

POLK CITY

City Commission Meeting (7pm)

November 21, 2023

Polk City Government Center
123 Broadway Blvd., SE

CALL TO ORDER – Mayor Joe LaCascia

INVOCATION – Pastor Walter Lawlor, New Life Community Church

PLEDGE OF ALLEGIANCE – Mayor Joe LaCascia

ROLL CALL – Assistant 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 2023-07 – Amending Water and Sewer Rates**
- 2. CivilSurv – Professional Services Proposal – Voyles Loop Lift Station Maintenance Repairs**
- 3. Centennial Committee Recommendations**
- 4. Grand Marshal Selection**

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

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 33866, 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
November 21, 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. October 17, 2023 - Regular City Commission Meeting

B. REPORTS

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

C. OTHER

**City Commission Meeting
November 21, 2023**

CONSENT AGENDA ITEM: Accept minutes for:

1. October 17, 2023 - Regular City Commission Meeting

INFORMATION ONLY
 ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

1. October 17, 2023 - Regular City Commission Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION MINUTES

October 17, 2023

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

Pastor Walter Lawlor, New Life Community Church gave the invocation.

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

ROLL CALL – Assistant City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Vice Mayor Wayne Harper, Commissioner Charles Nichols, Commissioner Brian Knouff, Commissioner Micheal T. Blethen, and City Manager Patricia Jackson

Absent: City Attorney Thomas Cloud

APPROVE CONSENT AGENDA

Motion carried unanimously by Voice Vote to approve the September 7, 2023 Special City Commission Meeting and the September 19, 2023 Regular Meeting Minutes, as well as the reports and other items on the Consent Agenda.

PRESENTATIONS/PROCLAMATIONS - None

PUBLIC COMMENTS - None

ORDER OF BUSINESS

PUBLIC HEARING – ORDINANCE 2023-06

An Ordinance of Polk City, Florida; amending an approved Planned Unit Development-X to modify the phasing schedule contained in Exhibit “C”; providing for conflicts, codification, severability, and an effective date. **Second and Final Reading**

City Manager Jackson read the Ordinance by title only. Mayor LaCascia opened the Public Hearing; no one spoke for or against this Ordinance; therefore, Mayor LaCascia closed the Public Hearing.

NO DISCUSSION.

Motion by Commissioner Nichols to approve Ordinance 2023-06 Amendment to modify phasing for the Landings on Second and Final Reading; this motion was seconded by Vice Mayor Harper.

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

Motion carried unanimously.

Resolution 2023-02 – Employee Handbook Update

A Resolution of the City Commission of Polk City, Florida; revising the City’s Employee Handbook; providing findings, repealing conflicting resolutions, and providing an effective date.

City Manager Jackson discussed in 2020 during the COVID Pandemic, Polk City was forced to adopt new ways of conducting business when staff had to be sent home for a short period of time. Water Utility customers were provided a number of ways to pay their water bill without coming into City Hall.

Now that a few years have passed and we are back to some sense of normalcy, the customers have continued to use the alternate methods to pay their water bills (online, over the phone, night drop). This has caused a decrease in foot traffic inside City Hall. However, the same amount of work, and most times more, continues to be done by the small staff currently in place.

Due to this decrease in the foot traffic, City staff is proposing to work a 4-day/10-hour work schedule and the offices will be closed on Fridays. The Library staff has opted to maintain their five-day week/8-hours per day due to their heavy foot traffic every day.

Due to this change, the Personnel Policy that was adopted by Resolution in February 2023 will need to be updated and redistributed to all City staff and City Commissioners.

For your quick reference, listed below are the changes reflected in the Personnel Policy:

Pg 26 – Section 313 – Sick Time and Sick Leave Bank

Eligible full-time employees can accrue sick time at the rate of 12 days per anniversary year (accrued each payroll period). A day of sick time for an employee on a 4 day/10 hour work schedule is 10 hours; a “day” of sick time for an employee on a 5 day/8 hour work schedule is 8 hours.

Pg 27 – Section 314 – Donation of Sick Time from an Employees Sick Leave Bank

Sick leave bank time can be donated in increments of no less than 8.0 hours, and will be paid to the recipient at the recipient’s hourly rate.

Pg 28 – Section 318 – Vacation Time and Leave Bank

Vacation is earned based on the employee’s regular work schedule (i.e. 10 hours/month for those on 4 day/10 hour work schedule; 8 hours/month for those on 5 day/8 hour work schedule).

Pg 35 – Section 502 – Work Schedules

The normal work schedule for most regular full-time employees is ten (10) hours a day, four (4) days a week, or employees who have work schedules of eight (8) hours a day, five (5) days a week. Regular part-time employees work schedules will vary depending on the position and requirements of the job.

Staff recommended the Commission adopt Resolution 2023-02. Should this Resolution be adopted, new Employee Handbooks will be printed and distributed to City Staff and City Commission.

Motion by Commissioner Blethen to approve Resolution 2023-02 Employee Handbook update; this motion was seconded by Commissioner Knouff.

Roll Call Vote: Commissioner Blethen – aye, Vice Mayor Harper – aye, Commissioner Knouff – aye, Commissioner Nichols – nay, Mayor LaCascia – aye

Motion carried 4/1.

Polk City Vision and Action Plan - Vu Vu, VP of Roadway Design, Landis Evans and Partners

Vu Vu, VP of Roadway Design with Landis Evans and Partners provided a presentation and discussion regarding the two Community Workshops held this year, focusing on how Polk City can move forward along with FDOT and Polk County regarding proposed roadway projects, and address any questions or concerns from the City Commission. Mr. Vu will share a proposed Resolution to be considered at a future meeting.

Vice Mayor Harper discussed the traffic that Mr. Vu mentioned as a plan alternate, this traffic would make traffic end up in front of City Hall.

Commissioner Nichols responded that it would be easier for the trucks to make a right instead of at left at SR 33 and Commonwealth (at Hungry Howie's). Continue to look at long term solutions for the Berkeley truck traffic.

City Manager Jackson stated the truck traffic on Berkeley inches out into traffic for a left turn, which blocks the road.

Mr. Vu indicated that Polk County would have to make a written request to FDOT. A traffic study/count is being done and we are currently awaiting those results.

The bridge on SR 33 is becoming more and more functionally obsolete.

The likelihood of a traffic light at Berkeley and SR 33 is almost null and void.

A Resolution regarding Polk City's Vision and Action Plan is being reviewed by the City Attorney and will be presented at a later meeting.

This presentation was for information purposes only.

Kipe Academy Letter of Request

Kipe Academy, Inc. (464 Sunrise Boulevard), a 501c3 organization is proposing to rent the old Public Works Facility for a Microschool (Tutoring Center). The Academy will

accommodate Kindergarten through Fifth Grade students and help them learn in a performance-based environment, working at their own pace with reading, math and writing skills.

Mrs. Tonya Kipe was at the City Commission Meeting to address questions and concerns regarding this request.

There are several items that will need to be addressed by the City Attorney regarding this being a Commercial Lease Agreement. As he was not present for this meeting, City Manager Jackson will meet with him and bring back responses at a later meeting. **Therefore, this item is being tabled.**

CFRPC Planning Advisory Services Agreement

City Manager Jackson discussed the Planning Advisory Services Agreement with Central Florida Regional Planning Council (CFRPC)

Staff would like to continue engagement with Central Florida Regional Planning Council to provide professional planning services for Comprehensive Plan Amendments, Rezoning, large project review, subdivision review, minor revisions to the Land Development Regulations, Comprehensive mapping services, update to the Capital Improvements Element and Plan, and Grant writing.

This is a Fixed Fee Agreement amount of \$35,000 for FY 2023-24. The fees are to be paid in four (4) payments as listed below.

October 1, 2023 - \$8,750
January 1, 2024 - \$8,750
April 1, 2024 - \$8,750
July 1, 2024 - \$8,750

Staff recommended approval of the Planning Advisory Services Agreement with Central Florida Regional Planning Council in the amount of \$35,000.

NO DISCUSSION.

Motion by Commissioner Nichols to approve the CFRPC PAS Agreement in the amount of \$35,000; this motion was seconded by Vice Mayor Harper.

Motion carried unanimously by Voice Vote.

CivilSurv – Professional Services Proposal – Water & Wastewater Master Plan – Mark Fredericks, VP of Civil Engineering, CivilSurv

During the August 15, 2023 City Commission Meeting, CivilSurv presented an overview of Polk City's Water System. After lengthy discussion, the City Commission approved for CivilSurv to prepare a proposal for a Water and Wastewater Master Plan.

Mark Frederick, VP of Civil Engineering, CivilSurv was at the Workshop and Regular Meeting to present the proposal and address any questions or concerns.

Staff recommended approval of the Professional Services Proposal for a Water and Wastewater Master Plan in the amount of \$149,475.

Motion by Vice Mayor Harper to approve the CivilSurv Professional Services Proposal for the Water & Wastewater Master Plan in the amount of \$149,475; this motion was seconded by Commissioner Nichols.

NO DISCUSSION.

Motion carried unanimously by Voice Vote.

2023 Polk City Christmas Parade

As we move forward finalizing plans for the 2023 Christmas Parade; we learned two years ago that FDOT now requires City Commission approval for the City's parade. The City Commission Meeting minutes from this meeting will be submitted as proof of approval, along with the electronic Road Closure application to FDOT.

The 2023 Christmas Parade is set for Saturday, December 2, 2023, beginning at the intersection of Orange Boulevard/Broadway Boulevard and will conclude at Freedom Park.

City Manager Jackson reminded the City Commission that they needed to decide on a Grand Marshal for the Christmas Parade. Please bring back names to the November meeting. No further discussion.

Motion by Commissioner Nichols to approve having the 2023 Christmas Parade on Saturday, December 2, 2023; this motion was seconded by Commissioner Blethen.

Motion carried unanimously by Voice Vote.

CITY ATTORNEY ITEMS - None

CITY MANAGER ITEMS

Planning Commission Candidates – City Manager Jackson discussed there are two candidates present (Ricky Wilson and Dean Menendez), and ready to be interviewed by the City Commission for the vacant seat on the Planning Commission. The City Commission had the candidates' applications in hand for quick reference during the interview process.

After a lengthy question and answer session with the candidates, there was a **Motion by Commissioner Nichols** to select Ricky Wilson for the vacant seat on the Planning Commission; This motion was seconded by Commissioner Knouff.

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

Motion carried unanimously.

City Property on Stevens Drive

City Manager Jackson discussed the City-owned property on Stevens Drive that is vacant and in a residential area. This property was acquired when Polk City got the WWTP on Stevens Drive. Polk City has no use for this property. Would like to get an appraisal done in an effort to sell the property.

Motion by Vice Mayor Harper to begin this process with an appraisal; this motion was seconded by Commissioner Knouff.

Commissioner Blethen would like to take a look at the property and recommended tabling this item until he and the other Commissioners can go look at the property.

Motion by Vice Mayor Harper to withdraw his original motion; Commissioner Knouff seconded the motion to withdraw the original motion.

Item Tabled.

COMMISSIONER ITEMS

Commissioner Nichols – None
Commissioner Blethen – None
Commissioner Knouff – None
Vice Mayor Harper – None
Mayor LaCascia - None

ANNOUNCEMENTS – None

ADJOURNMENT – 8:00 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
November 21, 2023**

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 – October 2023
2. Code Enforcement Report – October 2023
3. Financial Report – October 2023
4. Library Report – October 2023
5. Polk Sheriff's Report – October 2023
6. Public Works/Utilities Report – October 2023
7. Utility Billing Report – October 2023

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added
From: 10/01/23 To: 10/31/2023

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-20282	517 SUNRISE BLVD, POLK CITY, FL 33868	30,480.00	10/04/2023
BT-2023-20816	432 ROSEWOOD LN, POLK CITY, FL 33868	22,113.00	10/12/2023
Subtotal:		\$52,593.00	

MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-20363	429 MARKLEN LOOP, POLK CITY, FL 33868	10,347.00	10/05/2023
Subtotal:		\$10,347.00	

POOL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-20532	903 LAKESHORE DR, POLK CITY, FL 33868	64,200.00	10/09/2023
Subtotal:		\$64,200.00	

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-20783	120 CALLITRIS AVE, POLK CITY, FL 33868	32,638.22	10/11/2023
BT-2023-20940	815 LAKESHORE DR, POLK CITY, FL 33868	15,000.00	10/13/2023
BT-2023-20991	658 GORDON RD, POLK CITY, FL 33868	22,000.00	10/16/2023
BT-2023-21531	614 4TH ST, POLK CITY, FL 33868	8,750.00	10/23/2023
Subtotal:		\$78,388.22	

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2023-10201	711 TEABERRY TRL, POLK CITY, FL 33868	7,868.00	10/18/2023
BR-2023-10232	760 MEANDERING WAY, POLK CITY, FL 33868	12,000.00	10/18/2023
BR-2023-10263	618 GORDON RD, POLK CITY, FL 33868	15,000.00	10/19/2023
BR-2023-9676	402 BASCOM CT, POLK CITY, FL 33868	1,928.00	10/03/2023
BR-2023-9718	402 BASCOM CT, POLK CITY, FL 33868	1,928.00	10/04/2023
BR-2023-9721	990 Cross Roads Dr, Polk City, FL 33868	250,000.00	10/04/2023
BR-2023-9976	618 1ST ST, POLK CITY, FL 33868	0.00	10/12/2023
Subtotal:		\$288,724.00	

Grand Total: \$494,252.22

*14 SFR to Date
Happy Delo*

Code Enforcement Report OCTOBER 2023

SNIFE SIGNS REMOVED	47	
LIEN SEARCHES	16	
INSPECTIONS	71	
CLOSED OUT CASES	23	
SPECIAL MAGISTRATE CASES	8	
CLOSED OUT SPECIAL MAGISTRATE CASES	1	
CASE SUBJECTS		
Pool	2	
REFERRED TO COUNTY	5	
DISABLE VEHICLES	6	
BUILDING WITHOUT PERMIT	4	
OVERGROWTH	5	
HOUSE NUMBERS	3	
FENCE/INSPECTIONS	5	
JUNK AND DEBRIS	10	
RV/TRAILER PARKING	5	
Phone Calls	36	
OPEN STRUCTURE	0	
MET WITH CITIZEN	11	
NOISE	0	
PLACE LIEN	2	
CLOSE OUT LIEN	0	
YARD SALE	0	
ANIMAL	0	
POSTINGS	8	
EXTENDED CASES	3	
ACCESSORY USE	1	
DEMOLITION	0	
BUSINESS LICENSE	0	
MINIMUM STANDARD HOUSING	1	

