - CB&T Debt Service Pmts	40,191.62	37,623.00	37,623.00	3,125.20	28,240.65	9,382.35	75.06 %
DEPARTMENT TOTAL		119,810.52	119,812.00	119,812.00	9,984.21	89,857.89	29,954.11	75.00 %
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	5,096.00	84,191.80	27,920.20	75.10 %
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	5,096.00	136,886.30	81,314.70	62.73 %
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	98,378.53	100,393.00	100,393.00	11,945.32	66,922.41	33,470.59	66.66 %
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	889.14	5,229.54	2,490.46	67.74 %

POLK CITY  
 JUNE 2022 MONTHLY FINANCIALS

General Fund Expenditures  
 75.00 % Yr Complete For Fiscal Year: 2022 / 6

G/L		2021	2022	2022	2022	2022	2022	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
01-524-220	Retirement Contribution - Bldg & Zoni	10,002.05	10,918.00	10,918.00	1,292.49	7,610.14	3,307.86	69.70 %
01-524-230	Life & Health Insurance - Bldg & Zoni	18,993.52	20,755.00	20,755.00	1,729.57	15,566.13	5,188.87	75.00 %
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	5,286.64	25,950.91	74,949.09	25.72 %
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	0.00	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	21,143.16	123,560.25	134,203.75	47.94 %
=====								
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	26,190.39	26,863.00	26,863.00	3,052.64	19,358.83	7,504.17	72.07 %
01-529-210	Fica Taxes - Code Enf	1,936.30	2,055.00	2,055.00	227.15	1,514.34	540.66	73.69 %
01-529-220	Retirement Contribution - Code Enf	2,659.44	2,906.00	2,906.00	330.30	2,202.09	703.91	75.78 %
01-529-230	Life & Health Insurance - Code Enf	9,481.34	10,314.00	10,314.00	855.05	7,695.45	2,618.55	74.61 %
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	500.00	12,990.00	(1,090.00)	188.26 %
01-529-400	Travel Expenses - Code Enf	325.00	250.00	250.00	0.00	283.38	(33.38)	113.35 %
01-529-405	Training - Codes	0.00	250.00	250.00	0.00	25.00	225.00	10.00 %
01-529-410	Communication Services - Code Enf	671.88	795.00	795.00	62.69	409.70	385.30	51.53 %
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	0.00	130.45	69.55	65.23 %
01-529-520	Operating Supplies - Code Enf	0.00	100.00	100.00	0.00	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	5,027.83	45,229.66	17,808.34	77.93 %
=====								

POLK CITY  
 JUNE 2022 MONTHLY FINANCIALS

General Fund Expenditures  
 75.00 % Yr Complete For Fiscal Year: 2022 / 6

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	20,231.10	150,587.02	45,413.98	76.83 %
01-534-342	Refuse Disposal - Commercial - Refuse	96,398.59	86,687.00	86,687.00	0.00	84,997.88	1,689.12	98.05 %
DEPARTMENT TOTAL		288,094.17	282,688.00	282,688.00	20,231.10	235,584.90	47,103.10	83.34 %
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	8,165.00	9,405.87	10,594.13	47.03 %
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	8,165.00	9,505.87	16,094.13	37.13 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't Bl.	8,059.84	11,000.00	11,000.00	375.00	7,143.38	3,856.62	64.94 %
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	70.66	10,243.64	5,256.36	66.09 %
01-539-413	Public Works - Communication - Gen Go	2,578.95	3,500.00	3,500.00	0.00	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	0.00	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	1,759.10	14,127.58	4,872.42	74.36 %
01-539-432	Activity Center - Utilities - Gen Gov	2,234.90	2,500.00	2,500.00	214.89	1,564.82	935.18	62.59 %
01-539-433	Public Works - Utilities - Gen Gov't.	2,695.82	2,500.00	2,500.00	250.04	1,829.96	670.04	73.20 %
01-539-434	Community Center-Utilities-Gen Gov't.	5,334.96	4,500.00	4,500.00	564.68	3,497.63	1,002.37	77.73 %
01-539-440	Rentals and Leases - Gen Gov't Bldgs	9,428.83	10,000.00	10,000.00	268.26	4,319.49	5,680.51	43.19 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	22,231.42	24,000.00	24,000.00	0.00	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	550.00	900.00	8,100.00	10.00 %
01-539-463	Public Works I - Repairs & Maint - Ge	1,059.69	10,000.00	10,000.00	0.00	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  
JUNE 2022 MONTHLY FINANCIALS

General Fund Expenditures  
75.00 % Yr Complete For Fiscal Year: 2022 / 6

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE 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	111.97	3,010.25	4,989.75	37.63 %
01-539-522	Activity Center - Operating Supplies	725.62	3,000.00	3,000.00	51.38	427.44	2,572.56	14.25 %
01-539-523	Public Works - Operating Supplies - G	875.38	1,500.00	1,500.00	240.26	1,671.63	(171.63)	111.44 %
01-539-524	Community Center-Operating Supplies-G	1,438.92	2,400.00	2,400.00	44.84	1,272.47	1,127.53	53.02 %
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	0.00	5,000.00	0.00	100.00 %
DEPARTMENT TOTAL		142,513.17	153,900.00	153,900.00	4,501.08	73,204.52	80,695.48	47.57 %
=====								
ROADS AND STREETS								
01-541-120	Regular Salary - Wages - Roads & Stre	224,369.42	229,212.00	229,212.00	28,006.77	150,149.03	79,062.97	65.51 %
01-541-140	Overtime - Roads & Streets	911.78	2,952.00	2,952.00	340.50	3,169.74	(217.74)	107.38 %
01-541-210	Fica Taxes - Roads & Streets	17,033.88	17,761.00	17,761.00	2,136.58	12,008.92	5,752.08	67.61 %
01-541-220	Retirement Contribution - Roads & Str	23,190.70	24,138.00	24,138.00	3,067.20	17,023.45	7,114.55	70.53 %
01-541-230	Life & Health Insurance - Roads & Str	52,527.12	59,600.00	59,600.00	4,122.90	31,964.57	27,635.43	53.63 %
01-541-240	Worker's Compensation - Roads & Stre.	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	9.00	146.50	353.50	29.30 %
01-541-405	Training - Streets	0.00	1,500.00	1,500.00	0.00	1,605.45	(105.45)	107.03 %
01-541-410	Communication Services - Roads & Stre	4,273.91	3,500.00	3,500.00	256.14	2,682.14	817.86	76.63 %
01-541-430	Utilities - Roads & Streets	30,067.64	35,000.00	35,000.00	2,266.89	17,830.59	17,169.41	50.94 %
01-541-460	Repairs and Maintenance - Roads & Str	2,973.98	10,000.00	10,000.00	381.20	9,039.48	960.52	90.39 %
01-541-461	Repairs & Maintenance-Equipment - Roa	10,101.06	10,000.00	10,000.00	782.54	4,954.71	5,045.29	49.55 %
01-541-464	Vehicle Fuel - Roads & Streets	7,056.31	10,000.00	10,000.00	959.63	7,268.18	2,731.82	72.68 %
01-541-465	Vehicle Maintenance - Roads & Streets	8,517.95	10,000.00	10,000.00	1,580.67	3,849.62	6,150.38	38.50 %
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	0.00	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  
 JUNE 2022 MONTHLY FINANCIALS

General Fund Expenditures  
 75.00 % Yr Complete For Fiscal Year: 2022 / 6

G/L		2021	2022	2022	2022	2022	2022	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
01-541-510	Office Supplies - Roads & Streets	1,085.62	1,000.00	1,000.00	11.19	611.97	388.03	61.20 %
01-541-520	Operating Supplies - Roads & Streets	10,205.49	12,000.00	12,000.00	195.74	4,017.53	7,982.47	33.48 %
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	0.00	6,613.44	2,386.56	73.48 %
01-541-531	Landscape Materials & Supplies - Road	3,892.83	5,000.00	5,000.00	300.00	1,752.26	3,247.74	35.05 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	384.76	500.00	500.00	0.00	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	28,234.67	31,149.53	591,101.12	4.79 %
DEPARTMENT TOTAL		459,606.99	1,205,086.00	1,205,086.00	72,651.62	338,889.95	838,446.70	28.12 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	68,748.67	93,719.00	88,719.00	8,158.76	55,284.11	33,434.89	58.99 %
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	611.36	4,347.88	2,858.12	60.34 %
01-571-220	Retirement Contribution - Library	7,004.86	10,192.00	10,192.00	882.76	6,253.75	3,938.25	61.36 %
01-571-230	Life & Health Insurance - Library	15,814.97	30,978.00	30,978.00	1,702.59	13,837.03	17,140.97	44.67 %
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	87.50	328.15	2,171.85	13.13 %
01-571-312	Professional Services - Other - Libra	1,557.40	3,000.00	3,000.00	300.00	2,310.00	690.00	77.00 %
01-571-400	Travel Expenses - Library	0.00	500.00	500.00	0.00	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	168.70	3,356.70	3,143.30	51.64 %
01-571-430	Utilities - Library	3,927.64	5,100.00	5,100.00	232.83	2,127.94	2,972.06	41.72 %
01-571-460	Repairs and Maintenance - Library	8,236.37	4,200.00	4,200.00	145.00	422.17	3,777.83	10.05 %
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	0.00	188.80	1,311.20	12.59 %
01-571-520	Operating Supplies - Library	7,352.99	10,000.00	4,700.00	205.97	1,613.39	3,086.61	16.13 %
01-571-540	Books, Pub., Sub., & Memberships - Li	758.40	2,600.00	2,600.00	29.97	748.77	1,851.23	28.80 %
01-571-630	Improvements Other than Building - Li	0.00	0.00	5,300.00	4,872.99	4,872.99	427.01	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	768.20	8,833.13	9,666.87	47.75 %
DEPARTMENT TOTAL		138,700.65	201,149.00	196,149.00	18,166.63	104,684.96	91,464.04	52.04 %

