

POLK CITY

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

August 15, 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 2023-02** – An Ordinance of Polk City, Florida; amending the Polk City Land Development Code by adding Section 2.03.05, “Outdoor Display of Merchandise”; repealing all ordinances in conflict; providing for severability, conflicts, codification, and an effective date. **Second and Final Reading**
2. Professional Services Proposal – Cardinal Hill WWTF Improvements (CivilSurv)
3. CivilSurv – Overview of Water System

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

COMMISSIONER ITEMS

Commissioner Nichols
Commissioner Blethen
Commissioner Knouff
Vice Mayor Harper
Mayor LaCascia

ANNOUNCEMENTS

ADJOURNMENT

CONSENT AGENDA
August 15, 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. July 18, 2023 – Regular City Commission Meeting

B. REPORTS

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

C. OTHER

1. Utility Bill Write-Offs

**City Commission Meeting
August 15, 2023**

CONSENT AGENDA ITEM: Accept minutes for:

July 18, 2023 – City Commission Meeting

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

July 18, 2023 – City Commission Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION MINUTES

July 18, 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, Commissioner Charles Nichols, Commissioner Brian Knouff, City Manager Patricia Jackson, and City Attorney Thomas Cloud

Absent: Commissioner Micheal T. Blethen, Vice Mayor Wayne Harper

APPROVE CONSENT AGENDA

Motion by Commissioner Nichols to approve the June 20, 2023 (Regular City Commission Meeting), as well as the Reports and Other items on the Consent Agenda; this motion was seconded by Commissioner Knouff.

Approved by Voice Vote 3/0.

PRESENTATIONS/PROCLAMATIONS - None

PUBLIC COMMENT - None

ORDER OF BUSINESS

Public Hearing - Ordinance 2023-02

Marisa Barmby (CFRPC) discussed an Ordinance of Polk City, Florida; amending the Polk City Land Development Code by adding Section 2.03.05, "Outdoor Display of Merchandise"; repealing all ordinances in conflict; providing for severability, conflicts, codification, and an effective date. **First Reading**

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

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

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

Commissioner Knouff asked how long the permit was good for. Kathy Delp responded until such time that the business no longer exists.

City Manager Jackson stated the need to create an Outdoor Display of Merchandise application with fees to bring back to the City Commission before second and final reading.

Mayor LaCascia stated he did have concerns about this item prior to reviewing the ordinance as it is written.

Motion by Commissioner Nichols to approve Ordinance 2023-02 Outdoor Display of Merchandise; this motion as seconded by Commissioner Knouff.

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

Motion carried 3/0.

CITY ATTORNEY ITEMS

City Attorney Cloud discussed Legislation that was passed this year regarding **Local Ordinance Act and Business Impact Statement Requirements**, which will go into effect On October 1, 2023. After lengthy discussion, he recommended that CFRPC write the Business Impact Statement as they are already in an established relationship with Polk City. The City Commission provided authorization to proceed with the Ordinance.

CITY MANAGER ITEMS

Polk City Vision – FDOT – Another Community Workshop will be held on Thursday, August 24, 2023 – 5:30pm – 7:30pm.

CivilSurv – August Agenda regarding Potable Wate System Study that was completed.

2023-2024 Budget – Staff is working on the 2023-2024 budget. Will be completed by the end of July, as required. A Workshop is scheduled for Saturday, August 19, 2023, 9am – 12 Noon, to review and discuss the proposed budget.

COMMISSIONER ITEMS

Commissioner Nichols – None

Commissioner Knouff – None

Mayor LaCascia - None

ANNOUNCEMENTS – None

ADJOURNMENT – 7:25 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
August 15, 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 – June/July 2023
2. Code Enforcement Report – July 2023
3. Financial Report – July 2023
4. Library Report – July 2023
5. Polk Sheriff's Report – July 2023
6. Public Works/Utilities Report – July 2023
7. Utility Billing Report – July 2023

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added

From: 06/01/23 To: 06/30/2023

COMMERCIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2023-848	119 BRONSON TRL, POLK CITY, FL 33868	480,000.00	06/09/2023
BC-2023-864	119 BRONSON TRL, POLK CITY, FL 33868	715,000.00	06/19/2023
Subtotal:		\$1,195,000.00	

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-11318	8677 RINDGE RD, POLK CITY, FL 33868	13,413.60	06/01/2023
BT-2023-12642	8750 CONOY AVE, POLK CITY, FL 33868	62,664.00	06/19/2023
Subtotal:		\$76,077.60	

GAS

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-11345	668 MEANDERING WAY, POLK CITY, FL 33868	2,375.00	06/01/2023
Subtotal:		\$2,375.00	

MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-13126	8754 HINSDALE HEIGHTS DR, POLK CITY, FL 33868	10,000.00	06/26/2023
Subtotal:		\$10,000.00	

PLUMBING

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-13185	617 4TH ST, POLK CITY, FL 33868	1,500.00	06/26/2023
Subtotal:		\$1,500.00	

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-12105	135 SUNSHINE BLVD, POLK CITY, FL 33868	2,000.00	06/12/2023
BT-2023-12183	518 ROSEWOOD LN, POLK CITY, FL 33868	2,400.00	06/13/2023
BT-2023-12646	387 CRAPE MYRTLE LN, POLK CITY, FL 33868	16,650.00	06/19/2023
BT-2023-12930	414 MARKLEN LOOP, POLK CITY, FL 33868	10,820.00	06/22/2023
BT-2023-13372	538 MARKLEN LOOP, POLK CITY, FL 33868	5,500.00	06/28/2023
BT-2023-13512	307 BAYBERRY DR, POLK CITY, FL 33868	18,900.00	06/29/2023
BT-2023-13596	444 ASHLEY RD, POLK CITY, FL 33868	12,000.00	06/30/2023
Subtotal:		\$68,270.00	

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2023-5602	535 ASHLEY RD, POLK CITY, FL 33868	1,992.00	06/06/2023

Polk City Permits Added
From: 07/01/23 To: 07/31/2023

COMMERCIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2023-1027	321 SE BROADWAY BLVD, POLK CITY, FL 33868	1,905.00	07/26/2023
		Subtotal:	\$1,905.00

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-14277	200 SW COMMONWEALTH AVE, POLK CITY, FL 33868	43,781.43	07/11/2023
		Subtotal:	\$43,781.43

MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-15146	104 SW COMMONWEALTH AVE, POLK CITY, FL 33868	5,317.00	07/21/2023
		Subtotal:	\$5,317.00

PLUMBING

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-13781	321 CRAPE MYRTLE LN, POLK CITY, FL 33868	9,000.00	07/05/2023
BT-2023-14209	414 ROSEWOOD LN, POLK CITY, FL 33868-9798	1,375.00	07/10/2023
		Subtotal:	\$10,375.00

PRE-PERMIT

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BP-2023-277	744 1ST ST, POLK CITY, FL 33868-9320	0.00	07/21/2023
		Subtotal:	\$0.00

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-13749	512 1ST ST, POLK CITY, FL 33868	3,500.00	07/05/2023
BT-2023-15165	111 CLEARWATER CT, POLK CITY, FL 33868	2,200.00	07/21/2023
BT-2023-15515	734 2ND ST, POLK CITY, FL 33868	2,200.00	07/26/2023
		Subtotal:	\$7,900.00

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2023-6544	771 TEABERRY TRL, POLK CITY, FL 33868	5,500.00	07/05/2023
BR-2023-7064	401 HONEY BEE LN, POLK CITY, FL 33868	7,261.00	07/19/2023
BR-2023-7092	507 MARKLEN LOOP, POLK CITY, FL 33868	7,000.00	07/19/2023

Code Enforcement Report

JULY 2023

SNIPES SIGNS REMOVED	26	
LIEN SEARCHES	16	
INSPECTIONS	78	
CLOSED OUT CASES	23	
SPECIAL MAGISTRATE CASES	18	
CLOSED OUT SPECIAL MAGISTRATE CASES	8	
CASE SUBJECTS		
REFERRED TO COUNTY	12	
DISABLE VEHICLES	8	
BUILDING WITHOUT PERMIT	2	
OVERGROWTH	8	
HOUSE NUMBERS	1	
FENCE/INSPECTIONS	2	
JUNK AND DEBRIS	7	
RV/TRAILER PARKING	5	
OPEN STRUCTURE	0	
MET WITH CITIZEN	5	
NOISE	0	
PLACE LIEN	1 and 1 stopped	
CLOSE OUT LIEN	0	
YARD SALE	1	
ANIMAL	0	
POSTINGS	18	
EXTENDED CASES	5	
ACCESSORY USE	1	
POOLS	1	
BUSINESS LICENSE	0	

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

Account Number	Account Title	Ending Bal	Net Amount
		2,737,286.30	
01-101-100	Cash - Checking		
01-101-990	Library Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	875.00	
01-115-100	Accounts Receivable - Utilities	42,228.29	
01-115-120	Accounts Receivable - Local Bus Licenses	3,540.00	
01-115-200	Accounts Receivable - Year End	106,714.29-	
01-117-100	Allowance for Bad Debt	131.83-	
01-133-100	Due From Other Governmental Units	45,258.79	
01-133-101	Due from Others (Franchise & Public Serv. Tax)	57,955.50	
01-151-100	Investments - FL SAFE GF	1,150,343.53	
01-151-902	Investments - FL SAFE GF Reserves	81,323.03	
01-153-302	Restricted Cash - New Local Opt Gas Tax	288,080.45	
01-160-902	Reserve Account	100,000.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		4,463,828.45
01-202-100	Accounts Payable	10,499.82-	
01-202-900	Customer Deposits	5,610.00	
01-208-300	Due to County - Impact Fees	21,603.20	
01-208-310	Due to DCA - Bldg Permit Surcharge	44.62	
01-208-320	Due to Dept of Business - License Fees	52.11-	
01-208-330	Due to PCSO - Police Education Revenue	215.64	
01-217-200	Accrued Sales Tax	106.12	
01-218-100	Payroll Taxes Payable	9,508.31	
01-218-200	FRS Retirement Payable	457.27-	
01-218-300	Health Plan Payable	5,716.84	
01-218-320	Supplemental Insurance Payable	4,460.90	
01-218-400	Dental Plan Payable	19.14	
01-218-410	Vision Plan Payable	609.72	
01-218-700	ICMA-RC	100.00	
	** TOTAL LIABILITY**		36,985.29
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	3,956,424.85	
	** TOTAL EQUITY**		3,956,424.85
	** TOTAL REVENUE**		2,713,217.06
	** TOTAL EXPENSE**		2,242,798.75
	TOTAL LIABILITY AND EQUITY		4,463,828.45