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Oct
Fund: 01 OPERATING FUND

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	2,646,627.13	
01-101-990	Library Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	875.00	
01-115-100	Accounts Receivable - Utilities	42,908.41	
01-115-120	Accounts Receivable - Local Bus Licenses	3,540.00	
01-115-200	Accounts Receivable - Year End	219,361.08-	
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	1,166,309.88	
01-151-902	Investments - FL SAFE GF Reserves	82,451.76	
01-153-302	Restricted Cash - New Local Opt Gas Tax	304,943.65	
01-160-902	Reserve Account	100,000.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		4,295,160.89
01-202-100	Accounts Payable	66,844.46	
01-202-200	Accounts Payable - Year End	10,258.34-	
01-202-900	Customer Deposits	5,460.00	
01-208-300	Due to County - Impact Fees	18,416.96	
01-208-310	Due to DCA - Bldg Permit Surcharge	29.96-	
01-208-320	Due to Dept of Business - License Fees	102.27-	
01-208-330	Due to PCSO - Police Education Revenue	1,557.62	
01-216-100	Accrued Payroll	28,486.41-	
01-217-200	Accrued Sales Tax	54.00-	
01-218-100	Payroll Taxes Payable	9,508.31	
01-218-200	FRS Retirement Payable	523.85-	
01-218-300	Health Plan Payable	2,175.42	
01-218-320	Supplemental Insurance Payable	6,117.28	
01-218-400	Dental Plan Payable	1,250.77-	
01-218-410	Vision Plan Payable	341.39	
01-218-700	ICMA-RC	100.00	
	** TOTAL LIABILITY**		69,815.84
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	4,473,458.35	
	** TOTAL EQUITY**		4,473,458.35
	** TOTAL REVENUE**		83,249.34
	** TOTAL EXPENSE**		331,362.64
	TOTAL LIABILITY AND EQUITY		4,295,160.89

GENERAL FUND REVENUES
8.33 % Yr Complete For Fiscal Year: 2024 / 10

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUES	YTD REVENUE	2024 (EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
01-311-100	AD VALOREM TAXES	1,200,104.95	1,319,937.00	1,319,937.00	0.00	0.00	1,319,937.00	0.00 %
01-312-300	9th Cent Gas Tax	17,308.87	18,801.00	18,801.00	0.00	0.00	18,801.00	0.00 %
01-312-400	Local Option Gas Tax	86,998.98	108,748.00	108,748.00	0.00	0.00	108,748.00	0.00 %
01-312-410	New Local Option Gas Tax	67,120.31	69,118.00	69,118.00	0.00	0.00	69,118.00	0.00 %
01-314-100	Electric - Utility Tax	145,945.29	129,331.00	129,331.00	0.00	0.00	129,331.00	0.00 %
01-314-300	Water - Utility Tax	55,470.46	65,399.00	65,399.00	6,438.55	6,438.55	58,960.44	9.85 %
01-314-301	Water - Utility Tax - Readiness to Se	12,132.76	6,212.00	6,212.00	0.00	0.00	6,212.00	0.00 %
01-314-400	Gas - Utility Tax	23,872.47	23,948.00	23,948.00	0.00	0.00	23,948.00	0.00 %
01-315-100	Communications Services Tax	231,405.75	228,111.00	228,111.00	0.00	0.00	228,111.00	0.00 %
01-316-100	Local Business Licenses	13,161.76	7,100.00	7,100.00	4,376.00	4,376.00	2,724.00	61.63 %
01-316-102	County Business Tax	1,439.41	775.00	775.00	0.00	0.00	775.00	0.00 %
01-316-103	FLC Delinquent Bus. Tax Program	960.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-322-100	Building Permits	31,179.38	35,000.00	35,000.00	457.91	457.91	34,542.09	1.31 %
01-322-101	Bldg Permit - Plan Checking	62,772.08	15,000.00	15,000.00	55.00	55.00	14,945.00	0.37 %
01-322-102	Bldg Permit - Admin Fee	3,880.00	4,000.00	4,000.00	160.00	160.00	3,840.00	4.00 %
01-322-103	Bldg Permit - Electrical	4,350.00	5,000.00	5,000.00	125.00	125.00	4,875.00	2.50 %
01-322-104	Bldg Permit - Plumbing	3,525.00	3,700.00	3,700.00	0.00	0.00	3,700.00	0.00 %
01-322-105	Bldg Permit - Mechanical	4,025.00	4,700.00	4,700.00	250.00	250.00	4,450.00	5.32 %
01-322-107	Bldg Permit - Cert of Occupancy	630.00	480.00	480.00	90.00	90.00	390.00	18.75 %
01-322-108	Bldg Permit - Inspections	25,565.00	212,170.00	212,170.00	3,977.50	3,977.50	208,192.50	1.87 %
01-323-100	Electric	114,958.34	58,000.00	58,000.00	0.00	0.00	58,000.00	0.00 %
01-323-300	Solid Waste	57,563.55	56,699.00	56,699.00	0.00	0.00	56,699.00	0.00 %
01-329-200	Other Lic./Fees/Permits	25.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-329-220	Site Plan Reviews	7,364.70	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-329-300	Permit - Alcohol Use	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-331-401	FEMA Federal Reimb. - Ian 2022	5,790.75	0.00	0.00	0.00	0.00	0.00	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 %
01-334-401	FEMA State Reimb. - Ian 2022	965.13	0.00	0.00	0.00	0.00	0.00	0.00 %
01-335-120	MRS - State Sales Tax	114,446.92	102,655.00	102,655.00	8,376.45	8,376.45	94,278.55	8.16 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	26,988.40	22,534.00	22,534.00	1,813.86	1,813.86	20,720.14	8.05 %
01-335-123	MRS - Municipal Fuel Tax	37.58	0.00	0.00	0.00	0.00	0.00	0.00 %
01-335-140	Mobile Home License	7,157.67	5,636.00	5,636.00	157.75	157.75	5,478.25	2.80 %
01-335-150	Alcoholic Beverage License	1,125.71	1,125.00	1,125.00	0.00	0.00	1,125.00	0.00 %
01-335-180	Half-Cent Sales Tax	221,396.53	231,274.00	231,274.00	0.00	0.00	231,274.00	0.00 %
01-337-100	Library Coop Funding	47,147.33	50,567.00	50,567.00	0.00	0.00	50,567.00	0.00 %
01-340-400	Solid Waste	488,903.64	485,397.00	485,397.00	42,206.84	42,206.84	443,190.16	8.70 %
01-340-700	Stormwater Utility Fees	36,297.92	36,177.00	36,177.00	3,070.16	3,070.16	33,106.84	8.49 %
01-340-900	Notary Fees	20.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-344-900	FDOT Maintenance Agreement	13,486.34	16,304.00	16,304.00	4,509.06	4,509.06	11,794.94	27.66 %

GENERAL FUND REVENUES
8.33 % Yr Complete For Fiscal Year: 2024 / 10

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
01-347-100	Library Income	10,134.56	5,500.00	5,500.00	333.30	333.30	5,166.70	6.06 %
01-351-200	Police Fines, Penalties, and Forfeitu	8,247.38	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
01-351-300	Code Enforcement Fines	17,026.35	0.00	0.00	0.00	0.00	0.00	0.00 %
01-359-100	Other Fines and/or Forfeitures	31.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-359-300	Late Fees	394.10	250.00	250.00	70.50	70.50	179.50	28.20 %
01-361-100	Interest Income	2,091.14	7,450.00	7,450.00	0.00	0.00	7,450.00	0.00 %
01-361-200	Interest/Dividends - FL SAFE	56,515.15	30,000.00	30,000.00	5,794.85	5,794.85	24,205.15	19.32 %
01-362-100	Activity Center Rentals	5,800.00	4,400.00	4,400.00	100.00	100.00	4,300.00	2.27 %
01-362-200	Donald Bronson Community Center Renta	8,350.00	5,350.00	5,350.00	0.00	0.00	5,350.00	0.00 %
01-366-101	Private Donations - Christmas	2,125.00	1,000.00	1,000.00	250.00	250.00	750.00	25.00 %
01-366-102	Private Donations - Halloween	1,875.00	1,000.00	1,000.00	250.00	250.00	750.00	25.00 %
01-366-110	Private Donations - Library	181.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-100	Misc. Income	962.54	500.00	500.00	0.00	0.00	500.00	0.00 %
01-369-101	Misc Income - Copies and Faxes	3.57	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-102	Misc Income - Collection Allowance	3,318.48	1,800.00	1,800.00	386.60	386.60	1,413.40	21.48 %
01-369-120	Misc Income - Christmas	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-130	Misc Income - Halloween	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-160	Misc Income - Deputy Rental Coverage	2,205.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-400	Insurance Proceeds	1,295.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-500	Refund of State Gas Tax	1,353.82	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-381-400	Transfer From Enterprise Fund	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTALS		3,357,742.07	4,017,648.00	4,017,648.00	83,249.34	83,249.34	3,934,398.66	2.07 %

General Fund Expenditures
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G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	PERCENTAGE REALIZED
	LEGISLATIVE							
01-511-120	Regular Salary - Legislative	10,500.00	10,800.00	10,800.00	900.00	900.00	9,900.00	8.33 %
01-511-160	Bonuses and Gift Certificates - Legis	8,121.25	2,500.00	2,500.00	2,707.10	2,707.10	(207.10)	108.28 %
01-511-210	Fica Taxes - Legislative	1,424.50	1,241.00	1,241.00	275.93	275.93	965.07	22.23 %
01-511-240	Worker's Compensation - Legislati	10.94	20.00	20.00	12.12	12.12	7.88	60.60 %
01-511-400	Travel and Training - Legislative	1,072.27	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-511-405	TRAINING - LEGISLATIVE	575.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-511-408	Meeting Expense Allowance - Legislati	812.45	1,000.00	1,000.00	60.00	60.00	940.00	6.00 %
01-511-470	Printing and Reproduction - Legislati	174.50	300.00	300.00	0.00	0.00	300.00	0.00 %
01-511-480	Promo Activities & Legal Ads - Legisl	910.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-511-490	Other Current Charges - Legislative	232.10	2,000.00	2,000.00	25.20	25.20	1,974.80	1.26 %
01-511-510	Office Supplies - Legislative	20.24	300.00	300.00	0.00	0.00	300.00	0.00 %
01-511-520	Operating Supplies - Legislative	750.00	2,000.00	2,000.00	57.76	57.76	1,942.24	2.89 %
01-511-525	Uniforms - Legislative	309.68	700.00	700.00	0.00	0.00	700.00	0.00 %
01-511-540	Books, Pub., Sub., & Memberships - Le	3,564.00	3,800.00	3,800.00	2,852.00	2,852.00	948.00	75.05 %
	DEPARTMENT TOTAL	28,476.93	32,661.00	32,661.00	6,890.11	6,890.11	25,770.89	21.10 %
	EXECUTIVE							
01-512-120	Regular Salary - Executive	214,389.88	231,588.00	231,588.00	8,722.59	8,722.59	222,865.41	3.77 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	369.24	4,430.76	7.69 %
01-512-140	Overtime - Executive	4,719.92	0.00	0.00	0.00	0.00	0.00	0.00 %
01-512-160	Premium Pay and Non Merit Pay - Execu	56,930.08	34,700.00	34,700.00	37,899.32	37,899.32	(3,199.32)	109.22 %
01-512-210	Fica Taxes - Executive	21,557.46	23,832.00	23,832.00	4,234.54	4,234.54	19,597.46	17.77 %
01-512-220	Retirement Contribution - Executive	55,270.61	62,258.00	62,258.00	4,640.00	4,640.00	57,618.00	7.45 %
01-512-230	Life & Health Insurance - Executive	28,054.86	13,986.00	13,986.00	87.94	87.94	13,898.06	0.63 %
01-512-240	Worker's Compensation - Executive	266.44	371.00	371.00	257.06	257.06	113.94	69.29 %
01-512-400	Travel Expenses - Executive	3,325.32	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-512-405	Training - Executive	2,026.44	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-512-408	Meeting Expense Allowance - Executive	446.30	1,500.00	1,500.00	118.77	118.77	1,381.23	7.92 %
01-512-410	Communication Services - Executive	1,174.38	1,400.00	1,400.00	141.68	141.68	1,258.32	10.12 %
01-512-470	Printing and Reproduction - Executive	1,175.00	4,000.00	4,000.00	1,175.00	1,175.00	2,825.00	29.38 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-512-490	Other Current Charges - Executive	72.17	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-512-492	Recording & Other Fees - City Clerk	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %

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G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-512-510	Office Supplies - Executive	927.55	2,000.00	2,000.00	27.49	27.49	1,972.51	1.37 %
01-512-520	Operating Supplies - Executive	233.46	2,000.00	2,000.00	149.99	149.99	1,850.01	7.50 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	1,501.60	3,500.00	3,500.00	329.99	329.99	3,170.01	9.43 %
01-512-640	Machinery & Equipment - Executive	1,650.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		398,521.59	401,435.00	401,435.00	58,153.61	58,153.61	343,281.39	14.49 %
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CITY CLERK		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
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DEPARTMENT TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
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LEGAL COUNSEL		44,411.52	65,000.00	65,000.00	5,675.03	5,675.03	59,324.97	8.73 %
01-514-310	Professional Services - Legal Counsel	7,860.40	11,000.00	11,000.00	1,801.27	1,801.27	9,198.73	16.38 %
01-514-480	Promo Activities & Legal Ads - Legal	52,271.92	76,000.00	76,000.00	7,476.30	7,476.30	68,523.70	9.84 %
DEPARTMENT TOTAL		52,271.92	76,000.00	76,000.00	7,476.30	7,476.30	68,523.70	9.84 %
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COMPREHENSIVE PLANNING		30,000.00	30,000.00	30,000.00	0.00	0.00	35,000.00	0.00 %
01-515-310	Professional Services - Comp Planning	30,000.00	30,000.00	30,000.00	0.00	0.00	35,000.00	0.00 %
DEPARTMENT TOTAL		30,000.00	30,000.00	30,000.00	0.00	0.00	35,000.00	0.00 %
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FINANCE AND ACCOUNTING		104,281.75	112,545.00	112,545.00	4,222.51	4,222.51	108,322.49	3.75 %
01-516-120	Regular Salary - Wages - Fin & Acctng	2,194.88	615.00	615.00	82.50	82.50	532.50	13.41 %
01-516-140	Overtime - Fin & Acctng	5,834.74	8,523.00	8,523.00	458.00	458.00	8,065.00	5.37 %
01-516-210	Fica Taxes - Fin & Acctng	13,302.72	15,272.00	15,272.00	1,165.33	1,165.33	14,106.67	7.63 %
01-516-220	Retirement Contribution - Fin & Acctng							

General Fund Expenditures
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G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	PERCENTAGE REALIZED
01-516-230	Life & Health Insurance - Fin & Acctng	27,485.56	26,935.00	26,935.00	2,244.57	2,244.57	24,690.43	8.33 %
01-516-240	Worker's Compensation - Fin & Acc	129.55	181.00	181.00	123.69	123.69	57.31	68.34 %
01-516-310	Professional Services - Fin & Acctng	3,780.00	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
01-516-400	Travel Expenses - Fin & Acctng	607.43	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-516-405	Training - Finance	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	663.71	850.00	850.00	79.66	79.66	770.34	9.37 %
01-516-470	Printing and Reproduction - Fin & Acc	78.12	750.00	750.00	0.00	0.00	750.00	0.00 %
01-516-510	Office Supplies - Fin & Acctng	725.79	2,000.00	2,000.00	197.00	197.00	1,803.00	9.85 %
01-516-520	Operating Supplies - Fin & Acctng	2,264.61	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	855.71	700.00	700.00	0.00	0.00	700.00	0.00 %
01-516-630	Improvements Other than Building - Fi	3,490.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		165,694.57	181,371.00	181,371.00	8,573.26	8,573.26	172,797.74	4.73 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	85,299.49	88,076.00	88,076.00	0.00	0.00	88,076.00	0.00 %
01-517-720	Interest - CB&T Debt Service Pmts	34,511.03	31,735.00	31,735.00	0.00	0.00	31,735.00	0.00 %
DEPARTMENT TOTAL		119,810.52	119,811.00	119,811.00	0.00	0.00	119,811.00	0.00 %
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	107,497.00	109,647.00	109,647.00	27,411.75	27,411.75	82,235.25	25.00 %
01-521-310	Professional Services - Law Enf	83,460.50	108,000.00	108,000.00	7,448.00	7,448.00	100,552.00	6.90 %
01-521-460	Repairs and Maintenance - Law Enf	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-521-520	Operating Supplies - Law Enf	797.70	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		191,755.20	218,147.00	218,147.00	34,859.75	34,859.75	183,287.25	15.98 %
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	106,159.48	110,812.00	110,812.00	4,261.99	4,261.99	106,550.01	3.85 %

General Fund Expenditures
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G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-524-140	Overtime - Bldg & Zoning	2,178.07	599.00	599.00	0.00	0.00	599.00	0.00 %
01-524-210	Fica Taxes - Bldg & Zoning	8,263.75	8,523.00	8,523.00	632.97	632.97	7,890.03	7.43 %
01-524-220	Retirement Contribution - Bldg & Zoni	13,567.15	15,118.00	15,118.00	1,142.64	1,142.64	13,975.36	7.56 %
01-524-230	Life & Health Insurance - Bldg & Zoni	27,665.47	26,937.00	26,937.00	2,258.42	2,258.42	24,678.58	8.38 %
01-524-240	Worker#39;s Compensation - Bldg & Zo	1,390.17	1,876.00	1,876.00	1,297.19	1,297.19	578.81	69.15 %
01-524-310	Professional Services - Bldg & Zoning	59,377.83	212,170.00	212,170.00	0.00	0.00	212,170.00	0.00 %
01-524-311	Engineering Services - Bldg & Zoning	1,475.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-524-400	Travel Expenses - Bldg & Zoning	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	164.24	200.00	200.00	0.00	0.00	200.00	0.00 %
01-524-520	Operating Supplies - Bldg & Zoning	1,247.62	300.00	300.00	81.99	81.99	218.01	27.33 %
01-524-540	Books, Pub., Sub., & Memberships - B1	579.88	0.00	0.00	39.98	39.98	(39.98)	0.00 %
01-524-630	Improvements Other than Building - B1	1,745.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-524-660	Books, Pub. & Library Materials - Bldg	0.00	600.00	600.00	0.00	0.00	600.00	0.00 %
DEPARTMENT TOTAL		223,813.66	378,385.00	378,385.00	9,715.18	9,715.18	368,669.82	2.57 %
CODE ENFORCEMENT		28,107.33	30,443.00	30,443.00	1,107.00	1,107.00	29,336.00	3.64 %
01-529-120	Regular Salary - Wages - Code Enf	305.26	0.00	0.00	0.00	0.00	0.00	0.00 %
01-529-140	Overtime - Code Enf	2,186.65	2,329.00	2,329.00	162.93	162.93	2,166.07	7.00 %
01-529-210	Fica Taxes - Code Enf	3,574.91	4,131.00	4,131.00	293.79	293.79	3,837.21	7.11 %
01-529-220	Retirement Contribution - Code Enf	13,644.54	13,351.00	13,351.00	(1,085.36)	(1,085.36)	14,436.36	(8.13) %
01-529-230	Life & Health Insurance - Code Enf	545.78	795.00	795.00	541.34	541.34	253.66	68.09 %
01-529-240	Worker#39;s Compensation - Code Enf	16,400.00	8,000.00	8,000.00	500.00	500.00	7,500.00	6.25 %
01-529-310	Professional Services - Code Enf	325.31	500.00	500.00	0.00	0.00	500.00	0.00 %
01-529-400	Travel Expenses - Code Enf	1,061.00	700.00	700.00	0.00	0.00	700.00	0.00 %
01-529-405	TRAINING - CODE ENFORCEMENT	631.73	800.00	800.00	68.84	68.84	731.16	8.61 %
01-529-410	Communication Services - Code Enf	225.85	200.00	200.00	9.04	9.04	190.96	4.52 %
01-529-510	Office Supplies - Code Enf	89.93	500.00	500.00	493.88	493.88	6.12	98.78 %
01-529-520	Operating Supplies - Code Enf	150.00	100.00	100.00	35.00	35.00	65.00	35.00 %
01-529-540	Books, Pub., Sub., & Memberships - Co	67,248.29	61,849.00	61,849.00	2,126.46	2,126.46	59,722.54	3.44 %
DEPARTMENT TOTAL		223,813.66	378,385.00	378,385.00	9,715.18	9,715.18	368,669.82	2.57 %
REFUSE/SANITATION								

General Fund Expenditures
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G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MYD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-534-341	Refuse Disposal - Residential - Refus	225,354.20	262,196.00	262,196.00	21,585.28	21,585.28	240,610.72	8.23 %
01-534-342	Refuse Disposal - Commercial - Refuse	138,955.95	130,366.00	130,366.00	11,201.47	11,201.47	119,164.53	8.59 %
DEPARTMENT TOTAL		364,310.15	392,562.00	392,562.00	32,786.75	32,786.75	359,775.25	8.35 %
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STORMWATER								
01-538-310	PROFESSIONAL SERVICES - STORMWATER	1,462.50	23,000.00	23,000.00	0.00	0.00	23,000.00	0.00 %
01-538-311	Engineering Services - Stormwater	10,032.50	0.00	0.00	225.00	225.00	(225.00)	0.00 %
01-538-400	Travel Expenses - Stormwater	42.46	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-538-405	Training - Stormwater	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-538-460	Repairs and Maintenance - Stormwater	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-538-492	Recording & Other Fees - Stormwater	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-538-540	Books, Pub., Sub., & Memberships - St	100.00	100.00	100.00	500.00	500.00	(400.00)	500.00 %
DEPARTMENT TOTAL		11,637.46	35,350.00	35,350.00	725.00	725.00	34,625.00	2.05 %
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GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't	23,963.92	10,000.00	10,000.00	1,928.65	1,928.65	8,071.35	19.29 %
01-539-312	Professional Services - Other - Gen G	555.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-539-411	City Hall - Communication - Gen Gov&#	16,224.46	12,500.00	12,500.00	2,222.80	2,222.80	10,277.20	17.78 %
01-539-413	Public Works - Communication - Gen GO	2,706.62	0.00	0.00	452.26	452.26	(452.26)	0.00 %
01-539-414	Community Center-Communication-Gen GO	1,659.36	2,000.00	2,000.00	276.56	276.56	1,723.44	13.83 %
01-539-431	City Hall - Utilities - Gen Gov't	19,282.25	21,000.00	21,000.00	2,785.40	2,785.40	18,214.60	13.26 %
01-539-432	Activity Center - Utilities - Gen Gov	2,207.41	2,500.00	2,500.00	352.13	352.13	2,147.87	14.09 %
01-539-433	MULTI-PURPOSE BUILD - UTILITIES - GEN	2,802.95	2,500.00	2,500.00	435.40	435.40	2,064.60	17.42 %
01-539-434	Community Center-Utilities-Gen Gov	6,361.66	7,500.00	7,500.00	719.48	719.48	6,780.52	9.59 %
01-539-440	Rentals and Leases - Gen Gov't Bl	9,831.97	5,000.00	5,000.00	848.43	848.43	4,151.57	16.97 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	4,650.29	6,000.00	6,000.00	2,963.05	2,963.05	3,036.95	49.38 %
01-539-462	Activity Center - Repairs & Maint - G	490.79	3,000.00	3,000.00	2,350.00	2,350.00	650.00	78.33 %
01-539-463	MULTI-PURPOSE BUILD- REPAIRS & MAINT	518.35	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-539-464	Community Center-Repairs & Maint-Gen	2,337.11	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
01-539-490	Other Current Charges - Gen Gov't	93.98	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %

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G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-539-521	City Hall - Operating Supplies - Gen	4,912.42	5,000.00	5,000.00	1,653.51	1,653.51	3,346.49	33.07 %
01-539-522	Activity Center - Operating Supplies	1,144.07	1,000.00	1,000.00	69.80	69.80	930.20	6.98 %
01-539-523	Multi-Purpose Build - Operating Suppl	800.02	100.00	100.00	0.00	0.00	100.00	0.00 %
01-539-524	Community Center-Operating Supplies-G	2,114.99	2,400.00	2,400.00	96.50	96.50	2,303.50	4.02 %
01-539-531	Landscape Materials & Supplies - Buil	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-539-620	Buildings - Gen Govt; Bldgs	0.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-539-641	City Hall - Mach. & Equipment - Gen G	0.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
DEPARTMENT TOTAL		102,657.62	148,500.00	148,500.00	17,153.97	17,153.97	131,346.03	11.55 %
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ROADS AND STREETS								
01-541-120	Regular Salary - Wages - Roads & Stre	176,454.86	236,388.00	236,388.00	7,378.83	7,378.83	229,009.17	3.12 %
01-541-130	Other Salaries and Wages - Roads & St	105.00	0.00	0.00	30.00	30.00	(30.00)	0.00 %
01-541-140	Overtime - Roads & Streets	7,788.09	5,145.00	5,145.00	418.42	418.42	4,726.58	8.13 %
01-541-210	Fica Taxes - Roads & Streets	14,277.27	18,477.00	18,477.00	1,022.64	1,022.64	17,454.36	5.53 %
01-541-220	Retirement Contribution - Roads & Str	23,537.89	31,288.00	31,288.00	2,015.54	2,015.54	29,272.46	6.44 %
01-541-230	Life & Health Insurance - Roads & Str	51,304.76	67,346.00	67,346.00	3,932.20	3,932.20	63,413.80	5.84 %
01-541-240	Worker's Compensation - Roads & S	20,122.76	19,865.00	19,865.00	13,334.65	13,334.65	6,530.35	67.13 %
01-541-310	Professional Services - Roads & Street	21,969.78	40,000.00	40,000.00	641.50	641.50	39,358.50	1.60 %
01-541-311	Engineering Services - Roads & Street	33,385.77	95,000.00	95,000.00	0.00	0.00	95,000.00	0.00 %
01-541-400	Travel Expenses - Roads & Streets	80.00	500.00	500.00	30.00	30.00	470.00	6.00 %
01-541-405	Training - Streets	438.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-410	Communication Services - Roads & Stre	3,385.33	10,000.00	10,000.00	309.86	309.86	9,690.14	3.10 %
01-541-430	Utilities - Roads & Streets	26,322.51	40,000.00	40,000.00	2,594.19	2,594.19	37,405.81	6.49 %
01-541-460	Repairs and Maintenance - Roads & Str	4,754.83	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
01-541-461	Repairs & Maintenance-Equipment - Roa	14,377.72	10,000.00	10,000.00	1,207.94	1,207.94	8,792.06	12.08 %
01-541-464	Vehicle Fuel - Roads & Streets	7,600.82	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-541-465	Vehicle Maintenance - Roads & Streets	8,935.33	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00 %
01-541-466	Public Works/Utilities Facility - Rep	1,977.95	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-541-470	Printing and Reproduction - Streets	43.63	200.00	200.00	0.00	0.00	200.00	0.00 %
01-541-493	Equipment Rental - Roads & Streets	1,013.56	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-541-510	Office Supplies - Roads & Streets	254.12	500.00	500.00	137.71	137.71	362.29	27.54 %
01-541-520	Operating Supplies - Roads & Streets	7,518.14	10,000.00	10,000.00	366.15	366.15	9,633.85	3.66 %
01-541-524	Chemicals - Roads & Streets	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & S	5,120.91	75,000.00	75,000.00	6,339.81	6,339.81	68,660.19	8.45 %
01-541-531	Landscape Materials & Supplies - Road	685.84	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %

General Fund Expenditures
 8.33 % Yr Complete For Fiscal Year: 2024 / 10

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	PERCENTAGE REALIZED
01-541-540	Books, Pub., Sub., & Memberships - Ro	87.98	500.00	500.00	0.00	0.00	500.00	0.00 %
01-541-630	Improvements Other than Building - Ro	39,802.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	64,026.37	53,050.00	53,050.00	49.71	49.71	53,000.29	0.09 %
01-541-650	Construction in Progress - Roads & St	0.00	650,000.00	650,000.00	0.00	0.00	650,000.00	0.00 %
01-541-660	Books, Pub.& Library Materials - Road	510.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		535,881.22	1,411,259.00	1,411,259.00	39,809.15	39,809.15	1,371,449.85	2.82 %
LIBRARY		83,407.86	83,765.00	83,765.00	3,403.01	3,403.01	80,361.99	4.06 %
01-571-120	Regular Salary - Wages - Library	16.22	516.00	516.00	0.00	0.00	516.00	0.00 %
01-571-140	Overtime - Library	6,275.60	6,448.00	6,448.00	507.79	507.79	5,940.21	7.88 %
01-571-210	Fica Taxes - Library	10,232.95	11,437.00	11,437.00	912.31	912.31	10,524.69	7.98 %
01-571-220	Retirement Contribution - Library	27,664.45	26,910.00	26,910.00	2,248.02	2,248.02	24,661.98	8.35 %
01-571-230	Life & Health Insurance - Library	254.03	135.00	135.00	230.95	230.95	(95.95)	171.07 %
01-571-240	Worker's Compensation - Library	2,602.45	2,800.00	2,800.00	622.85	622.85	2,177.15	22.24 %
01-571-310	Professional Services - Library	1,877.54	3,200.00	3,200.00	0.00	0.00	3,200.00	0.00 %
01-571-312	Professional Services - Other - Libra	0.00	550.00	550.00	0.00	0.00	550.00	0.00 %
01-571-400	Travel Expenses - Library	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-571-405	Training - Library	3,733.98	6,500.00	6,500.00	610.52	610.52	5,889.48	9.39 %
01-571-410	Communication Services - Library	2,990.04	5,700.00	5,700.00	474.02	474.02	5,225.98	8.32 %
01-571-430	Utilities - Library	468.54	550.00	550.00	0.00	0.00	550.00	0.00 %
01-571-460	Repairs and Maintenance - Library	566.80	300.00	300.00	0.00	0.00	300.00	0.00 %
01-571-470	Printing and Reproduction - Library	0.00	2,600.00	2,600.00	42.00	42.00	2,558.00	1.62 %
01-571-480	Promo Activities & Legal Ads - Librar	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-571-490	Other Current Charges - Library	662.05	1,600.00	1,600.00	12.49	12.49	1,587.51	0.78 %
01-571-510	Office Supplies - Library	1,927.67	5,000.00	5,000.00	461.21	461.21	4,538.79	9.22 %
01-571-520	Operating Supplies - Library	28.36	200.00	200.00	0.00	0.00	200.00	0.00 %
01-571-531	Landscape Materials & Supplies - Libr	1,267.08	2,700.00	2,700.00	269.88	269.88	2,430.12	10.00 %
01-571-540	Books, Pub., Sub., & Memberships - Li	18,161.53	18,600.00	18,600.00	630.28	630.28	17,969.72	3.39 %
01-571-660	Books, Pub.& Library Materials - Libr	162,137.15	180,711.00	180,711.00	10,425.33	10,425.33	170,285.67	5.77 %
DEPARTMENT TOTAL		83,407.86	83,765.00	83,765.00	3,403.01	3,403.01	80,361.99	4.06 %
PARKS								

General Fund Expenditures
8.33 % Yr Complete For Fiscal Year: 2024 / 10

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	PERCENTAGE REALIZED
01-572-310	Professional Services - Parks	11,900.70	15,000.00	15,000.00	960.00	960.00	14,040.00	6.40 %
01-572-430	Utilities - Parks	12,007.01	17,000.00	17,000.00	2,296.78	2,296.78	14,703.22	13.51 %
01-572-460	Repairs and Maintenance - Parks	6,915.69	5,000.00	5,000.00	1,500.00	1,500.00	3,500.00	30.00 %
01-572-493	Equipment Rental - Parks	401.38	750.00	750.00	0.00	0.00	750.00	0.00 %
01-572-520	Operating Supplies - Parks	970.86	1,000.00	1,000.00	340.27	340.27	659.73	34.03 %
DEPARTMENT TOTAL		32,195.64	38,750.00	38,750.00	5,097.05	5,097.05	33,652.95	13.15 %
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	2,119.00	2,500.00	2,500.00	200.00	200.00	2,300.00	8.00 %
01-574-440	Rentals and Leases - Spec Events	32,885.80	34,000.00	34,000.00	14,390.00	14,390.00	19,610.00	42.32 %
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	0.00	800.00	800.00	0.00	0.00	800.00	0.00 %
01-574-520	Operating Supplies - Spec Events	4,392.47	7,000.00	7,000.00	225.40	225.40	6,774.60	3.22 %
DEPARTMENT TOTAL		39,397.27	45,300.00	45,300.00	14,815.40	14,815.40	30,484.60	32.71 %
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	18,301.25	35,000.00	35,000.00	9,668.15	9,668.15	25,331.85	27.62 %
01-590-312	Professional Services - Other - Non-D	777.50	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-590-320	Accounting and Auditing - Non-Dept	18,111.97	20,000.00	20,000.00	3,555.76	3,555.76	16,444.24	17.78 %
01-590-440	Rentals and Leases - Non-Dept	0.00	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00 %
01-590-450	Liability Insurance - Non-Dept	80,758.50	97,000.00	97,000.00	61,313.75	61,313.75	35,686.25	63.21 %
01-590-464	Vehicle Fuel - Non-Departmental	658.39	550.00	550.00	0.00	0.00	550.00	0.00 %
01-590-465	Vehicle Maintenance - Non-Departmental	1,097.10	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-590-490	Other Current Charges - Non Dept	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	50.00 %
01-590-510	Office Supplies - Non-Departmental	1,025.06	1,000.00	1,000.00	303.76	303.76	696.24	30.38 %
01-590-520	Operating Supplies - Non-Dept	1,417.83	3,000.00	3,000.00	154.95	154.95	2,845.05	5.17 %
01-590-521	Emergencies & Contingencies - Operati	11,403.67	15,000.00	15,000.00	1,237.30	1,237.30	13,762.70	8.25 %
01-590-525	Uniforms - Non Dept	4,075.79	4,500.00	4,500.00	245.17	245.17	4,254.83	5.45 %
01-590-528	Postage - Non-Dept	1,502.80	1,500.00	1,500.00	1.50	1.50	1,498.50	0.10 %
01-590-540	Books, Pub., Sub., & Memberships -NON	8,659.02	9,000.00	9,000.00	4,799.49	4,799.49	4,200.51	53.33 %

General Fund Expenditures
8.33 % Yr Complete For Fiscal Year: 2024 / 10

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-590-550	Pre-Employment Exam/Drug Test	69.50	500.00	500.00	0.00	0.00	500.00	0.00 %
01-590-551	Immunizations - Employees	408.00	600.00	600.00	131.00	131.00	469.00	21.83 %
01-590-552	DOT Testing	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-590-553	Employee Meeting/Awards	717.88	1,000.00	1,000.00	62.50	62.50	937.50	6.25 %
01-590-554	Employee Holiday Dinner	1,076.61	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	37,409.00	32,409.00	0.00	0.00	32,409.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	1,000.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
01-590-992	Unemployment Claims - Non-Dept	1,287.65	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-590-995	Refund of Overpayments	390.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-590-996	Bad Debt - Non-Dept	1,165.07	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-999	Other - Non-Operating Charges - Non-D	502.05	10,000.00	10,000.00	281.99	281.99	9,718.01	2.82 %
DEPARTMENT TOTAL		154,405.64	265,559.00	260,559.00	82,755.32	82,755.32	177,803.68	31.16 %

General Fund Revenues Total	3,357,742.07	4,017,648.00	4,017,648.00	83,249.34	83,249.34	3,934,398.66	97.93%
General Fund Expenditures Total	2,680,214.83	4,017,648.00	4,017,648.00	248,889.31	248,889.31	3,768,760.69	93.81%
Total Revenue vs. Expenditures	677,527.24	0.00	0.00	-165,639.97	-165,639.97	165,637.97	

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Oct
Fund: 05 ENTERPRISE FUND

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	2,965,960.95	
05-101-900	Cash - Water Impact Fee Account	150.00	
05-101-913	DEP Loan - Sinking Fund	101,621.38	
05-101-916	US Bank - Sink Fund	563,835.46	
05-101-917	US Bank - Renewal & Replacement Series	200,994.11	
05-101-918	DEP Loan WW531400 - Sink Fund	1,149.21	
05-101-919	DEP Loan WW531402 - Sink Fund	2,385.92	
05-101-920	Cash - Customer Deposits	356,880.00	
05-101-936	FDEP 531402 Sinking Fund	11,931.67	
05-115-100	Accounts Receivable - Utilities	247,971.70	
05-115-130	Accounts Receivable - Readiness to Serve	21,261.91	
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	633,381.44	
05-151-902	Investments - FL SAFE EF Reserves	132,950.84	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	29,013.62	
05-159-100	Deferred Outflows - Related to Pension	147,954.23	
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	16,445,594.67	
05-165-900	Acc.Dep. - Improvements Other than Build	5,029,784.42-	
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**		20,886,011.18
05-202-100	Accounts Payable	98,580.11	
05-202-200	Accounts Payable - Year End	89,579.00	
05-202-900	Customer Deposits	356,880.00	
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	2,727.96	
05-216-100	Accrued Payroll	19,512.31-	
05-218-320	Supplemental Insurance Payable	2,002.98-	
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**		12,673,456.75
	** 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	6,797,039.09	
05-271-150	Fund Balance - Restatement	12,428.57-	
05-271-200	Net Asset Adjustment Account	10,071.23-	

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Oct
Fund: 05 ENTERPRISE FUND

Account Number	Account Title	Ending Bal	Net Amount
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		8,144,321.71
	** TOTAL REVENUE**		238,078.10
	** TOTAL EXPENSE**		169,845.38
	TOTAL LIABILITY AND EQUITY		20,886,011.18

ENTERPRISE FUND REVENUE
8.33 % Yr Complete For Fiscal Year: 2024 / 10

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	2024 (EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
05-314-301	RYS - City 10% UTY T	1,404.93	195.00	195.00	0.00	0.00	195.00	0.00 %
05-325-111	Connection Fees - Water - Cash Basis	19,389.60	10,000.00	10,000.00	1,305.00	1,305.00	8,695.00	13.05 %
05-325-210	Readiness to Serve Charge - Sewer	14,726.81	4,282.00	4,282.00	0.00	0.00	4,282.00	0.00 %
05-325-211	Readiness to Serve Charge - Water	14,047.98	1,948.00	1,948.00	0.00	0.00	1,948.00	0.00 %
05-329-200	Other Lic./Fees/Permits	1,503.69	600.00	600.00	0.00	0.00	600.00	0.00 %
05-340-300	Water Utility Revenue	1,318,141.76	1,314,799.00	1,314,799.00	110,986.63	110,986.63	1,203,812.37	8.44 %
05-340-500	Sewer Utility Revenue	1,299,451.90	1,316,249.00	1,316,249.00	107,621.38	107,621.38	1,208,627.62	8.18 %
05-359-100	Other Fines and/or Forfeitures	32,345.00	33,960.00	33,960.00	2,130.00	2,130.00	31,830.00	6.27 %
05-359-200	Non Sufficient Funds	2,640.00	2,340.00	2,340.00	155.00	155.00	2,185.00	6.62 %
05-359-300	Late Fees	26,344.50	26,348.00	26,348.00	2,373.00	2,373.00	23,975.00	9.01 %
05-361-200	Interest/Dividends - FL SAFE	34,808.00	32,637.00	32,637.00	3,569.09	3,569.09	29,067.91	10.94 %
05-369-110	Refund of Overpayments	0.00	0.00	0.00	9,938.00	9,938.00	(9,938.00)	0.00 %
05-369-112	Cash Drawer Overage - Bank Rec	15,237.45	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-401	Insurance - Claims	529.58	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-700	Misc Income - Reimbursement - Invoice	70.44	0.00	0.00	0.00	0.00	0.00	0.00 %
05-381-900	Cash Carry Forward	0.00	972,744.00	972,744.00	0.00	0.00	972,744.00	0.00 %
DEPARTMENT TOTALS		2,780,641.64	3,716,102.00	3,716,102.00	238,078.10	238,078.10	3,478,023.90	6.41 %

