

# POLK CITY

## City Commission Meeting (7pm)

July 18, 2023

Polk City Government Center  
123 Broadway Blvd., SE

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**CALL TO ORDER** – Mayor Joe LaCascia

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

**PLEDGE OF ALLEGIANCE** – Mayor Joe LaCascia

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

**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. **PUBLIC HEARING - Ordinance 2023-02** – An Ordinance of Polk City, Florida; amending the Polk City Land Development Code by adding Section 2.03.05, “Outdoor Display of Merchandise”; repealing all ordinances in conflict; providing for severability, conflicts, codification, and an effective date. **First Reading**

### CITY MANAGER ITEMS

### CITY ATTORNEY ITEMS

1. Local Ordinance Act and Business Impact Statement Requirement

### COMMISSIONER ITEMS

Commissioner Nichols  
Commissioner Blethen  
Commissioner Knouff  
Vice Mayor Harper  
Mayor LaCascia

### ANNOUNCEMENTS

### ADJOURNMENT

Please note: Pursuant to Section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the City Commission with respect to any matter considered during this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the American with Disabilities Act, a person with disabilities needing any special accommodations to participate in city meetings should contact the Office of the City Clerk, Polk City Government Center, 123 Broadway, Polk City, Florida 33868, Telephone (863) 984-1375. Polk City may take action on any matter during this meeting, including items that are not set forth within this agenda. Minutes of the City Commission meetings may be obtained from the City Clerk's office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may arrange with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

**CONSENT AGENDA**  
**July 18, 2023**

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, 2023 – Regular City Commission Meeting

**B. REPORTS**

1. Building Permits Report – n/a
2. Code Enforcement Report – June 2023
3. Financial Report – June 2023
4. Library Report – June 2023
5. Polk Sheriff's Report – June 2023
6. Public Works/Utilities Report – June 2023
7. Utility Billing Report – June 2023

**C. OTHER**

**City Commission Meeting  
July 18, 2023**

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

June 20, 2023 – City Commission Meeting

       INFORMATION ONLY  
  X   ACTION REQUESTED

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

**ATTACHMENTS:**

June 20, 2023 – City Commission Meeting

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:**      Approval of Minutes

## CITY COMMISSION MINUTES

June 20, 2023

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

Phillip Hunt, New Life Community Church gave the invocation.

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

### **ROLL CALL** - City Manager Patricia Jackson

**Present:** Mayor Joe LaCascia, Vice Mayor Wayne Harper, Commissioner Brian Knouff, City Manager Patricia Jackson, and City Attorney Thomas Cloud

**Absent:** Commissioner Micheal T. Blethen, Commissioner Charles Nichols

### **APPROVE CONSENT AGENDA**

**Motion by Vice Mayor Harper** to approve the May 16, 2023 (Regular City Commission Meeting), as well as the Reports and Other items on the Consent Agenda; this motion was seconded by Commissioner Knouff.

**Approved by Voice Vote 3/0.**

### **PRESENTATIONS/PROCLAMATIONS**

Mayor LaCascia presented the Juneteenth Proclamation recognizing June 20, 2023 as Juneteenth Day.

Wanda Gaines, local coordinator spoke briefly and thanked the City Commission for the recognition. Mrs. Gaines introduced Doris Moore-Bailey, Region 6 Director and the person responsible for introducing Juneteenth to Florida. Mrs. Moore-Bailey provided a brief background about Juneteenth.

**PUBLIC COMMENT** - None

### **ORDER OF BUSINESS**

#### **Purchase of Rotary Mower**

Rick Jiles, PW/UT Director discussed the need to purchase a Rotary Mower for use by the Public Works and Utilities Department.

The purchase of a riding slope mower in the amount of \$63,000 was in the FY 2022 Budget. Unfortunately, the slope mower was never purchased.

However, three new quotes have been received: Brooker Equipment LLC (\$45,836.50), Texas Underground Inc. (\$41,498.00), Jet Vac Equipment Company LLC (\$64,169.71). The funds are in the budget to accommodate this purchase.

This mower will be a remote-controlled device, which will be safer for staff use and will provide the ability to work more efficiently on the embankments and the perk ponds.

**Motion by Vice Mayor Harper** to approve the purchase of a Rotary Mower from Brooker Equipment LLC in the amount of \$45,836.50; this motion was seconded by Commissioner Knouff.

Vice Mayor Harper asked if we were taking the lower bid and if this was the best for Polk City's needs. City Manager Jackson responded that this was the middle bid and this particular mower was remote controlled and had the exact features needed for the bridge on SR 33 and other areas in the city.

City Manager Jackson responded that this is not a budgeted item, but we can find the money for this as it is necessary.

**Motion carried by Voice Vote 3/0.**

**Presentation of Financial Statement for FY Ending September 30, 2022**

Mike Brynjulfson (Brynjulfson CPA's) presented the Financial Statement for the year ending September 30, 2022. He addressed any questions and/or concerns from the City Commission.

Mayor LaCascia stated he is happy with the audit presentation. Thanked Mr. Brynjulfson for a great report.

Staff recommended approval of the Financial Statement for the year ending September 30, 2022.

**Motion by Vice Mayor Harper** to approve the FY 2022 Financial Statements Audit; this motion was seconded by Commissioner Knouff.

**Motion carried by Voice Vote 3/0.**

**CITY ATTORNEY ITEMS**

City Attorney Cloud commented on the good financial planning with the Audit.

**CITY MANAGER ITEMS**

**Polk City Vision Plan - FDOT** – Will provide an updated schedule.

**Wastewater Plant** – Working to get quotes from CivilSurv for design and bid package for a **new Bar Screen** which will be more than the City Manager's Spending limit; and a design bid package for **Disc Filters**. DEP performed an inspection and these two items will need to be done.

**Polk City's Website** – Looking at cost estimates from Civic Plus for a new website. Will provide the Commission with a list of cities that use Civic Plus to see what some of their

websites look like. Polk City has used Civic Plus in the past and was pleased with their product. Will be working to get cost estimates for this project.

**Civil Surv** – Cost estimates are anticipated to be on the July meeting agenda regarding Potable Water System.

**Holiday Closing** - July 3<sup>rd</sup> – City offices closing at 2 pm and closed all day on July 4<sup>th</sup>

**Centennial Celebration Committee** – No meeting in July.

**Budget** – Staff is working on the FY 2023-24 budget. Should be finished by the end of July. There will be a workshop in August to review the proposed budget.

**FCCMA Conference** – Thanked Commission for allowing her to attend.

**FLC Conference** – August 10-12, 2023 in Orlando. If you would like to attend, please let City Manager Jackson know.

**City Hall** – will present a plan at a later date to close City Hall one day per month, in an effort for all staff to have a productive work day.

**COMMISSIONER ITEMS**

**Commissioner Knouff** – None

**Vice Mayor Harper** – Would like for everyone from all areas of Polk City (inside and outside the city limits) to have the opportunity to participate in Centennial celebration.

**Mayor LaCascia** – Mayor LaCascia complimented the City Manager on the audit “good financial management”.

**ANNOUNCEMENTS** – None

**ADJOURNMENT** – 8:23 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

**City Commission Meeting  
July 18, 2023**

**CONSENT AGENDA ITEM:**      **Department Monthly Reports**

     INFORMATION ONLY  
  X   ACTION REQUESTED

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

**ATTACHMENTS:**

Monthly Department Reports for:

1. Building Permits Report – n/a
2. Code Enforcement Report – June 2023
3. Financial Report – June 2023
4. Library Report – June 2023
5. Polk Sheriff's Report – June 2023
6. Public Works/Utilities Report – June 2023
7. Utility Billing Report – June 2023

**ANALYSIS:**

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

# Code Enforcement Report

## JUNE 2023

SNIPE SIGNS REMOVED	35	
LIEN SEARCHES	12	
INSPECTIONS	53	
CLOSED OUT CASES	32	
SPECIAL MAGISTRATE CASES	18	
CLOSED OUT SPECIAL MAGISTRATE CASES	0	
<b>CASE SUBJECTS</b>		
REFERRED TO COUNTY	8	
DISABLE VEHICLES	3	
BUILDING WITHOUT PERMIT	5	
OVERGROWTH	22	
HOUSE NUMBERS	5	
FENCE/INSPECTIONS	3	
JUNK AND DEBRIS	9	
RV/TRAILER PARKING	5	
OPEN STRUCTURE	0	
MET WITH CITIZEN	6	
NOISE	0	
PLACE LIEN	2	
CLOSE OUT LIEN	0	
YARD SALE	1	
ANIMAL	0	
POSTINGS	0	
EXTENDED CASES	5	
ACCESSORY USE	1	
DEMOLITION	0	
BUSINESS LICENSE	3	
MINIMUM STANDARD HOUSING	0	



CITY OF POLK CITY  
Simple Balance Sheet

For Fiscal Year: 2023 thru Month: Jun  
Fund: 01 OPERATING FUND

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	2,815,372.60	
01-101-920	Cash - Customer Deposits	375.00	
01-101-990	Library Van Fleet Cycling Challenge	58,346.05-	
01-102-100	Cash on Hand	875.00	
01-115-100	Accounts Receivable - Utilities	42,102.85	
01-115-120	Accounts Receivable - Local Bus Licenses	3,540.00	
01-115-200	Accounts Receivable - Year End	106,714.29-	
01-117-100	Allowance for Bad Debt	131.83-	
01-133-100	Due From Other Governmental Units	45,258.79	
01-133-101	Due from Others (Franchise & Public Serv. Tax)	57,955.50	
01-151-100	Investments - FL SAFE GF	1,140,348.94	
01-151-902	Investments - FL SAFE GF Reserves	80,616.46	
01-153-302	Restricted Cash - New Local Opt Gas Tax	276,791.12	
01-160-902	Reserve Account	100,000.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		4,460,968.68
01-202-100	Accounts Payable	9,831.52-	
01-202-900	Customer Deposits	6,006.50	
01-208-300	Due to County - Impact Fees	24,109.12	
01-208-310	Due to DCA - Bldg Permit Surcharge	380.76	
01-208-320	Due to Dept of Business - License Fees	182.85	
01-208-330	Due to PCSO - Police Education Revenue	215.64	
01-217-200	Accrued Sales Tax	158.62	
01-218-100	Payroll Taxes Payable	9,508.31	
01-218-200	FRS Retirement Payable	22,056.73	
01-218-300	Health Plan Payable	2,723.06	
01-218-320	Supplemental Insurance Payable	5,462.39	
01-218-400	Dental Plan Payable	177.75	
01-218-410	Vision Plan Payable	641.29	
01-218-700	ICMA-RC	100.00	
	** TOTAL LIABILITY**		61,891.50
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	3,956,424.85	
	** TOTAL EQUITY**		3,956,424.85
	** TOTAL REVENUE**		2,488,898.31
	** TOTAL EXPENSE**		2,046,245.98
	TOTAL LIABILITY AND EQUITY		4,460,968.68