General Fund Expenditures  
 75.00 % Yr Complete For Fiscal Year: 2022 / 6

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	62.50	187.50	(187.50)	0.00 %
01-572-430	Utilities - Parks	14,077.25	15,000.00	15,000.00	2,127.49	13,160.60	1,839.40	87.74 %
01-572-460	Repairs and Maintenance - Parks	27,310.17	30,000.00	30,000.00	351.78	10,522.90	19,477.10	35.08 %
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	24.28	842.45	1,157.55	42.12 %
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	2,566.05	30,923.30	23,576.70	56.74 %
=====								
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	0.00	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	0.00	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	41.00	299.91	200.09	59.98 %
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 %

General Fund Expenditures  
75.00 % Yr Complete For Fiscal Year: 2022 / 6

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	335.55	756.17	1,243.83	37.81 %
01-590-520	Operating Supplies - Non-Dept	2,675.67	3,000.00	3,000.00	300.00	912.30	2,087.70	30.41 %
01-590-521	Emergencies & Contingencies - Operati	5,809.45	6,843.00	4,103.00	0.00	0.00	4,103.00	0.00 %
01-590-525	Uniforms - Non Dept	3,608.58	3,000.00	3,000.00	260.87	3,366.22	(366.22)	112.21 %
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	0.00	1,108.00	(608.00)	221.60 %
01-590-551	Immunizations - Employees	0.00	500.00	500.00	270.00	2,093.50	(1,593.50)	418.70 %
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 %
01-590-630	Improvements Other than Bldg - Non-De	0.00	0.00	2,740.00	0.00	0.00	0.00	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	0.00	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	0.00	1,752,061.06	(1,739,871.06)	9999.00 %
DEPARTMENT TOTAL		130,090.39	220,127.00	220,127.00	1,207.42	1,854,502.31	(1,637,115.31)	842.47 %

<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>138,358.76</b>	<b>2,223,549.34</b>	<b>1,206,891.66</b>	<b>35.18%</b>
<b>General Fund Expenditures Total</b>	<b>-2,097,031.82</b>	<b>-3,430,444.00</b>	<b>-3,430,444.00</b>	<b>-219,451.93</b>	<b>-3,451,178.49</b>	<b>53,223.84</b>	<b>-1.55%</b>
<b>Total Revenue vs. Expenditures</b>	<b>797,501.05</b>	<b>-3.00</b>	<b>-3.00</b>	<b>-81,093.17</b>	<b>-1,227,629.15</b>	<b>1,260,115.50</b>	



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

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	426,343.00	
05-101-913	DEP Loan - Sinking Fund	43,552.02	
05-101-916	US Bank - Sink Fund	521,739.61	
05-101-917	US Bank - Renewal & Replacement Series	194,176.12	
05-101-918	DEP Loan WW531400 - Sink Fund	492.53	
05-101-919	DEP Loan WW531402 - Sink Fund	21,472.38	
05-101-920	Cash - Customer Deposits	347,711.60	
05-101-935	Fifth Third Bank - Renewal & Replacement	13.87-	
05-101-936	FDEP 531402 Sinking Fund	11,931.67	
05-115-100	Accounts Receivable - Utilities	20,776.26	
05-115-130	Accounts Receivable - Readiness to Serve	17,760.28	
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	601,419.33	
05-151-902	Investments - FL SAFE EF Reserves	125,688.61	
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	
	** TOTAL ASSET**		17,723,643.95
05-202-100	Accounts Payable	10,318.38-	
05-202-900	Customer Deposits	347,711.60	
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	1,247.08-	
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	
	** TOTAL LIABILITY**		11,487,422.65
05-243-100	Encumbrances Placed	2,740.00	
05-245-100	Reserved for Encumbrances	2,740.00-	
	** TOTAL ENCUMBRANCE**		0.00
05-250-100	Contributed Capital	598,715.40	
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	8,163,467.22	
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	
	** TOTAL EQUITY**		7,790,873.64

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

Account Number	Account Title	Ending Bal	Net Amount
	** TOTAL REVENUE**		1,833,336.76
	** TOTAL EXPENSE**		3,387,989.10
	TOTAL LIABILITY AND EQUITY		17,723,643.95

ENTERPRISE FUND REVENUE  
 75.00 % Yr Complete For Fiscal Year: 2022 / 6

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	0.00	170.89	87.11	66.24 %
05-325-111	Connection Fees - Water - Cash Basis	34,365.00	26,100.00	26,100.00	1,429.80	11,249.40	14,850.60	43.10 %
05-325-210	Readiness to Serve Charge - Sewer	19,910.82	18,522.00	18,522.00	0.00	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	0.00	1,709.00	14,133.00	10.79 %
05-329-200	Other Lic./Fees/Permits	5,640.92	2,206.00	2,206.00	1,132.56	9,723.20	(7,517.20)	440.76 %
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	110,931.35	860,702.06	516,009.94	62.52 %
05-340-500	Sewer Utility Revenue	1,248,012.42	1,297,800.00	1,297,800.00	105,794.17	862,775.20	435,024.80	66.48 %
05-359-100	Other Fines and/or Forfeitures	12,540.00	15,620.00	15,620.00	3,630.00	28,295.00	(12,675.00)	181.15 %
05-359-200	Non Sufficient Funds	1,200.00	1,140.00	1,140.00	240.00	1,085.00	55.00	95.18 %
05-359-300	Late Fees	26,673.00	36,795.00	36,795.00	2,142.00	19,561.50	17,233.50	53.16 %
05-361-200	Interest/Dividends - FL SAFE	126.36	322.00	322.00	641.98	1,589.58	(1,267.58)	493.66 %
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	225,941.86	1,833,336.76	1,128,570.24	61.90 %

POLK CITY  
JUNE 2022 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
75.00 % Yr Complete For Fiscal Year: 2022 / 6

G/L		2021	2022	2022	2022	2022	2022	PERCENTAGE
ACCOUNT	DESCRIPTION	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	29,762.08	168,597.34	91,969.66	64.70 %
05-533-140	Overtime - Water Oper	4,954.66	8,725.00	8,725.00	360.84	3,491.72	5,233.28	40.02 %
05-533-210	Fica Taxes - Water Oper	17,004.03	20,601.00	20,601.00	2,252.07	13,448.65	7,152.35	65.28 %
05-533-220	Retirement Contribution - Water Oper	33,962.43	26,711.00	26,711.00	3,259.30	20,193.34	6,517.66	75.60 %
05-533-230	Life & Health Insurance - Water Oper	48,376.38	69,733.00	69,733.00	5,006.18	43,751.45	25,981.55	62.74 %
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	2,700.00	10,887.35	24,112.65	31.11 %
05-533-311	Engineering Services - Water Oper	7,879.84	30,000.00	30,000.00	0.00	1,221.88	28,778.12	4.07 %
05-533-312	Professional Services - Other - Water	2,414.15	10,000.00	10,000.00	1,444.63	7,581.67	2,418.33	75.82 %
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	0.00	251.43	498.57	33.52 %
05-533-405	Training - Water Oper	0.00	750.00	750.00	0.00	1,160.11	(410.11)	154.68 %
05-533-410	Communication Services - Water Oper	5,783.66	8,000.00	8,000.00	269.29	4,229.52	3,770.48	52.87 %
05-533-430	Utilities - PW/Utilities Facility Wat	1,692.30	2,500.00	2,500.00	118.96	890.92	1,609.08	35.64 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	4,484.23	3,500.00	3,500.00	458.22	3,347.96	152.04	95.66 %
05-533-432	Commonwealth WTP - Utilities - Water	2,944.21	5,000.00	5,000.00	60.48	283.32	4,716.68	5.67 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	8,676.94	8,000.00	8,000.00	876.04	7,046.13	953.87	88.08 %
05-533-460	Repairs and Maintenance - Water Oper	54,531.31	60,000.00	60,000.00	33,594.85	80,237.01	(20,237.01)	133.73 %
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	1,705.50	12,046.56	(2,046.56)	120.47 %
05-533-465	Vehicle Maintenance - Water Oper	5,344.76	7,000.00	7,000.00	19.58	2,756.90	4,243.10	39.38 %
05-533-466	Public Works/Utilities Facility - Rep	2,440.83	2,500.00	2,500.00	0.00	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	0.00	4,300.00	(100.00)	102.38 %
05-533-510	Office Supplies - Water Oper	852.70	700.00	700.00	120.91	550.21	149.79	78.60 %
05-533-520	Operating Supplies - Water Oper	11,188.96	11,000.00	11,000.00	463.82	15,269.52	(4,269.52)	138.81 %
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	308.07	4,790.38	4,209.62	53.23 %
05-533-526	Meter Supplies - New Installs - Water	37,845.69	76,000.00	76,000.00	14,080.70	91,740.46	(15,740.46)	120.71 %
05-533-527	Meter Supplies - Repairs & Maintenanc	55,184.08	85,000.00	85,000.00	67,342.80	80,761.31	4,238.69	95.01 %
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  
JUNE 2022 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
75.00 % Yr Complete For Fiscal Year: 2022 / 6