CITY OF POLK CITY
JULY 2023 MONTHLY FINANCIALS

GENERAL FUND REVENUES
83.33 % Yr Complete For Fiscal Year: 2023 / 7

G/L ACCOUNT	DESCRIPTION	2022 PRIOR YR REVENUE	2023 ANTICIPATED REVENUE	ADJ ANTICIPATED	2023 CURRENT REVENUE	2023 YTD REVENUE	2023 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-311-100	AD VALOREM TAXES	1,089,839.34	1,195,430.00	1,195,430.00	0.00	1,199,306.12	(3,876.12)	100.32 %
01-312-300	9th Cent Gas Tax	17,283.70	16,713.00	16,713.00	1,516.25	12,483.25	4,229.75	74.69 %
01-312-400	Local Option Gas Tax	96,902.95	100,883.00	100,883.00	8,564.56	68,660.53	32,222.47	68.06 %
01-312-410	New Local Option Gas Tax	61,160.78	63,927.00	63,927.00	5,760.64	50,257.11	13,669.89	78.62 %
01-314-100	Electric - Utility Tax	141,319.36	123,172.00	123,172.00	14,474.13	100,694.75	22,477.25	81.75 %
01-314-300	Water - Utility Tax	82,384.42	74,824.00	74,824.00	6,572.59	39,272.14	35,551.86	52.49 %
01-314-301	Water - Utility Tax - Readiness to Se	6,459.62	6,471.00	6,471.00	0.00	12,132.76	(5,661.76)	187.49 %
01-314-400	Gas - Utility Tax	19,771.29	11,000.00	11,000.00	2,050.13	18,015.67	(7,015.67)	163.78 %
01-315-100	Communications Services Tax	194,756.70	209,948.00	209,948.00	15,689.21	179,715.55	30,232.45	85.60 %
01-316-100	Local Business Licenses	10,910.43	7,100.00	7,100.00	0.00	3,036.00	4,064.00	42.76 %
01-316-102	County Business Tax	2,105.45	246.00	246.00	43.59	820.02	(574.02)	333.34 %
01-316-103	FLC Delinquent Bus. Tax Program	0.00	0.00	0.00	0.00	360.00	(360.00)	0.00 %
01-322-100	Building Permits	33,224.30	100,000.00	100,000.00	2,187.60	27,455.91	72,544.09	27.46 %
01-322-101	Bldg Permit - Plan Checking	15,985.73	5,775.00	5,775.00	1,125.00	12,223.83	(6,448.83)	211.67 %
01-322-102	Bldg Permit - Admin Fee	3,760.00	1,500.00	1,500.00	280.00	3,280.00	(1,780.00)	218.67 %
01-322-103	Bldg Permit - Electrical	5,275.00	6,875.00	6,875.00	250.00	3,975.00	2,900.00	57.82 %
01-322-104	Bldg Permit - Plumbing	3,775.00	6,875.00	6,875.00	500.00	3,275.00	3,600.00	47.64 %
01-322-105	Bldg Permit - Mechanical	4,650.00	6,875.00	6,875.00	250.00	3,775.00	3,100.00	54.91 %
01-322-107	Bldg Permit - Cert of Occupancy	540.00	500.00	500.00	60.00	420.00	80.00	84.00 %
01-322-108	Bldg Permit - Inspections	44,715.00	200,900.00	200,900.00	2,875.00	18,250.00	182,650.00	9.08 %
01-323-100	Electric	99,575.38	58,000.00	58,000.00	21,897.75	64,704.51	(6,704.51)	111.56 %
01-323-300	Solid Waste	52,241.33	50,561.00	50,561.00	14,498.35	42,848.18	7,712.82	84.75 %
01-329-200	Other Lic./Fees/Permits	30.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-329-220	Site Plan Reviews	13,950.00	0.00	0.00	0.00	5,814.70	(5,814.70)	0.00 %
01-329-300	Permit - Alcohol Use	0.00	0.00	0.00	0.00	100.00	(100.00)	0.00 %
01-331-401	FEMA Federal Reimb. - Ian 2022	0.00	0.00	0.00	5,790.75	5,790.75	(5,790.75)	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	0.00	0.00	0.00	965.13	965.13	(965.13)	0.00 %
01-335-120	MRS - State Sales Tax	88,539.92	86,379.00	86,379.00	0.00	64,784.17	21,594.83	75.00 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	22,749.96	21,733.00	21,733.00	0.00	16,299.44	5,433.56	75.00 %
01-335-123	MRS - Municipal Fuel Tax	13.08	12.00	12.00	0.00	8.15	3.85	67.92 %
01-335-140	Mobile Home License	7,476.81	5,636.00	5,636.00	1,209.49	6,623.55	(987.55)	117.52 %
01-335-150	Alcoholic Beverage License	1,125.71	1,027.00	1,027.00	0.00	1,125.71	(98.71)	109.61 %
01-335-180	Half-Cent Sales Tax	209,871.36	204,181.00	204,181.00	19,825.86	162,774.98	41,406.02	79.72 %
01-337-100	Library Coop Funding	50,566.95	50,567.00	50,567.00	23,573.66	47,147.33	3,419.67	93.24 %
01-340-400	Solid Waste	427,879.37	437,790.00	437,790.00	40,776.42	404,824.44	32,965.56	92.47 %
01-340-700	Stormwater Utility Fees	35,645.96	35,738.00	35,738.00	3,018.66	30,151.60	5,586.40	84.37 %
01-340-900	Notary Fees	20.00	0.00	0.00	0.00	15.00	(15.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	17,872.64	16,304.00	16,304.00	0.00	13,486.34	2,817.66	82.72 %

CITY OF POLK CITY
JULY 2023 MONTHLY FINANCIALS

GENERAL FUND REVENUES
83.33 % Yr Complete For Fiscal Year: 2023 / 7

G/L ACCOUNT	DESCRIPTION	2022		ADJ ANTICIPATED	2023		2023 YTD REVENUE	2023 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
		PRIOR YR REVENUE	ANTICIPATED REVENUE		CURRENT REVENUE				
01-347-100	Library Income	5,602.61	3,500.00	3,500.00	307.75	9,584.21	(6,084.21)	273.83 %	
01-351-200	Police Fines, Penalties, and Forfeitu	12,062.78	8,000.00	8,000.00	0.00	7,406.68	593.32	92.58 %	
01-351-300	Code Enforcement Fines	8,817.31	0.00	0.00	46.50	73.41	(73.41)	0.00 %	
01-359-100	Other Fines and/or Forfeitures	66.00	0.00	0.00	31.00	31.00	(31.00)	0.00 %	
01-359-300	Late Fees	48.00	0.00	0.00	10.50	352.10	(352.10)	0.00 %	
01-361-100	Interest Income	0.00	0.00	0.00	75.43	2,082.59	(2,082.59)	0.00 %	
01-361-200	Interest/Dividends - FL SAFE	8,482.47	2,000.00	2,000.00	5,471.84	45,214.92	(43,214.92)	2260.75 %	
01-362-100	Activity Center Rentals	3,300.00	2,000.00	2,000.00	450.00	4,700.00	(2,700.00)	235.00 %	
01-362-200	Donald Bronson Community Center Renta	9,200.00	4,800.00	4,800.00	2,050.00	7,150.00	(2,350.00)	148.96 %	
01-365-100	Sales of Surplus Property	12,216.54	0.00	0.00	0.00	0.00	0.00	0.00 %	
01-366-100	Private Donations	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %	
01-366-101	Private Donations - Christmas	1,125.00	1,000.00	1,000.00	1,000.00	1,875.00	(875.00)	187.50 %	
01-366-102	Private Donations - Halloween	3,125.00	1,000.00	1,000.00	1,000.00	1,625.00	(625.00)	162.50 %	
01-366-110	Private Donations - Library	53.50	0.00	0.00	50.00	181.00	(181.00)	0.00 %	
01-369-100	Misc. Income	4,909.08	500.00	500.00	0.00	902.96	(402.96)	180.59 %	
01-369-101	Misc Income - Copies and Faxes	5.00	0.00	0.00	0.00	3.57	(3.57)	0.00 %	
01-369-102	Misc Income - Collection Allowance	4,252.67	2,000.00	2,000.00	705.02	2,506.88	(506.88)	125.34 %	
01-369-120	Misc Income - Christmas	0.00	0.00	0.00	100.00	100.00	(100.00)	0.00 %	
01-369-130	Misc Income - Halloween	40.00	0.00	0.00	100.00	100.00	(100.00)	0.00 %	
01-369-160	Misc Income - Deputy Rental Coverage	0.00	0.00	0.00	0.00	2,205.00	(2,205.00)	0.00 %	
01-369-400	Insurance Proceeds	0.00	0.00	0.00	0.00	1,295.00	(1,295.00)	0.00 %	
01-369-500	Refund of State Gas Tax	1,312.87	1,000.00	1,000.00	0.00	955.12	44.88	95.51 %	
01-381-400	Transfer From Enterprise Fund	100,000.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %	
01-381-900	Cash Carry Forward	0.00	134,000.00	134,000.00	0.00	0.00	134,000.00	0.00 %	
DEPARTMENT TOTALS		3,037,096.37	3,991,742.00	3,991,742.00	205,152.81	2,713,217.06	1,278,524.94	67.97 %	

CITY OF POLK CITY
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General Fund Expenditures
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G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	10,800.00	10,800.00	10,800.00	1,200.00	8,700.00	2,100.00	80.56 %
01-511-160	Bonuses and Gift Certificates - Legis	2,707.10	2,725.00	2,725.00	0.00	8,121.25	(5,396.25)	298.03 %
01-511-210	Fica Taxes - Legislative	1,033.34	1,245.00	1,245.00	91.82	1,286.80	(41.80)	103.36 %
01-511-240	Worker's Compensation - Legislati	13.13	20.00	20.00	0.00	10.94	9.06	54.70 %
01-511-400	Travel and Training - Legislative	0.00	4,000.00	4,000.00	224.39	584.39	3,415.61	14.61 %
01-511-405	TRAINING - LEGISLATIVE	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-511-408	Meeting Expense Allowance - Legislati	480.00	500.00	500.00	0.00	812.45	(312.45)	162.49 %
01-511-470	Printing and Reproduction - Legislati	0.00	400.00	400.00	0.00	87.25	312.75	21.81 %
01-511-480	Promo Activities & Legal Ads - Legislat	830.00	1,000.00	1,000.00	0.00	910.00	90.00	91.00 %
01-511-490	Other Current Charges - Legislative	54.95	3,000.00	3,000.00	0.00	232.10	2,767.90	7.74 %
01-511-510	Office Supplies - Legislative	52.37	500.00	500.00	0.00	20.24	479.76	4.05 %
01-511-520	Operating Supplies - Legislative	0.00	1,000.00	1,000.00	750.00	750.00	250.00	75.00 %
01-511-525	Uniforms - Legislative	0.00	0.00	0.00	0.00	309.68	(309.68)	0.00 %
01-511-540	Books, Pub., Sub., & Memberships - Le	4,030.96	3,800.00	3,800.00	0.00	3,564.00	236.00	93.79 %
DEPARTMENT TOTAL		20,001.85	31,490.00	31,490.00	2,266.21	25,389.10	6,100.90	80.63 %
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	193,660.55	219,110.00	219,110.00	16,854.61	172,068.74	47,041.26	78.53 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	4,061.64	738.36	84.62 %
01-512-140	Overtime - Executive	0.00	0.00	0.00	0.00	4,719.92	(4,719.92)	0.00 %
01-512-160	Premium Pay and Non Merit Pay - Execu	30,914.99	32,000.00	32,000.00	0.00	56,930.08	(24,930.08)	177.91 %
01-512-210	Fica Taxes - Executive	16,796.26	22,198.00	22,198.00	1,298.50	18,960.46	3,237.54	85.42 %
01-512-220	Retirement Contribution - Executive	44,089.98	52,981.00	52,981.00	4,490.93	46,288.76	6,692.24	87.37 %
01-512-230	Life & Health Insurance - Executive	21,364.56	25,137.00	25,137.00	90.76	19,376.34	5,760.66	77.08 %
01-512-240	Worker's Compensation - Executive	225.92	372.00	372.00	0.00	266.44	105.56	71.62 %
01-512-400	Travel Expenses - Executive	1,400.24	5,000.00	5,000.00	1,195.11	2,453.20	2,546.80	49.06 %
01-512-405	Training - Executive	610.00	4,000.00	4,000.00	0.00	1,451.44	2,548.56	36.29 %
01-512-408	Meeting Expense Allowance - Executive	542.68	1,000.00	1,000.00	0.00	398.11	601.89	39.81 %
01-512-410	Communication Services - Executive	1,300.68	1,400.00	1,400.00	0.00	1,035.08	364.92	73.93 %
01-512-470	Printing and Reproduction - Executive	2,013.24	4,000.00	4,000.00	0.00	1,175.00	2,825.00	29.38 %
01-512-480	Promo Activities & Legal Ads - Execut	102.11	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-512-490	Other Current Charges - Executive	485.64	4,000.00	4,000.00	0.00	72.17	3,927.83	1.80 %
01-512-492	Recording & Other Fees - City Clerk	36.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %

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G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
01-512-510	Office Supplies - Executive	898.53	2,600.00	2,600.00	122.48	630.92	1,969.08	24.27 %
01-512-520	Operating Supplies - Executive	2,547.01	2,000.00	2,000.00	0.00	233.46	1,766.54	11.67 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	1,493.59	3,500.00	3,500.00	118.99	1,354.63	2,345.37	38.70 %
01-512-640	Machinery & Equipment - Executive	0.00	0.00	0.00	1,650.00	1,650.00	(1,650.00)	0.00 %
DEPARTMENT TOTAL		323,282.10	387,598.00	387,598.00	26,190.62	333,126.39	54,471.61	85.95 %
CITY CLERK								
DEPARTMENT TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	61,969.95	50,000.00	50,000.00	2,075.61	39,431.27	10,568.73	78.86 %
01-514-480	Promo Activities & Legal Ads - Legal	4,986.08	10,000.00	10,000.00	205.97	6,475.54	3,524.46	64.76 %
DEPARTMENT TOTAL		66,956.03	60,000.00	60,000.00	2,281.58	45,906.81	14,093.19	76.51 %
COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	33,750.00	30,000.00	30,000.00	7,500.00	30,000.00	0.00	100.00 %
DEPARTMENT TOTAL		33,750.00	30,000.00	30,000.00	7,500.00	30,000.00	0.00	100.00 %
FINANCE AND ACCOUNTING								
01-516-120	Regular Salary - Wages - Fin & Acctng	87,446.89	107,099.00	107,099.00	8,375.00	83,199.25	23,899.75	77.68 %
01-516-140	Overtime - Fin & Acctng	21.06	584.00	584.00	0.00	2,194.88	(1,610.88)	375.84 %
01-516-210	Fica Taxes - Fin & Acctng	4,811.97	8,193.00	8,193.00	453.81	4,935.35	3,257.65	60.24 %
01-516-220	Retirement Contribution - Fin & Acctn	9,275.18	12,756.00	12,756.00	1,136.49	11,022.96	1,733.04	86.41 %