CITY OF POLK CITY  
JUNE 2023 MONTHLY FINANCIALS

GENERAL FUND REVENUES  
75.00 % Yr Complete For Fiscal Year: 2023 / 6

G/L ACCOUNT	DESCRIPTION	2022 PRIOR YR REVENUE	2023 ANTICIPATED REVENUE	ADJ ANTICIPATED	2023 CURRENT REVENUE	2023 YTD REVENUE	(EXCESS)/DEFICIT	2023 PERCENTAGE REALIZED
01-311-100	AD VALOREM TAXES	1,089,839.34	1,195,430.00	1,195,430.00	9,668.53	1,199,306.12	(3,876.12)	100.32 %
01-312-300	9th Cent Gas Tax	17,283.70	16,713.00	16,713.00	1,711.68	10,967.00	5,746.00	65.62 %
01-312-400	Local Option Gas Tax	96,902.95	100,883.00	100,883.00	0.00	51,638.04	49,244.96	51.19 %
01-312-410	New Local Option Gas Tax	61,160.78	63,927.00	63,927.00	0.00	38,967.78	24,959.22	60.96 %
01-314-100	Electric - Utility Tax	141,319.36	123,172.00	123,172.00	12,653.51	86,220.62	36,951.38	70.00 %
01-314-300	Water - Utility Tax	82,384.42	74,824.00	74,824.00	6,008.43	32,689.55	42,124.45	43.70 %
01-314-301	Water - Utility Tax - Readiness to Se	6,459.62	6,471.00	6,471.00	0.00	12,132.76	(5,661.76)	187.49 %
01-314-400	Gas - Utility Tax	19,771.29	11,000.00	11,000.00	1,961.38	15,965.54	(4,965.54)	145.14 %
01-315-100	Communications Services Tax	194,756.70	209,948.00	209,948.00	19,290.78	164,026.34	45,921.66	78.13 %
01-316-100	Local Business Licenses	10,910.43	7,100.00	7,100.00	150.00	3,036.00	4,064.00	42.76 %
01-316-102	County Business Tax	2,105.45	246.00	246.00	73.14	776.43	(530.43)	315.62 %
01-316-103	FLC Delinquent Bus. Tax Program	0.00	0.00	0.00	0.00	360.00	(360.00)	0.00 %
01-322-100	Building Permits	33,224.30	100,000.00	100,000.00	2,839.53	25,268.31	74,731.69	25.27 %
01-322-101	Bldg Permit - Plan Checking	15,985.73	5,775.00	5,775.00	508.00	11,098.83	(5,323.83)	192.19 %
01-322-102	Bldg Permit - Admin Fee	3,760.00	1,500.00	1,500.00	340.00	3,000.00	(1,500.00)	200.00 %
01-322-103	Bldg Permit - Electrical	5,275.00	6,875.00	6,875.00	625.00	3,725.00	3,150.00	54.18 %
01-322-104	Bldg Permit - Plumbing	3,775.00	6,875.00	6,875.00	500.00	2,775.00	4,100.00	40.36 %
01-322-105	Bldg Permit - Mechanical	4,650.00	6,875.00	6,875.00	250.00	3,525.00	3,350.00	51.27 %
01-322-107	Bldg Permit - Cert of Occupancy	540.00	500.00	500.00	60.00	360.00	140.00	72.00 %
01-322-108	Bldg Permit - Inspections	44,715.00	200,900.00	200,900.00	2,030.00	15,375.00	185,525.00	7.65 %
01-323-100	Electric	99,575.38	58,000.00	58,000.00	0.00	42,806.76	15,193.24	73.80 %
01-323-300	Solid Waste	52,241.33	50,561.00	50,561.00	0.00	28,349.83	22,211.17	56.07 %
01-329-200	Other Lic./Fees/Permits	30.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-329-220	Site Plan Reviews	13,950.00	0.00	0.00	1,900.00	5,814.70	(5,814.70)	0.00 %
01-329-300	Permit - Alcohol Use	0.00	0.00	0.00	0.00	100.00	(100.00)	0.00 %
01-331-500	CDBG - Community Development Block Gr	0.00	625,000.00	625,000.00	0.00	0.00	625,000.00	0.00 %
01-335-120	MRS - State Sales Tax	88,539.92	86,379.00	86,379.00	7,198.24	64,784.17	21,594.83	75.00 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	22,749.96	21,733.00	21,733.00	1,811.05	16,299.44	5,433.56	75.00 %
01-335-123	MRS - Municipal Fuel Tax	13.08	12.00	12.00	0.91	8.15	3.85	67.92 %
01-335-140	Mobile Home License	7,476.81	5,636.00	5,636.00	467.50	5,414.06	221.94	96.06 %
01-335-150	Alcoholic Beverage License	1,125.71	1,027.00	1,027.00	0.00	1,125.71	(98.71)	109.61 %
01-335-180	Half-Cent Sales Tax	209,871.36	204,181.00	204,181.00	20,222.97	142,949.12	61,231.88	70.01 %
01-337-100	Library Coop Funding	50,566.95	50,567.00	50,567.00	0.00	23,573.67	26,993.33	46.62 %
01-340-400	Solid Waste	427,879.37	437,790.00	437,790.00	41,509.88	364,048.02	73,741.98	83.16 %
01-340-700	Stormwater Utility Fees	35,645.96	35,738.00	35,738.00	3,029.16	27,132.94	8,605.06	75.92 %
01-340-900	Notary Fees	20.00	0.00	0.00	10.00	15.00	(15.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	17,872.64	16,304.00	16,304.00	4,509.09	13,486.34	2,817.66	82.72 %
01-347-100	Library Income	5,602.61	3,500.00	3,500.00	303.34	9,276.46	(5,776.46)	265.04 %
01-351-200	Police Fines, Penalties, and Forfeitu	12,062.78	8,000.00	8,000.00	1,786.23	7,406.68	593.32	92.58 %

CITY OF POLK CITY  
JUNE 2023 MONTHLY FINANCIALS

GENERAL FUND REVENUES  
75.00 % Yr Complete For Fiscal Year: 2023 / 6

G/L ACCOUNT	DESCRIPTION	2022 PRIOR YR REVENUE	2023 ANTICIPATED REVENUE	ADJ ANTICIPATED	2023 CURRENT REVENUE	YTD REVENUE	2023 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-351-300	Code Enforcement Fines	8,817.31	0.00	0.00	0.00	26.91	(26.91)	0.00 %
01-359-100	Other Fines and/or Forfeitures	66.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-359-300	Late Fees	48.00	0.00	0.00	42.00	341.60	(341.60)	0.00 %
01-361-100	Interest Income	0.00	0.00	0.00	0.00	2,007.16	(2,007.16)	0.00 %
01-361-200	Interest/Dividends - FL SAFE	8,482.47	2,000.00	2,000.00	0.00	34,513.76	(32,513.76)	1725.69 %
01-362-100	Activity Center Rentals	3,300.00	2,000.00	2,000.00	650.00	4,300.00	(2,300.00)	215.00 %
01-362-200	Donald Bronson Community Center Renta	9,200.00	4,800.00	4,800.00	300.00	5,100.00	(300.00)	106.25 %
01-365-100	Sales of Surplus Property	12,216.54	0.00	0.00	0.00	0.00	0.00	0.00 %
01-366-100	Private Donations	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-366-101	Private Donations - Christmas	1,125.00	1,000.00	1,000.00	0.00	875.00	125.00	87.50 %
01-366-102	Private Donations - Halloween	3,125.00	1,000.00	1,000.00	0.00	625.00	375.00	62.50 %
01-366-110	Private Donations - Library	53.50	0.00	0.00	0.00	131.00	(131.00)	0.00 %
01-369-100	Misc. Income	4,909.08	500.00	500.00	40.95	902.96	(402.96)	180.59 %
01-369-101	Misc Income - Copies and Faxes	5.00	0.00	0.00	0.00	3.57	(3.57)	0.00 %
01-369-102	Misc Income - Collection Allowance	4,252.67	2,000.00	2,000.00	44.68	1,801.86	198.14	90.09 %
01-369-130	Misc Income - Halloween	40.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-160	Misc Income - Deputy Rental Coverage	0.00	0.00	0.00	0.00	2,205.00	(2,205.00)	0.00 %
01-369-400	Insurance Proceeds	0.00	0.00	0.00	0.00	1,295.00	(1,295.00)	0.00 %
01-381-400	Refund of State Gas Tax	1,312.87	1,000.00	1,000.00	203.22	955.12	44.88	95.51 %
01-381-900	Transfer From Enterprise Fund	100,000.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
	Cash Carry Forward	0.00	134,000.00	134,000.00	0.00	0.00	134,000.00	0.00 %
DEPARTMENT TOTALS		3,037,096.37	3,991,742.00	3,991,742.00	142,699.20	2,488,898.31	1,502,843.69	62.35 %

CITY OF POLK CITY  
JUNE 2023 MONTHLY FINANCIALS

General Fund Expenditures  
75.00 % Yr Complete For Fiscal Year: 2023 / 6

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Legislative	10,800.00	10,800.00	10,800.00	750.00	7,500.00	3,300.00	69.44 %
01-511-160	Bonuses and Gift Certificates - Legis	2,707.10	2,725.00	2,725.00	0.00	8,121.25	(5,396.25)	298.03 %
01-511-210	Fica Taxes - Legislative	1,033.34	1,245.00	1,245.00	57.36	1,194.98	50.02	95.98 %
01-511-240	Worker#39;s Compensation - Legislati	13.13	20.00	20.00	0.00	10.94	9.06	54.70 %
01-511-400	Travel and Training - Legislative	0.00	4,000.00	4,000.00	150.00	360.00	3,640.00	9.00 %
01-511-405	TRAINING - LEGISLATIVE	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-511-408	Meeting Expense Allowance - Legislati	480.00	500.00	500.00	0.00	812.45	(312.45)	162.49 %
01-511-470	Printing and Reproduction - Legislati	0.00	400.00	400.00	0.00	87.25	312.75	21.81 %
01-511-480	Promo Activities & Legal Ads - Legisl	830.00	1,000.00	1,000.00	0.00	910.00	90.00	91.00 %
01-511-490	Other Current Charges - Legislative	54.95	3,000.00	3,000.00	0.00	232.10	2,767.90	7.74 %
01-511-510	Office Supplies - Legislative	52.37	500.00	500.00	0.00	20.24	479.76	4.05 %
01-511-520	Operating Supplies - Legislative	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-511-525	Uniforms - Legislative	0.00	0.00	0.00	138.44	309.68	(309.68)	0.00 %
01-511-540	Books, Pub., Sub., & Memberships - Le	4,030.96	3,800.00	3,800.00	0.00	3,564.00	236.00	93.79 %
DEPARTMENT TOTAL								
		20,001.85	31,490.00	31,490.00	1,095.80	23,122.89	8,367.11	73.43 %
=====								
EXECUTIVE								
01-512-120	Regular Salary - Executive	193,660.55	219,110.00	219,110.00	25,281.89	155,214.13	63,895.87	70.84 %
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 %
01-512-140	Overtime - Executive	0.00	0.00	0.00	0.00	4,719.92	(4,719.92)	0.00 %
01-512-160	Premium Pay and Non Merit Pay - Execu	30,914.99	32,000.00	32,000.00	0.00	56,930.08	(24,930.08)	177.91 %
01-512-210	Fica Taxes - Executive	16,796.26	22,198.00	22,198.00	1,947.75	17,661.96	4,536.04	79.57 %
01-512-220	Retirement Contribution - Executive	44,089.98	52,981.00	52,981.00	6,113.17	41,797.83	11,183.17	78.89 %
01-512-230	Life & Health Insurance - Executive	21,364.56	25,137.00	25,137.00	2,049.32	19,285.58	5,851.42	76.72 %
01-512-240	Worker#39;s Compensation - Executive	225.92	372.00	372.00	0.00	266.44	105.56	71.62 %
01-512-400	Travel Expenses - Executive	1,400.24	5,000.00	5,000.00	506.83	1,258.09	3,741.91	25.16 %
01-512-405	Training - Executive	610.00	4,000.00	4,000.00	400.00	1,451.44	2,548.56	36.29 %
01-512-408	Meeting Expense Allowance - Executive	542.68	1,000.00	1,000.00	0.00	398.11	601.89	39.81 %
01-512-410	Communication Services - Executive	1,300.68	1,400.00	1,400.00	114.98	1,035.08	364.92	73.93 %
01-512-470	Printing and Reproduction - Executive	2,013.24	4,000.00	4,000.00	0.00	1,175.00	2,825.00	29.38 %
01-512-480	Promo Activities & Legal Ads - Execut	102.11	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-512-490	Other Current Charges - Executive	485.64	4,000.00	4,000.00	0.00	72.17	3,927.83	1.80 %
01-512-492	Recording & Other Fees - City Clerk	36.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %

CITY OF POLK CITY  
JUNE 2023 MONTHLY FINANCIALS

General Fund Expenditures  
75.00 % Yr Complete For Fiscal Year: 2023 / 6

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL. BUDGET	PERCENTAGE REALIZED
01-512-510	Office Supplies - Executive	898.53	2,600.00	2,600.00	0.00	508.44	2,091.56	19.56 %
01-512-520	Operating Supplies - Executive	2,547.01	2,000.00	2,000.00	0.00	233.46	1,766.54	11.67 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	1,493.59	3,500.00	3,500.00	19.99	1,235.64	2,264.36	35.30 %
DEPARTMENT TOTAL		323,282.10	387,598.00	387,598.00	36,987.79	306,935.77	80,662.23	79.19 %
=====								
CITY CLERK								
DEPARTMENT TOTAL								
=====								
LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	61,969.95	50,000.00	50,000.00	4,231.50	37,355.66	12,644.34	74.71 %
01-514-480	Promo Activities & Legal Ads - Legal	4,986.08	10,000.00	10,000.00	0.00	6,269.57	3,730.43	62.70 %
DEPARTMENT TOTAL		66,956.03	60,000.00	60,000.00	4,231.50	43,625.23	16,374.77	72.71 %
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COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	33,750.00	30,000.00	30,000.00	0.00	22,500.00	7,500.00	75.00 %
DEPARTMENT TOTAL		33,750.00	30,000.00	30,000.00	0.00	22,500.00	7,500.00	75.00 %
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FINANCE AND ACCOUNTING								
01-516-120	Regular Salary - Wages - Fin & Acctng	87,446.89	107,099.00	107,099.00	12,600.00	74,824.25	32,274.75	69.86 %
01-516-140	Overtime - Fin & Acctng	21.06	584.00	584.00	0.00	2,194.88	(1,610.88)	375.84 %
01-516-210	Fica Taxes - Fin & Acctng	4,811.97	8,193.00	8,193.00	683.59	4,481.54	3,711.46	54.70 %
01-516-220	Retirement Contribution - Fin & Acctn	9,275.18	12,756.00	12,756.00	1,500.66	9,886.47	2,869.53	77.50 %
01-516-230	Life & Health Insurance - Fin & Acctn	16,827.64	25,137.00	25,137.00	2,049.32	18,852.39	6,284.61	75.00 %

CITY OF POLK CITY  
JUNE 2023 MONTHLY FINANCIALS

General Fund Expenditures  
75.00 % Yr Complete For Fiscal Year: 2023 / 6

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
01-516-240	Worker#39;s Compensation - Fin & Acc	119.34	182.00	182.00	0.00	129.55	52.45	71.18 %
01-516-310	Professional Services - Fin & Acctng	1,500.00	4,000.00	4,000.00	0.00	3,780.00	220.00	94.50 %
01-516-400	Travel Expenses - Fin & Acctng	626.12	3,000.00	3,000.00	0.00	542.01	2,457.99	18.07 %
01-516-405	Training - Finance	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	761.58	850.00	850.00	65.49	589.53	260.47	69.36 %
01-516-470	Printing and reproduction - Fin & Acc	157.73	750.00	750.00	0.00	0.00	750.00	0.00 %
01-516-510	Office Supplies - Fin & Acctng	956.09	1,400.00	1,400.00	0.00	140.06	1,259.94	10.00 %
01-516-520	Operating Supplies - Fin & Acctng	874.76	2,000.00	2,000.00	1,625.00	2,175.40	(175.40)	108.77 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	259.86	700.00	700.00	0.00	492.83	207.17	70.40 %
01-516-630	Improvements Other than Building - Fi	0.00	0.00	0.00	3,490.00	3,490.00	(3,490.00)	0.00 %
DEPARTMENT TOTAL		123,638.22	168,151.00	168,151.00	22,014.06	121,578.91	46,572.09	72.30 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	82,411.83	85,085.00	85,085.00	7,104.55	63,767.32	21,317.68	74.95 %
01-517-720	Interest - CB&T Debt Service Pmts	37,398.69	34,730.00	34,730.00	2,879.66	26,090.57	8,639.43	75.12 %
DEPARTMENT TOTAL		119,810.52	119,815.00	119,815.00	9,984.21	89,857.89	29,957.11	75.00 %
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	105,389.00	107,497.00	107,497.00	26,874.25	107,497.00	0.00	100.00 %
01-521-310	Professional Services - Law Enf	76,024.55	112,112.00	112,112.00	7,236.00	60,920.50	51,191.50	54.34 %
01-521-460	Repairs and Maintenance - Law Enf	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-521-520	Operating Supplies - Law Enf	0.00	0.00	0.00	0.00	797.70	(797.70)	0.00 %
DEPARTMENT TOTAL		181,413.55	219,859.00	219,859.00	34,110.25	169,215.20	50,643.80	76.97 %
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	97,102.44	108,694.00	108,694.00	12,475.20	77,050.68	31,643.32	70.89 %
01-524-140	Overtime - Bldg & Zoning	21.07	584.00	584.00	0.00	2,178.07	(1,594.07)	372.96 %

CITY OF POLK CITY  
JUNE 2023 MONTHLY FINANCIALS

General Fund Expenditures  
75.00 % Yr Complete For Fiscal Year: 2023 / 6

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
01-524-210	Fica Taxes - Bldg & Zoning	7,012.34	8,315.00	8,315.00	932.67	6,395.14	1,919.86	76.91 %
01-524-220	Retirement Contribution - Bldg & Zoni	10,459.42	12,945.00	12,945.00	1,485.81	10,181.40	2,763.60	78.65 %
01-524-230	Life & Health Insurance - Bldg & Zoni	21,120.12	25,138.00	25,138.00	2,049.32	18,990.75	6,147.25	75.55 %
01-524-240	Worker#39;s Compensation - Bldg & Zo	1,280.30	1,834.00	1,834.00	0.00	1,390.17	443.83	75.80 %
01-524-310	Professional Services - Bldg & Zoning	42,135.31	200,900.00	200,900.00	3,024.79	24,013.79	176,886.21	11.95 %
01-524-311	Engineering Services - Bldg & Zoning	0.00	100.00	100.00	0.00	0.00	100.00	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	119.09	200.00	200.00	0.00	164.24	35.76	82.12 %
01-524-520	Operating Supplies - Bldg & Zoning	169.03	100.00	100.00	975.00	1,247.62	(1,147.62)	1247.62 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	249.33	120.00	120.00	0.00	519.91	(399.91)	433.26 %
01-524-630	Improvements Other than Building - Bl	0.00	13,000.00	13,000.00	1,745.00	1,745.00	11,255.00	13.42 %
DEPARTMENT TOTAL		179,668.45	372,180.00	372,180.00	22,687.79	143,876.77	228,303.23	38.66 %
CODE ENFORCEMENT		27,255.00	27,938.00	27,938.00	3,427.92	20,696.04	7,241.96	74.08 %
01-529-120	Regular Salary - Wages - Code Enf	0.00	0.00	0.00	0.00	305.26	(305.26)	0.00 %
01-529-140	Overtime - Code Enf	1,970.78	2,137.00	2,137.00	257.34	1,709.82	427.18	80.01 %
01-529-210	Fica Taxes - Code Enf	2,931.05	3,327.00	3,327.00	408.27	2,712.77	614.23	81.54 %
01-529-220	Retirement Contribution - Code Enf	10,441.23	12,452.00	12,452.00	1,024.66	9,353.32	3,098.68	75.12 %
01-529-230	Life & Health Insurance - Code Enf	506.69	730.00	730.00	0.00	545.78	184.22	74.76 %
01-529-240	Worker#39;s Compensation - Code Enf	14,240.00	8,000.00	8,000.00	0.00	14,900.00	(6,900.00)	186.25 %
01-529-310	Professional Services - Code Enf	283.38	0.00	0.00	0.00	325.31	(325.31)	0.00 %
01-529-400	Travel Expenses - Code Enf	25.00	250.00	250.00	0.00	1,061.00	(811.00)	424.40 %
01-529-405	Training - Codes	662.08	795.00	795.00	62.99	567.03	227.97	71.32 %
01-529-410	Communication Services - Code Enf	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-529-470	Printing and Reproduction - Code Enf	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-480	Promo Activities & Legal Ads - Code E	151.93	200.00	200.00	0.00	68.10	131.90	34.05 %
01-529-510	Office Supplies - Code Enf	125.17	100.00	100.00	0.00	0.00	100.00	0.00 %
01-529-520	Operating Supplies - Code Enf	120.00	100.00	100.00	0.00	75.00	25.00	75.00 %
01-529-540	Books, Pub., Sub., & Memberships - Co	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
01-529-630	Improvements Other than Building - Co	58,712.31	62,479.00	62,479.00	5,181.18	52,319.43	10,159.57	83.74 %
DEPARTMENT TOTAL		179,668.45	372,180.00	372,180.00	22,687.79	143,876.77	228,303.23	38.66 %





CITY OF POLK CITY  
JUNE 2023 MONTHLY FINANCIALS

General Fund Expenditures  
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G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
01-539-490	Other Current Charges - Gen Gov&#39;t	102.00	1,000.00	1,000.00	0.00	93.98	906.02	9.40 %
01-539-521	City Hall - Operating Supplies - Gen	5,008.78	5,000.00	5,000.00	412.52	3,209.81	1,790.19	64.20 %
01-539-522	Activity Center - Operating Supplies	638.17	1,000.00	1,000.00	148.93	797.74	202.26	79.77 %
01-539-523	Public Works - Operating Supplies - G	3,309.65	0.00	0.00	0.00	576.10	(576.10)	0.00 %
01-539-524	Community Center-Operating Supplies-G	1,678.27	2,000.00	2,000.00	309.84	1,747.49	252.51	87.37 %
01-539-526	Public Works/Utilities Oper - Operati	515.53	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-531	Landscape Materials & Supplies - Buil	20.98	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-633	Public Works - Improv. O/T Bldgs - Ge	2,175.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-643	Public Works - Mach. & Equipment - Ge	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		107,363.83	115,000.00	115,000.00	15,792.19	74,299.84	40,700.16	64.61 %
ROADS AND STREETS		223,317.96	276,095.00	276,095.00	21,660.72	129,855.02	146,239.98	47.03 %
01-541-120	Regular Salary - Wages - Roads & Stre	0.00	0.00	0.00	15.00	15.00	(15.00)	0.00 %
01-541-130	Other Salaries and Wages - Roads & St	4,220.12	9,610.00	9,610.00	315.00	7,705.87	1,904.13	80.19 %
01-541-140	Overtime - Roads & Streets	16,495.06	21,856.00	21,856.00	1,608.57	11,399.47	10,456.53	52.16 %
01-541-210	Fica Taxes - Roads & Streets	24,118.89	34,027.00	34,027.00	2,617.34	18,127.64	15,899.36	53.27 %
01-541-220	Retirement Contribution - Roads & Str	48,419.81	63,177.00	63,177.00	3,586.31	38,298.45	24,878.55	60.62 %
01-541-230	Life & Health Insurance - Roads & Str	16,634.42	25,495.00	25,495.00	0.00	20,122.76	5,372.24	78.93 %
01-541-310	Professional Services - Roads & Stree	15,679.29	65,000.00	65,000.00	1,675.00	13,509.78	51,490.22	20.78 %
01-541-311	Engineering Services - Roads & Street	0.00	101,500.00	101,500.00	0.00	33,385.77	68,114.23	32.89 %
01-541-400	Travel Expenses - Roads & Streets	146.50	250.00	250.00	30.00	60.00	190.00	24.00 %
01-541-405	Training - Streets	1,605.45	500.00	500.00	0.00	219.00	281.00	43.80 %
01-541-410	Communication Services - Roads & Stre	3,723.48	3,500.00	3,500.00	324.65	3,098.03	401.97	88.52 %
01-541-430	Utilities - Roads & Streets	28,079.48	40,000.00	40,000.00	2,441.66	19,392.72	20,607.28	48.48 %
01-541-460	Repairs and Maintenance - Roads & Str	9,747.23	20,000.00	20,000.00	2,077.25	4,555.54	15,444.46	22.78 %
01-541-461	Repairs & Maintenance-Equipment - Roa	11,319.97	6,000.00	6,000.00	1,417.17	9,041.51	(3,041.51)	150.69 %
01-541-464	Vehicle Fuel - Roads & Streets	12,809.91	20,000.00	20,000.00	660.43	4,776.94	15,223.06	23.88 %
01-541-465	Vehicle Maintenance - Roads & Streets	6,647.01	7,500.00	7,500.00	105.00	7,890.34	(390.34)	105.20 %
01-541-466	Public Works/Utilities Facility - Rep	0.00	7,500.00	7,500.00	0.00	1,977.95	5,522.05	26.37 %
01-541-470	Printing and Reproduction - Streets	131.49	0.00	0.00	0.00	43.63	(43.63)	0.00 %
01-541-490	Other Current Charges - Roads & Street	30.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-493	Equipment Rental - Roads & Streets	0.00	1,500.00	1,500.00	0.00	1,013.56	486.44	67.57 %
01-541-510	Office Supplies - Roads & Streets	751.81	750.00	750.00	10.47	217.56	532.44	29.01 %
01-541-520	Operating Supplies - Roads & Streets	4,753.31	10,000.00	10,000.00	421.46	6,351.99	3,648.01	63.52 %