G/L		2021	2022	2022	2022	2022	2022	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	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	0.00	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	164,204.32	686,389.23	346,159.77	66.48 %

Sewer

05-535-120	Regular Salary - Wages - Sewer Oper	114,313.66	144,639.00	144,639.00	18,074.75	108,242.29	36,396.71	74.84 %
05-535-140	Overtime - Sewer Oper	4,865.74	5,712.00	5,712.00	346.73	3,551.07	2,160.93	62.17 %
05-535-210	Fica Taxes - Sewer Oper	8,874.64	11,502.00	11,502.00	1,378.30	8,722.07	2,779.93	75.83 %
05-535-220	Retirement Contribution - Sewer Oper	16,853.12	13,083.00	13,083.00	1,993.17	13,127.44	(44.44)	100.34 %
05-535-230	Life & Health Insurance - Sewer Oper	24,158.05	35,905.00	35,905.00	3,015.40	23,711.28	12,193.72	66.04 %
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	333.34	6,502.37	13,497.63	32.51 %
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	555.83	39,668.03	(19,668.03)	198.34 %
05-535-400	Travel Expenses - Sewer Oper	571.58	1,000.00	1,000.00	19.31	71.03	928.97	7.10 %
05-535-405	Training - Sewer Oper	0.00	1,500.00	1,500.00	0.00	1,543.51	(43.51)	102.90 %
05-535-410	Communication Services - Sewer Oper	4,086.59	4,000.00	4,000.00	172.05	3,506.75	493.25	87.67 %
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	0.00	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	487.08	3,796.93	1,368.07	73.51 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	25,790.23	2,100.00	2,100.00	2,442.49	19,828.78	(17,728.78)	944.23 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,417.66	11,000.00	11,000.00	651.26	5,340.19	5,659.81	48.55 %
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	9,116.04	83,899.28	36,100.72	69.92 %
05-535-461	Cardinal Hill - Repairs and Maint - S	73,844.17	171,913.00	171,913.00	3,199.91	25,179.44	146,733.56	14.65 %
05-535-464	Vehicle Fuel - Sewer Oper	10,731.40	10,000.00	10,000.00	665.47	6,483.66	3,516.34	64.84 %
05-535-465	Vehicle Maintenance - Sewer Oper	11,258.43	8,000.00	8,000.00	6.99	7,262.05	737.95	90.78 %
05-535-466	Public Works/Utilities Facility - Rep	2,437.84	1,000.00	1,000.00	0.00	426.50	573.50	42.65 %

POLK CITY  
JUNE 2022 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
75.00 % Yr Complete For Fiscal Year: 2022 / 6

G/L		2021	2022	2022	2022	2022	2022	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	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	0.00	94.27	2,905.73	3.14 %
05-535-492	Recording & Other Fees - Sewer Oper	3,260.66	5,000.00	5,000.00	0.00	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	114.34	543.43	156.57	77.63 %
05-535-520	Operating Supplies - Sewer Oper	6,258.10	8,000.00	8,000.00	1,152.43	16,166.60	(8,166.60)	202.08 %
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	3,384.45	21,884.43	19,115.57	53.38 %
05-535-524	Chemicals - Sewer Oper	29,319.80	33,000.00	33,000.00	1,280.88	21,791.87	11,208.13	66.04 %
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	0.00	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	0.00	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	0.00	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	48,390.22	825,610.06	740,844.94	52.71 %
=====								
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	33,102.27	25,000.00	25,000.00	1,655.52	21,664.57	3,335.43	86.66 %
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	0.00	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	88.74	1,761.30	2,738.70	39.14 %
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	335.55	756.07	243.93	75.61 %
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	8,560.00	0.00	0.00	8,560.00	0.00 %
05-590-525	Uniforms - Non Dept	3,373.76	4,500.00	4,500.00	344.17	3,704.95	795.05	82.33 %
05-590-528	Postage - Non-Dept	2,038.35	3,000.00	3,000.00	0.00	5.78	2,994.22	0.19 %

Enterprise Fund Expenditures  
75.00 % Yr Complete For Fiscal Year: 2022 / 6

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE 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	0.00	114.00	(114.00)	0.00 %
05-590-551	Immunizations - Employees	0.00	0.00	0.00	0.00	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 %
05-590-630	Improvements Other than Bldg - Non-De	0.00	0.00	2,740.00	0.00	0.00	0.00	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	(256.51)	4,678.90	(4,678.90)	0.00 %
05-590-999	Other - Non-Operating Charges - Non-D	(8,967.66)	6,000.00	6,000.00	0.00	1,751,074.88	(1,745,074.88)	9999.00 %
DEPARTMENT TOTAL		342,697.40	362,904.00	362,904.00	2,167.47	1,875,989.81	(1,515,825.81)	516.94 %
=====								
<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>225,941.86</b>	<b>1,833,336.76</b>	<b>1,128,571.24</b>	<b>61.90%</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>-214,632.44</b>	<b>-2,809,842.16</b>	<b>149,325.84</b>	<b>94.87%</b>
<b>Total Revenue vs. Expenditures</b>		<b>2,609,735.66</b>	<b>0.00</b>	<b>0.00</b>	<b>11,309.42</b>	<b>-976,505.40</b>	<b>1,277,897.08</b>	

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

Account Number	Account Title	Ending Bal	Net Amount
08-101-100	GF Police Public Safety Impact Fees	7,990.40	
08-101-101	GF Fire Public Safety Impact Fees	3,083.71	
08-101-102	GF Recreation Impact Fees	13,917.34	
08-101-103	GF Gen Gov't Facilities Impact Fees	23,533.98	
08-151-100	Investments - FL SAFE GF Police Public Safety	213,810.62	
08-151-101	Investments - FL SAFE GF Fire Public Saf...	135,135.92	
08-151-102	Investments - FL SAFE GF Recreation	404,103.68	
08-151-103	Investments - FL SAFE GF Facilities	448,813.21	
	** TOTAL ASSET**		1,250,388.86
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**		40,410.26
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		1,250,388.86



GFIF Special Revenues  
 Budget Revenues  
 75.00 % Yr Complete For Fiscal Year: 2022 / 6

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	1,289.98	6,449.90	32,249.10	16.67 %
08-324-110	Fire/Rescue - Public Safety Impact Fe	11,568.41	20,706.00	20,706.00	690.22	3,451.10	17,254.90	16.67 %
08-324-610	Parks & Recreation Impact Fee	33,630.23	62,409.00	62,409.00	2,080.32	10,401.60	52,007.40	16.67 %
08-324-710	Public Facilities Impact Fee	54,749.15	104,882.00	104,882.00	3,496.02	17,480.10	87,401.90	16.67 %
08-361-200	Interest/Dividends - FL SAFE	208.87	534.00	534.00	1,061.16	2,627.56	(2,093.56)	492.05 %
08-381-403	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	8,617.70	40,410.26	186,819.74	17.78 %
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>8,617.70</b>	<b>40,410.26</b>	<b>186,819.74</b>	<b>17.78%</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>8,617.70</b>	<b>40,410.26</b>	<b>414,049.74</b>	

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

Account Number	Account Title	Ending Bal	Net Amount
09-101-800	EF Sewer Impact Fee Account	348,565.04	
09-101-900	EF Water Impact Fee Account	163,616.64	
09-151-800	Investements - Sewer Impact	1,636,252.50	
09-151-900	Investements - Water Impact	266,053.88	
09-169-900	CIP - Construction Costs	28,872.10	
	** TOTAL ASSET**		2,443,360.16
	** TOTAL LIABILITY**		0.00
	** 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**		74,513.78
	** TOTAL EXPENSE**		95,785.45
	TOTAL LIABILITY AND EQUITY		2,443,360.16

POLK CITY  
 JUNE 2022 MONTHLY FINANCIALS

EFIF Special Revenues  
 75.00 % Yr Complete For Fiscal Year: 2022 / 6

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	1,747.00	26,205.00	78,615.00	25.00 %
09-324-220	Sewer Impact Fees	154,525.00	264,900.00	264,900.00	8,830.00	44,150.00	220,750.00	16.67 %
09-361-200	Interest/Dividends - FL SAFE	330.60	842.00	842.00	1,679.58	4,158.78	(3,316.78)	493.92 %
-----								
DEPARTMENT TOTALS		226,482.60	370,562.00	370,562.00	12,256.58	74,513.78	296,048.22	20.11 %
=====								
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	0.00	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	0.00	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>12,256.58</b>	<b>74,513.78</b>	<b>296,048.22</b>	<b>20.11%</b>
<b>EF Impact Fee Fund Expenditures Total</b>		<b>-3,126.11</b>	<b>-370,562.00</b>	<b>-104,820.00</b>	<b>0.00</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>12,256.58</b>	<b>-21,271.67</b>	<b>305,082.77</b>	