Enterprise Fund Expenditures
8.33 % Yr Complete For Fiscal Year: 2024 / 10

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 YTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
Water								
05-518-120	Regular Salary - Wages - Water Admin	72,433.52	124,610.00	124,610.00	568.71	568.71	124,041.29	0.46 %
05-518-140	Overtime - Water Admin	878.22	998.00	998.00	0.00	0.00	998.00	0.00 %
05-518-210	Fica Taxes - Water Admin	4,882.94	9,609.00	9,609.00	693.93	693.93	8,915.07	7.22 %
05-518-220	Retirement Contribution - Water Admin	7,995.69	17,045.00	17,045.00	1,170.01	1,170.01	15,874.99	6.86 %
05-518-230	Life & Health Insurance - Water Admin	36,131.11	40,325.00	40,325.00	3,369.14	3,369.14	36,955.86	8.35 %
05-518-240	Worker's Compensation - Water Admin	0.00	201.00	201.00	0.00	0.00	201.00	0.00 %
05-518-310	Professional Services - Water Admin	0.00	24,400.00	24,400.00	0.00	0.00	24,400.00	0.00 %
05-518-312	Professional Services - Other - Water	25,426.74	0.00	0.00	0.00	0.00	0.00	0.00 %
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	286.00	750.00	750.00	0.00	0.00	750.00	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	493.64	600.00	600.00	65.94	65.94	534.06	10.99 %
05-518-520	Operating Supplies - Water Admin	2,325.13	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
05-518-540	Books, Pub., Sub., & Memberships - Wa	239.88	300.00	300.00	0.00	0.00	300.00	0.00 %
05-518-630	Improvements Other than Building - Wa	6,980.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		159,072.87	221,988.00	221,988.00	5,867.73	5,867.73	216,120.27	2.64 %
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05-533-120	Regular Salary - Wages - Water Oper	164,863.62	149,442.00	149,442.00	9,509.44	9,509.44	139,932.56	6.36 %
05-533-130	Other Salaries and Wages - Water Oper	52.50	0.00	0.00	15.00	15.00	(15.00)	0.00 %
05-533-140	Overtime - Water Oper	8,268.65	7,133.00	7,133.00	380.59	380.59	6,752.41	5.34 %
05-533-210	Fica Taxes - Water Oper	13,505.79	11,978.00	11,978.00	1,152.33	1,152.33	10,825.67	9.62 %
05-533-220	Retirement Contribution - Water Oper	22,826.56	16,165.00	16,165.00	2,115.41	2,115.41	14,049.59	13.09 %
05-533-230	Life & Health Insurance - Water Oper	34,188.67	40,640.00	40,640.00	3,422.26	3,422.26	37,217.74	8.42 %
05-533-240	Worker's Compensation - Water Oper	4,941.33	3,862.00	3,862.00	4,753.00	4,753.00	(891.00)	123.07 %
05-533-310	Professional Services - Water Oper	6,484.49	15,000.00	15,000.00	225.00	225.00	14,775.00	1.50 %
05-533-311	Engineering Services - Water Oper	51,273.75	100,000.00	100,000.00	5,332.50	5,332.50	94,667.50	5.33 %
05-533-312	Professional Services - Other - Water	9,332.12	20,000.00	20,000.00	4,841.88	4,841.88	15,158.12	24.21 %
05-533-313	Professional Services - Polk Regional	1,196.03	2,000.00	2,000.00	652.70	652.70	1,347.30	32.64 %
05-533-314	Professional Services - Samples	2,441.00	5,000.00	5,000.00	192.00	192.00	4,808.00	3.84 %
05-533-400	Travel Expenses - Water Oper	1,190.58	1,250.00	1,250.00	39.75	39.75	1,210.25	3.18 %
05-533-405	Training - Water Oper	1,306.50	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00 %
05-533-410	Communication Services - Water Oper	5,260.50	8,000.00	8,000.00	1,010.53	1,010.53	6,989.47	12.63 %

Enterprise Fund Expenditures
8.33 % Yr Complete For Fiscal Year: 2024 / 10

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
05-533-430	Utilities - PW/Utilities Facility Wat	1,285.49	2,500.00	2,500.00	214.09	214.09	2,285.91	8.56 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	6,301.43	7,000.00	7,000.00	378.20	378.20	6,621.80	5.40 %
05-533-432	Commonwealth WTP - Utilities - Water	1,146.69	1,500.00	1,500.00	127.02	127.02	1,372.98	8.47 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	10,950.47	12,000.00	12,000.00	935.56	935.56	11,064.44	7.80 %
05-533-460	Repairs and Maintenance - Water Oper	2,648.11	115,000.00	115,000.00	0.00	0.00	115,000.00	0.00 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	1,952.37	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-533-462	Commonwealth WTP - Repairs and Maint	1,507.46	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	291.89	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-533-464	Vehicle Fuel - Water Oper	12,681.44	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
05-533-465	Vehicle Maintenance - Water Oper	4,353.15	7,000.00	7,000.00	724.00	724.00	6,276.00	10.34 %
05-533-466	Public Works/Utilities Facility - Rep	5,567.15	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
05-533-467	Repairs & Maintenance-Equipment - Wat	3,321.16	3,500.00	3,500.00	604.23	604.23	2,895.77	17.26 %
05-533-470	Printing and Reproduction - Water Ope	21.82	400.00	400.00	0.00	0.00	400.00	0.00 %
05-533-492	Recording & Other Fees - Water Oper	4,300.00	4,440.00	4,440.00	0.00	0.00	4,440.00	0.00 %
05-533-510	Office Supplies - Water Oper	226.26	500.00	500.00	0.00	0.00	500.00	0.00 %
05-533-520	Operating Supplies - Water Oper	26,176.51	17,500.00	17,500.00	2,598.48	2,598.48	14,901.52	14.85 %
05-533-521	Mt.Olive WTP - Operating Supplies - W	1,140.12	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-522	Commonwealth WTP - Operating Supplies	423.58	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-533-523	V.Matt Williams WTP - Operating Suppl	423.58	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-533-524	Chemicals - Water Oper	11,607.78	9,000.00	9,000.00	1,338.20	1,338.20	7,661.80	14.87 %
05-533-526	Meter Supplies - New Installs - Water	130,965.58	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-533-527	Meter Supplies - Repairs & Maintenanc	122,698.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	458.73	750.00	750.00	0.00	0.00	750.00	0.00 %
05-533-630	Improvements Other than Building - Wa	1,125.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-640	Machinery & Equipment - Water Oper	14,316.55	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-660	Other Capital Assets - Water Operatio	510.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-710	Principal - Water Oper	0.00	63,896.00	63,896.00	0.00	0.00	63,896.00	0.00 %
05-533-711	Principal - Water 2011 Bond Pay Off	0.00	65,659.00	65,659.00	0.00	0.00	65,659.00	0.00 %
05-533-720	Interest - Water Oper	67,541.50	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		761,073.91	844,365.00	844,365.00	40,562.17	40,562.17	803,802.83	4.80 %

Sewer

05-535-120	Regular Salary - Wages - Sewer Oper	104,880.86	152,126.00	152,126.00	4,077.06	4,077.06	148,048.94	2.68 %
05-535-130	Other Salaries and Wages - Sewer Oper	52.50	0.00	0.00	15.00	15.00	(15.00)	0.00 %
05-535-140	Overtime - Sewer Oper	6,641.94	7,288.00	7,288.00	325.99	325.99	6,962.01	4.47 %

Enterprise Fund Expenditures
8.33 % Yr Complete For Fiscal Year: 2024 / 10

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
05-535-210	Fica Taxes - Sewer Oper	8,281.53	12,195.00	12,195.00	697.42	697.42	11,497.58	5.72 %
05-535-220	Retirement Contribution - Sewer Oper	13,820.54	16,550.00	16,550.00	1,312.45	1,312.45	15,237.55	7.93 %
05-535-230	Life & Health Insurance - Sewer Oper	25,861.55	40,672.00	40,672.00	2,801.14	2,801.14	37,870.86	6.89 %
05-535-240	Worker's Compensation - Sewer Oper	0.00	3,937.00	3,937.00	0.00	0.00	3,937.00	0.00 %
05-535-310	Professional Services - Sewer Oper	2,322.50	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-535-311	Engineering Services - Sewer Oper	500.00	180,000.00	180,000.00	675.00	675.00	179,325.00	0.38 %
05-535-312	Professional Services - Other - Sewer	35,800.56	35,000.00	35,000.00	6,987.71	6,987.71	28,012.29	19.96 %
05-535-314	Professional Services - Samples	8,346.00	11,000.00	11,000.00	2,115.00	2,115.00	8,885.00	19.23 %
05-535-400	Travel Expenses - Sewer Oper	896.67	1,500.00	1,500.00	21.95	21.95	1,478.05	1.46 %
05-535-405	Training - Sewer Oper	536.50	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-410	Communication Services - Sewer Oper	5,259.93	5,500.00	5,500.00	968.00	968.00	4,532.00	17.60 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	2,890.27	3,200.00	3,200.00	128.33	128.33	3,071.67	4.01 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,053.80	2,500.00	2,500.00	342.30	342.30	2,157.70	13.69 %
05-535-430	Utilities - PW/Utilities Facility Sew	5,913.03	5,500.00	5,500.00	626.19	626.19	4,873.81	11.39 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	42,105.00	39,700.00	39,700.00	5,534.54	5,534.54	34,165.46	13.94 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,447.14	9,000.00	9,000.00	970.82	970.82	8,029.18	10.79 %
05-535-460	Repairs and Maintenance - Sewer Oper	85,342.06	130,000.00	130,000.00	6,008.90	6,008.90	123,991.10	4.62 %
05-535-461	Cardinal Hill - Repairs and Maint - S	18,242.03	390,000.00	390,000.00	5,086.27	5,086.27	384,913.73	1.30 %
05-535-464	Vehicle Fuel - Sewer Oper	7,191.99	7,000.00	7,000.00	1,412.72	1,412.72	5,587.28	20.18 %
05-535-465	Vehicle Maintenance - Sewer Oper	4,821.31	6,000.00	6,000.00	582.52	582.52	5,417.48	9.71 %
05-535-466	Public Works/Utilities Facility - Rep	213.21	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-535-467	Repairs & Maintenance-Equipment - Sew	2,594.52	2,500.00	2,500.00	2,295.67	2,295.67	204.33	91.83 %
05-535-470	Printing and Reproduction - Sewer Ope	21.81	100.00	100.00	0.00	0.00	100.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-493	Equipment Rental - Sewer Oper	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	531.30	300.00	300.00	0.00	0.00	300.00	0.00 %
05-535-520	Operating Supplies - Sewer Oper	15,852.79	20,000.00	20,000.00	191.15	191.15	19,808.85	0.96 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	175.75	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	35,387.20	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00 %
05-535-524	Chemicals - Sewer Oper	29,370.40	10,000.00	10,000.00	2,629.00	2,629.00	7,371.00	26.29 %
05-535-540	Books, Pub., Sub., & Memberships - Se	830.99	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-535-630	Improvements Other than Building - Se	38,723.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	18,394.54	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	45,684.10	639,719.00	639,719.00	18,688.47	18,688.47	621,030.53	2.92 %
05-535-660	Other Capital Assets - Sewer Operatio	510.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-710	Principal - Sewer Oper	0.00	355,782.00	355,782.00	0.00	0.00	355,782.00	0.00 %
05-535-712	Principal - DEP Effluent Disposal Loa	0.00	27,076.00	27,076.00	0.00	0.00	27,076.00	0.00 %
05-535-720	Interest - Sewer Oper	266,836.54	258,566.00	258,566.00	0.00	0.00	258,566.00	0.00 %
05-535-722	Interest - DEP Effluent Disposal Loan	1,608.06	1,554.00	1,554.00	0.00	0.00	1,554.00	0.00 %

Enterprise Fund Expenditures
8.33 % Yr Complete For Fiscal Year: 2024 / 10

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MYD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
DEPARTMENT TOTAL								
		846,941.92	2,441,765.00	2,441,765.00	64,493.60	64,493.60	2,377,271.40	2.64 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	17,363.26	25,000.00	25,000.00	164.95	164.95	24,835.05	0.66 %
05-590-312	Professional Services - Other - Non-D	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-320	Accounting and Auditing - Non-Dept	35,362.95	28,000.00	28,000.00	7,219.24	7,219.24	20,780.76	25.78 %
05-590-440	Rentals and Leases - Non-Dept	4,960.22	5,500.00	5,500.00	535.32	535.32	4,964.68	9.73 %
05-590-450	Liability Insurance - Non-Dept	80,758.50	97,000.00	97,000.00	44,764.75	44,764.75	52,235.25	46.15 %
05-590-510	Office Supplies - Non-Departmental	1,063.55	750.00	750.00	108.46	108.46	641.54	14.46 %
05-590-520	Operating Supplies - Non-Dept	1,094.57	1,000.00	1,000.00	106.38	106.38	893.62	10.64 %
05-590-521	Emergencies & Contingencies - Operati	9,797.03	0.00	0.00	1,429.29	1,429.29	(1,429.29)	0.00 %
05-590-525	Uniforms - Non Dept	4,416.82	3,000.00	3,000.00	385.64	385.64	2,614.36	12.85 %
05-590-528	Postage - Non-Dept	2,141.59	1,000.00	1,000.00	7.25	7.25	992.75	0.73 %
05-590-540	Books, Pub., Sub., & Memberships -NON	342.67	750.00	750.00	3,959.50	3,959.50	(3,209.50)	527.93 %
05-590-550	Pre-Employment Exam/Drug Test	183.50	400.00	400.00	0.00	0.00	400.00	0.00 %
05-590-551	Immunizations - Employees	1,509.00	1,000.00	1,000.00	61.00	61.00	939.00	6.10 %
05-590-552	DOT Testing	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-590-553	Employee Meeting/Awards	375.43	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-590-554	Employee Holiday Dinner	922.14	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
05-590-720	Interest - Bond 2017 Issue	(39,358.04)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	56,381.91	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-940	Reserves - Unrestricted Reserves NON-	0.00	27,214.00	27,214.00	0.00	0.00	27,214.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	190.55	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-590-994	Bank Fees - Non-Dept	242.42	1,372.00	1,372.00	0.00	0.00	1,372.00	0.00 %
05-590-995	Refund of Overpayments - Non-Dept	870.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-590-996	Bad Debt - Non-Dept	3,242.98	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-590-999	Other - Non-Operating Charges - Non-D	(14.54)	5,000.00	5,000.00	180.10	180.10	4,819.90	3.60 %
DEPARTMENT TOTAL								
		284,346.51	207,986.00	207,986.00	58,921.88	58,921.88	149,064.12	28.33 %
Enterprise Fund Revenues Total								
		2,780,641.64	3,716,102.00	3,716,102.00	238,078.10	238,078.10	3,478,023.90	6.41%
Enterprise Fund Expenditures Total								
		-2,050,435.21	-3,716,102.00	-3,716,102.00	-169,945.30	-169,945.30	-3,546,258.62	4.57%
Total Revenue vs. Expenditures		730,206.43	0.00	0.00	68,232.72	68,232.72	-68,234.72	