CITY OF POLK CITY  
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General Fund Expenditures  
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G/L	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
01-541-524	Chemicals - Roads & Streets	426.30	500.00	500.00	0.00	0.00	500.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & S	6,802.05	61,000.00	61,000.00	4,539.19	4,860.15	56,139.85	7.97 %
01-541-531	Landscape Materials & Supplies - Road	2,861.37	2,500.00	2,500.00	0.00	685.84	1,814.16	27.43 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	751.79	500.00	500.00	0.00	87.98	412.02	17.60 %
01-541-640	Machinery & Equipment - Roads & Stree	8,972.99	37,000.00	37,000.00	22,918.25	61,396.52	(24,396.52)	165.94 %
01-541-650	Construction in Progress - Roads & St	51,198.74	625,000.00	625,000.00	0.00	0.00	625,000.00	0.00 %
01-541-660	Books, Pub. & Library Materials - Road	0.00	0.00	0.00	0.00	3,060.00	(3,060.00)	0.00 %
DEPARTMENT TOTAL		499,644.43	1,440,760.00	1,440,760.00	66,423.47	401,149.02	1,039,610.98	27.84 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	76,177.44	81,722.00	81,722.00	9,960.00	60,167.86	21,554.14	73.63 %
01-571-140	Overtime - Library	0.00	504.00	504.00	0.00	16.22	487.78	3.22 %
01-571-210	Fica Taxes - Library	5,690.26	6,290.00	6,290.00	752.16	4,771.28	1,518.72	75.86 %
01-571-220	Retirement Contribution - Library	8,380.32	9,793.00	9,793.00	1,186.23	7,529.82	2,263.18	76.89 %
01-571-230	Life & Health Insurance - Library	20,994.12	25,111.00	25,111.00	2,049.32	19,020.93	6,090.07	75.75 %
01-571-240	Worker's Compensation - Library	113.61	140.00	140.00	0.00	254.03	(114.03)	181.45 %
01-571-310	Professional Services - Library	535.24	2,700.00	2,700.00	287.50	1,664.49	1,035.51	61.65 %
01-571-312	Professional Services - Other - Libra	2,453.55	3,000.00	3,000.00	475.00	1,600.00	1,400.00	53.33 %
01-571-400	Travel Expenses - Library	46.54	500.00	500.00	0.00	0.00	500.00	0.00 %
01-571-405	Training - Library	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-571-410	Communication Services - Library	4,856.77	5,000.00	5,000.00	334.66	2,640.84	2,359.16	52.82 %
01-571-430	Utilities - Library	3,352.46	5,500.00	5,500.00	380.83	2,137.48	3,362.52	38.86 %
01-571-460	Repairs and Maintenance - Library	10,669.03	5,400.00	5,400.00	333.66	468.54	4,931.46	8.68 %
01-571-480	Promo Activities & Legal Ads - Librar	260.48	2,500.00	2,500.00	0.00	437.64	2,062.36	17.51 %
01-571-510	Office Supplies - Library	372.27	1,500.00	1,500.00	0.00	575.16	924.84	38.34 %
01-571-520	Operating Supplies - Library	2,068.74	7,500.00	7,500.00	356.75	1,546.22	5,953.78	20.62 %
01-571-531	Landscape Materials & Supplies - Libr	0.00	0.00	0.00	0.00	28.36	(28.36)	0.00 %
01-571-540	Books, Pub., Sub., & Memberships - Li	928.65	2,600.00	2,600.00	0.00	1,267.08	1,332.92	48.73 %
01-571-630	Improvements Other than Building - Li	4,872.99	0.00	0.00	0.00	0.00	0.00	0.00 %
01-571-660	Books, Pub. & Library Materials - Libr	12,049.93	18,500.00	18,500.00	755.70	8,915.05	9,584.95	48.19 %
DEPARTMENT TOTAL		153,822.40	179,260.00	179,260.00	16,871.81	113,041.00	66,219.00	63.06 %

CITY OF POLK CITY  
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General Fund Expenditures  
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G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
PARKS								
01-572-310	Professional Services - Parks	710.00	0.00	0.00	1,623.20	8,618.20	(8,618.20)	0.00 %
01-572-430	Utilities - Parks	17,317.57	22,000.00	22,000.00	1,968.67	9,561.62	12,438.38	43.46 %
01-572-460	Repairs and Maintenance - Parks	10,562.89	45,000.00	45,000.00	1,806.75	6,016.65	38,983.35	13.37 %
01-572-493	Equipment Rental - Parks	343.85	500.00	500.00	0.00	401.38	98.62	80.28 %
01-572-520	Operating Supplies - Parks	1,042.39	1,000.00	1,000.00	126.59	817.93	182.07	81.79 %
01-572-640	Machinery & Equipment - Parks	5,856.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
=====								
	DEPARTMENT TOTAL	35,842.70	70,500.00	70,500.00	5,525.21	25,415.78	45,084.22	36.05 %
=====								
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	0.00	10,000.00	10,000.00	0.00	2,119.00	7,881.00	21.19 %
01-574-440	Rentals and Leases - Spec Events	9,514.99	27,500.00	27,500.00	0.00	32,885.80	(5,385.80)	119.58 %
01-574-470	Printing and Reproduction - Spec Even	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-574-480	Promo Activities & Legal Ads - Spec E	0.00	700.00	700.00	0.00	0.00	700.00	0.00 %
01-574-490	Other Current Charges - Spec Events	42.25	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-520	Operating Supplies - Spec Events	584.60	3,000.00	3,000.00	0.00	4,392.47	(1,392.47)	146.42 %
=====								
	DEPARTMENT TOTAL	10,141.84	42,700.00	42,700.00	0.00	39,397.27	3,302.73	92.27 %
=====								
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	14,161.25	35,000.00	35,000.00	1,437.50	11,408.75	23,591.25	32.60 %
01-590-311	Engineering Services - Non-Dept	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-590-312	Professional Services - Other - Non-D	657.50	20,000.00	20,000.00	0.00	777.50	19,222.50	3.89 %
01-590-315	Inmate Labor - GF Non - Dept	0.00	28,849.00	28,849.00	0.00	0.00	28,849.00	0.00 %
01-590-320	Accounting and Auditing - Non-Dept	16,364.04	18,000.00	18,000.00	694.24	12,796.74	5,203.26	71.09 %
01-590-450	Liability Insurance - Non-Dept	73,082.50	86,345.00	86,345.00	0.00	80,758.50	5,586.50	93.53 %
01-590-464	Vehicle Fuel - Non- Departmental	496.07	800.00	800.00	65.31	416.01	383.99	52.00 %
01-590-465	Vehicle Maintenance - Non-Departmenta	1,041.17	1,000.00	1,000.00	0.00	1,097.10	(97.10)	109.71 %
01-590-490	Other Current Charges - Non Dept	100.96	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-590-510	Office Supplies - Non-Departmental	768.80	2,000.00	2,000.00	141.53	635.15	1,364.85	31.76 %
01-590-520	Operating Supplies - Non-Dept	2,954.34	3,000.00	3,000.00	0.00	1,118.91	1,881.09	37.30 %

General Fund Expenditures  
75.00 % Yr Complete For Fiscal Year: 2023 / 6

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
01-590-521	Emergencies & Contingencies - Operati	8,209.81	62,028.00	62,028.00	0.00	10,268.67	51,759.33	16.55 %
01-590-525	Uniforms - Non Dept	4,382.82	6,000.00	6,000.00	854.58	3,536.19	2,463.81	58.94 %
01-590-528	Postage - Non-Dept	1,345.30	1,000.00	1,000.00	1,027.14	1,470.75	(470.75)	147.08 %
01-590-540	Books, Pub., Sub., & Memberships -NON	1,077.16	3,000.00	3,000.00	0.00	8,659.02	(5,659.02)	288.63 %
01-590-550	Pre-Employment Exam/Drug Test	1,108.00	1,000.00	1,000.00	12.50	69.50	930.50	6.95 %
01-590-551	Immunizations - Employees	2,093.50	1,000.00	1,000.00	0.00	408.00	592.00	40.80 %
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	100.71	1,000.00	1,000.00	44.49	330.64	669.36	33.06 %
01-590-554	Employee Holiday Dinner	1,383.39	2,000.00	2,000.00	0.00	1,076.61	923.39	53.83 %
01-590-630	Improvements Other than Bldg - Non-De	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-950	Transfer to Rstr Streets Paving-Non-D	0.00	927.00	927.00	0.00	0.00	927.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	1,300.00	3,500.00	3,500.00	0.00	1,000.00	2,500.00	28.57 %
01-590-992	Unemployment Claims - Non-Dept	0.00	2,500.00	2,500.00	0.00	1,287.65	1,212.35	51.51 %
01-590-995	Refund of Overpayments	0.00	0.00	0.00	0.00	390.00	(390.00)	0.00 %
01-590-996	Bad Debt - Non-Dept	138.49	5,000.00	5,000.00	0.00	235.21	4,764.79	4.70 %
01-590-999	Other - Non-Operating Charges - Non-D	15,535.54	12,000.00	12,000.00	0.00	490.63	11,509.37	4.09 %
DEPARTMENT TOTAL		147,801.35	309,449.00	309,449.00	4,277.29	138,231.53	171,217.47	44.67 %

General Fund Revenues Total		3,037,096.37	3,991,742.00	3,991,742.00	142,699.20	2,488,898.31	1,502,843.69	37.65%
General Fund Expenditures Total		2,419,184.10	3,991,742.00	3,991,742.00	277,579.25	2,046,245.98	1,945,497.02	48.74%
Total Revenue vs. Expenditures		617,912.27	0.00	0.00	-134,880.05	442,652.33	-442,653.33	