# Library Monthly Report

June 2022

## CIRCULATION

ADULT BOOKS	1959
JUVENILE BOOKS	263
<b>TOTAL CIRCULATION</b>	<b>2222</b>

## NEW BORROWERS

IN CITY	12
IN COUNTY	8
<b>TOTAL NEW BORROWERS</b>	<b>20</b>

## NUMBER OF PROGRAMS

FAMILY	12
ADULT	
JUVENILE	
YOUNG ADULT	
<b>TOTAL PROGRAMS</b>	<b>12</b>

## PROGRAM ATTENDANCE

ADULT	103
JUVENILE	274
YOUNG ADULT	4
<b>TOTAL ATTENDANCE</b>	<b>381</b>

## REFERENCE QUESTIONS

PHONE CALLS	197
-------------	-----

## NUMBER OF COMPUTER USERS

68

## TOTAL PATRONS

735

Prepared by:

*Hannah Ulloha*

Library Director

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

*STATISTICAL DATA*

West **Division**

Date: July 13, 2022 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for June 2022

ACTIVITY	
FELONY ARREST	1
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	5
AFFIDAVITS MISDEMEANOR	0
OUT OF COUNTY/STATE WARRANT ARRESTS	1
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	7
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	21
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	26
NARCOTICS SEIZED	Drug Paraphernalia pipes/bongs from abandoned vehicle.
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	7
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	282
TRAFFIC STOPS	47
TOTAL DISPATCHED CALLS FOR SERVICE	94

In June 2022, there was one (1) PROCAP captured crimes as compared to One (1) in June 2021. There was a Grand Theft of a Sea Do trailer from the front yard of 7582 Berkley Rd., Polk City Fl. The trailer was empty at the time of theft. There are County wide trends of trailer thefts. 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>GRAND THEFT</b>										
13	PCSO-220024023	2022-06-05 / 1557hrs	2022-06-06 / 1415hrs	Mon	7582 BERKLEY RD	Unk susp removed the victs jet ski trailer worth \$2000 from his yard <i>no surveillance video / has not hit on alpr's / no suspect info</i>	Wright	No	No	NFL

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		
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	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%	0.3	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	0.0	
Burg. Structure	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.2	
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%	0.5	0.7	
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	1	0	0	2	0	0	0	0	0	0	0	0	0	1	0	2	4	100%	0.3	0.7
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	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	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	0	1	0	0	2	0%	0.0	0.3
Criminal Mischief	0	1	0	1	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	2	0%	0.2	0.3
<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>1</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>9</b>	<b>15</b>	<b>0%</b>	<b>1.5</b>	<b>2.5</b>		
<b>% Change</b>	<b>-33%</b>		<b>100%</b>		<b>400%</b>		<b>#DIV/0!</b>		<b>-50%</b>		<b>0%</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>67%</b>		<b>67%</b>				
																									<b>6</b>		<b>Crimes +/-</b>				

# Public Works/Utilities Report

30 May – 05 June 2022

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

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

- a. Conducted a second Public Works/Utilities Department Emergency Preparedness & Operations Checklist review on 3 JUN 22 with the Team as part of our process to develop and internal plan that nests with the Polk City Plan.
- b. Completed another site survey with Environmental Equipment Services on 3 JUN 22 at Cardinal Hill WWTP regarding an improved influent Bar Screen for the surge tank.
- c. Coordinated with Hayward & Associates to perform site survey at Cardinal Hill WWTP on 7 JUN 22 regarding an improved influent Bar Screen for the surge tank.
- d. Contacted Coral Alberts at FDOT to facilitate stop sign repair at intersection of SR33 and Broadway Blvd.
- e. Worked with City Permit Section to determine responsibility of maintaining right-a-way vegetation and Stormwater drains in Trailway Estates, HOA responsible.
- f. Reviewed 2021 Consumer Confidence Report created by Lori Pearson that was submitted to DEP on 2 JUN 22 for review and approval.
- g. Southern Electric provided an update regarding repairs of all Lift Station lights, emergency stop bar install, TVSS installations and electronic cabinet. All repairs are expected to be complete by EOM JUN 22. Freedom Park light timer is expected to be complete Tuesday, 7 JUN 22.
- h. Personally, facilitated the pick-up of the two remaining Feb 22 surplus vehicles (F150 & Bucket Truck). Tags turned into Ms. Dunn.

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

- a. Processed 15 AP's.
- b. Completed the WEX monthly report.
- c. Researched companies that the city can buy bulk Gatorade (Online).
- d. Contacted FL TransCor regarding outstanding invoices.
- e. Started the Lakeland Electric monthly report (waiting for 8 more bills).
- f. Ordered supplies needed for the WWTP Cardinal Hill HCL measuring sight glass and replacement for eye wash station and shower.
- g. Contacted CINTAS regarding possible uniform services due to UniFirst inability to acquire uniforms.
- h. Spoke with Dylan Beene at Lancaster for information on training.

## **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, CCC
- 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 9 work orders at the Water Treatment Plants consisting of:

- a) Daily reads, tested chlorine, pH & logged results into logbook

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

a. Completed 50 work orders in ADG consisting of:

- a) Turn on: 6
- b) Turn off: 7
- c) Meter maintenance: 2
- d) Hydrant flushing: 34
- e) Locates: 1

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

a. **Stormwater**

- a) Rescheduled 5 Quarterly MS4 Inspections of commercial, industrial & institutional organizations due to inspector illness. Will resume week of 6 JUN 22 and train Jeff Parrish 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.

b) Assisted the Distribution Section with work orders.

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

a. Completed 4 work orders consisting of:

- a) Picked up the John Deere tractor from Fields Equipment in Winter Haven.
- b) Collected discarded mattress off Berkley Road.
- c) Cutting up/removing fallen tree limbs at the TECO Trail Fitness Station.
- d) Mowed McManigle 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 8 work orders consisting of:

- a) Trimming trees and bushes on CR 559 in front of Polk City Elementary and SR 33.
- b) Mowed weed eating the Cardinal Hill WWTP.
- c) Mowed SR 33 ditches from south of the SR 33 bridge to the front of Septic Solutions.
- d) Mowed, and weed eating Bronson Community Center.
- e) Mowed and weed eating City Hall.
- f) Mowed half of CR 559.
- g) Collected 8 trash bags between basketball courts fishing pier and Freedom Park.
- h) Cutting and removing tree limbs on SR 33 in front of the Old Spray fields.

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

a. Completed 1 work orders consisting of:

- a) Back filling a severe washout beside the Circle-K on West Palmetto Lane.

**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 license 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 Freedom park stage.
  - 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) Assed City Hall bathroom shower water heater - breaker turned on.
  - f) Picked up paint from Sherwin Williams for WWTP office.
  - 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 at Activity Center.
  - 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 establish power to four-post lift.
  - r) Built 150 boxes for food drive on 11 JUN 22.
  - s) Checked ceiling for leaks in Library to verify that previously fixed water spots did not return.
  - t) Worked with the E. Cuebas baby shower in the Activity Center.
  - u) Worked with the B. Darley baby shower in the Bronson Center.
  - v) Continued WWTP office and lab refurbishment.

**July 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 Utility Billing to break down city routes to perform meter reads, reduce no read confusion.
  - b. Perform annual MS4 Surveillance, and record results as part of the Illicit Prevention and Proactive Inspection Program.
  - c. Perform surveillance of all city assets and record all actions taken creating a historical data base for works completed.
  - d. Set conditions to begin executing a valve exercise/maintenance program from the months of July, August, September, and October.
  - e. 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. Complete all required repairs for Sewer Lift Stations
6. Continue to work the Cardinal Hill WWTP repairs for the Bar Screen, air line, and valve replacements.

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

# Public Works/Utilities Report

06-12 June 2022

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

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

- a. Worked with Utilities Billing to develop an additional category for work orders in ADG. New categories consisted of Water Valve Maintenance/Repair and Sewer Valve Maintenance/Repair.
- b. Worked with Distribution Section to develop a solution to the 819 SR33 Marathon Gas Station backflow problem.
- c. Met with Hayward & Associates ICW Lori Pearson to conduct a site survey at the WWTP to get a quote for a new bar screen for the influent entering the surge tank.
- d. Conducted employee 180 day reviews for 2 Public Works employees. Reviews will continue this week.
- e. Attended a site survey with the Distribution Section and Builders for the home at 214 Brook Ln to determine the tap location for water and sewer.
- f. Completed DRAFT HB53 Stormwater Report that will be turned into City Manager for her review NLT 14 JUN 22.
- g. Reviewed Chastain Skillman (CSI) Mt. Olive Force Main Installation Project data. Standing by for CSI to set date/time for kickoff meeting.
- h. Conducted a manhour utilization (MHU) professional development class with the Public Works & Utilities Department employees.
- i. Participated in a dual check valve presentation with Muller and Fortiline to determine if the City would consider purchasing repairable valves versus disposable valves.