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Oct
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	15,522.07	
08-101-101	GF Fire Public Safety Impact Fees	8,605.47	
08-101-102	GF Recreation Impact Fees	31,600.06	
08-101-103	GF Gen Gov't Facilities Impact Fees	55,373.85	
08-151-100	Investments - FL SAFE GF Police Public Safety	226,164.51	
08-151-101	Investments - FL SAFE GF Fire Public Saf...	142,943.97	
08-151-102	Investments - FL SAFE GF Recreation	427,452.57	
08-151-103	Investments - FL SAFE GF Facilities	472,621.78	
	** TOTAL ASSET**		1,380,284.28
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
08-271-100	Fund Balance Unreserved	1,374,384.78	
	** TOTAL EQUITY**		1,374,384.78
	** TOTAL REVENUE**		5,899.50
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		1,380,284.28

GFIF Special Revenues
Budget Revenues
8.33 % Yr Complete For Fiscal Year: 2024 / 10

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
REVENUES								
08-324-100	Police - Public Safety Impact Fee	8,084.99	6,795.00	6,795.00	0.00	0.00	6,795.00	0.00 %
08-324-110	Fire/Rescue - Public Safety Impact Fe	3,796.21	3,106.00	3,106.00	0.00	0.00	3,106.00	0.00 %
08-324-610	Parks & Recreation Impact Fee	12,481.92	10,402.00	10,402.00	0.00	0.00	10,402.00	0.00 %
08-324-710	Public Facilities Impact Fee	20,976.12	17,480.00	17,480.00	0.00	0.00	17,480.00	0.00 %
08-361-200	Interest/Dividends - FL SAFE	57,535.47	15,000.00	15,000.00	5,899.50	5,899.50	9,100.50	39.33 %
08-381-900	CASH Carry Forward GF Impact Fees	0.00	180,000.00	180,000.00	0.00	0.00	180,000.00	0.00 %
DEPARTMENT TOTALS		102,874.71	232,783.00	232,783.00	5,899.50	5,899.50	226,883.50	2.53 %
EXPENDITURES								
08-521-930	Reserves - Police Public Safety Impac	644.99	6,795.00	6,795.00	0.00	0.00	6,795.00	0.00 %
08-521-931	Reserves - Police Public Safety Int/D	0.00	750.00	750.00	0.00	0.00	750.00	0.00 %
08-522-930	Reserves - Fire Public Safety Impact	345.11	183,106.00	183,106.00	0.00	0.00	183,106.00	0.00 %
08-522-931	Reserves - Fire Public Safety Int/Div	0.00	750.00	750.00	0.00	0.00	750.00	0.00 %
08-539-930	Reserves - Public Facility Impact Fee	1,748.01	17,480.00	17,480.00	0.00	0.00	17,480.00	0.00 %
08-539-931	Reserves - Public Facility Int/Divide	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
08-572-930	Reserves - Parks & Rec Impact Fees	1,040.16	10,402.00	10,402.00	0.00	0.00	10,402.00	0.00 %
08-572-931	Reserves - Parks & Rec Int/Dividends	0.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
DEPARTMENT TOTALS		3,778.27	232,783.00	232,783.00	0.00	0.00	232,783.00	0.00 %
GF Impact Fee Fund Revenues Total								
		102,874.71	232,783.00	232,783.00	5,899.50	5,899.50	226,883.50	2.53 %
GF Impact Fee Fund Expenditures Total								
		-3,778.27	-232,783.00	-232,783.00	0.00	0.00	232,783.00	0.00 %
Total Revenue vs. Expenditures		99,096.44	0.00	0.00	5,899.50	5,899.50	459,666.50	

CITY OF POLK CITY
 Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Oct
 Fund: 09 SPECIAL REVENUE FUND - EF IMPACT FEES

Account Number	Account Title	Ending Bal	Net Amount
09-101-800	EF Sewer Impact Fee Account	445,695.04	
09-101-900	EF Water Impact Fee Account	121,399.57	
09-151-800	Investements - Sewer Impact	1,730,794.35	
09-151-900	Investements - Water Impact	281,426.29	
09-169-900	CIP - Construction Costs	28,872.10	
	** TOTAL ASSET**		2,608,187.35
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
09-271-100	Unreserved Fund Balance	2,682,074.25	
	** TOTAL EQUITY**		2,682,074.25
	** TOTAL REVENUE**		17,246.67
	** TOTAL EXPENSE**		91,133.57
	TOTAL LIABILITY AND EQUITY		2,608,187.35

EFIF Special Revenues
8.33 % Yr Complete For Fiscal Year: 2024 / 10

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	2024 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
REVENUES								
TOTAL AR								
09-324-210	Water Impact Fees	45,422.00	36,687.00	36,687.00	3,494.00	3,494.00	33,193.00	9.52 %
09-324-220	Sewer Impact Fees	79,470.00	66,225.00	66,225.00	4,415.00	4,415.00	61,810.00	6.67 %
09-361-200	Interest/Dividends - FL SAFE	91,066.92	15,000.00	15,000.00	9,337.67	9,337.67	5,662.33	62.25 %
09-381-900	CASH Carry Forward EF Impact Fees	0.00	91,544.00	91,544.00	0.00	0.00	91,544.00	0.00 %
DEPARTMENT TOTALS		215,958.92	209,456.00	209,456.00	17,246.67	17,246.67	192,209.33	8.23 %
EXPENDITURES								
09-533-310	Professional Services - Legal Fees	1,237.50	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
09-533-312	Professional Services - Other Profess	2,875.00	1,725.00	1,725.00	0.00	0.00	1,725.00	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	91,544.00	91,544.00	91,133.57	91,133.57	410.43	99.55 %
09-533-930	Reserves - Water Impact Fees	0.00	27,962.00	27,962.00	0.00	0.00	27,962.00	0.00 %
09-533-931	Reserves - Water Int/Dividends	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
09-535-310	Professional Services - Legal Fees	0.00	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
09-535-312	Professional Services - Other Profess	2,875.00	1,725.00	1,725.00	0.00	0.00	1,725.00	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	57,500.00	57,500.00	0.00	0.00	57,500.00	0.00 %
09-535-931	Reserves - Sewer Int/Dividends	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
DEPARTMENT TOTALS		13,149.50	209,456.00	209,456.00	91,133.57	91,133.57	118,322.43	43.51 %

EF Impact Fee Fund Revenues Total								
		215,958.92	209,456.00	209,456.00	17,246.67	17,246.67	192,209.33	8.23 %
EF Impact Fee Fund Expenditures Total								
		-13,149.50	-209,456.00	-209,456.00	-91,133.57	-91,133.57	-118,322.43	43.51 %
Total Revenue vs. Expenditures		202,809.42	0.00	0.00	-73,886.90	-73,886.90	73,886.90	

OCTOBER 2023

CIRCULATION

ADULT BOOKS	912
JUVENILE BOOKS	1110
TOTAL CIRCULATION	2022

NEW BORROWERS

IN CITY	9
IN COUNTY	11
TOTAL NEW BORROWERS	20

NUMBER OF PROGRAMS

FAMILY	
ADULT	1
JUVENILE	1
YOUNG ADULT	
TOTAL PROGRAMS	2

PROGRAM ATTENDANCE

ADULT	9
JUVENILE	2
YOUNG ADULT	
TOTAL ATTENDANCE	11

REFERENCE QUESTIONS

PHONE CALLS	117
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NUMBER OF COMPUTER USERS

79

TOTAL PATRONS

767

Prepared by:

Hannah Ulloha

Library Director

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

STATISTICAL DATA

West Division

Date: November 6, 2023 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for October 2023

ACTIVITY	
FELONY ARREST	2
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	6
AFFIDAVITS MISDEMEANOR	1
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	1
TOTAL ARRESTS	10
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	9
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	28
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	9
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	692
TRAFFIC STOPS	21
TOTAL DISPATCHED CALLS FOR SERVICE	98

In October 2023, there were zero (0) PROCAP captured crimes as compared to one (1) in October 2022. There were no procap crimes to report. In all for 2023 we are sitting at 14 procap related crimes compared to 22 procap crimes reported by this time in 2022. Currently for the year we are -36 % in procap related crimes.

Sector	CaseNo	IncFrom	IncTo	DOW	Location	Narrative	Det	PRBTS	VIDEO	CASE STATUS
BURGLARY CONVEYANCE										

Department of Law Enforcement																														
Polk City - 2022 - 2023																														
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly Change	YTD Average		
	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		2022	2023	
Robbery	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0%	0.0	0.2
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
Burg. Residence	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	1	0%	0.0	0.1	
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	1	0%	0.1	0.0	
Burg. Conveyance	0	0	0	1	3	0	0	0	1	0	0	0	1	0	1	0	0	0	0	0	1	0	0	0	6	1	0%	0.6	0.1	
Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	2	0	1	0	2	0	0	0	5	1	0%	0.5	0.1	
Grand Theft	0	0	1	0	1	0	1	0	0	0	1	0	0	0	1	1	0	0	0	0	0	0	0	0	5	1	0%	0.5	0.1	
Pett. Theft	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2	0	0	1	0	0	0	1	4	-200%	0.1	0.4	
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	
Retail Theft	0	0	0	0	1	0	1	0	0	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	2	3	-100%	0.2	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	2	1	0%	0.2	0.1	
Totals	2	2	4	1	5	0	2	2	1	1	1	3	2	1	2	1	2	3	1	0	4	0	2	0	22	14	-300%	2.2	1.4	
% Change	0%	-75%	N/A	0%	0%	200%	-50%	-50%	50%	N/A	N/A	N/A	-36%	-36%																

Utility Billing Report

October 2023

New Accounts Established: 21
Final/Terminated Service: 17
Bills Processed: 2712
Email/ Bill Customers: 1907
Work Orders Processed: 229
Lock off for Nonpayment: 18
Nonpayment fees (\$50): 41
Billed Consumption: 12,169,900
Billed/Revenue: 277,073.34
Residential Billing: 2614
Irrigation Billing: 589
Commercial Billing: 94
Building Rentals Activity/Bronson Center/Freedom Park: 14

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, train in New Global Work Order System. Upgrade Citizenlink on Website. Update procedures. Train new employee.

Respectfully Submitted by:

Chasity Guinn

Utility Billing Supervisor

Public Works & Utilities Report

October 2023

Public Works Department- Work Orders: Total 191

BUILDING MAINTENANCE: 57

VEHICLE/EQUIPMENT MAINTENANCE: 21

EVENT SET UP- INSPECTION: 31

LANDSCAPING, MOWING: 25

ORGANIZATION MAINTENANCE-ADMIN: 1

PARKS AND RECREATION: 25

STREETS AND SIGNS: 6

TRASH PARKS AND FACILITIES: 8

TRASH ROADS AND STREETS: 7

CUSTODIAL SERVICES PUBLIC WORKS/UTILITIES: 2

Repair Brook lane

PREPARE Park for Safe Haven Halloween

Utilities Department- Work Orders: Total 292

TURN ON: 23

TEMPORARY SHUT OFF: 14

INSTALL - IRRIGATION: 2

INSTALL - WATER: 4

TURN OFF: 29

METER MAINTENANCE: 181

TURN OFF FOR NON-PAYMENT OF NSF: 1

TURN BACK ON FROM SHUT OFF LIST: 7

LOCATES: 4

SEWER: 1

LIFT STATION MAINTENANCE: 14

WATER LINE REPAIR: 2

WWTP REPAIR AND MAINTENANCE: 4

WTP REPAIR AND MAINTENANCE: 13

METERS READ: 3,363

READS: 157

CONTINUE HYDRANT FLUSHING & MAINTENANCE

WATER LEAK: 4 (5164 Golden gate Blvd, Shoreline Dr., Island view Cir S, 385 clearwater Lake Dr.5525
Jacob Ave,)

Help P/W Prepare Park for Safe Haven Halloween

Submitted By:

Rick Jiles

Public Works and Utilities Director

**City Commission Meeting
November 21, 2023**

AGENDA ITEM #1: **PUBLIC HEARING - Ordinance 2023-07 – Amending Water and Sewer Rates**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

PUBLIC HEARING - Ordinance 2023-07 – Amending Water and Sewer Rates

ATTACHMENT:

Ordinance 2023-07

ANALYSIS:

At the direction of the City Manager, the City Attorney prepared an Ordinance to modify the City's Utility Code. Ordinance 2023-07 accomplishes the following:

1. Clarifies that the cost of meter installation is the actual cost instead of a pre-set cost. This modification will avoid problems that arise with the costs of inflation and is consistent with the policy of many Florida municipal utilities.
2. Clarifies the references to City capital charges. The City is not modifying or increasing its water and sewer capital charges. These charges recover the cost of offsite plant. The modification reflects a 2019 change to Section 163.31801, Fla. Stat., which created an exemption for municipal water and sewer connection fees. The fees referred to in the statute are not the "physical cost of connection" fees, but rather those fees previously labelled "impact fees." The City's capital charges are subject to prior and future judicial decisions related to impact fees but are not subject to the time and procedure limitations of the statute that applies to all other impact fees. The change necessitated deleting references in Chapter 39 of the City Code.
3. Adopts the City required analysis on Business Impact Estimate.

STAFF RECOMMENDATION:

City Attorney and Staff recommend adoption of Ordinance 2023-07 on First Reading.

ORDINANCE 2023-07

AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE CODE OF ORDINANCES OF POLK CITY, FLORIDA (“CITY CODE”); AMENDING §§ 39-4, 74-69, 74-224 AND 74-263, CITY CODE; PROVIDING FINDINGS; PROVIDING A BUSINESS IMPACT ESTIMATE; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

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

SECTION 1. FINDINGS. In adopting this Ordinance, the City Commission of Polk City, Florida (the “City”) hereby makes and expresses the following findings, purposes, and intent:

(1) The City has been conferred broad legislative powers to enact ordinances to perform governmental functions and exercise power to promote the health, welfare, safety, and quality of life of a local government’s residents by both the Florida Constitution and the Florida Legislature.