CITY OF POLK CITY  
Simple Balance Sheet

For Fiscal Year: 2023 thru Month: Jun  
Fund: 05 ENTERPRISE FUND

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	3,273,964.76	
05-101-913	DEP Loan - Sinking Fund	43,552.02	
05-101-916	US Bank - Sink Fund	374,093.78	
05-101-917	US Bank - Renewal & Replacement Series	200,994.11	
05-101-918	DEP Loan WW531400 - Sink Fund	492.53	
05-101-919	DEP Loan WW531402 - Sink Fund	7,157.36-	
05-101-920	Cash - Customer Deposits	354,796.19	
05-101-936	FDEP 531402 Sinking Fund	11,931.67	
05-115-100	Accounts Receivable - Utilities	241,800.48	
05-115-130	Accounts Receivable - Readiness to Serve	17,258.18	
05-117-100	Allowance for Bad Debt	327.41-	
05-117-200	Allowance for Uncollectible A/R	20,389.46-	
05-151-100	Investments - FL SAFE EF	622,008.50	
05-151-902	Investments - FL SAFE EF Reserves	129,991.47	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	29,013.62	
05-159-100	Deferred Outflows - Related to Pension	148,077.99	
05-159-200	Deferred Outflows - Loss on Refunding	629,103.39	
05-160-902	Reserve Account	100,000.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-161-900	Fixed Assets - Land	2,762,913.00	
05-164-100	Utility Plant in Service	16,238,022.73	
05-165-900	Acc.Dep. - Improvements Other than Build	5,029,759.88-	
05-166-900	Equipment & Furniture	930,832.90	
05-167-900	Accumulated Depreciation - Equipment	447,067.54-	
05-169-900	CIP - Construction Costs	49,649.61	
	** TOTAL ASSET**		20,701,839.28
05-202-100	Accounts Payable	32,177.84	
05-202-900	Customer Deposits	354,796.19	
05-203-100	Accumulated Interest Payable	49,329.17	
05-203-600	SRF Loan WW51201P	1,674,524.85	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	30,495.24	
05-203-615	SRF Loan WW531402/SG531403	778,037.50	
05-203-710	US Bank 2017 Bond Note	7,410,000.00	
05-203-910	Unamortized Bond Premiums - US Bank	468,166.37	
05-208-305	Taxes Payable	8,526.42	
05-223-100	Deferred Revenue	1,364,325.00	
05-225-100	Deferred Inflows - Related to Pension	13,560.19	
05-234-100	L-T-D - Current Portion	438,421.72	
05-234-901	Less: Current Portion of LTD	438,421.72-	
05-235-800	OPEB Liability	14,390.51	
05-235-900	Net Pension Liability	344,376.14	
	** TOTAL LIABILITY**		12,542,705.42
	** 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	6,243,057.61	
05-271-150	Fund Balance - Restatement	12,428.57-	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		7,590,340.23
	** TOTAL REVENUE**		2,084,970.97

CITY OF POLK CITY  
Simple Balance Sheet

For Fiscal Year: 2023 thru Month: Jun  
Fund: 05 ENTERPRISE FUND

Account Number	Account Title	Ending Bal	Net Amount
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\*\* TOTAL EXPENSE\*\*

1,516,177.34

TOTAL LIABILITY AND EQUITY

20,701,839.28

CITY OF POLK CITY  
JUNE 2023 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE  
75.00 % Yr Complete For Fiscal Year: 2023 / 6

G/I ACCOUNT	DESCRIPTION	2022 PRIOR YR REVENUE	2023 ANTICIPATED REVENUE	ADJ ANTICIPATED	2023 CURRENT REVENUE	2023 YTD REVENUE	(EXCESS)/DEFICIT	2023 PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTY T	1,386.10	1,351.00	1,351.00	52.98	194.84	1,156.16	14.42 %
05-325-111	Connection Fees - Water - Cash Basis	15,724.20	17,500.00	17,500.00	2,774.80	16,344.60	1,155.40	93.40 %
05-325-210	Readiness to Serve Charge - Sewer	30,997.83	15,792.00	15,792.00	1,075.72	4,282.09	11,509.91	27.12 %
05-325-211	Readiness to Serve Charge - Water	28,372.07	13,518.00	13,518.00	529.79	1,948.26	11,569.74	14.41 %
05-329-200	Other Lic./Fees/Permits	11,844.52	10,000.00	10,000.00	102.96	614.80	9,385.20	6.15 %
05-334-350	Sewer/Wastewater Grants - State	31,559.93	0.00	0.00	0.00	0.00	0.00	0.00 %
05-340-300	Water Utility Revenue	1,299,150.72	1,323,317.00	1,323,317.00	112,114.71	986,858.90	334,458.10	74.73 %
05-340-500	Sewer Utility Revenue	1,278,777.53	1,276,102.00	1,276,102.00	105,753.99	987,723.80	288,378.20	77.40 %
05-359-100	Other Fines and/or Forfeitures	35,710.00	37,140.00	37,140.00	2,675.00	26,330.00	10,810.00	70.89 %
05-359-200	Non Sufficient Funds	1,410.00	1,595.00	1,595.00	365.00	1,755.00	(160.00)	110.03 %
05-359-300	Late Fees	27,132.00	26,082.00	26,082.00	2,066.50	19,824.00	6,258.00	76.01 %
05-361-200	Interest/Dividends - FL SAFE	5,224.40	2,119.00	2,119.00	0.00	21,257.21	(19,138.21)	1003.17 %
05-369-100	Misc. Income	2,135.96	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-110	Refund of Overpayments	1,341.93	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-112	Cash Drawer Overage - Bank Rec	(4,315.83)	0.00	0.00	0.00	15,237.45	(15,237.45)	0.00 %
05-369-401	Insurance - Claims	0.00	0.00	0.00	0.00	529.58	(529.58)	0.00 %
05-369-700	Misc Income - Reimbursement - Invoice	0.00	0.00	0.00	0.00	70.44	(70.44)	0.00 %
05-381-900	Cash Carry Forward	0.00	672,744.00	672,744.00	0.00	0.00	672,744.00	0.00 %

DEPARTMENT TOTALS								
		2,766,451.36	3,397,260.00	3,397,260.00	227,473.45	2,084,970.97	1,312,289.03	61.37 %

CITY OF POLK CITY  
 JUNE 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
 75.00 % Yr Complete For Fiscal Year: 2023 / 6

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
Water								
05-518-120	Regular Salary - Wages - Water Admin	0.00	127,188.00	127,188.00	8,405.12	46,906.74	80,281.26	36.88 %
05-518-140	Overtime - Water Admin	0.00	1,054.00	1,054.00	0.00	878.22	175.78	83.32 %
05-518-210	Fica Taxes - Water Admin	0.00	9,811.00	9,811.00	633.20	3,603.38	6,207.62	36.73 %
05-518-220	Retirement Contribution - Water Admin	0.00	8,833.00	8,833.00	1,001.05	5,691.22	3,141.78	64.43 %
05-518-230	Life & Health Insurance - Water Admin	0.00	37,593.00	37,593.00	3,073.98	23,101.65	14,491.35	61.45 %
05-518-240	Worker's Compensation - Water Admin	0.00	218.00	218.00	0.00	0.00	218.00	0.00 %
05-518-312	Professional Services - Other - Water	0.00	24,400.00	24,400.00	2,225.53	17,637.10	6,762.90	72.28 %
05-518-400	Travel and Training - Water Admin	0.00	750.00	750.00	0.00	0.00	750.00	0.00 %
05-518-405	Training - Water Administration	0.00	750.00	750.00	0.00	286.00	464.00	38.13 %
05-518-410	Communication Services - Water Admin	0.00	3,300.00	3,300.00	0.00	0.00	3,300.00	0.00 %
05-518-470	Printing and Reproduction - Water Admin	0.00	400.00	400.00	0.00	0.00	400.00	0.00 %
05-518-490	Other Current Charges - Water Admin	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-518-510	Office Supplies - Water Admin	0.00	600.00	600.00	9.33	465.15	134.85	77.53 %
05-518-520	Operating Supplies - Water Admin	0.00	1,500.00	1,500.00	2,179.96	2,325.13	(825.13)	155.01 %
05-518-540	Books, Pub., Sub., & Memberships - Wa	0.00	200.00	200.00	0.00	239.88	(39.88)	119.94 %
05-518-630	Improvements Other than Building - Wa	0.00	0.00	0.00	6,980.00	6,980.00	(6,980.00)	0.00 %
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DEPARTMENT TOTAL		0.00	217,097.00	217,097.00	24,508.17	108,114.47	108,982.53	49.80 %
=====								
05-533-120	Regular Salary - Wages - Water Oper	241,883.09	139,535.00	139,535.00	21,704.82	114,913.62	24,621.38	82.35 %
05-533-130	Other Salaries and Wages - Water Oper	0.00	0.00	0.00	7.50	7.50	(7.50)	0.00 %
05-533-140	Overtime - Water Oper	5,362.40	4,286.00	4,286.00	636.14	7,221.22	(2,935.22)	168.48 %
05-533-210	Fica Taxes - Water Oper	18,124.45	11,163.00	11,163.00	1,676.83	10,109.40	1,053.60	90.56 %
05-533-220	Retirement Contribution - Water Oper	62,571.39	9,712.00	9,712.00	2,660.81	16,653.86	(6,941.86)	171.48 %
05-533-230	Life & Health Insurance - Water Oper	60,433.45	37,700.00	37,700.00	2,817.82	22,359.53	15,340.47	59.31 %
05-533-240	Worker's Compensation - Water Oper	3,744.11	5,224.00	5,224.00	0.00	4,941.33	282.67	94.59 %
05-533-310	Professional Services - Water Oper	13,387.31	15,000.00	15,000.00	1,415.15	5,444.49	9,555.51	36.30 %
05-533-311	Engineering Services - Water Oper	26,729.38	110,000.00	110,000.00	6,795.00	46,526.25	63,473.75	42.30 %
05-533-312	Professional Services - Other - Water	14,308.71	37,500.00	37,500.00	140.83	6,283.12	31,216.88	16.75 %
05-533-313	Professional Services - Polk Regional	5,773.36	7,500.00	7,500.00	0.00	1,196.03	6,303.97	15.95 %
05-533-314	Professional Services - Samples	0.00	5,000.00	5,000.00	60.00	1,861.00	3,139.00	37.22 %
05-533-400	Travel Expenses - Water Oper	459.13	1,250.00	1,250.00	15.00	323.54	926.46	25.88 %
05-533-405	Training - Water Oper	1,310.11	1,750.00	1,750.00	0.00	952.50	797.50	54.43 %
05-533-410	Communication Services - Water Oper	6,216.92	8,000.00	8,000.00	355.69	4,697.45	3,302.55	58.72 %



CITY OF POLK CITY  
JUNE 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
75.00 % Yr Complete For Fiscal Year: 2023 / 6

G/L	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
05-533-430	Utilities - PW/Utilities Facility Wat	1,477.48	4,500.00	4,500.00	183.27	1,005.83	3,494.17	22.35 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	5,601.99	7,500.00	7,500.00	405.09	4,733.74	2,766.26	63.12 %
05-533-432	Commonwealth WTP - Utilities - Water	533.75	1,500.00	1,500.00	260.29	853.66	646.34	56.91 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	11,228.71	14,500.00	14,500.00	933.12	7,994.02	6,515.98	55.06 %
05-533-460	Repairs and Maintenance - Water Oper	84,570.56	110,000.00	110,000.00	52.17	1,178.41	108,821.59	1.07 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	1,423.86	8,000.00	8,000.00	0.00	1,952.37	6,047.63	24.40 %
05-533-462	Commonwealth WTP - Repairs and Maint	108.92	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	412.57	8,000.00	8,000.00	0.00	291.89	7,708.11	3.65 %
05-533-464	Vehicle Fuel - Water Oper	19,937.46	15,000.00	15,000.00	1,425.68	8,830.88	6,169.12	58.87 %
05-533-465	Vehicle Maintenance - Water Oper	3,046.26	7,000.00	7,000.00	52.50	4,012.28	2,987.72	57.32 %
05-533-466	Public Works/Utilities Facility - Rep	426.50	2,500.00	2,500.00	0.00	5,567.15	(3,067.15)	222.69 %
05-533-467	Repairs & Maintenance-Equipment - Wat	601.15	5,000.00	5,000.00	437.57	2,266.43	2,733.57	45.33 %
05-533-470	Printing and Reproduction - Water Oper	323.93	400.00	400.00	0.00	21.82	378.18	5.46 %
05-533-492	Recording & Other Fees - Water Oper	4,300.00	4,440.00	4,440.00	0.00	4,300.00	140.00	96.85 %
05-533-510	Office Supplies - Water Oper	665.94	500.00	500.00	35.67	145.73	354.27	29.15 %
05-533-520	Operating Supplies - Water Oper	25,377.13	17,500.00	17,500.00	1,076.48	17,526.53	(26.53)	100.15 %
05-533-521	Mt.Olive WTP - Operating Supplies - W	9.97	1,000.00	1,000.00	(209.33)	1,140.12	(140.12)	114.01 %
05-533-522	Commonwealth WTP - Operating Supplies	169.89	1,000.00	1,000.00	(209.33)	423.58	576.42	42.36 %
05-533-523	V.Matt Williams WTP - Operating Suppl	9.96	1,000.00	1,000.00	(209.34)	423.58	576.42	42.36 %
05-533-524	Chemicals - Water Oper	5,916.94	9,000.00	9,000.00	1,170.60	6,356.38	2,643.62	70.63 %
05-533-526	Meter Supplies - New Installs - Water	0.00	100,000.00	100,000.00	0.00	91,839.78	8,160.22	91.84 %
05-533-527	Meter Supplies - Repairs & Maintenan	0.00	84,000.00	84,000.00	0.00	122,698.00	(38,698.00)	146.07 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	459.88	750.00	750.00	0.00	41.99	708.01	5.60 %
05-533-605	Depreciation Expense - Water Oper	154,796.33	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-630	Improvements Other than Building - Wa	0.00	0.00	0.00	0.00	1,125.00	(1,125.00)	0.00 %
05-533-640	Machinery & Equipment - Water Oper	359.99	0.00	0.00	11,459.12	11,726.62	(11,726.62)	0.00 %
05-533-660	Other Capital Assets - Water Operatio	0.00	0.00	0.00	0.00	3,060.00	(3,060.00)	0.00 %
05-533-710	Principal - Water Oper	0.00	62,755.00	62,755.00	0.00	0.00	62,755.00	0.00 %
05-533-720	Interest - Water Oper	69,355.68	67,541.00	67,541.00	0.00	33,770.75	33,770.25	50.00 %
DEPARTMENT TOTAL		851,418.66	930,006.00	930,006.00	55,149.00	576,767.38	353,238.62	62.02 %