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

- a. Processed 9 AP's and 1 PO.
- b. Revising Fleet Maintenance Record sheets.
- c. Created Public Works/Utilities Department Emergency Preparedness & Operations Emergency Contact list for department employees and placed in employee's file.
- d. Coordinated and attended Cintas uniform Presentation
- e. Reconciled with Ring Power on outstanding invoices from Jan/Feb 22.
- f. Ordered Gatorade for Public Works/Utility employees.
- g. Attended Mueller dual check valve presentation.
- h. Created 3 Locate work orders.
- i. Revised Key Control Log and removed surplus vehicles
- j. Added Lakeland Electric bills to spread sheet (waiting for 1 more bill)
- k. Updated On-Call calendar integrating Brandon Huffman into the rotation.

## **3. Public Works**

- a. Completed 38 work orders in ADG consisting of:

- a) Building Maintenance: 5
- b) Equipment Maintenance: 4
- c) Landscaping, Mowing: 14
- d) Parks and Recreation: 6
- e) Streets and Signs: 4
- f) Street Repair and Maintenance: 3

**4. Utilities**

- a. Completed 171 work orders in ADG consisting of:
  - a) Turn on: 7
  - b) Temporary shut off: 30
  - c) Install - water: 5
  - d) Turn off: 4
  - e) Meter maintenance: 11
  - f) Turn back on from shut off list: 21
  - g) Hydrant flushing: 22
  - h) Hydrant maintenance: 1
  - i) Locates: 3
  - j) Lift station maintenance: 14
  - k) Meter data validation: 2
  - l) Stormwater: 22
  - m) WTP repair and maintenance: 18
  - n) WWTP repair and maintenance: 10

**July 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 Utility Billing to break down city routes to perform meter reads, reduce no read confusion. Utility Billing working with Empire to correct initial problems in ADG that prevented routes from reading properly.
  - b. Perform surveillance of all city assets and record all actions taken creating a historical data base for works completed.
  - c. Begin executing a Sewer/Manhole surveillance program from the months of July, August, September, and October.
  - d. Begin executing a valve exercise/maintenance program from the months of July, August, September, and October.
  - e. 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 JULY 2022.
4. Complete all required repairs for Sewer Lift Stations.
5. Continue to work the Cardinal Hill WWTP repairs for the Bar Screen, airline, and valve replacements.

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

# Public Works/Utilities Report

13-19 June 2022

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

## **1. Public Works Director**

- a. Attended staff luncheon to honor Father's Day and the hard work the entire team continues to do. All employees very appreciative.
- b. Began transitioning Utilities Director responsibilities to City Manager.

## **2. Administration, Logistics & Operations**

- a. Processed 17 AP's.
- b. Ordered remaining 65 fire hydrant tags (#65-130) that once installed will complete entering tagging of all city fire hydrants.
- c. Reached out to Odom Contracting regarding a final invoice for the Berkley Project (They did not answer, I left a voicemail 6/14/22 at 2pm).
- d. Ordered supplies needed for WWTP sight glass for the chlorine tank.
- e. Assisted with the set-up for the Library Summer performer event.
- f. Drafted a memo for Unifirst regarding uniform issues.
- g. Contacted Sherwin Williams requesting two final invoices.
- h. Ordered a magnetic manhole lift for Utilities Department.
- i. Assisted with the set-up for the luncheon in the chambers.
- j. Ordered supplies needed for the WWTP Cardinal Hill airline shut off.
- k. Contacted Haines City Fire to order First Aid Kits for work trucks also for Hurricane Preparedness Supplies.
- l. Helped with the projector set-up for the Library Summer movie event.
- m. Researched man baskets for Utilities Department – Sunbelt Rentals.
- n. Spoke with Joanna regarding Hurricane Preparedness.
- o. Assisted Mike with No Reads for Utilities Department.
- p. Attending Public Works and Utilities meeting in the chambers.
- q. Worked 3 events over the weekend – N. Ignacio 6/18/22, Juneteenth 6/18/22, and V. Vergara 6/19/22

## **3. Public Works**

- a. Completed 36 work orders in ADG consisting of:
  - a) Building Maintenance: 6
  - b) Equipment Maintenance: 2
  - c) Landscaping, Mowing: 11
  - d) Stormwater: 14
  - e) Streets and Signs: 4
  - f) Street Repair and Maintenance: 3

## **4. Utilities**

- a. Completed 108 work orders in ADG consisting of:

- a) Turn on: 6
  - b) Temporary shut off: 6
  - c) Meter maintenance: 4
  - d) Shut off for non-payment on account: 8
  - e) Turn back on from shut off list: 2
  - f) Customer Concern: 1
  - g) Hydrant flushing: 27
  - h) Hydrant maintenance: 7
  - i) Lift station maintenance: 18
  - j) Misc: 1
  - k) Monthly meter reading: 3
  - l) Monthly no-reads: 1 (442 meters to read across the service area)
  - m) WTP repair and maintenance: 17
  - n) WWTP repair and maintenance: 6
- b. Fire hydrant flushing is complete for the entire city. All hydrants flushed, chlorine tested, tagged, and entered into Diamond Maps. Tags #65-130 were ordered and once they arrive, will be installed on meters. All blue markers have been placed on the roadway except for SR33 and Country Trails area. Also, all hydrant bodies and bonnets will be painted the correct colors in the fall timeframe. 3 remaining hydrants require minor repairs once parts arrive. All hydrants are 100% functional.

### **July 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 Utility Billing to break down city routes to perform meter reads, reduce no read confusion. Utility Billing working with Empire to correct initial problems in ADG that prevented routes from reading properly.
  - b. Perform surveillance of all city assets and record all actions taken creating a historical data base for works completed.
  - c. Begin executing a Sewer/Manhole surveillance program from the months of July, August, September, and October.
  - d. Begin executing a valve exercise/maintenance program from the months of July, August, September, and October.
  - e. 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 JULY 2022.
4. Complete all required repairs for Sewer Lift Stations.
5. Continue to work the Cardinal Hill WWTP repairs for the Bar Screen, airline, and valve replacements.

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

# Public Works Report

20-26 June 2022

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

## **1. Public Works General Notes**

- a. Submitted HB53 Stormwater 20 Year Needs Analysis on 25 JUNE 22.
- b. Contacted PCSO and received confirmation from Deputy Carl Kienzle that there were no inmates available For Polk City to utilize for cutting grass.
- c. Spoke with Officer Stephanie Phillips regarding inmate availability from Polk Correctional Institute and she reiterated that the program was still available due to a lack of resources from last year.
- d. Contacted Lakeland Electric (863-834-9535) to report Pole #118387 was hit by unknown vehicle causing it to lean. Ticket # CE22069777 submitted for assessment & repair to be performed by Lakeland Electric IAW priority and workload.
- e. Cardinal Hill WWTP Office renovation is complete except new stairs. Desk was moved in on 16 JUNE 22. Stairs are being repaired and will be complete week of 27 JUNE 22.

## **2. Admin, Logistics & Operations**

- a. Processed 13 AP's
- b. Contacted Grade-A-Way regarding final invoice for the repairs on the stormwater box located at Honey Bee Lane.
- c. Spoke with Hanie's City Fire requesting a quote for First Aid Kits for Public Works and Utilities Department work trucks.
- d. Transferred Utility Department requisitions to the Utility Billing Supervisor.
- e. Assisted Jeff with mowing the Spray Field while waiting for the City internet system to be repaired.
- f. Ordered dolly for magnetic manhole cover lift (Utilities Department)
- g. Coordinated the pickup for the hydrant tags (#65-130) from The Trophy Shop. Distribution has tags.
- h. Acquired the contact information for the Unifirst Service Manager
- i. Researched First Aid-CPR training with Polk County Fire Department.
- j. Assisted Jeff with mowing Cardinal Hill WWTP.

## **3. Public Works**

- a. Completed 15 work orders in ADG consisting of:
  - a) Equipment Maintenance: 1
  - b) Landscaping, Mowing: 11
  - c) Parks and Recreation: 1
  - d) Stormwater: 1

## **July Objectives**



1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Continue cleanup of all Public Works area, identify, and prepare excess and unserviceable for surplus/disposal for JULY 2022.
3. Participate in FDOT Polk City Vision Plan IAW City Manager guidance.

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

# Public Works Report

*27 June- 03 July 2022*

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

## **1. Public Works General Notes**

- a. Began researching and developing Polk City Stormwater Assessment Program that was due to FLDEP MS4 Coordinator in Year 2 of the MS4 Permit submission. Spoke to Anna Lomasney and she provided template. I will work over the next several weeks to complete.
- b. Contacted Port Consolidated to inquire about a replacement diesel fuel tank and used oil storage tank. They were unable to help due to small quantity. They did provide 3 additional companies who handle smaller accounts of whom I am contacting the week of 4 JULY 22.
- c. Established new trash removal work order codes in ADG to facilitate the capture of work that is being done by Public works but not accounted for. Also meets requirement for the MS4 Permit to report weekly trash removal from streets and roadways to prevent it from being washed into the Stormwater System.
- d. Conducted Carter Rd, Honeybee Ln, Marklen Loop. & Bascom Ct assessment for tree trimming. Will meet with Kirkland Tree Service on 5 JULY 22 to get quote.
- e. Conducted teleconference with Rob Stevens regarding survey of the Brook Lane & Berkley Rd right of way to determine responsibility of Stormwater Drain repairs.
- f. Conducted site survey of City Power Generation to gather required info for Mid Florida Diesel Inc to provide a quote for generator maintenance to compare to Ring Power.
- g. Personally performed grass cutting of SR33 Spray Fields as well as the Cardinal Hill WWTP Spray Fields to assist the 2 employees who were working other higher priority/visible City areas.