CITY OF POLK CITY
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G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
01-516-230	Life & Health Insurance - Fin & Acctn	16,827.64	25,137.00	25,137.00	45.39	18,897.78	6,239.22	75.18 %
01-516-240	Workers' Compensation - Fin & Acc	119.34	182.00	182.00	0.00	129.55	52.45	71.18 %
01-516-310	Professional Services - Fin & Acctng	1,500.00	4,000.00	4,000.00	0.00	3,780.00	220.00	94.50 %
01-516-400	Travel Expenses - Fin & Acctng	626.12	3,000.00	3,000.00	0.00	542.01	2,457.99	18.07 %
01-516-405	Training - Finance	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	761.58	850.00	850.00	0.00	589.53	260.47	69.36 %
01-516-470	Printing and Reproduction - Fin & Acc	157.73	750.00	750.00	0.00	0.00	750.00	0.00 %
01-516-510	Office Supplies - Fin & Acctng	956.09	1,400.00	1,400.00	71.73	211.79	1,188.21	15.13 %
01-516-520	Operating Supplies - Fin & Acctng	874.76	2,000.00	2,000.00	89.21	2,264.61	(264.61)	113.23 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	259.86	700.00	700.00	287.88	780.71	(80.71)	111.53 %
01-516-630	Improvements Other than Building - Fi	0.00	0.00	0.00	0.00	3,490.00	(3,490.00)	0.00 %
DEPARTMENT TOTAL		123,638.22	168,151.00	168,151.00	10,459.51	132,038.42	36,112.58	78.52 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	82,411.83	85,085.00	85,085.00	0.00	63,767.32	21,317.68	74.95 %
01-517-720	Interest - CB&T Debt Service Pmts	37,398.69	34,730.00	34,730.00	0.00	26,090.57	8,639.43	75.12 %
DEPARTMENT TOTAL		119,810.52	119,815.00	119,815.00	0.00	89,857.89	29,957.11	75.00 %
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	105,389.00	107,497.00	107,497.00	0.00	107,497.00	0.00	100.00 %
01-521-310	Professional Services - Law Enf	76,024.55	112,112.00	112,112.00	6,860.00	67,780.50	44,331.50	60.46 %
01-521-460	Repairs and Maintenance - Law Enf	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-521-520	Operating Supplies - Law Enf	0.00	0.00	0.00	0.00	797.70	(797.70)	0.00 %
DEPARTMENT TOTAL		181,413.55	219,859.00	219,859.00	6,860.00	176,075.20	43,783.80	80.09 %
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	97,102.44	108,694.00	108,694.00	8,316.80	85,367.48	23,326.52	78.54 %

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01-524-140	Overtime - Bldg & Zoning	21.07	584.00	584.00	0.00	2,178.07	(1,594.07)	372.96 %
01-524-210	Fica Taxes - Bldg & Zoning	7,012.34	8,315.00	8,315.00	621.78	7,016.92	1,298.08	84.39 %
01-524-220	Retirement Contribution - Bldg & Zoning	10,459.42	12,945.00	12,945.00	1,128.59	11,309.99	1,635.01	87.37 %
01-524-230	Life & Health Insurance - Bldg & Zoning	21,120.12	25,138.00	25,138.00	59.24	19,049.99	6,088.01	75.78 %
01-524-240	Workers' Compensation - Bldg & Zoning	1,280.30	1,834.00	1,834.00	0.00	1,390.17	443.83	75.80 %
01-524-310	Professional Services - Bldg & Zoning	42,135.31	200,900.00	200,900.00	5,762.79	29,776.58	171,123.42	14.82 %
01-524-311	Engineering Services - Bldg & Zoning	0.00	100.00	100.00	1,475.00	1,475.00	(1,375.00)	1475.00 %
01-524-405	Training - Building	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	119.09	200.00	200.00	0.00	164.24	35.76	82.12 %
01-524-520	Operating Supplies - Bldg & Zoning	169.03	100.00	100.00	0.00	1,247.62	(1,147.62)	1247.62 %
01-524-540	Books, Pub., Sub., & Memberships - Bldg	249.33	120.00	120.00	19.99	539.90	(419.90)	449.92 %
01-524-630	Improvements Other than Building - Bldg	0.00	13,000.00	13,000.00	0.00	1,745.00	12,255.00	13.42 %
DEPARTMENT TOTAL		179,668.45	372,180.00	372,180.00	17,384.19	161,260.96	210,919.04	43.33 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	27,255.00	27,938.00	27,938.00	2,121.29	22,817.33	5,120.67	81.67 %
01-529-140	Overtime - Code Enf	0.00	0.00	0.00	0.00	305.26	(305.26)	0.00 %
01-529-210	Fica Taxes - Code Enf	1,970.78	2,137.00	2,137.00	159.02	1,868.84	268.16	87.45 %
01-529-220	Retirement Contribution - Code Enf	2,931.05	3,327.00	3,327.00	287.86	3,000.63	326.37	90.19 %
01-529-230	Life & Health Insurance - Code Enf	10,441.23	12,452.00	12,452.00	14.24	9,367.56	3,084.44	75.23 %
01-529-240	Workers' Compensation - Code Enf	506.69	730.00	730.00	0.00	545.78	184.22	74.76 %
01-529-310	Professional Services - Code Enf	14,240.00	8,000.00	8,000.00	500.00	15,400.00	(7,400.00)	192.50 %
01-529-400	Travel Expenses - Code Enf	283.38	0.00	0.00	0.00	325.31	(325.31)	0.00 %
01-529-405	Training - Codes	25.00	250.00	250.00	0.00	1,061.00	(811.00)	424.40 %
01-529-410	Communication Services - Code Enf	662.08	795.00	795.00	0.00	567.03	227.97	71.32 %
01-529-470	Printing and Reproduction - Code Enf	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-529-480	Promo Activities & Legal Ads - Code Enf	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-510	Office Supplies - Code Enf	151.93	200.00	200.00	0.00	68.10	131.90	34.05 %
01-529-520	Operating Supplies - Code Enf	125.17	100.00	100.00	89.93	89.93	10.07	89.93 %
01-529-540	Books, Pub., Sub., & Memberships - Code	120.00	100.00	100.00	0.00	75.00	25.00	75.00 %
01-529-630	Improvements Other than Building - Code	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
DEPARTMENT TOTAL		58,712.31	62,479.00	62,479.00	3,172.34	55,491.77	6,987.23	88.82 %

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REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	231,865.42	242,561.00	242,561.00	21,436.80	189,793.24	52,767.76	78.25 %
01-534-342	Refuse Disposal - Commercial - Refuse	113,967.73	124,491.00	124,491.00	10,441.64	115,817.15	8,673.85	93.03 %
DEPARTMENT TOTAL		345,833.15	367,052.00	367,052.00	31,878.44	305,610.39	61,441.61	83.26 %
STORMWATER								
01-538-311	Engineering Services - Stormwater	0.00	4,000.00	4,000.00	0.00	7,847.50	(3,847.50)	196.19 %
01-538-400	Travel Expenses - Stormwater	0.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-538-405	Training - Stormwater	169.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-538-460	Repairs and Maintenance - Stormwater	18,635.87	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	600.00	100.00	100.00	0.00	100.00	0.00	100.00 %
DEPARTMENT TOTAL		19,404.87	15,450.00	15,450.00	0.00	7,947.50	7,502.50	51.44 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't	9,853.67	10,000.00	10,000.00	1,480.00	18,855.58	(8,855.58)	188.56 %
01-539-312	Professional Services - Other - Gen G	2,931.02	0.00	0.00	0.00	555.00	(555.00)	0.00 %
01-539-411	City Hall - Communication - Gen Gov&#	14,147.72	15,500.00	15,500.00	0.00	11,499.24	4,000.76	74.19 %
01-539-413	Public Works - Communication - Gen Go	2,895.92	6,500.00	6,500.00	0.00	1,805.62	4,694.38	27.78 %
01-539-414	Community Center-Communication-Gen Go	1,835.59	2,000.00	2,000.00	0.00	1,106.24	893.76	55.31 %
01-539-431	City Hall - Utilities - Gen Gov't	22,027.47	25,000.00	25,000.00	1,231.70	14,568.32	10,431.68	58.27 %
01-539-432	Activity Center - Utilities - Gen Gov	2,515.95	5,000.00	5,000.00	195.69	1,615.54	3,384.46	32.31 %
01-539-433	Public Works - Utilities - Gen Gov	3,180.13	5,000.00	5,000.00	188.41	2,113.06	2,886.94	42.26 %
01-539-434	Community Center-Utilities-Gen Gov	6,533.26	10,000.00	10,000.00	500.02	5,034.57	4,965.43	50.35 %
01-539-440	Rentals and Leases - Gen Gov't Bldgs	6,929.40	6,000.00	6,000.00	695.93	7,997.22	(1,997.22)	133.29 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	7,412.98	12,000.00	12,000.00	659.54	4,650.29	7,349.71	38.75 %
01-539-462	Activity Center - Repairs & Maint - G	1,546.91	4,500.00	4,500.00	0.00	337.79	4,162.21	7.51 %
01-539-463	Public Works I - Repairs & Maint - Ge	4,011.79	0.00	0.00	145.36	515.36	(515.36)	0.00 %
01-539-464	Community Center-Repairs & Maint-Gen	2,997.67	4,500.00	4,500.00	0.00	2,317.54	2,182.46	51.50 %

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01-539-466	Public Works/Utilities Oper - Repairs	95.97	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-490	Other Current Charges - Gen Gov't	102.00	1,000.00	1,000.00	0.00	93.98	906.02	9.40 %
01-539-521	City Hall - Operating Supplies - Gen	5,006.78	5,000.00	5,000.00	318.11	3,527.92	1,472.08	70.56 %
01-539-522	Activity Center - Operating Supplies	638.17	1,000.00	1,000.00	89.82	687.56	112.44	88.76 %
01-539-523	Multi-Purpose Build - Operating Suppl	3,309.65	0.00	0.00	0.00	576.10	(576.10)	0.00 %
01-539-524	Community Center-Operating Supplies-G	1,678.27	2,000.00	2,000.00	107.03	1,854.52	145.48	92.73 %
01-539-526	Public Works/Utilities Oper - Operati	515.53	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-531	Landscape Materials & Supplies - Buil	20.98	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-633	Public Works - Improv. O/T Bldgs - Ge	2,175.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-643	Public Works - Mach. & Equipment - Ge	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		107,363.83	115,000.00	115,000.00	5,611.61	79,911.45	35,088.55	69.49 %