DEPARTMENT TOTAL

Sewer

05-535-120	Regular Salary - Wages - Sewer Oper	142,581.55	145,743.00	145,743.00	13,582.46	71,541.58	74,201.42	49.09 %
05-535-130	Other Salaries and Wages - Sewer Oper	0.00	0.00	0.00	7.50	7.50	(7.50)	0.00 %
05-535-140	Overtime - Sewer Oper	5,017.54	4,644.00	4,644.00	144.81	5,397.46	(753.46)	116.22 %

CITY OF POLK CITY  
JUNE 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
75.00 % Yr Complete For Fiscal Year: 2023 / 6

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL. BUDGET	PERCENTAGE REALIZED
05-535-210	Fica Taxes - Sewer Oper	11,054.88	11,665.00	11,665.00	994.94	6,157.89	5,507.11	52.79 %
05-535-220	Retirement Contribution - Sewer Oper	34,424.24	14,238.00	14,238.00	1,634.91	9,901.05	4,336.95	69.54 %
05-535-230	Life & Health Insurance - Sewer Oper	33,155.96	37,733.00	37,733.00	1,793.15	16,133.89	21,599.11	42.76 %
05-535-240	Worker#39;s Compensation - Sewer Ope	3,645.48	5,459.00	5,459.00	0.00	0.00	5,459.00	0.00 %
05-535-310	Professional Services - Sewer Oper	7,964.87	15,000.00	15,000.00	65.00	307.50	14,692.50	2.05 %
05-535-311	Engineering Services - Sewer Oper	5,421.62	7,000.00	7,000.00	0.00	500.00	6,500.00	7.14 %
05-535-312	Professional Services - Other - Sewer	79,886.71	25,000.00	25,000.00	2,778.33	31,503.56	(6,503.56)	126.01 %
05-535-314	Professional Services - Samples	0.00	5,000.00	5,000.00	225.00	7,239.00	(2,239.00)	144.78 %
05-535-400	Travel Expenses - Sewer Oper	273.03	1,500.00	1,500.00	15.00	669.30	830.70	44.62 %
05-535-405	Training - Sewer Oper	1,693.51	2,000.00	2,000.00	0.00	182.50	1,817.50	9.13 %
05-535-410	Communication Services - Sewer Oper	4,938.00	10,000.00	10,000.00	256.56	4,007.59	5,992.41	40.08 %
05-535-411	Cardinal Hill WWTP - Comm Srvc - Sew	296.07	7,000.00	7,000.00	315.92	2,506.69	4,493.31	35.81 %
05-535-412	Mt. Olive WWTP - Comm Srvc - Sewer O	2,196.60	3,200.00	3,200.00	342.30	1,540.35	1,659.65	48.14 %
05-535-430	Utilities - PW/Utilities Facility Sew	16,200.39	6,000.00	6,000.00	530.15	4,072.68	1,927.32	67.88 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	30,781.88	30,000.00	30,000.00	3,359.31	31,738.85	(1,738.85)	105.80 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,038.58	10,000.00	10,000.00	832.98	6,561.50	3,438.50	65.62 %
05-535-440	Rentals and Leases - Sewer Oper	3,076.50	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-460	Repairs and Maintenance - Sewer Oper	138,350.72	100,000.00	100,000.00	52.17	79,126.73	20,873.27	79.13 %
05-535-461	Cardinal Hill - Repairs and Maint - S	90,737.27	60,000.00	60,000.00	0.00	17,726.15	42,273.85	29.54 %
05-535-464	Vehicle Fuel - Sewer Oper	10,785.97	15,000.00	15,000.00	566.96	4,422.43	10,577.57	29.48 %
05-535-465	Vehicle Maintenance - Sewer Oper	8,057.12	7,000.00	7,000.00	52.50	3,771.62	3,228.38	53.88 %
05-535-466	Public Works/Utilities Facility - Rep	426.50	1,000.00	1,000.00	0.00	158.21	841.79	15.82 %
05-535-467	Repairs & Maintenance-Equipment - Sew	511.34	0.00	0.00	437.60	1,216.35	(1,216.35)	0.00 %
05-535-470	Printing and Reproduction - Sewer Ope	43.83	100.00	100.00	0.00	21.81	78.19	21.81 %
05-535-490	Other Current Charges - Sewer Oper	94.27	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	138.43	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-493	Equipment Rental - Sewer Oper	1,070.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	659.09	500.00	500.00	35.66	494.74	5.26	98.95 %
05-535-520	Operating Supplies - Sewer Oper	20,657.44	10,000.00	10,000.00	154.60	14,243.03	(4,243.03)	142.43 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	713.08	0.00	0.00	0.00	175.75	(175.75)	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	29,114.43	30,000.00	30,000.00	0.00	25,747.20	4,252.80	85.82 %
05-535-524	Chemicals - Sewer Oper	30,561.53	25,000.00	25,000.00	3,816.94	22,852.30	2,147.70	91.41 %
05-535-540	Books, Pub., Sub., & Memberships - Se	459.88	500.00	500.00	0.00	158.00	342.00	31.60 %
05-535-605	Depreciation Expense - Sewer Oper	325,115.01	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-630	Improvements Other than Building - Se	0.00	672,744.00	672,744.00	0.00	38,723.00	634,021.00	5.76 %
05-535-640	Machinery & Equipment - Sewer Oper	0.00	0.00	0.00	11,459.13	15,804.62	(15,804.62)	0.00 %
05-535-641	Cardinal Hill - Mach & Equip - Sewer	3,836.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	0.00	0.00	0.00	14,556.64	33,025.35	(33,025.35)	0.00 %
05-535-660	Other Capital Assets - Sewer Operatio	0.00	0.00	0.00	0.00	3,060.00	(3,060.00)	0.00 %

CITY OF POLK CITY  
JUNE 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
75.00 % Yr Complete For Fiscal Year: 2023 / 6

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
05-535-710	Principal - Sewer Oper	0.00	348,645.00	348,645.00	0.00	67,795.14	280,849.86	19.45 %
05-535-712	Principal - DEP Effluent Disposal Loa	0.00	27,049.00	27,049.00	0.00	27,021.68	27.32	99.90 %
05-535-720	Interest - Sewer Oper	276,223.06	268,212.00	268,212.00	0.00	134,510.65	133,701.35	50.15 %
05-535-722	Interest - DEP Effluent Disposal Loan	824.38	1,635.00	1,635.00	0.00	1,608.06	26.94	98.35 %
05-535-730	Other Debt Service Costs - Sewer Oper	837.90	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		1,329,864.66	1,914,567.00	1,914,567.00	58,010.52	691,631.71	1,222,935.29	36.12 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	33,147.76	12,000.00	12,000.00	2,847.01	10,470.76	1,529.24	87.26 %
05-590-312	Professional Services - Other - Non-D	2,500.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
05-590-315	Inmate Labor - EF Non - Dept	0.00	28,749.00	28,749.00	0.00	0.00	28,749.00	0.00 %
05-590-320	Accounting and Auditing - Non-Dept	30,808.10	32,000.00	32,000.00	0.00	24,571.45	7,428.55	76.79 %
05-590-440	Rentals and Leases - Non-Dept	2,974.85	4,500.00	4,500.00	423.36	3,861.49	638.51	85.81 %
05-590-450	Liability Insurance - Non-Dept	73,082.50	86,345.00	86,345.00	0.00	80,758.50	5,586.50	93.53 %
05-590-510	Office Supplies - Non-Departmental	768.70	750.00	750.00	141.53	625.08	124.92	83.34 %
05-590-520	Operating Supplies - Non-Dept	354.35	2,000.00	2,000.00	0.00	841.92	1,158.08	42.10 %
05-590-521	Emergencies & Contingencies - Operati	5,316.09	41,925.00	41,925.00	0.00	8,797.03	33,127.97	20.98 %
05-590-525	Uniforms - Non Dept	4,961.40	5,000.00	5,000.00	1,408.04	3,415.87	1,584.13	68.32 %
05-590-528	Postage - Non-Dept	43.87	2,000.00	2,000.00	2,027.14	2,099.69	(99.69)	104.98 %
05-590-540	Books, Pub., Sub., & Memberships -NON	350.00	400.00	400.00	0.00	342.67	57.33	85.67 %
05-590-550	Pre-Employment Exam/Drug Test	114.00	228.00	228.00	12.50	183.50	44.50	80.48 %
05-590-551	Immunizations - Employees	742.50	742.00	742.00	0.00	1,051.00	(309.00)	141.64 %
05-590-553	Employee Meeting/Awards	0.00	750.00	750.00	22.99	218.33	531.67	29.11 %
05-590-554	Employee Holiday Dinner	420.00	700.00	700.00	0.00	922.14	(222.14)	131.73 %
05-590-630	Improvements Other than Bldg - Non-De	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-720	Interest - Bond 2017 Issue	(40,765.57)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	58,398.26	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	100,000.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	7,324.36	4,000.00	4,000.00	0.00	190.55	3,809.45	4.76 %
05-590-994	Bank Fees - Non-Dept	749.51	0.00	0.00	0.00	43.79	(43.79)	0.00 %
05-590-995	Refund of Overpayments - Non-Dept	0.00	0.00	0.00	0.00	870.00	(870.00)	0.00 %
05-590-996	Bad Debt - Non-Dept	4,562.40	5,000.00	5,000.00	(2,805.27)	425.98	4,574.02	8.52 %
05-590-999	Other - Non-Operating Charges - Non-D	7,780.10	6,000.00	6,000.00	0.00	(25.97)	6,025.97	(0.43) %
DEPARTMENT TOTAL		295,133.18	335,589.00	335,589.00	4,077.30	139,663.78	195,925.22	41.62 %
Enterprise Fund Revenues Total		2,766,451.36	3,397,260.00	3,397,260.00	227,473.45	2,084,970.97	1,312,289.03	61.37 %
Enterprise Fund Expenditures Total		-3,063,193.56	-3,397,260.00	-3,397,260.00	-141,744.99	-1,516,177.34	-1,881,081.66	44.63 %
Total Revenue vs. Expenditures		-296,742.20	0.00	0.00	85,728.46	568,793.63	-568,792.63	

CITY OF POLK CITY  
Simple Balance Sheet

For Fiscal Year: 2023 thru Month: Jun  
Fund: 08 SPECIAL REVENUE FUND - GF IMPACT FEES