## **2. Admin, Logistics & Operations**

- a. Processed 11 AP's
- b. Assisted with cleaning City Hall
- c. Assisted with the cleaning and set-up for the Bronson Center for the Library Summer Event on 6/29.
- d. Cleaned Public Works Department offices, assisted with cleaning the Utility Department.
- e. Cleaned and set-up the Bronson center for Library Summer Event on 6/30
- f. Assisted with cleaning the library.
- g. Created Contact Information sheet of the employee working for the Activity Center and Bronson Center for the customer.
- h. Set-up the Bronson Center for the event occurring on 7/2/2022.
- i. Assisted Public Works Director with collecting garbage at City Hall.

- j. Contacted Kirkland's Tree Service regarding tree branches covering the road on Honeybee Ln., Ashley Rd., and Carter Rd.
- k. Completed Ace Hardware monthly statement.
- l. Communicated with Haines City Fire regarding an update on an ETA of the small first aid kits for the work trucks.
- m. Requested a refund from Amazon for the TV due to the screen being shattered.
- n. Contacted Unifirst regarding charges that are not applicable to the City's account. The city will receive an invoice credit.

**3. Public Works**

- a. Completed 34 work orders in ADG consisting of:
  - a) Building Maintenance: 5
  - b) Custodial Services: 1
  - c) Equipment Maintenance: 9
  - d) Landscaping, Mowing: 17
  - e) Street Repairs and Maintenance: 1

**August Objectives**

- 1. Continue proactive/preventive maintenance of all city facilities and equipment.
- 2. Continue cleanup of all Public Works area, identify, and prepare excess and unserviceable for surplus/disposal for AUG 2022.
- 3. Participate in FDOT Polk City Vision Plan IAW City Manager guidance.
- 4. Complete the Polk City Stormwater Assessment Program that was due in Year 2 of the MS4 Permit process and turn into the FLDEP MS4 Coordinator, Anna Lomasney.

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

# *Utility Billing Report*

## *June 2022*

New Accounts Established: 32  
Final/Terminated Service: 36  
Bills Processed: July 1, 2022  
Email/ Bill Customers: 1,685  
Billed Customers: 2,672  
Work Orders Processed: 155  
Lock off for Nonpayment: 27  
Nonpayment fees (\$50): 50  
Billed Consumption: 12,147,000 Gallons  
Billed/Revenue: \$266,367.75  
Residential Billing: 2,558  
Irrigation Billing: 563  
Commercial Billing: 98  
Building Rentals Activity/Bronson Center/Freedom Park: 19

### **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 July**

Reroute meters into walking order, merge old locations, verify all garbage accounts, Backflow input and letters. Train in New Global Work Order System.

Respectfully Submitted by:

***Chasity Guinn***

Utility Billing Supervisor

**City Commission Workshop  
July 18, 2022**

**AGENDA ITEM #1:            PROFESSIONAL SERVICES PROPOSAL FOR EMPIRE PIPE AND  
SUPPLY**

X INFORMATION ONLY  
     ACTION REQUESTED

---

**ISSUE:**

Empire Pipe is submitting a proposal for AMR reading of meters, to include allegro base stations, photocell repeaters, with a contract with Lakeland Electric.

**ATTACHMENT:**

Empire Proposal for Meter and Register installation  
Empire Proposal for Infrastructure for AMR (Automatic Meter Reading)

**ANALYSIS:**

Polk City would like to upgrade its meter reading system to AMR from our Drive-by system that is in place. AMR is the technology of automatically collecting consumption, diagnostic, and status data from our water meter and transferring that data to a central database for billing, troubleshooting, and analyzing.

Polk City would purchase AMR technology to include the Pole Agreement with Lakeland Electric for Repeaters, this would include Customer Engagement Portal (an online platform that allows customer to view data from meter), and Polk City would replace remaining 3G to 4G Allegro meters.

During the June 23, 2022 City Commission Workshop, it was a consensus to place this item on the Regular Meeting Agenda for approval.

**STAFF RECOMMENDATION:**

City Commission approve the City Manager moving forward with Empire Pipe to acquire final pricing and what is actually necessary and what is not at this time.



**GOVERNMENT CAPITAL**

CORPORATION

345 Miron Drive Southlake Texas 76092 (800) 883-1199

Tuesday, June 21, 2022

Jimmy Mathis  
Empire Pipe & Supply.  
2260 Old Lake Mary Rd  
Stanford, FL 32771  
Via email: [jmathis@empirepipe.com](mailto:jmathis@empirepipe.com)

Dear Jimmy


Thank you for the opportunity to present proposed financing for Polk City. I understand the City is considering the acquisition of a Water Meter Retrofit from Empire Pipe & Supply, and is interested in utilizing Tax Exempt financing. I am submitting for your review the following proposed financing structures.

BORROWER:	City of Polk City, FL	
FINANCING STRUCTURE:	Tax Exempt Municipal Lease/Purchase	
PROPOSED PROJECT AMOUNT:	<b>\$ 799,116.30</b>	
PAYMENT TERM:	<b>10 Annual Pmts</b>	<b>20 Semi Annual Pmts</b>
INTEREST RATE:	4.249%	4.249%
ANNUAL PAYMENT AMOUNT:	\$ 99,748.85	\$ 49,460.46
FIRST PAYMENT DUE:	1 year from Funding	6 Months from Funding

The above proposal is an expression of interest, subject to audit analysis and mutually acceptable documentation and is not a binding commitment. The terms outlined herein are subject to change and rates are valid for fourteen (14) days from the date of this proposal. If funding does not occur within this time period, rates and terms may be indexed to current market at that time.

Our finance programs are extremely flexible and our goal is total customer satisfaction. If you have any questions or wish to consider other payment terms, frequencies or conditions, please contact me toll free at (800) 883-1199 x116.

With Best Regards,  
*Kevin D. Lerner*  
Kevin D. Lerner  
Vice President, Public Finance

For: City of Polk City			 <b>EMPIRE</b> Pipe & Supply EMPIRE PIPE AND SUPPLY COMPANY - 40 Keyes Court, Sanford, FL 32773 PHONE: 407-295-2400 ** QUANTITIES AND DESCRIPTIONS ARE BELIEVED TO BE TRUE BUT NOT GUARANTEED FOR ACCURACY. ALL "TAKE-OFFS" SHOULD BE REVIEWED BY CUSTOMER PRIOR TO PLACING ORDER. **		Date: 6/20/2022	Project:	
To: Chasity Guinn					Infrastructure Budget Proposal		
Date: 6/20/2022							
ITEM#	QTY	UNIT	ITEM DESCRIPTION	PRICE	EXT		
<b>METERS AND INSTALLATIONS</b>							
1	1500	EA	5/8" ALLEGRO UTG REGISTER KIT	\$ 164.00	\$ 246,000.00		
2	30	EA	5/8" X 3/4" BLMJ METER ALLEGRO UTG REGISTER	\$ 255.94	\$ 7,678.20		
3	5	EA	1" ALLEGRO UTG REGISTER KIT	\$ 164.00	\$ 820.00		
4	5	EA	1" BLMJ METER ALLEGRO UTG REGISTER	\$ 338.85	\$ 1,694.25		
5	5	EA	1.5" MS METER ALLEGRO UTG REGISTER	\$ 588.16	\$ 2,940.80		
6	5	EA	2" MS METER ALLEGRO UTG REGISTER	\$ 761.94	\$ 3,809.70		
7	1500	EA	5/8" REGISTER INSTALLATION (REMOVE EXISTING REGISTER AND INSTALL NEW ALLEGRO UTG REGISTER)	\$ 50.50	\$ 75,750.00		
8	30	EA	5/8" X 3/4" METER CHANGE OUT	\$ 65.25	\$ 1,957.50		
9	5	EA	1" REGISTER INSTALLATION (REMOVE EXISTING REGISTER AND INSTALL NEW ALLEGRO UTG REGISTER)	\$ 50.50	\$ 252.50		
10	5	EA	1" METER CHANG OUT	\$ 74.00	\$ 370.00		
11	5	EA	1.5" METER CHANGE OUT	\$ 295.00	\$ 1,475.00		
12	5	EA	2" METER CHANGE OUT	\$ 379.00	\$ 1,895.00		
<b>BASE STATIONS</b>							
13	1	ea	ALLEGRO BASE STATION <i>Base Station Cabinet requires protective shelter.</i>	\$ 33,298.19	\$ 33,298.19		
			<i>**Utility to provide tower or other suitable infrastructure for base station and antenna installation.</i>				
			<i>Power must be available at base station location and suitable structure for base station cabinet.</i>				
			<i>Tower must be a minimum height of 70' with 360 degrees of unobstructed line of sight.</i>				
14	1	ea	Omnidirectional Antenna for Allegro Tower Base Station	\$ -	\$ -		
15	1	ea	Antenna Mounting Clamp	\$ -	\$ -		
16	1	ea	Backup Power Supply (UPS) for Allegro Tower Base Station	\$ -	\$ -		
17	1	ea	Installation of Tower Base Station and Antenna w/configuration	\$ 18,000.00	\$ 18,000.00		
18	1	ea	FCC Harmony License Application Fee for Harmony Fixed	\$ 882.35	\$ 882.35		
19	1	ea	100' TBB Tower and Installation. <i>To be approved by Utility.</i>	\$ 98,266.00	\$ 98,266.00		
<b>REPEATERS</b>							
20	9	ea	PhotoCell Repeater* Installed on City of Lakeland street lights	\$ 530.00	\$ 4,770.00		
21	9	ea	Repeater Installation for PhotoCell Repeater	\$ 1,103.00	\$ 9,927.00		
22	7	ea	Standard Repeaters** (possibly required for low RF coverage)	\$ 1,957.83	\$ 13,704.81		
23	7	ea	External Antenna (Omni 450-470Mhz 5dbi)	\$ 750.00	\$ 5,250.00		
24	7	ea	LMR400 Cable Assembly 60' max	\$ 150.00	\$ 1,050.00		
25	7	ea	Repeater Installation (standard repeater w/external antenna)	\$ 5,200.00	\$ 36,400.00		
26	7	ea	60' TBB Repeater Pole/Tower and Installation. *** <i>To be approved by Utility.</i>	\$ 30,000.00	\$ 210,000.00		
27	7	ea	Electrical work (budget)	\$ 1,400.00	\$ 9,800.00		
			<i>Utility to provide suitable infrastructure for repeater installation (such as light or utility poles, traffic or streetlights or storm sirens) Electricity must be available at installation locations. **Number of repeaters needed could change once system is installed. Charges for Additional Repeaters.</i>				