ROADS AND STREETS

01-541-120	Regular Salary - Wages - Roads & Stre	223,317.96	276,095.00	276,095.00	13,681.20	143,536.22	132,558.78	51.99 %
01-541-130	Other Salaries and Wages - Roads & St	0.00	0.00	0.00	30.00	45.00	(45.00)	0.00 %
01-541-140	Overtime - Roads & Streets	4,220.12	9,610.00	9,610.00	63.61	7,769.48	1,840.52	80.85 %
01-541-210	Pica Taxes - Roads & Streets	16,495.06	21,856.00	21,856.00	1,004.60	12,404.07	9,451.93	56.75 %
01-541-220	Retirement Contribution - Roads & Str	24,116.89	34,027.00	34,027.00	1,896.07	20,025.71	14,001.29	58.85 %
01-541-230	Life & Health Insurance - Roads & Str	48,419.81	63,177.00	63,177.00	105.56	38,404.01	24,772.99	60.79 %
01-541-240	Worker's Compensation - Roads & S	16,634.42	25,495.00	25,495.00	0.00	20,122.76	5,372.24	78.93 %
01-541-310	Professional Services - Roads & Stree	15,679.29	65,000.00	65,000.00	2,750.00	16,259.78	48,740.22	25.02 %
01-541-311	Engineering Services - Roads & Street	0.00	101,500.00	101,500.00	0.00	33,385.77	68,114.23	32.89 %
01-541-400	Travel Expenses - Roads & Streets	146.50	250.00	250.00	0.00	60.00	190.00	24.00 %
01-541-405	Training - Streets	1,605.45	500.00	500.00	219.00	438.00	62.00	87.60 %
01-541-410	Communication Services - Roads & Stre	3,723.48	3,500.00	3,500.00	0.00	3,098.03	401.97	88.52 %
01-541-430	Utilities - Roads & Streets	28,079.48	40,000.00	40,000.00	2,209.47	21,602.19	18,397.81	54.01 %
01-541-460	Repairs and Maintenance - Roads & Str	9,747.23	20,000.00	20,000.00	199.29	4,754.83	15,245.17	23.77 %
01-541-461	Repairs & Maintenance-Equipment - Roa	11,319.97	6,000.00	6,000.00	1,479.39	10,520.90	(4,520.90)	175.35 %
01-541-464	Vehicle Fuel - Roads & Streets	12,809.91	20,000.00	20,000.00	831.29	5,608.23	14,391.77	28.04 %
01-541-465	Vehicle Maintenance - Roads & Streets	6,647.01	7,500.00	7,500.00	644.26	8,534.60	(1,034.60)	113.79 %
01-541-466	Public Works/Utilities Facility - Rep	0.00	7,500.00	7,500.00	0.00	1,977.95	5,522.05	26.37 %
01-541-470	Printing and Reproduction - Streets	131.49	0.00	0.00	0.00	43.63	(43.63)	0.00 %
01-541-490	Other Current Charges - Roads & Stree	30.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-493	Equipment Rental - Roads & Streets	0.00	1,500.00	1,500.00	0.00	1,013.56	486.44	67.57 %
01-541-510	Office Supplies - Roads & Streets	751.81	750.00	750.00	0.00	217.56	532.44	29.01 %

CITY OF POLK CITY
JULY 2023 MONTHLY FINANCIALS

General Fund Expenditures
83.33 % Yr Complete For Fiscal Year: 2023 / 7

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
01-541-520	Operating Supplies - Roads & Streets	4,753.31	10,000.00	10,000.00	805.18	7,157.17	2,842.83	71.57 %
01-541-524	Chemicals - Roads & Streets	426.30	500.00	500.00	0.00	0.00	500.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & S	6,802.05	61,000.00	61,000.00	144.00	5,004.15	55,995.85	8.20 %
01-541-531	Landscape Materials & Supplies - Road	2,861.37	2,500.00	2,500.00	0.00	685.84	1,814.16	27.43 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	751.79	500.00	500.00	0.00	87.98	412.02	17.60 %
01-541-630	Improvements Other than Building - Ro	0.00	0.00	0.00	39,802.00	39,802.00	(39,802.00)	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	8,972.99	37,000.00	37,000.00	79.85	61,476.37	(24,476.37)	166.15 %
01-541-650	Construction in Progress - Roads & St	51,198.74	625,000.00	625,000.00	0.00	0.00	625,000.00	0.00 %
01-541-660	Books, Pub. & Library Materials - Road	0.00	0.00	0.00	0.00	3,060.00	(3,060.00)	0.00 %
DEPARTMENT TOTAL		499,644.43	1,440,760.00	1,440,760.00	65,946.77	467,095.79	973,664.21	32.42 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	76,177.44	81,722.00	81,722.00	6,640.00	66,807.86	14,914.14	81.75 %
01-571-140	Overtime - Library	0.00	504.00	504.00	0.00	16.22	487.78	3.22 %
01-571-210	Fica Taxes - Library	5,690.26	6,290.00	6,290.00	501.44	5,272.72	1,017.28	83.83 %
01-571-220	Retirement Contribution - Library	8,380.32	9,793.00	9,793.00	901.05	8,430.87	1,362.13	86.09 %
01-571-230	Life & Health Insurance - Library	20,994.12	25,111.00	25,111.00	48.84	19,069.77	6,041.23	75.94 %
01-571-240	Worker's Compensation - Library	113.61	140.00	140.00	0.00	254.03	(114.03)	181.45 %
01-571-310	Professional Services - Library	535.24	2,700.00	2,700.00	180.00	1,844.49	855.51	68.31 %
01-571-312	Professional Services - Other - Libra	2,453.55	3,000.00	3,000.00	0.00	1,600.00	1,400.00	53.33 %
01-571-400	Travel Expenses - Library	46.54	500.00	500.00	0.00	0.00	500.00	0.00 %
01-571-405	Training - Library	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-571-410	Communication Services - Library	4,856.77	5,000.00	5,000.00	176.40	2,817.24	2,182.76	56.34 %
01-571-430	Utilities - Library	3,352.46	5,500.00	5,500.00	216.35	2,353.83	3,146.17	42.80 %
01-571-460	Repairs and Maintenance - Library	10,669.03	5,400.00	5,400.00	0.00	468.54	4,931.46	8.68 %
01-571-480	Promo Activities & Legal Ads - Librar	260.48	2,500.00	2,500.00	0.00	437.64	2,062.36	17.51 %
01-571-510	Office Supplies - Library	372.27	1,500.00	1,500.00	0.00	575.16	924.84	38.34 %
01-571-520	Operating Supplies - Library	2,068.74	7,500.00	7,500.00	171.14	1,717.36	5,782.64	22.90 %
01-571-531	Landscape Materials & Supplies - Libr	0.00	0.00	0.00	0.00	26.36	(26.36)	0.00 %
01-571-540	Books, Pub., Sub., & Memberships - Li	928.65	2,600.00	2,600.00	0.00	1,267.08	1,332.92	48.73 %
01-571-630	Improvements Other than Building - Li	4,872.99	0.00	0.00	0.00	0.00	0.00	0.00 %
01-571-660	Books, Pub. & Library Materials - Libr	12,049.93	18,500.00	18,500.00	841.79	9,756.84	8,743.16	52.74 %
DEPARTMENT TOTAL		153,822.40	179,260.00	179,260.00	9,677.01	122,718.01	56,541.99	68.46 %

CITY OF POLK CITY
JULY 2023 MONTHLY FINANCIALS

General Fund Expenditures
83.33 % Yr Complete For Fiscal Year: 2023 / 7

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
PARKS								
01-572-310	Professional Services - Parks	710.00	0.00	0.00	920.00	9,538.20	(9,538.20)	0.00 %
01-572-430	Utilities - Parks	17,317.57	22,000.00	22,000.00	118.01	9,679.63	12,320.37	44.00 %
01-572-460	Repairs and Maintenance - Parks	10,562.89	45,000.00	45,000.00	577.28	6,593.93	38,406.07	14.65 %
01-572-493	Equipment Rental - Parks	343.85	500.00	500.00	0.00	401.38	98.62	80.28 %
01-572-520	Operating Supplies - Parks	1,042.39	1,000.00	1,000.00	20.88	838.81	161.19	83.88 %
01-572-640	Machinery & Equipment - Parks	5,866.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
DEPARTMENT TOTAL		35,842.70	70,500.00	70,500.00	1,636.17	27,051.95	43,448.05	38.37 %
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	0.00	10,000.00	10,000.00	0.00	2,119.00	7,881.00	21.19 %
01-574-440	Rentals and Leases - Spec Events	9,514.99	27,500.00	27,500.00	0.00	32,885.80	(5,385.80)	119.58 %
01-574-470	Printing and Reproduction - Spec Even	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-574-480	Promo Activities & Legal Ads - Spec E	0.00	700.00	700.00	0.00	0.00	700.00	0.00 %
01-574-490	Other Current Charges - Spec Events	42.25	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-520	Operating Supplies - Spec Events	584.60	3,000.00	3,000.00	0.00	4,392.47	(1,392.47)	146.42 %
DEPARTMENT TOTAL		10,141.84	42,700.00	42,700.00	0.00	39,397.27	3,302.73	92.27 %
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	14,161.25	35,000.00	35,000.00	800.00	12,208.75	22,791.25	34.88 %
01-590-311	Engineering Services - Non-Dept	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-590-312	Professional Services - Other - Non-D	657.50	20,000.00	20,000.00	0.00	777.50	19,222.50	3.89 %
01-590-315	Inmate Labor - GF Non - Dept	0.00	28,849.00	28,849.00	0.00	0.00	28,849.00	0.00 %
01-590-320	Accounting and Auditing - Non-Dept	16,364.04	18,000.00	18,000.00	4,571.90	17,368.64	631.36	96.49 %
01-590-450	Liability Insurance - Non-Dept	73,082.50	86,345.00	86,345.00	0.00	80,758.50	5,586.50	93.53 %
01-590-464	Vehicle Fuel - Non- Departmental	496.07	800.00	800.00	90.02	506.03	293.97	63.25 %
01-590-465	Vehicle Maintenance - Non-Departmenta	1,041.17	1,000.00	1,000.00	0.00	1,097.10	(97.10)	109.71 %
01-590-490	Other Current Charges - Non Dept	100.96	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %

CITY OF POLK CITY
JULY 2023 MONTHLY FINANCIALS

General Fund Expenditures
83.33 % Yr Complete For Fiscal Year: 2023 / 7

G/L		2022	2023	2023	2023	2023	2023	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
01-590-510	Office Supplies - Non-Departmental	768.80	2,000.00	2,000.00	14.62	649.77	1,350.23	32.49 %
01-590-520	Operating Supplies - Non-Dept	2,954.34	3,000.00	3,000.00	39.32	1,158.23	1,841.77	38.61 %
01-590-521	Emergencies & Contingencies - Operati	8,209.81	62,028.00	62,028.00	0.00	10,268.67	51,759.33	16.55 %
01-590-525	Uniforms - Non Dept	4,382.82	6,000.00	6,000.00	168.08	3,704.27	2,295.73	61.74 %
01-590-528	Postage - Non-Dept	1,345.30	1,000.00	1,000.00	4.38	1,475.13	(475.13)	147.51 %
01-590-540	Books, Pub., Sub., & Memberships -NON	1,077.16	3,000.00	3,000.00	0.00	8,659.02	(5,659.02)	288.63 %
01-590-550	Pre-Employment Exam/Drug Test	1,108.00	1,000.00	1,000.00	0.00	69.50	930.50	6.95 %
01-590-551	Immunizations - Employees	2,093.50	1,000.00	1,000.00	0.00	408.00	592.00	40.80 %
01-590-552	DOT Testing	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-590-553	Employee Meeting/Awards	100.71	1,000.00	1,000.00	0.00	330.64	669.36	33.06 %
01-590-554	Employee Holiday Dinner	1,383.39	2,000.00	2,000.00	0.00	1,076.61	923.39	53.83 %
01-590-630	Improvements Other than Bldg - Non-De	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-950	Transfer to Rstr Streets Paving-Non-D	0.00	927.00	927.00	0.00	0.00	927.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	1,300.00	3,500.00	3,500.00	0.00	1,000.00	2,500.00	28.57 %
01-590-992	Unemployment Claims - Non-Dept	0.00	2,500.00	2,500.00	0.00	1,287.65	1,212.35	51.51 %
01-590-995	Refund of Overpayments	0.00	0.00	0.00	0.00	390.00	(390.00)	0.00 %
01-590-996	Bad Debt - Non-Dept	138.49	5,000.00	5,000.00	0.00	235.21	4,764.79	4.70 %
01-590-999	Other - Non-Operating Charges - Non-D	15,535.54	12,000.00	12,000.00	0.00	490.63	11,509.37	4.09 %
DEPARTMENT TOTAL		147,801.35	309,449.00	309,449.00	5,688.32	143,919.85	165,529.15	46.51 %
General Fund Revenues Total		3,037,096.37	3,991,742.00	3,991,742.00	205,152.81	2,713,217.06	1,278,524.94	32.03%
General Fund Expenditures Total		2,419,184.10	3,991,742.00	3,991,742.00	196,552.77	1,808,004.96	2,183,738.04	54.71%
Total Revenue vs. Expenditures		617,912.27	0.00	0.00	8,600.04	905,212.10	-905,213.10	