Account Number	Account Title	Ending Bal	Net Amount
08-101-100	GF Police Public Safety Impact Fees	14,232.09	
08-101-101	GF Fire Public Safety Impact Fees	7,915.25	
08-101-102	GF Recreation Impact Fees	29,519.74	
08-101-103	GF Gen Gov't Facilities Impact Fees	49,754.13	
08-151-100	Investments - FL SAFE GF Police Public Safety	221,130.30	
08-151-101	Investments - FL SAFE GF Fire Public Saf...	139,762.18	
08-151-102	Investments - FL SAFE GF Recreation	417,937.88	
08-151-103	Investments - FL SAFE GF Facilities	464,178.06	
	** TOTAL ASSET**		1,344,429.63
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
08-271-100	Fund Balance Unreserved	1,275,288.34	
	** TOTAL EQUITY**		1,275,288.34
	** TOTAL REVENUE**		72,919.56
	** TOTAL EXPENSE**		3,778.27
	TOTAL LIABILITY AND EQUITY		1,344,429.63

CITY OF POLK CITY  
JUNE 2023 MONTHLY FINANCIALS

GFIF Special Revenues  
Budget Revenues  
75.00 % Yr Complete For Fiscal Year: 2023 / 6

G/L ACCOUNT	DESCRIPTION	2022 PRIOR YR REVENUE	2023 ANTICIPATED REVENUE	ADJ ANTICIPATED	2023 CURRENT REVENUE	2023 YTD REVENUE	2023 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
REVENUES								
08-324-100	Police - Public Safety Impact Fee	9,674.85	7,095.00	7,095.00	1,289.98	6,795.01	299.99	95.77 %
08-324-110	Fire/Rescue - Public Safety Impact Fe	5,176.65	3,796.00	3,796.00	690.22	3,105.99	690.01	81.82 %
08-324-610	Parks & Recreation Impact Fee	15,602.40	9,361.00	9,361.00	2,080.32	10,401.60	(1,040.60)	111.12 %
08-324-710	Public Facilities Impact Fee	26,220.15	19,228.00	19,228.00	3,496.02	17,480.10	1,747.90	90.91 %
08-361-200	Interest/Dividends - FL SAFE	8,635.69	2,000.00	2,000.00	0.00	35,136.86	(33,136.86)	1756.84 %
DEPARTMENT TOTALS		65,309.74	41,480.00	41,480.00	7,556.54	72,919.56	(31,439.56)	175.79 %
EXPENDITURES								
08-521-930	Reserves - Police Public Safety Impac	0.00	7,095.00	7,095.00	0.00	644.99	6,450.01	9.09 %
08-521-931	Reserves - Police Public Safety Int/D	0.00	252.00	252.00	0.00	0.00	252.00	0.00 %
08-522-930	Reserves - Fire Public Safety Impact	0.00	3,796.00	3,796.00	0.00	345.11	3,450.89	9.09 %
08-522-931	Reserves - Fire Public Safety Int/Div	0.00	126.00	126.00	0.00	0.00	126.00	0.00 %
08-539-930	Reserves - Public Facility Impact Fee	0.00	9,361.00	9,361.00	0.00	1,748.01	7,612.99	18.67 %
08-539-931	Reserves - Public Facility Int/Divide	0.00	438.00	438.00	0.00	0.00	438.00	0.00 %
08-572-930	Reserves - Parks & Rec Impact Fees	0.00	19,228.00	19,228.00	0.00	1,040.16	18,187.84	5.41 %
08-572-931	Reserves - Parks & Rec Int/Dividends	0.00	1,184.00	1,184.00	0.00	0.00	1,184.00	0.00 %
DEPARTMENT TOTALS		0.00	41,480.00	41,480.00	0.00	3,778.27	37,701.73	9.11 %
GF Impact Fee Fund Revenues Total		65,309.74	41,480.00	41,480.00	7,556.54	72,919.56	-31,439.56	175.79%
GF Impact Fee Fund Expenditures Total		0.00	-41,480.00	-41,480.00	0.00	-3,778.27	37,701.73	9.11%
Total Revenue vs. Expenditures		65,309.74	0.00	0.00	7,556.54	69,141.29	6,262.17	

CITY OF POLK CITY  
Simple Balance Sheet

For Fiscal Year: 2023 thru Month: Jun  
Fund: 09 SPECIAL REVENUE FUND - EF IMPACT FEES

Account Number	Account Title	Ending Bal	Net Amount
09-101-800	EF Sewer Impact Fee Account	428,035.04	
09-101-900	EF Water Impact Fee Account	202,604.14	
09-151-800	Investements - Sewer Impact	1,692,268.52	
09-151-900	Investements - Water Impact	275,162.03	
09-169-900	CIP - Construction Costs	28,872.10	
	** TOTAL ASSET**		2,626,941.83
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
09-271-100	Unreserved Fund Balance	2,479,264.83	
	** TOTAL EQUITY**		2,479,264.83
	** TOTAL REVENUE**		158,526.50
	** TOTAL EXPENSE**		10,849.50
	TOTAL LIABILITY AND EQUITY		2,626,941.83

CITY OF POLK CITY  
 JUNE 2023 MONTHLY FINANCIALS

EFIF Special Revenues

75.00 % Yr Complete For Fiscal Year: 2023 / 6

G/L ACCOUNT	DESCRIPTION	2022 PRIOR YR REVENUE	2023 ANTICIPATED REVENUE	ADJ ANTICIPATED	2023 CURRENT REVENUE	2023 YTD REVENUE	(EXCESS)/DEFICIT	2023 PERCENTAGE REALIZED
REVENUES								
TOTAL AR								
09-324-210	Water Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-324-220	Sewer Impact Fees	34,940.00	34,940.00	34,940.00	5,241.00	36,687.00	(1,747.00)	105.00 %
09-361-200	Interest/Dividends - FL SAFE	61,810.00	88,300.00	88,300.00	13,245.00	66,225.00	22,075.00	75.00 %
		13,668.45	2,000.00	2,000.00	0.00	55,614.50	(53,614.50)	2780.73 %
DEPARTMENT TOTALS								
		110,418.45	125,240.00	125,240.00	18,486.00	158,526.50	(33,286.50)	126.58 %
EXPENDITURES								
09-533-310	Professional Services - Legal Fees	6,664.61	0.00	0.00	0.00	1,237.50	(1,237.50)	0.00 %
09-533-312	Professional Services - Other Profess	0.00	0.00	0.00	0.00	1,725.00	(1,725.00)	0.00 %
09-533-529	Water Impact Fee - Refund Customer	0.00	0.00	0.00	0.00	1,747.00	(1,747.00)	0.00 %
09-533-930	Reserves - Water Impact Fees	0.00	34,940.00	34,940.00	0.00	0.00	34,940.00	0.00 %
09-533-931	Reserves - Water Int/Dividends	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
09-535-312	Professional Services - Other Profess	0.00	0.00	0.00	0.00	1,725.00	(1,725.00)	0.00 %
09-535-529	Sewer Impact Fee - Refund Customer	0.00	0.00	0.00	0.00	4,415.00	(4,415.00)	0.00 %
09-535-930	Reserves - Sewer Impact Fees	0.00	88,300.00	88,300.00	0.00	0.00	88,300.00	0.00 %
09-535-931	Reserves - Sewer Int/Dividends	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
DEPARTMENT TOTALS								
		6,664.61	125,240.00	125,240.00	0.00	10,849.50	114,390.50	8.66 %

EF Impact Fee Fund Revenues Total	110,418.45	125,240.00	125,240.00	18,486.00	158,526.50	-33,286.50	126.58%
EF Impact Fee Fund Expenditures Total	-95,785.45	-125,240.00	-125,240.00	0.00	-10,849.50	-114,615.50	8.66%
Total Revenue vs. Expenditures	14,633.00	0.00	0.00	18,486.00	147,677.00	-147,502.00	

# Library Monthly Report

## JUNE 2023

### CIRCULATION

ADULT BOOKS	1069
JUVENILE BOOKS	1246
<b>TOTAL CIRCULATION</b>	<b>2315</b>

### NEW BORROWERS

IN CITY	11
IN COUNTY	7
<b>TOTAL NEW BORROWERS</b>	<b>18</b>

### NUMBER OF PROGRAMS

FAMILY	0
ADULT	0
JUVENILE	13
YOUNG ADULT	0
<b>TOTAL PROGRAMS</b>	<b>13</b>

### PROGRAM ATTENDANCE

ADULT	165
JUVENILE	463
YOUNG ADULT	0
<b>TOTAL ATTENDANCE</b>	<b>628</b>

### REFERENCE QUESTIONS

PHONE CALLS	132
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### NUMBER OF COMPUTER USERS

108

### TOTAL PATRONS

1048

Prepared by:

*Hannah Ulloha*

Library Director



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

*STATISTICAL DATA*

West Division

Date: July 10, 2023 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for June 2023

ACTIVITY	
FELONY ARREST	5
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	2
AFFIDAVITS MISDEMEANOR	0
OUT OF COUNTY/STATE WARRANT ARRESTS	1
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	8
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	2
TRAFFIC CITATIONS	28
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	1 MC
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	41
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	5
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	492
TRAFFIC STOPS	34
TOTAL DISPATCHED CALLS FOR SERVICE	123



In June 2023, there was three (3) PROCAP captured crimes as compared to one (1) in June 2022. A retail theft occurred at the Circle K located at 205 Commonwealth Ave. N. An unknown B/F entered the Subway and removed two cartoons of Newport Cigarettes without paying. A petit theft occurred at 205 Commonwealth Ave. by a 3<sup>rd</sup> party employee company. The employee was handed a wallet found in the parking lot, at which point she never turned the wallet in until 4 hours later removing the cash money from the wallet before turning in. A home invasion occurred at 636 4<sup>th</sup> St. by known suspects who were later arrested. The retail theft is a multi-county wide trend with the same suspect who has recently been arrested in Hillsborough County. In all for 2023 we are sitting at - 6 crimes as compared to 15 Procap crimes reported by this time in 2022. Currently for the year we are -40% in crimes.

Sector	Case No	Inc From	Inc To	DOW	Location	Narrative	Det	PR/NTS	VIDEO	CASE STATUS
<b>ROBBERY</b>										
13	PCSO-230025097	2023-06-16 / 0400hrs	2023-06-16 / 0430hrs	Fri	636 4TH ST	vict was awoken by someone yelling his name; vict saw Samantha, an unk WF and an unk HM standing in his livingroom; the vict had recently reported his veh stolen but stated that he lied and Samantha had permission to drive his veh (23-24724); the unk male, armed with a 9mm, wanted to search the victs belongings for cash or meth; the male stated he left \$800 in the victs car and it is now missing; susp placed the gun against victs leg and stated he was in the cartel and if he did not receive \$800 or meth soon, he would come back and murder the vict; susps removed a black bag with misc card and ID and an unk type flip phone and left the resid in a white Hummer; susp: Samantha Morgan WF 050597				
<b>PETIT THEFT</b>										
13	PCSO-230023929	2023-06-07 / 2215hrs	2023-06-07 / 2300hrs	Wed	205 COMMONWEALTH AVE N (CIRCLE K)	vic left his wallet in the store/when he returned on 6/8 the clerk adv someone found the wallet near the gas pumps/vic adv \$450 was missing from the wallet D/S Poinexter located possible suspect of contracted cashier who had possession of the wallet before it was turned back in at the store office	Bates	No	no	Ongoing
<b>RETAIL THEFT</b>										
13	PCSO-230023879	2023-06-07 / 2220hrs	2023-06-07 / 2235hrs	Wed	205 COMMONWEALTH AVE N CIRCLE K	Unk BF susp with braided hair pulled back came into store removed 2 cartons of Newport cigarettes / Susp went up to counter asked for 2 Backwoods cigars & once the clerk turned her back susp fled store in a red car with black hood Made contact with manager, she's going to provide copy of video, prints, reviewed it's prints processed	Bates	Yes	Yes	Ongoing