(2) The City is authorized, pursuant to general and special law and its home rule powers contained in statutes and the Florida Constitution to own, operate, provide and extend central water, wastewater, and reclaimed water services both within and without Polk City.

(3) Following the acquisition of a water system from the City of Lakeland, the City Commission declared beginning in 2002 and continuously thereafter an exclusive water, wastewater, and reclaimed water service area both within and without the City limits.

(4) Beginning in 1998, the City began the acquisition and expansion of a sewer/wastewater system which also included the purchase of a sewer system previously owned by Polk County.

(5) The City has determined that development at urban level densities should be served by a central potable water supply and central wastewater service.

(6) The City has also incurred bonded indebtedness to expand and maintain its central water system and central wastewater system.

(6) Until 2010, the City conducted studies related to its water and wastewater system which projected growth that never occurred.

(7) To rectify these misplaced assumptions, the City commissioned a series of studies and reports from GAI Consultants, including but not limited to the Water and Wastewater System Financial Optimization, Revenue Sufficiency, and

Rate Study and other engineering studies that recommend retention of the readiness to serve/availability charges, as well as other modifications to the City's rate regulations and structure.

(8) Based upon these studies and other relevant information, the City adopted a rates and charge system in 2011 which it has maintained so as to properly manage, operate, and maintain the City's system and to pay its lawful debts.

(9) The City has determined to modify two provisions in its rate ordinance to better recover costs of meter installation and to clarify the earmarking requirement contained in Chapter 39, City Code.

(10) The City has also identified scrivener's errors in portions of its City Code that need to be addressed.

(11) For these and other reasons, it is necessary for the City to adopt the changes and modifications proposed within this Ordinance.

(12) The City has full and exclusive authority over the management, operation, and control of all of the City's utilities and the authority to prescribe rules and regulations governing the use of such facilities whenever such are provided by the City, and to make such changes from time to time in such rules and regulations as it deems necessary.

(13) The City has provided the required public notice and held the necessary public hearing(s) in order to adopt these rules.

(14) The City has performed a business impact estimate pursuant to § 166.041(4)(c), and determined that adoption of this Ordinance:

(1) serves a public purpose by serving the public health, safety, morals, and welfare of the City, (2) has no direct negative economic impact on private, for-profit businesses in the city, (3) will not result in direct compliance costs by businesses, (4) does not impose any new charge or fee on businesses for which businesses will be financially responsible, (5) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City.

(15) The City Commission of Polk City, Florida hereby determines that it is to the advantage of the City and in the best interests of the City's citizens to modify the City's Utility Code as set forth in this Ordinance.

SECTION 2. AMENDMENT TO SECTION 39-4, CODE OF ORDINANCES.

“Sec. 39-4. — Applicability.

Unless expressly excepted or exempted, this article applies to all fees imposed by the city to finance public facilities attributable to new development, including without limitation:

- (1) Sewer connection charges;
- (2) Water connection charges;
- (13) General government facilities;
- (24) Park and recreation fees;
- (35) Police;
- (46) Fire/rescue;
- (57) Library fees.”

SECTION 3. AMENDMENT TO SECTION 74-69, CODE OF ORDINANCES. Section 74-69 of the Code of Ordinances of Polk City, Florida (hereafter “the Code”) is hereby amended to read as follows. All other language following the insertion of new subsection (d) are hereby retained, ratified, and confirmed as written:

“Sec. 74-69. – Wastewater Capital Connection Charges.

(a) These shall be paid by all users connecting to the wastewater system of the city, at the time application is made for a building or mobile home setup permit, wastewater capital connection charges to defray the necessary capital costs of the construction of sewer utilities; provided, however, the city may require and accept the prepayment of capital connection charges whenever it shall determine that such prepayments are required in the funding of all or part of the capital costs of new or expanded utility system improvements.

(b) All connection charges as set forth in tables 1—4 in this section shall be paid by the user on the basis of the number of equivalent residential connections (ERCs) proposed to be connected to the wastewater system. An ERC equates all classes of utility users to a common denominator. All other types and classes of users shall be equated to such value as listed in tables 1—4 in this section.

(c) The capital connection charge structure may be amended by resolution ordinance of the city council commission.

(d) Disposition of revenues imposed by wastewater capital connection charges. All revenues derived from the wastewater capital connection charges imposed by this section shall be accounted for separately in a capital fund of the utilities department enterprise fund. All wastewater capital connection charge revenues

expended from the capital connection charge capital fund shall be used for the purpose of providing growth necessitated capital improvements and extending, oversizing, or separating existing wastewater system improvements, or constructing new additions to the sewer plant, distribution or transmission systems or part thereof as authorized by the city commission, including, but not limited to, expenses for: (i) design or construction plan preparation; (ii) permitting and related fees; (iii) land or utility system acquisition, including acquisition or condemnation costs; (iv) construction and design of wastewater systems buildings, facilities, or improvements and additions thereto; (v) design and construction of drainage facilities reasonably required by, or convenient to, the construction of wastewater systems buildings, facilities, or improvements and additions thereto; (vi) relocating utilities required by the construction of wastewater systems buildings, facilities, or improvements and addition thereto; (vii) construction management, inspection, or both; (viii) surveying, soils and material testing, and the evaluation and development of reuse water resources and supplies; (ix) acquisition of plant or equipment necessary or convenient to expand the wastewater system; and (x) payment of principal and interest, reserves and costs of issuance under any bonds or other indebtedness issued by the city to fund growth impacted improvements, and additions to the wastewater system. No part of such revenues shall be budgeted or used for the operating expenses of the wastewater system.

”

SECTION 4. AMENDMENT OF SECTION 74-224, CODE OF ORDINANCES. Section 74-224 of the Code of Ordinances of Polk City, Florida (hereafter “the Code”) is hereby amended to read as follows:

“Sec. 74-224. - Water impact fee Capital Connection Charge; Water ERC Calculation.

- (a) Each new user of the waterworks system shall pay a one-time impact fee water capital connection charge as provided herein. The revenue generated hereunder shall be deposited in the waterworks reserve account and shall be used only for the expansion of the waterworks system
- (b) The amount of the impact fee is \$1,747.00 per Water ERC. Impact fees Water capital connection charges shall be reviewed from time to time as required by city council commission and any subsequent revisions thereto shall be by ordinance.
- (c) Each new user with six or more separate connections who comes online and pays the periodic user rates all at substantially the same time shall pay an impact fee which is negotiable with the town city council in accord with the following economic considerations:
 - (1) The degree to which the development brings online ratepayers with great diversity of demand.

- (2) The degree to which the development provides system capacity or future system capacity in excess of that needed to supply the development.
- (3) The degree to which the development provides design, inspection or installation (or a monetary consideration in lieu thereof) services which would normally be the city's obligation.
- (d) A water equivalent residential connection ("Water ERC") is the projected water demand (excluding fire flows) from a single-family residence and is declared to be equal to 300 gallons per day, maximum daily demand.
- (1) Each commercial use, unit or establishment shall have a minimum value of 1.0 ERC or 1.0 ERC per water meter, whichever is greater.
- (2) Where an applicant furnishes detailed water consumption records for an establishment not in conformance with any of the above, these records may be used in determining the number of ERCs at the sole option of the ~~town~~ City and as detailed in the City's water code. The City may also on its own initiative recalculate usage and projected usage to insure that the applicant or existing customer has paid for those ERCs it is using.
- (3) If deemed necessary by the City, the estimated water demands and corresponding impact fees shall be redetermined based on actual usage when the development is at or very near full/maximum occupancy/use. If the redetermined use and ERC value is larger than originally computed, the additional connection charge will be collected from the user/developer. The City shall have the right to redetermine the impact fees and require the customer to pay any additional charges.
- (4) Where a commercial usage changes so as to increase the water demand (for example: from a shoe store to a coin laundry) the additional water demand and corresponding ERC value and impact fees shall be computed by the City and paid by the user prior to the issuance of a building permit.
- (5) Matters of interpretation and definition shall rest with the City.

(f) Disposition of revenues imposed by water capital connection charges. All revenues derived from the water capital connection charges imposed by this section shall be accounted for separately in a capital fund of the utilities department enterprise fund. All water capital connection charge revenues expended from the water capital connection charge capital fund shall be used for the purpose of providing growth necessitated capital improvements and extending, oversizing, or separating existing water system improvements, or constructing new additions to the water plant, distribution or transmission systems or part thereof as authorized by the city commission, including, but not limited to, expenses for: (i) design or construction plan preparation; (ii) permitting and related fees; (iii) land or utility system acquisition, including acquisition or condemnation costs; (iv) construction

and design of water systems buildings, facilities, or improvements and additions thereto; (v) design and construction of drainage facilities reasonably required by, or convenient to, the construction of water systems buildings, facilities, or improvements and additions thereto; (vi) relocating utilities required by the construction of water systems buildings, facilities, or improvements and addition thereto; (vii) construction management, inspection, or both; (viii) surveying, soils and material testing, and the evaluation and development of raw water, alternative water, and reuse water resources and supplies; (ix) acquisition of plant or equipment necessary or convenient to expand the water system; and (x) payment of principal and interest, reserves and costs of issuance under any bonds or other indebtedness issued by the city to fund growth impacted improvements, and additions to the water system. No part of such revenues shall be budgeted or used for the operating expenses of the water system."

SECTION 5. AMENDMENT OF SECTION 74-263, CODE OF ORDINANCES. Section 74-263 of the Code of Ordinances of Polk City, Florida (hereafter "the Code") is hereby amended to read as follows:

"Sec. 74-263. - Schedule of rates.

(a)Schedule. The schedule of rates has been amended in its entirety and may be found in exhibit A of this section.

EXHIBIT A
INSIDE AND OUTSIDE CITY LIMITS
FY 2010 [2011] Rate Schedule
Effective Date: June 13, 2011

WATER CHARGES

Meter Installation/Initial Connection Charges ⁽²⁾

Effective: ~~March 1, 2007~~ December 1, 2023

EXPAND

Size	Present
5/8" x 3/4"	\$435.00 <u>Actual costs (see fn 2)</u>
1"	508.80 <u>Actual costs (see fn.2)</u>
1 1/2"	561.60 <u>Actual costs (see fn 2)</u>
2"	821.60 <u>Actual costs (see fn 2)</u>

SECTION 6. BUSINESS IMPACT ESTIMATE. Pursuant to Section 166.041(4), Florida Statutes, Polk City is required to prepare a business impact estimate for certain proposed ordinances. This proposed ordinance does not increase or decrease utility rates. It is in the public interest because it (1) serves a public purpose by serving the public health, safety, morals, and welfare of the City, (2) has no direct negative economic impact on private, for-profit businesses in the city, (3) will not result in direct compliance costs by businesses, (4) does not impose any new charge or fee on businesses for which businesses will be financially responsible, and (5) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City. It brings the City's Utility Code into compliance with the 2019 amendments to section 163.31801, Fla. Stat. Thus, it is estimated that neither residents nor any business will incur additional costs. The City does not seek to impose any additional user or regulatory fees or charges, nor are any direct compliance costs expected. The Business Impact Estimate form for this ordinance is on file with the City Clerk.

SECTION 7. SEVERABILITY. If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full effect.

SECTION 8. CONFLICTS. Should any provision contained in this Ordinance conflict with any prior provision of the Code or any City ordinance, then the provisions of this ordinance shall control.

SECTION 9. EFFECTIVE DATE. This Ordinance shall take effect on December 1, 2023.

INTRODUCED, PASSED AND DULY ADOPTED ON FIRST READING by the City Commission of Polk City, Florida, meeting in Regular Session this 21st day of **November** 2023.

POLK CITY, FLORIDA

(SEAL)

By: _____
Joe LaCascia, Mayor

Attest: _____
Patricia Jackson, City Manager/Clerk

INTRODUCED, PASSED AND ENACTED ON SECOND READING, by the City Commission of the _____, Florida, meeting in Regular Session, this ____ day of _____, 2023.

POLK CITY, FLORIDA

(SEAL)

By: _____
Joe LaCascia, Mayor

Attest:

Patricia Jackson, City Manager/Clerk

APPROVED AS TO FORM:

Thomas A. Cloud, City Attorney

**City Commission Meeting
November 21, 2023**

AGENDA ITEM #2: **Professional Services Proposal – Voyles Loop Lift Station
Maintenance Repairs Project**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Voyles Loop Lift Station Maintenance Repairs Project

ATTACHMENT:

CivilSurv Professional Services Proposal for Voyles Loop Lift Station Maintenance Repairs Project

ANALYSIS:

Polk City’s Voyles Loop Lift Station is in need of maintenance repairs due to severe corrosion in and near the valve vault. There is potential infiltration causing apparent settlement from an existing stub-out pipe that is connected to the existing wet well.

Total cost to complete this project as indicated on the budget estimate is \$55,105.00.

A staff member from CivilSurv Engineering will be at the Workshop and Regular Meeting to address any questions or concerns.

STAFF RECOMMENDATION:

Approve the Professional Services Proposal for the Voyles Loop Lift Station Maintenance Repairs Project in the amount of \$55,105.00.

November 3, 2023

Ms. Patricia Jackson
City Manager
Polk City
123 Broadway Boulevard SE
Polk City, Florida 33868
patricia.jackson@mypolkcity.org

**RE: Professional Services Proposal
Voyles Loop Lift Station Maintenance Repairs
CivilSurv File: P23-01-38**

Ms. Jackson:

CivilSurv Design Group, Inc. (CivilSurv) is pleased to submit this proposal to Polk City (City) for Professional Services associated with the Voyles Loop Lift Station Maintenance Repairs (Project). This proposal provides an overview of the services to be provided by CivilSurv.

PROJECT OVERVIEW

The City's Voyles Loop Master Lift Station is currently in need of maintenance repairs due to severely corroded materials in and near the valve vault. Specifically, the piping entering the vault and within the valve vault is in need of replacement. Additionally, there is potential infiltration causing apparent settlement from an existing "stub-out" pipe that is connected to the existing wet well. The City has requested CivilSurv to assist in providing professional engineering services for the Project.