28	1	ea	Pre-Implementation Site Visit	\$ 4,375.00	\$ 4,375.00
			*PhotoCell Repeater has an annual charge for use of light from Lakeland.		
			***Pole/Tower location to TBB if Street Light is not available for coverage.		
			<b>CUSTOMER ENGAGEMENT PORTAL</b>		
29	1	ea	Customer Engagement Portal (One time set up charge.)	\$ 8,750.00	\$ 8,750.00
			<b>ANNUAL FEES (Direct from Master Meter) AFTER FIRST YEAR</b>		
			Allegro Base Station Annual Maintenance (1 Base Stations)...\$5,000.00ea		
			Standard Repeater Annual Maintenance (10 Repeaters)....\$350.00 ea		
			Harmony Annual Hosting-2,500 minimum svcs @ \$1.54/endpoint		
			<b>GRAND TOTAL</b>		<b>\$ 799,116.30</b>

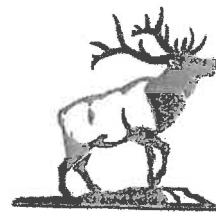
DUE TO CURRENT MARKET CONDITIONS, ALL QUOTES ARE VALID FOR UP TO 30 DAYS FROM THE DATE OF QUOTATION AND ARE SUBJECT TO CHANGE AT ANY TIME. ALL CONTRACTS AND SHIPMENTS ARE CONTINGENT ON STRIKES, ACCIDENTS, AND OTHER CAUSES BEYOND OUR CONTROL. THIS QUOTATION IS SUBJECT TO THE ADDITION OF ANY TAX IMPOSED BY ANY PRESENT OR FUTURE FEDERAL, STATE, COUNTY, OR MUNICIPAL LAW. ALL SALES ARE SUBJECT TO THE ATTACHED TERMS AND CONDITIONS.







# simplifying MUNICIPAL FINANCE



**GOVERNMENT CAPITAL**  
CORPORATION



## Advantages of GCC's Municipal Financing

- Attractive Tax Exempt Terms to Match Your Budget
- Documents and Contracts Approved for Every State
- Annual Deferred Payment Structures Available
- Expedited Documentation and Funding Processes
- Avoids Inflation Cost of Delaying Project
- Prepayment Options Available

## PUBLIC FINANCE - IT'S WHAT WE DO

Government Capital recognizes that most local governmental leaders are challenged daily to increase services to constituents along with a continual demand to "do more with less." We also recognize the challenges that current budgets represent to agencies seeking to fully implement their essential acquisitions of equipment, vehicles, technology and facility renovations.

This is why we offer the broadest array of municipal financing products available. Each one is designed for specific types of acquisitions.

We have expertise in financing municipal projects with:

**Lease Purchase Agreements**  
**Installment Sale Agreements**  
**Contractual Obligations**  
**Certificates of Indebtedness**  
**Revenue Pledges**  
**Certificates of Participation**  
And, many other contracting forms.

Large or small, we will work to find optimal solutions designed to lower your total borrowing cost while meeting your project milestones.

*Trust and Integrity...*

GOVERNMENT CAPITAL CORPORATION

KEVIN LERNER

345 Miron Drive, Southlake, Texas 76092

800.883.1199

Fax 817.488.8477

[www.govcap.com](http://www.govcap.com)

**City Commission Meeting  
July 18, 2022**

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

       INFORMATION ONLY  
  X   ACTION REQUESTED

---

**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 black ink that reads "MARK FREDERICK". The signature is written in a cursive style with a large, stylized initial "M" and "F".

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

**City Commission Meeting  
July 18, 2022**

**AGENDA ITEM #3:            CIVILSURV PROFESSIONAL SERVICES PROPOSAL FOR  
POTABLE WATER SYSTEM SUPPORT SERVICES**

     INFORMATION ONLY  
  X   ACTION REQUESTED

---

**ISSUE:**

CivilSurv is submitting a proposal for Professional Engineering Services for Potable Water System Support

**ATTACHMENT:**

CivilSurv Proposal Letter

**ANALYSIS:**

CivilSurv's proposal is associated with updates to the City's Potable Water System Model and design of improvements to a potable water intra-system interconnect. This proposal provides an overview of the services to be provided. City Manager Jackson and the Utilities' Staff met with CivilSurv regarding the issues they are experiencing.

Polk City operates three potable water production facilities (WPFs) within the utility service area. These WPFs are all connected to the same potable water distribution network, but essentially operate independently through the use of valves at intra-system interconnects. During recent fire hydrant flushing, significant pressure and flow drops were experienced with the system, including model calibration adjustments to simulate the pressure and flow issues recently experienced in the system. The existing conditions model could then be used to identify and model recommended system improvements. Potential improvements to the system are anticipated to include: modifications to the existing intra-system interconnects; addition of storage and service pumps, and pipe size increases.

**Phase 100 – Hydraulic Modeling**

- Task 101 – Existing Conditions Model Update
- Task 102 – Conceptual Improvements Model

**Phase 200 – System Interconnect Improvements**

- Task 201 – Preliminary Engineering
- Task 202 – Topographic Survey
- Task 203 – Subsurface Utility Engineering
- Task 204 – Construction Plans
- Task 205 – Permitting Services
- Task 206 – Bid Phase Services
- Task 207 – Construction Administration Services



CivilSurv will meet with Polk City to discuss each task as it is completed and determine what actions are recommended.

Please see attached proposal for more in-depth information.

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 as follows:**

Phase 100 – Hydraulic Modeling - \$39,750

Phase 200 – System Interconnect Improvements - \$63,150

**Total estimated not-to-exceed budget is \$102,900**

**STAFF RECOMMENDATION:**

Approve the proposal for Engineering Services with CivilSurv in the amount of \$102,900.

July 5, 2022

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

**RE: Professional Services Proposal  
Potable Water System Support Services  
CivilSurv File: P22-01-29**

Ms. Jackson:

CivilSurv Design Group, Inc. (CivilSurv) is pleased to submit this proposal to Polk City (City) for Professional Services associated with updates to the City's Potable Water System Model and design of improvements to a potable water intra-system interconnect. This proposal provides an overview of the services to be provided by CivilSurv.

### **PROJECT OVERVIEW**

The City operates three potable water production facilities (WPFs) within the utility service area. These WPFs are all connected to the same potable water distribution network but essentially operate independently through the use of valves at intra-system interconnects. During recent fire hydrant flushing, significant pressure and flow drops were experienced within the system. The City has requested CivilSurv to update the hydraulic model of the potable water system, including model calibration adjustments to simulate the pressure and flow issues recently experienced in the system. The existing conditions model could then be used to identify and model recommended system improvements. Potential improvements to the system are anticipated to include: modifications to the existing intra-system interconnects; addition of storage and service pumps; and pipe size increases.

### **SCOPE OF SERVICES**

#### **Phase 100 - Hydraulic Modeling**

##### **Task 101 - Existing Conditions Model Update**

CivilSurv will prepare an update to the City's latest potable water system hydraulic model, dated September 2020. Hydraulic model updates are anticipated to include the following.

[www.CivilSurv.com](http://www.CivilSurv.com)  
Small Business Enterprise



- Extended period simulation considering dynamic system variables based on well pump and hydropneumatic tank data;
- Pipe material & diameter updates based on information provided by the City;
- Intra-system interconnects based on information provided by the City;
- Review of recent water usage to adjust the per capita demand, if necessary; and
- Model calibration based on hydrant flow test data provided by the City.

CivilSurv will meet with the City to discuss preliminary model results and outstanding information needed from the City to calibrate the model. This task is based on review of information to be provided by the City and does not include field data collection by CivilSurv staff.