Department of Law Enforcement																																	
Polk City - 2022 - 2023																																	
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly	YTD					
	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	Change	2022	2023				
Robbery	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	0	0	0	0.0	0.3		
Burg. Business	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	0.0		
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	1	0%	0.0	0.2	
Burg. Structure	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.2
Burg. Conveyance	0	0	0	1	3	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0%	0.0	0.2	
Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	2	0	1	0	2	0	0	0	0	0	0	4	0%	0.0	0.7	
Grand Theft	0	0	1	0	1	0	1	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	100%	0.2	0.3	
Petit Theft	0	1	1	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
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%	0.0	0.0
Retail Theft	0	0	0	0	1	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0%	0.3	0.3	
Criminal Mischief	1	1	1	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	1	0%	0.3	0.2	
<b>Totals</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>3</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>9</b>	<b>200%</b>	<b>2.5</b>	<b>1.5</b>			
% Change	0%		-75%		N/A		0%		0%		200%		N/A		N/A		N/A		N/A		N/A		N/A		-40%		-40%						

# Public Works & Utilities Monthly Report

June 2023

## **Work Orders for Dept (Public Works): 142**

BUILDING MAINTENANCE: 48

Custodial Services City Hall: 8

VEHICLE/EQUIPMENT MAINTENANCE: 28

EVENT SET UP- INSPECTION: 21

LANDSCAPING, MOWING: 16

REQUISITION PROCESSING: 9

STREETS AND SIGNS: 1

STORMWATER: 1

TECH SUPPORT: 4

TRASH PARKS AND FACILITIES: 3

TRASH ROADS AND STREETS: 1

## **Work Orders for Dept (UTILITIES): 266**

TURN ON: 36

TEMPORARY SHUT OFF: 14

INSTALL - WATER: 3

TURN OFF: 37

METER MAINTENANCE: 55

TURN OFF FOR NON-PAYMENT OF NSF: 2

SHUT OFF FOR NON-PAYMENT ON ACCOUNT: 1

LAPTOP TEST - FREE: 1

TURN BACK ON FROM SHUT OFF LIST: 16

CUSTOMER CONCERN: 12

HYDRANT MAINTENANCE: 1

LOCATES: 17

LIFT STATION MAINTENANCE: 16

LIFTSTATION REPAIR: 1

MISC WORK ORDERS: 1

WTP REPAIR AND MAINTENANCE: 35

WATER VALVE MAINTENANCE/REPAIR: 1

WWTP REPAIR AND MAINTENANCE: 2

METERS READ: 3,360

HYDRANT METER SET-UP: MT. OLIVE SHORES SOUTH ISLAND VIEW CIRCLE

CONTINUE HYDRANT FLUSHING & MAINTENANCE

# *Utility Billing Report*

## *June 2023*

New Accounts Established: 38  
Final/Terminated Service: 37  
Bills Processed: 2707  
Email/ Bill Customers: 1843  
Work Orders Processed: 183  
Lock off for Nonpayment: 25  
Nonpayment fees (\$50): 43  
Billed Consumption: 12,384,000  
Billed/Revenue: \$272,506.69  
Residential Billing: 2599  
Irrigation Billing: 586  
Commercial Billing: 101  
Building Rentals Activity/Bronson Center/Freedom Park: 17

### **On Going Projects**

-Process Deposit Refunds

-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**

Reroute meters into walking order, merge old locations, train in New Global Work Order System. Completed Billing Rate Study. Completed Impact Fee Study. Upgrade Citizenlink on Website. Update procedures.

Respectfully Submitted by:

***Chasity Guinn***

Utility Billing Supervisor

**City Commission Meeting  
July 18, 2023**

**AGENDA ITEM #1:**

**PUBLIC HEARING - ORDINANCE 2023-02 – AMENDING THE  
POLK CITY LAND DEVELOPMENT CODE BY ADDING SECTION  
2.03.05, “OUTDOOR DISPLAY OF MERCHANDISE”.**

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

**Ordinance 2023-02** - an Ordinance of the City Commission of Polk City, Florida, An Ordinance of Polk City, Florida; amending the Polk City Land Development Code by adding Section 2.03.05, “Outdoor Display of Merchandise”; repealing all ordinances in conflict; providing for severability, conflicts, codification, and an effective date. **First Reading**

**ATTACHMENTS:**

Ordinance 2023-02

**ANALYSIS:**

On July 10, 2023, the Planning Commission voted to recommend approval of the proposed text amendments to the City Commission.

The proposed amendments are provided to permit outdoor display of merchandise while protecting the health and safety of the community. Several of the requirements are proposed to ensure outdoor displays will not block access, will not cause issues with traffic, and will be brought in during times of inclement weather. The requirements provide details as to how the display area may be located on the site. This is in deference to other sections of the Code that provide specific outdoor display requirements, including uses that do not permit outdoor displays.

**Staff Recommendation**

Adopt Ordinance 2023-02 on **First Reading**

**ORDINANCE 2023-02**

**AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE POLK CITY LAND DEVELOPMENT CODE BY ADDING SECTION 2.03.05, "OUTDOOR DISPLAY OF MERCHANDISE"; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY, CONFLICTS, CODIFICATION, AND AN EFFECTIVE DATE.**

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

**SECTION 1. COMMISSION FINDINGS.** In adopting this Ordinance and modifying the Polk City Code and the therein-incorporated Unified Land Development Code, the City Commission of Polk City, Florida, hereby makes the following findings:

- (1) Section 163.3167(c), Florida Statutes, empowers the City to adopt land development regulations to guide the growth and development of the City.
- (2) The City Commission recognizes the need to provide opportunities for outdoor display of merchandise in commercial and industrial zoning districts while protecting the health and safety of the community.
- (3) The City Commission has determined that the addition of requirements for outdoor display of merchandise in commercial and industrial zoning districts will provide opportunities for businesses to promote their merchandise while ensuring the health and safety of the community by regulating location and safety issues.
- (4) Pursuant to Section 166.041(c)2, Florida Statutes, the Planning Commission and the City Commission have held meetings and hearings to amend the Unified Land Development Code as presented in Section 2 and made a part hereof.
- (5) The meetings were advertised and held with due public notice, to obtain public comment; and having considered written and oral comments received during public hearings, find the changes necessary and appropriate to the needs of the City.

**SECTION 2. ADDITION OF SECTION 2.03.05, UNIFIED LAND DEVELOPMENT CODE, CONTAINED IN SECTION 78-1, POLK CITY CODE.** Section 2.03.05, Unified Land Development Code, is hereby added to the Unified Land Development Code to read as follows:

### **"2.03.05 Outdoor Display of Merchandise**

Polk City requires a permit for outdoor display of merchandise. Unless specifically addressed in another location, the following requirements pertain to outdoor display of merchandise.

#### (A) General Requirements:

- (1) Is limited to items normally sold or produced in the respective business.
- (2) Must be brought inside when the business is closed or in the event of high winds, severe weather watches or warnings, and/or upon issuance of a hurricane evacuation notice for Polk County.
- (3) Must be accessory to a business in an enclosed building. Sales must be conducted by employees of the principal business.
- (4) Cannot be used for storage purposes.
- (5) Such areas shall be accurately delineated on applicable site plans for permit.

#### (B) Location Requirements:

- (1) Outdoor display shall be limited to 10 percent of the floor area of the primary structure.
- (2) Display areas shall be limited to the length of façade on which it is located within.
- (3) Display areas shall not extend more than 5 feet from the wall of the principal structure.
- (4) Display areas shall not exceed 5 feet in height.
- (5) Any material located within 3 feet of any building entry shall not exceed 3.5 feet in height.
- (6) Display areas must be adjacent to the principal building(s) of the business.
- (7) Display areas shall not block entrances or exits or restrict pedestrian movement and when the display area is in place, there shall be a minimum of five (5) feet clear sidewalk or walkway width for



pedestrian travel and otherwise shall comply with the Americans with Disabilities Act (ADA) requirements.

(8) Items shall be located on a hard, durable surface.

(9) Display areas cannot be located in public right-of-way.

(10) Display areas shall not be placed to obstruct vehicular traffic sight.

(C) Safety Requirements:

(1) Outdoor display shall not impair pedestrian use of the building.

(2) Outdoor display shall not be located in or block fire lanes, emergency access ways, maneuvering aisle, driving aisles, driveways, unloading/loading areas, or a parking space necessary to meet the minimum parking requirements of the use(s) on the property.”

**SECTION 3. CODIFICATION OF ORDINANCE.** This Ordinance shall be codified in the Code of Ordinances of Polk City, Florida, and incorporated into the Unified Land Development Code which is a part thereof. A certified copy of this enacting ordinance shall be located in the Office of the City Clerk of Polk City. The City Clerk shall also make copies available to the public for a reasonable publication charge.

**SECTION 4. SEVERABILITY.** If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

**SECTION 5. CONFLICTING ORDINANCES AND RESOLUTIONS.** All existing ordinances and resolutions of Polk City in conflict with this ordinance are repealed to the extent necessary to give this Ordinance full force and effect.

**SECTION 6. EFFECTIVE DATE.** This Ordinance shall become effective immediately upon its passage.

**INTRODUCED AND PASSED on FIRST READING, this 18th day of July, 2023.**

**POLK CITY, FLORIDA**

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

**ATTEST:**

**APPROVED AS TO FORM AND  
CORRECTNESS**

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

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

**PASSED AND DULY ADOPTED ON SECOND READING**, with a quorum present and voting by the City Commission of Polk City, Florida meeting in Regular Session this \_\_\_\_ day of \_\_\_\_\_, 2023.

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

**ATTEST:**

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



**POLK CITY PLANNING COMMISSION  
TEXT AMENDMENT TO POLK CITY LAND DEVELOPMENT CODE  
CONCERNING OUTDOOR DISPLAY**

**OVERVIEW**

July 18, 2023

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**TO:** City Commission

**FROM:** Central Florida Regional Planning Council

**SUBJECT:** **Ordinance 2023-02: Text Amendments to the Land Development Code (attached):** City-initiated text amendment to Section 2.05.02 of the Polk City Land Development Code to add procedures and standards for outdoor display.

**AGENDA DATE:**

Planning Commission Meeting: July 10, 2023 at 6:00 PM

**City Commission Meeting (First Reading): July 18, 2023 at 7:00 PM**

City Commission Meeting (Second Reading): August 22, 2023 at 7:00 PM

**PLANNING COMMISSION MOTION:**

At their July 10, 2023 meeting, the Planning Commission voted to recommend approval of the proposed text amendments to the City Commission.

**MOTION OPTIONS:**

1. I move **approval of Ordinance 2023-02** on first reading.
2. I move **approval of Ordinance 2023-02 with changes** on first reading.
3. I move **continuation to a date and time certain**.

## **SUMMARY OF PROPOSED TEXT AMENDMENTS:**

The proposed amendments are provided to permit outdoor display of merchandise while protecting the health and safety of the community. Several of the requirements are proposed to ensure outdoor displays will not block access, will not cause issues with traffic, and will be brought in during times of inclement weather. The requirements provide details as to how the display area may be located on the site. This is in deference to other sections of the Code that provide specific outdoor display requirements, including uses that do not permit outdoor displays.

## **PROPOSED TEXT AMENDMENTS:**

The proposed amendments to the Land Development Code (LDC) are provided below. Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed.

### **Article 2 Regulations for Specific Districts**

#### **Section 2.03.00 General Regulations for Commercial/Industrial Zoning Districts**

##### **2.03.05 Outdoor Display of Merchandise**

Polk City requires a permit for outdoor display of merchandise. Unless specifically addressed in another location, the following requirements pertain to outdoor display of merchandise.

##### **(A) General Requirements:**

- (1) Is limited to items normally sold or produced in the respective business.
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- (5) Such areas shall be accurately delineated on applicable site plans for permit.

##### **(B) Location Requirements:**

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located within.

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- (6) Display areas must be adjacent to the principal building(s) of the business.
- (7) Display areas shall not block entrances or exits or restrict pedestrian movement and when the display area is in place, there shall be a minimum of five (5) feet clear sidewalk or walkway width for pedestrian travel and otherwise shall comply with the Americans with Disabilities Act (ADA) requirements.
- (8) Items shall be located on a hard, durable surface.
- (9) Display areas cannot be located in public right-of-way.
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- (2) Outdoor display shall not be located in or block fire lanes, emergency access ways, maneuvering aisle, driving aisles, driveways, unloading/loading areas, or a parking space necessary to meet the minimum parking requirements of the use(s) on the property.