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

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	2,914,789.53	
05-101-913	DEP Loan - Sinking Fund	58,069.36	
05-101-916	US Bank - Sink Fund	421,529.20	
05-101-917	US Bank - Renewal & Replacement Series	200,994.11	
05-101-918	DEP Loan WW531400 - Sink Fund	656.70	
05-101-919	DEP Loan WW531402 - Sink Fund	4,771.54-	
05-101-920	Cash - Customer Deposits	354,074.99	
05-101-936	FDEP 531402 Sinking Fund	11,931.67	
05-115-100	Accounts Receivable - Utilities	252,491.18	
05-115-130	Accounts Receivable - Readiness to Serve	16,616.19	
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	624,672.52	
05-151-902	Investments - FL SAFE EF Reserves	131,130.79	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	29,013.62	
05-159-100	Deferred Outflows - Related to Pension	148,077.99	
05-159-200	Deferred Outflows - Loss on Refunding	629,103.39	
05-160-902	Reserve Account	100,000.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-161-900	Fixed Assets - Land	2,762,913.00	
05-164-100	Utility Plant in Service	16,238,022.73	
05-165-900	Acc.Dep. - Improvements Other than Build	5,029,759.88-	
05-166-900	Equipment & Furniture	930,832.90	
05-167-900	Accumulated Depreciation - Equipment	447,067.54-	
05-169-900	CIP - Construction Costs	49,649.61	
	** TOTAL ASSET**		20,420,297.65
05-202-100	Accounts Payable	31,686.29	
05-202-900	Customer Deposits	354,074.99	
05-203-100	Accumulated Interest Payable	49,329.17	
05-203-600	SRF Loan WW51201P	1,674,524.85	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	30,495.24	
05-203-615	SRF Loan WW531402/SG531403	778,037.50	
05-203-710	US Bank 2017 Bond Note	7,410,000.00	
05-203-910	Unamortized Bond Premiums - US Bank	468,166.37	
05-208-305	Taxes Payable	8,441.04	
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**		12,541,407.29
	** TOTAL ENCUMBRANCE**		0.00
05-250-100	Contributed Capital	598,715.40	
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	6,243,057.61	
05-271-150	Fund Balance - Restatement	12,428.57-	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		7,590,340.23
	** TOTAL REVENUE**		2,317,501.50

CITY OF POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
	** TOTAL EXPENSE**		2,028,951.37
	TOTAL LIABILITY AND EQUITY		20,420,297.65

CITY OF POLK CITY
JULY 2023 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE
83.33 % Yr Complete For Fiscal Year: 2023 / 7

G/L ACCOUNT	DESCRIPTION	2022 PRIOR YR REVENUE	2023 ANTICIPATED REVENUE	ADJ ANTICIPATED	2023 CURRENT REVENUE	2023 YTD REVENUE	2023 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTY T	1,386.10	1,351.00	1,351.00	0.00	194.84	1,156.16	14.42 %
05-325-111	Connection Fees - Water - Cash Basis	15,724.20	17,500.00	17,500.00	870.00	17,214.60	285.40	98.37 %
05-325-210	Readiness to Serve Charge - Sewer	30,997.83	15,792.00	15,792.00	0.00	4,282.09	11,509.91	27.12 %
05-325-211	Readiness to Serve Charge - Water	28,372.07	13,518.00	13,518.00	0.00	1,948.26	11,569.74	14.41 %
05-329-200	Other Lic./Fees/Permits	11,844.52	10,000.00	10,000.00	854.57	1,469.37	8,530.63	14.69 %
05-334-350	Sewer/Wastewater Grants - State	31,559.93	0.00	0.00	0.00	0.00	0.00	0.00 %
05-340-300	Water Utility Revenue	1,299,150.72	1,323,317.00	1,323,317.00	112,799.47	1,101,658.37	221,658.63	83.25 %
05-340-500	Sewer Utility Revenue	1,278,777.53	1,276,102.00	1,276,102.00	106,784.58	1,094,508.38	181,593.62	85.77 %
05-359-100	Other Fines and/or Forfeitures	35,710.00	37,140.00	37,140.00	1,970.00	28,300.00	8,840.00	76.20 %
05-359-200	Non Sufficient Funds	1,410.00	1,595.00	1,595.00	330.00	2,085.00	(490.00)	130.72 %
05-359-300	Late Fees	27,132.00	26,082.00	26,082.00	2,331.00	22,155.00	3,927.00	84.94 %
05-361-200	Interest/Dividends - FL SAFE	5,224.40	2,119.00	2,119.00	3,370.14	27,848.12	(25,729.12)	1314.21 %
05-369-100	Misc. Income	2,135.96	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-110	Refund of Overpayments	1,341.93	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-112	Cash Drawer Overage - Bank Rec	(4,315.83)	0.00	0.00	0.00	15,237.45	(15,237.45)	0.00 %
05-369-401	Insurance - Claims	0.00	0.00	0.00	0.00	529.58	(529.58)	0.00 %
05-369-700	Misc Income - Reimbursement - Invoice	0.00	0.00	0.00	0.00	70.44	(70.44)	0.00 %
05-381-900	Cash Carry Forward	0.00	672,744.00	672,744.00	0.00	0.00	672,744.00	0.00 %
DEPARTMENT TOTALS		2,766,451.36	3,397,260.00	3,397,260.00	229,309.76	2,317,501.50	1,079,758.50	68.22 %

CITY OF POLK CITY
JULY 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures
83.33 % Yr Complete For Fiscal Year: 2023 / 7

G/L		2022	2023	2023	2023	2023	2023	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
	Water							
05-518-120	Regular Salary - Wages - Water Admin	0.00	127,188.00	127,188.00	5,660.64	52,567.38	74,620.62	41.33 %
05-518-140	Overtime - Water Admin	0.00	1,054.00	1,054.00	0.00	878.22	175.78	83.32 %
05-518-210	Fica Taxes - Water Admin	0.00	9,811.00	9,811.00	426.52	4,029.90	5,781.10	41.08 %
05-518-220	Retirement Contribution - Water Admin	0.00	8,833.00	8,833.00	768.15	6,459.37	2,373.63	73.13 %
05-518-230	Life & Health Insurance - Water Admin	0.00	37,593.00	37,593.00	70.36	23,172.01	14,420.99	61.64 %
05-518-240	Worker's Compensation - Water Adm	0.00	218.00	218.00	0.00	0.00	218.00	0.00 %
05-518-312	Professional Services - Other - Water	0.00	24,400.00	24,400.00	3,741.61	21,378.71	3,021.29	87.62 %
05-518-400	Travel and Training - Water Admin	0.00	750.00	750.00	0.00	0.00	750.00	0.00 %
05-518-405	Training - Water Administration	0.00	750.00	750.00	0.00	286.00	464.00	38.13 %
05-518-410	Communication Services - Water Admin	0.00	3,300.00	3,300.00	0.00	0.00	3,300.00	0.00 %
05-518-470	Printing and Reproduction - Water Adm	0.00	400.00	400.00	0.00	0.00	400.00	0.00 %
05-518-490	Other Current Charges - Water Admin	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-518-510	Office Supplies - Water Admin	0.00	600.00	600.00	0.00	465.15	134.85	77.53 %
05-518-520	Operating Supplies - Water Admin	0.00	1,500.00	1,500.00	0.00	2,325.13	(825.13)	155.01 %
05-518-540	Books, Pub., Sub., & Memberships - Wa	0.00	200.00	200.00	0.00	239.88	(39.88)	119.94 %
05-518-630	Improvements Other than Building - Wa	0.00	0.00	0.00	0.00	6,980.00	(6,980.00)	0.00 %
	DEPARTMENT TOTAL	0.00	217,097.00	217,097.00	10,667.28	118,781.75	98,315.25	54.71 %
05-533-120	Regular Salary - Wages - Water Oper	241,803.09	139,535.00	139,535.00	14,464.97	129,378.59	10,156.41	92.72 %
05-533-130	Other Salaries and Wages - Water Oper	0.00	0.00	0.00	15.00	22.50	(22.50)	0.00 %
05-533-140	Overtime - Water Oper	5,362.40	4,286.00	4,286.00	163.39	7,384.61	(3,098.61)	172.30 %
05-533-210	Fica Taxes - Water Oper	18,124.45	11,163.00	11,163.00	1,098.33	11,207.73	(44.73)	100.40 %
05-533-220	Retirement Contribution - Water Oper	62,571.39	9,712.00	9,712.00	2,010.70	18,664.56	(8,952.56)	192.18 %
05-533-230	Life & Health Insurance - Water Oper	60,433.45	37,700.00	37,700.00	72.88	22,432.41	15,267.59	59.50 %
05-533-240	Worker's Compensation - Water Ope	3,744.11	5,224.00	5,224.00	0.00	4,941.33	282.67	94.59 %
05-533-310	Professional Services - Water Oper	13,387.31	15,000.00	15,000.00	355.00	5,799.49	9,200.51	38.66 %
05-533-311	Engineering Services - Water Oper	26,729.38	110,000.00	110,000.00	3,297.50	49,823.75	60,176.25	45.29 %
05-533-312	Professional Services - Other - Water	14,308.71	37,500.00	37,500.00	1,314.84	7,597.96	29,902.04	20.26 %
05-533-313	Professional Services - Polk Regional	5,773.36	7,500.00	7,500.00	0.00	1,196.03	6,303.97	15.95 %
05-533-314	Professional Services - Samples	0.00	5,000.00	5,000.00	60.00	1,921.00	3,079.00	38.42 %
05-533-400	Travel Expenses - Water Oper	459.13	1,250.00	1,250.00	397.90	721.44	528.56	57.72 %
05-533-405	Training - Water Oper	1,310.11	1,750.00	1,750.00	0.00	952.50	797.50	54.43 %
05-533-410	Communication Services - Water Oper	6,216.92	8,000.00	8,000.00	8.61	4,706.06	3,293.94	58.83 %

CITY OF POLK CITY
JULY 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures
83.33 % Yr Complete For Fiscal Year: 2023 / 7

G/L		2022	2023	2023	2023	2023	2023	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
05-533-430	Utilities - PW/Utilities Facility Wat	1,477.48	4,500.00	4,500.00	59.33	1,065.16	3,434.84	23.67 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	5,601.99	7,500.00	7,500.00	609.05	5,342.79	2,157.21	71.24 %
05-533-432	Commonwealth WTP - Utilities - Water	533.75	1,500.00	1,500.00	113.74	967.40	532.60	64.49 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	11,228.71	14,500.00	14,500.00	958.15	8,942.17	5,557.83	61.67 %
05-533-460	Repairs and Maintenance - Water Oper	84,570.56	110,000.00	110,000.00	630.00	1,808.41	108,191.59	1.64 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	1,423.86	8,000.00	8,000.00	0.00	1,952.37	6,047.63	24.40 %
05-533-462	Commonwealth WTP - Repairs and Maint	108.92	3,000.00	3,000.00	1,507.46	1,507.46	1,492.54	50.25 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	412.57	8,000.00	8,000.00	0.00	291.89	7,708.11	3.65 %
05-533-464	Vehicle Fuel - Water Oper	19,937.46	15,000.00	15,000.00	1,321.68	10,152.56	4,847.44	67.68 %
05-533-465	Vehicle Maintenance - Water Oper	3,046.26	7,000.00	7,000.00	322.13	4,334.41	2,665.59	61.92 %
05-533-466	Public Works/Utilities Facility - Rep	426.50	2,500.00	2,500.00	0.00	5,567.15	(3,067.15)	222.69 %
05-533-467	Repairs & Maintenance-Equipment - Wat	601.15	5,000.00	5,000.00	673.71	2,940.14	2,059.86	58.80 %
05-533-470	Printing and Reproduction - Water Ope	323.93	400.00	400.00	0.00	21.82	378.18	5.46 %
05-533-492	Recording & Other Fees - Water Oper	4,300.00	4,440.00	4,440.00	0.00	4,300.00	140.00	96.85 %
05-533-510	Office Supplies - Water Oper	665.94	500.00	500.00	0.00	145.73	354.27	29.15 %
05-533-520	Operating Supplies - Water Oper	25,377.13	17,500.00	17,500.00	679.51	18,206.04	(706.04)	104.03 %
05-533-521	Mt.Olive WTP - Operating Supplies - W	9.97	1,000.00	1,000.00	0.00	1,140.12	(140.12)	114.01 %
05-533-522	Commonwealth WTP - Operating Supplies	169.89	1,000.00	1,000.00	0.00	423.58	576.42	42.36 %
05-533-523	V.Matt Williams WTP - Operating Suppl	9.96	1,000.00	1,000.00	0.00	423.58	576.42	42.36 %
05-533-524	Chemicals - Water Oper	5,916.94	9,000.00	9,000.00	1,925.30	8,281.68	718.32	92.02 %
05-533-526	Meter Supplies - New Installs - Water	0.00	100,000.00	100,000.00	1,411.80	93,251.58	6,748.42	93.25 %
05-533-527	Meter Supplies - Repairs & Maintenanc	0.00	84,000.00	84,000.00	0.00	122,698.00	(38,698.00)	146.07 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	459.88	750.00	750.00	416.74	459.73	291.27	61.16 %
05-533-605	Depreciation Expense - Water Oper	154,796.33	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-630	Improvements Other than Building - Wa	0.00	0.00	0.00	0.00	1,125.00	(1,125.00)	0.00 %
05-533-640	Machinery & Equipment - Water Oper	359.99	0.00	0.00	39.93	11,766.55	(11,766.55)	0.00 %
05-533-660	Other Capital Assets - Water Operatio	0.00	0.00	0.00	0.00	3,060.00	(3,060.00)	0.00 %
05-533-710	Principal - Water Oper	0.00	62,755.00	62,755.00	62,755.00	62,755.00	0.00	100.00 %
05-533-720	Interest - Water Oper	69,355.68	67,541.00	67,541.00	33,770.75	67,541.50	(0.50)	100.00 %
DEPARTMENT TOTAL		851,418.66	930,006.00	930,006.00	130,453.40	707,220.78	222,785.22	76.04 %
Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	142,581.55	145,743.00	145,743.00	8,641.71	80,183.29	65,559.71	55.02 %
05-535-130	Other Salaries and Wages - Sewer Oper	0.00	0.00	0.00	15.00	22.50	(22.50)	0.00 %
05-535-140	Overtime - Sewer Oper	5,017.54	4,644.00	4,644.00	70.76	5,468.22	(824.22)	117.75 %