Following the updates and calibration of the existing hydraulic model, CivilSurv will simulate future demand associated with known future development projects. Specifically, these include The Landings at Mt. Olive Subdivision, Polk City Business Park Phase 2, and the Hickory Cove Subdivision. The future demand will be assigned to junctions on the existing distribution network adjacent to the developments. This task does not include the addition of internal piping for the future developments.

The deliverable for this task will be a potable water system hydraulic report for the existing and future conditions.

#### **Task 102 - Conceptual Improvements Model**

CivilSurv will review the results of the existing and future conditions hydraulic models and identify recommended system improvements. High priority recommended system improvements are anticipated to include modifications to the existing intra-system interconnect at the intersection of SR 33 and Lake Margaret Boulevard; addition of storage tanks and service pumps at the Jacob Avenue WTP; and pipe size increases between the Jacob Avenue WTP and Mt. Olive Road.

CivilSurv will prepare a conceptual improvements hydraulic model to demonstrate the benefit of the recommended system improvements. Similar to the existing conditions hydraulic model, future demands associated with known future development will be included in the model to evaluate the system for future conditions.

The deliverable for this task will be a potable water system hydraulic report for the conceptual improvements and conceptual improvements with future demand conditions.

#### **Phase 200 - System Interconnect Improvements**

CivilSurv will perform a site visit to review the existing conditions of the intra-system interconnect located within the SR 33 right of way at the intersection with Lake Margaret Boulevard. For the purpose of this proposal, it is assumed the intra-system interconnect will need to be replaced with a new assembly. The proposed intra-system interconnect will be designed generally consistent with Polk County Utilities standards. Based on the Polk County Utilities standard detail for the interconnect, a fenced area of approximately 36-feet by 30-feet is anticipated. To accommodate the interconnect assembly size requirements, the interconnect will be moved from the SR 33 right of way and located on the City-owned property at the southeast quadrant of the intersection of SR 33 and Lake Margaret Boulevard (Polk County Parcel ID 252632-000000-041450) with driveway access from Lake Margaret Boulevard. If it is determined to be feasible to modify the existing intra-system interconnect, the proposed scope of services will be reduced accordingly.

#### **Task 201 - Preliminary Engineering**

CivilSurv will perform a site visit with City staff to observe the existing conditions of the intra-system interconnect. CivilSurv will prepare a summary of the site visit and a recommendation for improvements. Subsequent tasks are based on the assumption that the existing intra-system interconnect will be replaced.

#### **Task 202 - Topographic Survey**

CivilSurv will perform topographic survey for the proposed interconnect improvements design. The limits of topographic survey are anticipated to include the following:

- SR 33 between the south edge of pavement and the apparent south right of way line from approximately 150-feet west of Lake Margaret Boulevard to approximately 250-feet east of Lake Margaret Boulevard.
- Lake Margaret Boulevard right of way from the SR 33 right of way to approximately 300-feet south.
- The northwest corner of the City-owned parcel, approximately 250-feet from the west and north property boundaries.

#### **Task 203 - Subsurface Utility Engineering**

CivilSurv will contact Sunshine811 for a design ticket to identify utility service providers within the area. CivilSurv will contact the utility service providers to request inventory map information of their facilities. CivilSurv will perform subsurface utility engineering (SUE) services to determine the horizontal and vertical position of the existing potable water mains, wastewater force mains, gas mains, and buried communications within the immediate vicinity of the interconnect location. Up to 20 SUE test holes are anticipated.

#### **Task 204 - Construction Plans**

CivilSurv will prepare a conceptual site plan of the proposed interconnect for discussion purposes with the City. Following receipt of City review comments regarding the conceptual site plan, CivilSurv will proceed with final construction plans for the interconnect and driveway connection. Construction plans are anticipated to include the following sheets: Cover; General Notes; Existing Conditions; Demolition Plan; Paving, Grading, and Drainage Plan; Utility Plan; Construction Details; and Stormwater Pollution Prevention Plan. Construction plans will reference the Polk County Utilities Standards and Specifications Manual as well as the Florida Department of Transportation (FDOT) Design Standards as the governing standards and specifications for the Project. CivilSurv will provide a copy of the construction plans to the utility services providers identified on the Sunshine811 design ticket to identify potential conflicts.

#### **Task 205 - Permitting Services**

The following permitting services are anticipated. The City will be responsible for paying all required permit application fees.

- Florida Department of Transportation  
Modifications to the existing water main configuration within the FDOT right of way to accommodate the proposed interconnect location are anticipated to require an FDOT

Utility Permit. CivilSurv will prepare an FDOT Utility Permit application package for the City. It is anticipated FDOT will require the City to submit the Utility Permit application electronically and directly from the City to FDOT. CivilSurv will coordinate with the City to provide support during the FDOT permit application process. An FDOT Driveway Connection Permit application is not anticipated to be required and is not included in this task.

- **Polk County Health Department**  
Relocation of the interconnect is anticipated to require a permit from the Polk County Health Department (PCHD) for the construction of additional water main. CivilSurv will prepare and submit the PCHD potable water permit.
  
- **Mt. Olive Shores North Home Owners Association**  
The new driveway connection to Lake Margaret Boulevard is anticipated to require coordination with the Mt. Olive Shores North Home Owners Association (MOSN) as Lake Margaret Boulevard is a privately maintained roadway. The City will be responsible for coordinating approval, as required, from MOSN.

#### **Task 206 - Bid Phase Services**

Following permit approval, CivilSurv will provide construction plans and technical specifications for the Project to support the City's solicitation of bids. It is anticipated the City will utilize an on-call contractor or a piggy-back agreement with a Polk County on-call contractor for the work. CivilSurv will review the contractor's bid and provide a recommendation to the City.

#### **Task 207 - Construction Administration Services**

These services will be performed during the construction of the Project. For the purpose of this agreement, it is assumed that the construction duration will not exceed 60 calendar days. Construction administration services will include the following:

- **Pre-Construction Meeting**
  - CivilSurv will prepare a meeting agenda and meeting summary for 1 pre-construction meeting. Attendance at additional pre-construction meetings is not included.
  
- **Shop Drawing Review**
  - CivilSurv will review the construction contractor's shop drawings and other submittals for general conformance with the Contract Documents.
  
- **Construction Progress Meetings**
  - CivilSurv will attend up to 2 construction progress meetings with the Construction Contractor and the City and prepare a meeting agenda and meeting summary.
  
- **Construction Site Visits**
  - CivilSurv will visit the site at intervals deemed appropriate by the Engineer to review the construction of the Project for general conformance with the Contract Documents. Up to 4 site visits during construction are anticipated.
  
- **Applications for Payment**
  - CivilSurv will review applications for payment submitted by the Construction Contractor.

- Requests for Information
  - CivilSurv will review Requests for Information submitted by the Construction Contractor and provide written responses.
- Change Orders
  - CivilSurv will review requests from the Construction Contractor for changes in contract price or contract time and provide written comments to the Construction Contractor and the City.
- Substantial Completion
  - CivilSurv will attend 1 substantial completion meeting and prepare a punch list of items to be addressed by the Construction Contractor prior to final acceptance.
- Final Completion
  - CivilSurv will attend 1 final completion meeting to verify the substantial completion punch list items have been completed.
- Project Close-out
  - CivilSurv will review the Construction Contractor’s as-built drawings for completeness and compliance with City requirements.

**BUDGET**

The Scope of Services will be completed on a time and materials basis in accordance with the previously approved fee schedule and invoices submitted monthly. The estimated not-to-exceed budget is \$102,900.

PHASE	BUDGET
Phase 100 - Hydraulic Modeling	\$39,750
Phase 200 - System Interconnect Improvements	\$63,150
<b>Total</b>	<b>\$102,900</b>

**SCHEDULE**

The scope of services is proposed to be completed based on the tentative schedule relative to receipt of notice to proceed (NTP) and summarized as follows. The tentative schedule is subject to change due to factors beyond the control of CivilSurv including, but not limited to, agency review timeframes, City review / response timeframes, and delays caused by the Construction Contractor.

TASK	COMPLETION DATE
Task 101 - Existing Conditions Model Updates	NTP + 8 Weeks
Task 102 - Conceptual Conditions Model	NTP + 16 Weeks
Task 201 - Preliminary Engineering	NTP + 4 Weeks
Task 202 - Topographic Survey	NTP + 8 Weeks
Task 203 - Subsurface Utility Engineering	NTP + 8 Weeks
Task 204 - Conceptual Site Plan	NTP + 10 Weeks
Task 204 - Final Construction Plans	NTP + 16 Weeks
Task 205 - Permitting Services	NTP + 20 Weeks
Task 206 - Bid Phase Services	TBD
Task 207 - Construction Administration Services	TBD

**PROJECT UNDERSTANDING**

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

- Electrical Engineering
- Geotechnical Engineering
- Environmental and / or Ecological Assessments
- Meetings or inspections not specifically described in the Scope of Services.

The City shall be responsible for the following items:

- All fire hydrant testing.
- Providing inventory map data in a GIS shapefile compatible format
- Coordination with the Mt. Olive Shores North Home Owners Association.

**CLOSING**

This proposal is valid for a period of 30 days. The terms and conditions of the Continuing Services Contract 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.**



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

Attachments:

- Budget Estimate