SCOPE OF SERVICES

Task 101 - Engineering Survey

CivilSurv will perform limited site survey of the existing lift station. The survey will generally determine the location of the existing pressure piping, the existing wet well, the existing onsite power/electrical equipment, and the existing concrete pad surrounding the lift station. The survey will be used as part of the design basis.

Task 102 - Construction Plans

CivilSurv will prepare construction plans and technical specifications for the proposed lift station maintenance repairs. Construction plans are anticipated to include the following sheets: Cover; General Notes; Existing Conditions; Demolition Plan; Proposed Plan; Bypass Pumping Plan; and Construction

www.CivilSurv.com
Small Business Enterprise



Details. The Construction Plans will provide detail for the proposed new piping, valves, air release valves, check valves, pump station pad replacement, and plugging/abandonment of the existing stub out. The Polk County Utilities Standards and Specifications Manual will be used as the governing standards and specifications for this portion of the Project. An Engineer's Opinion of Probable Construction Costs (EOPCC) will be provided with the construction plans and technical specifications.

The deliverable for this Task will include the following, submitted in an electronic format:

- 90% Deliverable Construction Plans
- 90% Deliverable Technical Specifications
- 90% Deliverable EOPCC
- 100% Deliverable Construction Plans
- 100% Deliverable Technical Specifications
- 100% Deliverable EOPCC

Task 103 - Permitting Services

This Task consists of the preparation and submittal of the forms and documents that are required for obtaining regulatory and construction permits/approvals for this portion of the Project. In each subtask listed below, response to agency questions and comments is limited to two sets of review questions and comments. The City will be responsible for paying all required permit application fees. Additional permits from the listed agencies or permits from other agencies are not anticipated and are not included.

- Florida Department of Environmental Protection

Replacements of the existing equipment is anticipated to be performed as maintenance activities. A modification to the existing FDEP permit for the lift station is not anticipated. CivilSurv will provide a courtesy notification of the proposed maintenance repairs to FDEP.

The deliverable for this Task will include the following, submitted in an electronic format:

- FDEP Notification Letter

Task 104 - Bid Phase Services

- Bid Documents

CivilSurv will provide construction plans and technical specifications for this portion of the Project to support the City's solicitation of bids. CivilSurv will also provide front end contract documents and provide a complete draft bid package to the City for review and comment. Upon receipt of City comments on the draft bid package, CivilSurv will provide the final bid package. The City will be responsible for publishing the bid advertisement and distribution of the bid documents to bidders.

- Pre-Bid Meeting

CivilSurv will attend and lead one pre-bid meeting, including a pre-bid site visit (if required).

- Bid Addenda

CivilSurv will prepare bid addenda as required to address/respond to questions and comments submitted to the City by prospective bidders.

- Bid Recommendation

CivilSurv will evaluate the technical portions of the submitted bids and provide a recommendation of award to the City.

The deliverable for this Task will include the following, submitted in an electronic format:

- Draft Bid Package
- Final Bid Package
- Pre-Bid Meeting Agenda & Summary
- Bid Addenda (if any)
- Bid Recommendation Letter

Task 105 - Construction Administration Services

These services will be performed during the construction of this portion 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 2 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.

The deliverable for this Task will include the following, submitted in an electronic format:

- Pre-Construction Meeting Agenda & Summary
- Reviewed Contractor Submittal Packages
- Construction Progress Meeting Summaries
- Construction Observation Summaries
- Reviewed Contractor Applications for Payment
- Reviewed Contractor RFIs (if any)
- Reviewed Contractor Change Order Requests (if any)
- Certificate of Substantial Completion & Punch List
- Certificate of Final Completion

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 \$55,105.

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 - Engineering Survey	NTP + 2 Weeks
Task 102 - Construction Plans	NTP + 8 Weeks
Task 103 - Permitting Services	NTP + 8 Weeks
Task 104 - Bid Phase Services	NTP + 14 Weeks
Task 105 - Construction Administration Services	TBD

PROJECT UNDERSTANDING

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

- Geotechnical Engineering
- Structural 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:

- Providing access to the site.

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

Approved and accepted this ____ day of
_____, 2023 for Polk City.

Signature

Attachments:

- Budget Estimate

**VOYLES LOOP LIFT STATION MAINTENANCE REPAIRS
BUDGET ESTIMATE**

Tasks	Director \$225 per hour		Sr. Project Mgr. \$190 per hour		Sr. Associate \$125 per hour		Associate 2 \$100 per hour		Survey Crew \$175 per hour		Administrative Assistant \$80 per hour		CSDG Labor	Reimbursable Expenses	Total
	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost			
Phase 100 - Voyles Loop Services															
101.01 - Engineering Survey	0	\$ -	2	\$ 380.00	0	\$ -	10	\$ 1,000.00	10	\$ 1,750.00	0	\$ -	\$ 3,130.00	\$ -	\$ 3,130.00
102.01 - Construction Plans	20	\$ 4,500.00	0	\$ -	50	\$ 6,250.00	110	\$ 11,000.00	0	\$ -	0	\$ -	\$ 21,750.00	\$ -	\$ 21,750.00
102.02 - Technical Specifications	10	\$ 2,250.00	0	\$ -	10	\$ 1,250.00	15	\$ 1,500.00	0	\$ -	0	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
102.03 - EQPCC	1	\$ 225.00	0	\$ -	0	\$ -	10	\$ 1,000.00	0	\$ -	0	\$ -	\$ 1,225.00	\$ -	\$ 1,225.00
103.01 - FDEP Notification Letter	1	\$ 225.00	0	\$ -	0	\$ -	3	\$ 300.00	0	\$ -	0	\$ -	\$ 525.00	\$ -	\$ 525.00
104.01 - Draft Bid Package	5	\$ 1,125.00	0	\$ -	2	\$ 250.00	10	\$ 1,000.00	0	\$ -	5	\$ 400.00	\$ 3,150.00	\$ -	\$ 3,150.00
104.02 - Final Bid Package	1	\$ 225.00	0	\$ -	2	\$ 250.00	5	\$ 500.00	0	\$ -	0	\$ -	\$ 1,625.00	\$ -	\$ 1,625.00
104.03 - Pre-Bid Meeting	5	\$ 1,125.00	0	\$ -	0	\$ -	5	\$ 500.00	0	\$ -	0	\$ -	\$ 1,450.00	\$ -	\$ 1,450.00
104.04 - Bid Addenda	2	\$ 450.00	0	\$ -	0	\$ -	10	\$ 1,000.00	0	\$ -	0	\$ -	\$ 725.00	\$ -	\$ 725.00
104.05 - Bid Recommendation	1	\$ 225.00	0	\$ -	0	\$ -	5	\$ 500.00	0	\$ -	0	\$ -	\$ 1,625.00	\$ -	\$ 1,625.00
105.01 - Pre-Construction Meeting	5	\$ 1,125.00	0	\$ -	0	\$ -	10	\$ 1,000.00	0	\$ -	0	\$ -	\$ 1,450.00	\$ -	\$ 1,450.00
105.02 - Shop Drawing Review	2	\$ 450.00	0	\$ -	0	\$ -	10	\$ 1,000.00	0	\$ -	0	\$ -	\$ 3,250.00	\$ -	\$ 3,250.00
105.03 - Construction Progress Meetings	10	\$ 2,250.00	0	\$ -	0	\$ -	10	\$ 1,000.00	0	\$ -	0	\$ -	\$ 2,125.00	\$ -	\$ 2,125.00
105.04 - Construction Site Visits	5	\$ 1,125.00	0	\$ -	0	\$ -	10	\$ 1,000.00	0	\$ -	0	\$ -	\$ 850.00	\$ -	\$ 850.00
105.05 - Contractor Pw App Review	2	\$ 450.00	0	\$ -	0	\$ -	4	\$ 400.00	0	\$ -	0	\$ -	\$ 850.00	\$ -	\$ 850.00
105.06 - Contractor RFI Review	2	\$ 450.00	0	\$ -	0	\$ -	5	\$ 500.00	0	\$ -	0	\$ -	\$ 950.00	\$ -	\$ 950.00
105.07 - Contractor Change Order Review	2	\$ 450.00	0	\$ -	0	\$ -	2	\$ 200.00	0	\$ -	0	\$ -	\$ 650.00	\$ -	\$ 650.00
105.08 - Substantial Completion Inspection	2	\$ 450.00	0	\$ -	0	\$ -	2	\$ 200.00	0	\$ -	0	\$ -	\$ 650.00	\$ -	\$ 650.00
105.09 - Final Completion Inspection	2	\$ 450.00	0	\$ -	0	\$ -	5	\$ 500.00	0	\$ -	0	\$ -	\$ 2,750.00	\$ -	\$ 2,750.00
105.10 - Project Close-Out	10	\$ 2,250.00	0	\$ -	0	\$ -	240	\$ 24,000.00	10	\$ 1,750.00	10	\$ 800.00	\$ 55,105.00	\$ -	\$ 55,105.00
Total Phase 100	88	\$ 19,800.00	2	\$ 380.00	67	\$ 8,375.00	240	\$ 24,000.00	10	\$ 1,750.00	10	\$ 800.00	\$ 55,105.00	\$ -	\$ 55,105.00
Estimated Total	88	\$ 19,800.00	2	\$ 380.00	67	\$ 8,375.00	240	\$ 24,000.00	10	\$ 1,750.00	10	\$ 800.00	\$ 55,105.00	\$ -	\$ 55,105.00

**City Commission Meeting
November 21, 2023**

AGENDA ITEM #3: Centennial Committee Recommendations

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Centennial Committee Recommendations

ATTACHMENT:

Sponsorship Letter
Sponsorship Levels
Fundraising Activities
Front Logo(s) for T-Shirts
Back Logo for T-Shirts
Logo for the Letterhead and the Centennial Coin

ANALYSIS:

During the last meeting of the Centennial Committee, it was approved to bring forward the above listed items for approval of the City Commission. There will be two different logos for the front of the T-Shirts and one logo for the back of the T-Shirts. There is a logo for the centennial coin and the letterhead.

STAFF RECOMMENDATION:

Approve the Centennial Committee's recommendations that were submitted.

Polk City Centennial Logo and
Letterhead here:

Date

Dear Friends of Polk City:

Did you know that Polk City will celebrate its 100th year as an incorporated city on April 13, 2025?

Polk City has a series of events planned to honor and celebrate this significant milestone. The Centennial Celebration will honor Polk City's history, businesses, and the families who live here. The Centennial Celebration is planned for Saturday, April 12, 2025. We will celebrate our past and look forward to our future.

We invite you to join in partnership with us for this one-day event. Sponsorships are available at various levels allowing everyone – businesses, families, and individuals the opportunity to help support the festivities. As a sponsor, you will receive varying degrees of recognition and appreciation. Attached is a one-page document outlining the opportunities for sponsorship.

We sincerely hope you will join us in creating opportunities for all members of our community to participate in these historical, educational, and entertaining activities as we celebrate our history, our culture, and our community.

Your participation will help make Polk City's Centennial Celebration a memorable event and leave a legacy for our future generations. Join the Celebration and help us make history.

Respectfully,

The Polk City Centennial Committee

City Hall – (863) 863-1375

Committee Members'
Names, Phone Numbers, and Email
Addresses here:

Polk City Centennial Logo and
Letterhead here:

Sponsorship Levels:

HOMESTEADER - \$2500.00 and up

HOMESTEADER Sponsors will receive a flag, a large engraved brick, a commemorative coin, a T-shirt, and will be included in all advertising banners and literature.

SETTLER - \$1000.00 to \$2499.00

SETTLER Sponsors will receive a small engraved brick, a commemorative coin, a T-shirt, and will be included in all advertising banners and literature.

PIONEER - \$500.00 to \$999.00

Pioneer Sponsors will receive a small engraved brick, a commemorative coin, and will be included in all advertising banners and literature.

WAGONEER - \$250.00 to \$499.00

Wagoneer Sponsors will receive a T-shirt, a commemorative coin, and will be included in all advertising banners and literature.

Polk City Centennial Logo and
Letterhead here.

Fundraising Activities:

Engraved Bricks:

Small (4" x 8") - \$150.00

Large (8" x 8") - \$250.00

Flags:

Attached to power poles - \$300.00

T-Shirts:

Various Designs and Prices

POLK CITY FLORIDA

Front

*Celebrating 100 Years
1925-2025*



Front

Front

Raised in Polk City



and on

God, Family, & Country

*Leatherhead
+
Centennial Gun*



Early 1800s:

Farmers began to clear and farm the land

1889:

Green Pond Cemetery founded; many Polk County pioneers buried at this location

Summer of 1922:

Isaac Van Horn traveled through Polk City

January 24, 1925:

Florida Western and Northern railroad reached Polk City

April 3, 1925:

Incorporation of the Town of Polk City

January 24, 1926:

Wayside Lodge opened to the public

September 1926:

Polk City Elementary opens with 64 students

January 29, 1927:

Construction of 95 car passing track and train depot

October 19, 1929:

The great financial crash; caused population drop of 600 people to 203

1960:

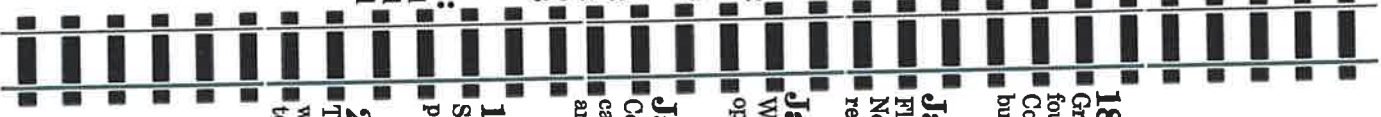
Start of Polk City population regrowth

October 1992:

Van Fleet Trail opened on old railroad originally as a dirt trail

2005:

The town of Polk City was changed by ordinance to the City of Polk City



City Commission Meeting
November 21, 2023

AGENDA ITEM #4: **Grand Marshal Selection**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

ATTACHMENT:

N/A

ANALYSIS:

The City Commission will need to submit names for selection of a Grand Marshal.

STAFF RECOMMENDATION:

Approve the selection as the 2023 Christmas Parade Grand Marshal.