CITY OF POLK CITY
JULY 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures
83.33 % Yr Complete For Fiscal Year: 2023 / 7

G/L ACCOUNT	DESCRIPTION	2022	2023	2023	2023	2023	2023	PERCENTAGE
		ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
05-535-210	Pica Taxes - Sewer Oper	11,054.88	11,665.00	11,665.00	630.52	6,769.41	4,876.59	58.19 %
05-535-220	Retirement Contribution - Sewer Oper	34,424.24	14,238.00	14,238.00	1,123.73	11,024.78	3,213.22	77.43 %
05-535-230	Life & Health Insurance - Sewer Oper	33,155.96	37,733.00	37,733.00	52.17	16,186.06	21,546.94	42.90 %
05-535-240	Worker's Compensation - Sewer Oper	3,645.48	5,459.00	5,459.00	0.00	0.00	5,459.00	0.00 %
05-535-310	Professional Services - Sewer Oper	7,964.87	15,000.00	15,000.00	355.00	662.50	14,337.50	4.42 %
05-535-311	Engineering Services - Sewer Oper	5,421.62	7,000.00	7,000.00	0.00	500.00	6,500.00	7.14 %
05-535-312	Professional Services - Other - Sewer	79,886.71	25,000.00	25,000.00	940.00	32,443.56	(7,443.56)	129.77 %
05-535-314	Professional Services - Samples	0.00	5,000.00	5,000.00	763.00	8,002.00	(3,002.00)	160.04 %
05-535-400	Travel Expenses - Sewer Oper	273.03	1,500.00	1,500.00	0.00	669.30	830.70	44.62 %
05-535-405	Training - Sewer Oper	1,693.51	2,000.00	2,000.00	0.00	182.50	1,817.50	9.13 %
05-535-410	Communication Services - Sewer Oper	4,938.00	10,000.00	10,000.00	0.00	4,007.59	5,992.41	40.08 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	296.07	7,000.00	7,000.00	127.86	2,634.55	4,365.45	37.64 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,196.60	3,200.00	3,200.00	0.00	1,540.35	1,659.65	48.14 %
05-535-430	Utilities - PW/Utilities Facility Sew	16,200.39	6,000.00	6,000.00	335.25	4,407.93	1,592.07	73.47 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	30,781.88	30,000.00	30,000.00	3,379.75	35,118.60	(5,118.60)	117.06 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,038.58	10,000.00	10,000.00	554.01	7,115.51	2,884.49	71.16 %
05-535-440	Rentals and Leases - Sewer Oper	3,076.50	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-460	Repairs and Maintenance - Sewer Oper	138,350.72	100,000.00	100,000.00	5,076.00	84,202.73	15,797.27	84.20 %
05-535-461	Cardinal Hill - Repairs and Maint - S	90,737.27	60,000.00	60,000.00	0.00	17,726.15	42,273.85	29.54 %
05-535-464	Vehicle Fuel - Sewer Oper	10,785.97	15,000.00	15,000.00	635.46	5,057.89	9,942.11	33.72 %
05-535-465	Vehicle Maintenance - Sewer Oper	8,057.12	7,000.00	7,000.00	347.13	4,118.75	2,881.25	58.84 %
05-535-466	Public Works/Utilities Facility - Rep	426.50	1,000.00	1,000.00	0.00	158.21	841.79	15.82 %
05-535-467	Repairs & Maintenance-Equipment - Sew	511.34	0.00	0.00	673.69	1,890.04	(1,890.04)	0.00 %
05-535-470	Printing and Reproduction - Sewer Ope	43.83	100.00	100.00	0.00	21.81	78.19	21.81 %
05-535-490	Other Current Charges - Sewer Oper	94.27	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	138.43	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-493	Equipment Rental - Sewer Oper	1,070.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	659.09	500.00	500.00	0.00	494.74	5.26	98.95 %
05-535-520	Operating Supplies - Sewer Oper	20,657.44	10,000.00	10,000.00	778.70	15,021.73	(5,021.73)	150.22 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	713.08	0.00	0.00	0.00	175.75	(175.75)	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	29,114.43	30,000.00	30,000.00	2,410.00	28,157.20	1,842.80	93.86 %
05-535-524	Chemicals - Sewer Oper	30,561.53	25,000.00	25,000.00	3,793.60	26,645.90	(1,645.90)	106.58 %
05-535-540	Books, Pub., Sub., & Memberships - Se	459.88	500.00	500.00	672.99	830.99	(330.99)	166.20 %
05-535-605	Depreciation Expense - Sewer Oper	325,115.01	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-630	Improvements Other than Building - Se	0.00	672,744.00	0.00	0.00	38,723.00	(38,723.00)	5.76 %
05-535-640	Machinery & Equipment - Sewer Oper	0.00	0.00	0.00	39.92	15,844.54	(15,844.54)	0.00 %
05-535-641	Cardinal Hill - Mach & Equip - Sewer	3,836.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	0.00	0.00	672,744.00	0.00	33,025.35	639,718.65	0.00 %
05-535-660	Other Capital Assets - Sewer Operatio	0.00	0.00	0.00	0.00	3,060.00	(3,060.00)	0.00 %

CITY OF POLK CITY
JULY 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures
83.33 % Yr Complete For Fiscal Year: 2023 / 7

G/L		2022	2023	2023	2023	2023	2023	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
05-535-710	Principal - Sewer Oper	0.00	348,645.00	348,645.00	212,245.00	280,040.14	68,604.86	80.32 %
05-535-712	Principal - DEP Effluent Disposal Loa	0.00	27,049.00	27,049.00	0.00	27,021.68	27.32	99.90 %
05-535-720	Interest - Sewer Oper	276,223.06	268,212.00	268,212.00	114,216.75	248,727.40	19,484.60	92.74 %
05-535-722	Interest - DEP Effluent Disposal Loan	824.38	1,635.00	1,635.00	0.00	1,608.06	26.94	98.35 %
05-535-730	Other Debt Service Costs - Sewer Oper	837.90	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		1,329,864.66	1,914,567.00	1,914,567.00	357,878.00	1,049,509.71	865,057.29	54.82 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	33,147.76	12,000.00	12,000.00	800.00	11,270.76	729.24	93.92 %
05-590-312	Professional Services - Other - Non-D	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00	100.00 %
05-590-315	Inmate Labor - EF Non - Dept	0.00	28,749.00	28,749.00	0.00	0.00	28,749.00	0.00 %
05-590-320	Accounting and Auditing - Non-Dept	30,808.10	32,000.00	32,000.00	9,282.33	33,853.78	(1,853.78)	105.79 %
05-590-440	Rentals and Leases - Non-Dept	2,974.85	4,500.00	4,500.00	378.89	4,240.38	259.62	94.23 %
05-590-450	Liability Insurance - Non-Dept	73,082.50	86,345.00	86,345.00	0.00	80,758.50	5,586.50	93.53 %
05-590-510	Office Supplies - Non-Departmental	768.70	750.00	750.00	63.19	688.27	61.73	91.77 %
05-590-520	Operating Supplies - Non-Dept	354.35	2,000.00	2,000.00	39.32	881.24	1,118.76	44.06 %
05-590-521	Emergencies & Contingencies - Operati	5,316.09	41,925.00	41,925.00	0.00	8,797.03	33,127.97	20.98 %
05-590-525	Uniforms - Non Dept	4,961.40	5,000.00	5,000.00	427.39	3,843.26	1,156.74	76.87 %
05-590-528	Postage - Non-Dept	43.87	2,000.00	2,000.00	14.23	2,113.92	(113.92)	105.70 %
05-590-540	Books, Pub., Sub., & Memberships -NON	350.00	400.00	400.00	0.00	342.67	57.33	85.67 %
05-590-550	Pre-Employment Exam/Drug Test	114.00	228.00	228.00	0.00	183.50	44.50	80.48 %
05-590-551	Immunizations - Employees	742.50	742.00	742.00	270.00	1,321.00	(579.00)	178.03 %
05-590-553	Employee Meeting/Awards	0.00	750.00	750.00	0.00	218.33	531.67	29.11 %
05-590-554	Employee Holiday Dinner	420.00	700.00	700.00	0.00	922.14	(222.14)	131.73 %
05-590-630	Improvements Other than Bldg - Non-De	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-720	Interest - Bond 2017 Issue	(40,765.57)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	58,398.26	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer To General Fund - Non-Dept	100,000.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	7,324.36	4,000.00	4,000.00	0.00	190.55	3,809.45	4.76 %
05-590-994	Bank Fees - Non-Dept	749.51	0.00	0.00	0.00	43.79	(43.79)	0.00 %
05-590-995	Refund of Overpayments - Non-Dept	0.00	0.00	0.00	0.00	870.00	(870.00)	0.00 %
05-590-996	Bad Debt - Non-Dept	4,562.40	5,000.00	5,000.00	0.00	425.98	4,574.02	8.52 %
05-590-999	Other - Non-Operating Charges - Non-D	7,780.10	6,000.00	6,000.00	0.00	(25.97)	6,025.97	(0.43) %
DEPARTMENT TOTAL		295,133.18	335,589.00	335,589.00	13,775.35	153,439.13	182,149.87	45.72 %

CITY OF POLK CITY
JULY 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures
83.33 % Yr Complete For Fiscal Year: 2023 / 7

G/L		2022	2023	2023	2023	2023	2023	2023	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED	
=====									
	Enterprise Fund Revenues Total	2,766,451.36	3,397,260.00	3,397,260.00	229,309.76	2,317,501.50	1,079,758.50	68.22%	
	Enterprise Fund Expenditures Total	-3,063,193.56	-3,397,260.00	-3,397,260.00	-512,774.03	-2,028,951.37	-1,368,307.63	59.72%	
	Total Revenue vs. Expenditures	-296,742.20	0.00	0.00	-283,464.27	288,550.13	-288,549.13		

CITY OF POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
08-101-100	GF Police Public Safety Impact Fees	14,877.08	
08-101-101	GF Fire Public Safety Impact Fees	8,260.36	
08-101-102	GF Recreation Impact Fees	30,559.90	
08-101-103	GF Gen Gov't Facilities Impact Fees	51,502.14	
08-151-100	Investments - FL SAFE GF Police Public Safety	223,068.40	
08-151-101	Investments - FL SAFE GF Fire Public Saf...	140,987.12	
08-151-102	Investments - FL SAFE GF Recreation	421,600.90	
08-151-103	Investments - FL SAFE GF Facilities	468,246.36	
	** TOTAL ASSET**		1,359,102.26
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
08-271-100	Fund Balance Unreserved	1,275,288.34	
	** TOTAL EQUITY**		1,275,288.34
	** TOTAL REVENUE**		87,592.19
	** TOTAL EXPENSE**		3,778.27
	TOTAL LIABILITY AND EQUITY		1,359,102.26

CITY OF POLK CITY
JULY 2023 MONTHLY FINANCIALS

GFIF Special Revenues
Budget Revenues
83.33 % Yr Complete For Fiscal Year: 2023 / 7

G/L ACCOUNT	DESCRIPTION	2022 PRIOR YR REVENUE	2023 ANTICIPATED REVENUE	ADJ ANTICIPATED	2023 CURRENT REVENUE	2023 YTD REVENUE	2023 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
REVENUES								
08-324-100	Police - Public Safety Impact Fee	9,674.85	7,095.00	7,095.00	644.99	7,440.00	(345.00)	104.86 %
08-324-110	Fire/Rescue - Public Safety Impact Fe	5,176.65	3,796.00	3,796.00	345.11	3,451.10	344.90	90.91 %
08-324-610	Parks & Recreation Impact Fee	15,602.40	9,361.00	9,361.00	1,040.16	11,441.76	(2,080.76)	122.23 %
08-324-710	Public Facilities Impact Fee	26,220.15	19,228.00	19,228.00	1,748.01	19,228.11	(0.11)	100.00 %
08-361-200	Interest/Dividends - FL SAFE	8,635.69	2,000.00	2,000.00	5,570.63	46,031.22	(44,031.22)	2301.56 %
DEPARTMENT TOTALS		65,309.74	41,480.00	41,480.00	9,348.90	87,592.19	(46,112.19)	211.17 %
EXPENDITURES								
08-521-930	Reserves - Police Public Safety Impac	0.00	7,095.00	7,095.00	0.00	644.99	6,450.01	9.09 %
08-521-931	Reserves - Police Public Safety Int/D	0.00	252.00	252.00	0.00	0.00	252.00	0.00 %
08-522-930	Reserves - Fire Public Safety Impact	0.00	3,796.00	3,796.00	0.00	345.11	3,450.89	9.09 %
08-522-931	Reserves - Fire Public Safety Int/Div	0.00	126.00	126.00	0.00	0.00	126.00	0.00 %
08-539-930	Reserves - Public Facility Impact Fee	0.00	9,361.00	9,361.00	0.00	1,748.01	7,612.99	18.67 %
08-539-931	Reserves - Public Facility Int/Divide	0.00	438.00	438.00	0.00	0.00	438.00	0.00 %
08-572-930	Reserves - Parks & Rec Impact Fees	0.00	19,228.00	19,228.00	0.00	1,040.16	18,187.84	5.41 %
08-572-931	Reserves - Parks & Rec Int/Dividends	0.00	1,184.00	1,184.00	0.00	0.00	1,184.00	0.00 %
DEPARTMENT TOTALS		0.00	41,480.00	41,480.00	0.00	3,778.27	37,701.73	9.11 %
GF Impact Fee Fund Revenues Total		65,309.74	41,480.00	41,480.00	9,348.90	87,592.19	-46,112.19	211.17%
GF Impact Fee Fund Expenditures Total		0.00	-41,480.00	-41,480.00	0.00	-3,778.27	37,701.73	9.11%
Total Revenue vs. Expenditures		65,309.74	0.00	0.00	9,348.90	83,813.92	-8,410.46	

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

Account Number	Account Title	Ending Bal	Net Amount
09-101-800	EF Sewer Impact Fee Account	432,450.04	
09-101-900	EF Water Impact Fee Account	204,351.14	
09-151-800	Investements - Sewer Impact	1,707,100.42	
09-151-900	Investements - Water Impact	277,573.68	
09-169-900	CIP - Construction Costs	28,872.10	
	** TOTAL ASSET**		2,650,347.38
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
09-271-100	Unreserved Fund Balance	2,479,264.83	
	** TOTAL EQUITY**		2,479,264.83
	** TOTAL REVENUE**		181,932.05
	** TOTAL EXPENSE**		10,849.50
	TOTAL LIABILITY AND EQUITY		2,650,347.38

CITY OF POLK CITY
JULY 2023 MONTHLY FINANCIALS

EFIF Special Revenues
83.33 % Yr Complete For Fiscal Year: 2023 / 7

G/L ACCOUNT	DESCRIPTION	2022 PRIOR YR REVENUE	2023 ANTICIPATED REVENUE	ADJ ANTICIPATED	2023 CURRENT REVENUE	2023 YTD REVENUE	2023 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
REVENUES								
	TOTAL AR	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-324-210	Water Impact Fees	34,940.00	34,940.00	34,940.00	1,747.00	38,434.00	(3,494.00)	110.00 %
09-324-220	Sewer Impact Fees	61,810.00	88,300.00	88,300.00	4,415.00	70,640.00	17,660.00	80.00 %
09-361-200	Interest/Dividends - FL SAFE	13,668.45	2,000.00	2,000.00	8,817.17	72,858.05	(70,858.05)	3642.90 %
DEPARTMENT TOTALS		110,418.45	125,240.00	125,240.00	14,979.17	181,932.05	(56,692.05)	145.27 %
EXPENDITURES								
09-533-310	Professional Services - Legal Fees	6,664.61	0.00	0.00	0.00	1,237.50	(1,237.50)	0.00 %
09-533-312	Professional Services - Other Profess	0.00	0.00	0.00	0.00	1,725.00	(1,725.00)	0.00 %
09-533-529	Water Impact Fee - Refund Customer	0.00	0.00	0.00	0.00	1,747.00	(1,747.00)	0.00 %
09-533-930	Reserves - Water Impact Fees	0.00	34,940.00	34,940.00	0.00	0.00	34,940.00	0.00 %
09-533-931	Reserves - Water Int/Dividends	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
09-535-312	Professional Services - Other Profess	0.00	0.00	0.00	0.00	1,725.00	(1,725.00)	0.00 %
09-535-529	Sewer Impact Fee - Refund Customer	0.00	0.00	0.00	0.00	4,415.00	(4,415.00)	0.00 %
09-535-930	Reserves - Sewer Impact Fees	0.00	88,300.00	88,300.00	0.00	0.00	88,300.00	0.00 %
09-535-931	Reserves - Sewer Int/Dividends	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
DEPARTMENT TOTALS		6,664.61	125,240.00	125,240.00	0.00	10,849.50	114,390.50	8.66 %
EF Impact Fee Fund Revenues Total		110,418.45	125,240.00	125,240.00	14,979.17	181,932.05	-56,692.05	145.27%
EF Impact Fee Fund Expenditures Total		-95,785.45	-125,240.00	-125,240.00	0.00	-10,849.50	-114,615.50	8.66%
Total Revenue vs. Expenditures		14,633.00	0.00	0.00	14,979.17	171,082.55	-171,307.55	

Library Monthly Report

JULY 2023

CIRCULATION

ADULT BOOKS	896
JUVENILE BOOKS	1119
TOTAL CIRCULATION	2015

NEW BORROWERS

IN CITY	9
IN COUNTY	8
TOTAL NEW BORROWERS	17

NUMBER OF PROGRAMS

FAMILY	10
ADULT	
JUVENILE	
YOUNG ADULT	
TOTAL PROGRAMS	10

PROGRAM ATTENDANCE

ADULT	105
JUVENILE	246
YOUNG ADULT	
TOTAL ATTENDANCE	351

REFERENCE QUESTIONS

PHONE CALLS	122
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NUMBER OF COMPUTER USERS

93

TOTAL PATRONS

Prepared by:

Hannah Ulloha

Library Director

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

STATISTICAL DATA

West Division

Date: August 7, 2023 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for July, 2023

ACTIVITY	
FELONY ARREST	2
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	2
AFFIDAVITS MISDEMEANOR	0
OUT OF COUNTY/STATE WARRANT ARRESTS	1
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	5
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	13
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	33
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	7
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	376
TRAFFIC STOPS	15
TOTAL DISPATCHED CALLS FOR SERVICE	94

In July 2023, there was one (1) PROCAP captured crimes as compared to two (2) in July 2022. A motor vehicle theft occurred at 4101 I4, E Ion Electric LLC storing location for Interstate Road work. An unknown suspect entered the unsecured property and removed an unsecured 2007 Derrick Digger truck from the location. The truck was later located abandoned and undamaged on SR 91 at MM104 in Palm Beach County. In all for 2023 we are sitting at -7 crimes as compared to 17 procap crimes reported by this time in 2022. Currently for the year we are -41 % in crimes.

Sector	CaseNo	IncFrom	IncTo	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
VEHICLE THEFT										
13	PCSO-230027758	2023-07-05 / 0730hrs	2023-07-06 / 1002hrs	Thur	4101 I4 E ION ELECTRIC LLC	Unk susp entered onto property & removed a 2007 red Sterling Derrick Digger truck bearing Florida tag#P0182A Vin#2F2ZHT8577AY35479 / truck is equipped with GPS & last pinged around midnight, veh hit tag readers at I4 EB/HWY 98 at 746Hrs on 07/05 then 1406Hrs on 07/05 - FHP#23on0351258 recovered veh at SR91 at MM104 Palm Bch County & removed it from the system at 1425Hrs on 7/6, FHP recovered veh in West Palm Beach, FHP did not process veh. Released to owners.	Knight	No	No	Closed, NFL

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	2	-100%	0.0	0.3	
Burg. Business	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0
Burg. Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	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%	0.1	0.0
Burg. Conveyance	0	0	0	1	3	0	0	0	0	1	0	0	0	1	0	1	0	0	0	0	0	1	0	0	0	5	1	0%	0.7	0.1
Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	2	0	1	0	2	0	0	0	2	1	100%	0.3	0.1
Grand Theft	0	0	1	0	1	0	1	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	4	0	0%	0.6	0.0
Petit Theft	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	2	-100%	0.1	0.3
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0
Retail Theft	0	0	0	0	1	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	2	2	-100%	0.3	0.3
Criminal Mischief	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0%	0.3	0.1
Totals	2	2	4	1	5	0	2	2	1	1	1	3	2	1	2	0	2	0	1	0	4	0	2	0	17	10	-67%	2.4	1.4	
% Change	0%		-75%		N/A		0%		0%		200%		-50%		N/A		N/A		N/A		N/A		N/A		-41%		-41%			

Public Works & Utilities Report

July 2023

Public Works Department- Work Orders: Total 76

BUILDING MAINTENANCE: 10

VEHICLE/EQUIPMENT MAINTENANCE: 25

EVENT SET UP- INSPECTION: 8

LANDSCAPING, MOWING: 21

ORGANIZATION MAINTENANCE-ADMIN: 1

PARKS AND RECREATION: 1

Streets repair main.: 1

STREETS AND SIGNS: 1

STORMWATER: 6

TECH SUPPORT: 7

TRASH PARKS AND FACILITIES: 2

MS4 site visit DEP

Utilities Department- Work Orders: Total 306

TURN ON: 28

TEMPORARY SHUT OFF: 15

INSTALL - IRRIGATION: 3

INSTALL - WATER: 1

TURN OFF: 29

METER MAINTENANCE: 50

LAPTOP TEST - FREE: 9

TURN BACK ON FROM SHUT OFF LIST: 15

CUSTOMER CONCERN: 10

LOCATES: 14

LIFT STATION MAITENANCE: 31

Utility Billing Report

July 2023

New Accounts Established: 26
Final/Terminated Service: 25
Bills Processed: 2706
Email/ Bill Customers: 1838
Work Orders Processed: 153
Lock off for Nonpayment: 16
Nonpayment fees (\$50): 36
Billed Consumption: 12,623,000
Billed/Revenue: \$273,458.00
Residential Billing: 2598
Irrigation Billing: 582
Commercial Billing: 100
Building Rentals Activity/Bronson Center/Freedom Park: 18

On Going Projects

-Process Deposit Refunds

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

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

-Meter Replacement Program

Staff Objectives

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

Respectfully Submitted by:

Chasity Guinn

Utility Billing Supervisor

City Commission Meeting
August 15, 2023

CONSENT AGENDA – C-1 (Other):

UTILITY BILL WRITE-OFFS

INFORMATION ONLY
 ACTION REQUESTED

ISSUE:

Utility Bill Write-Offs

ATTACHMENT:

List of Utility Bill Write-Offs

ANALYSIS:

The Utility Bill Write-Offs cover a period from December 2022 through August 2022; there are a total of 28 accounts totaling \$4,410.88.

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

STAFF RECOMMENDATION:

Approve the Utility Write-Offs in the amount of \$4,410.88.

Name	Service Address	Last Bill	Balance Due	Notes
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UTILITY BILLING WRITE-OFFS AS OF AUGUST 1, 2023

BLOUNT, CHRISTIAN	215 Central Ave	2022-12-02	369.52	
COVERDELL, DOUG	4991 Shore Line Dr # 42	2023-06-05	117.78	
COY, ROBERT	636 2nd St	2023-01-05	187.94	
DANIELS, DALLAS	631 3rd St	2023-05-11	95.42	
DAVIS, REBEKAH	9040 Sarah Dr	2023-01-03	252.35	
GLISSON, TIMOTHY	8815 Ashland Ave	2022-09-01	26.32	
GONZALEZ, ELEIDA	606 3rd St	2023-01-20	182.81	
GREATHOUSE, JONAHLYN	102 Citrus Grove Blvd S	2023-07-06	199.23	
HILSON, MARY MCCURDY	9133 Damascus Ave # 18e	2023-03-07	105.72	
HOLLEY, JESSICA	624 E Lakeshore Dr	2022-10-03	229.79	
HOPKINS, WILLIA	345 Honey Bee Ln	2023-02-21	71.04	
JEFFREY, BRUCE	411 Ashley Rd	2022-08-29	217.63	
JOHNSON, ASHLEIGH	5450 Golden Gate Blvd # A	2023-05-24	188.36	
KEENER, BRAD	223 Carter Blvd	2023-01-04	32.64	
LEWANDOWSKI, ME	9048 Damascus Ave # 12f	2023-03-02	73.42	
MILES, WILLIE J	116 Citrus Grove Blvd N	2022-10-03	311.2	Deceased
MOUNTAIN, LISA	8919 Jericho Ct # 34b	2023-01-04	139.13	
PATTISON, CATLIN	8940 Golden Gate Blvd # 3	2023-07-31	142.42	
PAYNE JR, ROY	228 S Bougainvillea Ave	2023-05-04	503.44	Deceased
PITTS, DAVID	345 Honey Bee Ln	2022-11-29	42.56	
PONDS, ZARHIYAH	349 Honey Bee Ln	2022-10-06	34.67	
REYNOLDS, DUSTI	9155 Golden Gate Blvd # 5	2022-10-31	170.64	
SASNETT, TAYLOR&COLEY, EZEK	322 Clearwater Lake Dr	2023-07-27	160.58	
STEADMAN, DARLE	329 Clearwater Lake Dr	2023-07-11	70.43	Deceased
STEVENSON JR, JAMES	100 Citrus Grove Blvd S	2023-05-01	245.94	
WATKINS, DANIELLE	348 Honey Bee Ln	2023-06-08	99.63	
WILLIAMS, SYBIL	620 2nd St	2023-05-25	80.05	Nursing Home
WILSON, WILLIAM	211 Clearwater Ave	2022-10-03	60.22	

Total Balance \$4,410.88

**City Commission Meeting
August 15, 2023**

AGENDA ITEM #1:

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

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

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

ATTACHMENTS:

Ordinance 2023-02
Permit Application for Outdoor Display Area

ANALYSIS:

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

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

This Ordinance was approved on First Reading at the July 18, 2023 City Commission Meeting.

Staff Recommendation

Adopt Ordinance 2023-02 on **Second and Final Reading**



OUTDOOR DISPLAY AREA PERMIT APPLICATION

The following information is required for submission of an application for outdoor display areas in commercial or Industrial Zoning districts for property in the City limits of Polk City, Florida. **Please print or type the required information below. Attach a copy of the aerial photograph, location map, and sketch.**

Application type (check applicable box):

New application	Annual Permit Renewal
Please describe any proposed changes to a previously approved temporary outdoor display area:	

Business name: _____

Address: _____ Hours of operation: _____

	Applicant:	Business Owner (if different from Applicant/Property owner):	Property Owner (if different from applicant/business owner):
Name			
Address			
Email			
Phone			

Hold-Harmless Agreement: By signing this application, the Applicant agrees to the following upon the issuance of a permit:

"To the fullest extent permitted by law the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Polk City, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City of Polk City against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Polk City, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, for all actions of the Applicant."

As the duly authorized individual, I hereby apply for approval of this temporary outdoor service permit, affirm the above information, and agree that I will comply with the City's Outdoor Display of merchandise requirements and rules and all other City requirements, ordinances, and other laws which apply to this temporary permit.

Applicant's Signature Date

Business Owner Signature Date

Property Owner Date

Submission checklist:

- Signed Application
- Temporary outdoor display area sketch plan



Permit Application Process:

All outdoor display areas in commercial and industrial zoning districts must comply with the regulations set for in Section 2.03.05 of the Land Development Code (provided at the end of this application). This application must be accompanied by the following information:

1. **Sketch Plan:** The sketch plan, a scalable top-view drawing of the temporary outdoor display area, must include the following:
 - a. The location and dimensions of the temporary outdoor display area in relation to the business it will serve, the entrance to the business, adjacent properties (include addresses) and their building entrances, as well as the location of existing landscaping, street trees, catch basins, fire hydrants, and other utilities.
 - b. The location and dimensions of all street furniture and furnishings to be used in the display area, including, but not limited to rolling rack, tables, chairs, trash receptacles, benches, sun shading and temporary shelters.
 - c. The location of outdoor lighting fixtures, if proposed, as well as the location of wiring and a description of how the wiring will be secured to prevent trip or electrical hazards.
 - d. Photographs, drawings or manufacturers brochures fully describing the appearance of all proposed merchandise display furnishings and fixtures for the temporary outdoor display area, including but not limited to shelving, tents, canopies, igloos, greenhouses, portable heaters, decorative lighting and other fixtures used during colder weather, shall be included with the application.
-



Section 2.03.05 Outdoor Display of Merchandise

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

(A) General Requirements:

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

(B) Location Requirements:

- (1) Outdoor display shall be limited to 10 percent of the floor area of the primary structure.
- (2) Display areas shall be limited to the length of façade on which it is located within.
- (3) Display areas shall not extend more than 5 feet from the wall of the principal structure.
- (4) Display areas shall not exceed 5 feet in height.
- (5) Any material located within 3 feet of any building entry shall not exceed 3.5 feet in height.
- (6) Display areas must be adjacent to the principal building(s) of the business.
- (7) Display areas shall not block entrances or exits or restrict pedestrian movement and when the display area is in place, there shall be a minimum of five (5) feet clear sidewalk or walkway width for pedestrian travel and otherwise shall comply with the Americans with Disabilities Act (ADA) requirements.
- (8) Items shall be located on a hard, durable surface.
- (9) Display areas cannot be located in public right-of-way.
- (10) Display areas shall not be placed to obstruct vehicular traffic sight.

(C) Safety Requirements:

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

**City Commission Meeting
August 15, 2023**

AGENDA ITEM #2:

**Professional Services Proposal – Cardinal Hill WWTF
Improvements**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Professional Services Proposal from CivilSurv for Cardinal Hill WWTF Improvements

ATTACHMENT:

Proposal

ANALYSIS:

DEP did a Compliance Evaluation Inspection and Sanitary Sewer Overflow Prevention Inspection at the Cardinal Hill WWTF on May 22, 2023. We received a letter dated June 14, 2023, Regarding Compliance Assistance Offer for the Cardinal Hill WWTF.

All items, with the exception of two, have come into compliance:

- 1) **Operation and Maintenance – Bar Screen**
- 2) **Operation and Maintenance – Disc Filters (to be added to the plant)**

CivilSurv has a continuing contract and was asked to submit a proposal to address the two outstanding items of the Bar Screen Replacement(s) and a Disc Filter Addition.

City Staff is recommending approval of the Professional Services Proposal regarding the Cardinal Hill WWTF Improvements.

Should this be approved, and we move forward, we will reach back out to DEP regarding the possibility of funding assistance with this project.

STAFF RECOMMENDATION:

Approve CivilSurv Professional Service Proposal in the amount of \$171,340 – Cardinal Hill WWTF Improvements

July 25, 2023

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

**RE: Professional Services Proposal
Cardinal Hill WWTF Improvements
CivilSurv File: P23-01-16**

Ms. Jackson:

CivilSurv Design Group, Inc. (CivilSurv) is pleased to submit this proposal to Polk City (City) for Professional Services associated with the Cardinal Hill WWTF Improvements (Project). This proposal provides an overview of the services to be provided by CivilSurv.

PROJECT OVERVIEW

The City's Cardinal Hill WWTF is currently in need of improvements. Specifically, the bar screens are deteriorated and need to be replaced. Further, disc filters were included in the permit for construction but were not build. The addition of disc filters will improve the overall performance of the WWTF. The City has requested CivilSurv to assist in providing professional engineering services for the Project.

SCOPE OF SERVICES

Phase 100 - Bar Screen Replacements

Task 101 - Engineering Survey

CivilSurv will perform a site visit to gather information for the existing bar screen areas for the purpose of sizing the replacement equipment.

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

- Site Visit Summary

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Task 102 - Construction Plans

CivilSurv will prepare construction plans and technical specifications for the proposed bar screen replacements. Construction plans are anticipated to include the following sheets: Cover; General Notes; Existing Conditions; Demolition Plan; Proposed Plan; and Construction Details. Construction plans will reference the Polk County Utilities Standards and Specifications Manual 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:

- Construction Plans
- Technical Specifications
- 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 bar screens are anticipated to be performed as maintenance activities. A modification to the existing FDEP permit for the WWTF is not anticipated. CivilSurv will provide a courtesy notification of the proposed improvements 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

Phase 200 - Disc Filter Addition

Task 201 - Topographic Survey

CivilSurv will perform topographic survey of the portion of the Cardinal Hill WWTF involved in the addition of disc filters. The limits of topographic survey are depicted in the attached survey scope exhibit. The surveyed elements will be limited to above grade features and above grade evidence of below grade features. Above grade piping measurements or internal features of tanks, etc. are not included in the scope of services and, if needed, will be performed under a separate agreement.

The horizontal datum shall be the North American Datum of 1983, latest National Geodetic Survey adjustment. The vertical datum shall be the North American Vertical Datum of 1988.

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

- Signed and Sealed Topographic Survey

Task 202 - Subsurface Utility Engineering

CivilSurv will perform subsurface utility engineering (SUE) services to determine the horizontal and vertical position of the existing piping within the immediate vicinity of the disc filter addition. Up to 10 SUE test holes are anticipated.

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

- Signed and Sealed SUE Test Hole Reports

Task 203 - Construction Plans

CivilSurv will prepare a conceptual site plan of the proposed disc filter addition for discussion purposes with the City. Following receipt of City review comments regarding the conceptual site plan, CivilSurv will proceed with final construction plans and technical specifications for the disc filter addition. Construction plans are anticipated to include the following sheets: Cover; General Notes; Existing Conditions; Demolition Plan; Site Plan; Yard Piping Plan; Construction Details; and Stormwater Pollution Prevention Plan. Construction plans will reference the Polk County Utilities Standards and Specifications Manual as the governing standards and specifications for this portion of the Project. An EOPCC will be provided with the construction plans deliverable.

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

- Conceptual Site Plan
- 60% Construction Plans Submittal
 - 60% Construction Plans
 - 60% Technical Specifications Outline
 - 60% EOPCC
- 90% Construction Plans Submittal
 - 90% Construction Plans
 - 90% Technical Specifications
 - 90% EOPCC

Task 204 - 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

The addition of disc filters will require a modification to the existing FDEP permit for the WWTF. CivilSurv will prepare and submit the FDEP WWTF Permit Modification Application package for submittal to FDEP.

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

- FDEP WWTF Permit Modification Application Package

Task 205 - 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 206 - 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 90 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 3 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 6 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 by phase is summarized below:

PHASE	BUDGET
Phase 100 - Bar Screen Replacement	\$34,000
Phase 200 - Disc Filter Addition	\$137,340
TOTAL	\$171,340

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
Task 201 - Topographic Survey	NTP + 12 Weeks
Task 202 - Subsurface Utility Engineering	NTP + 12 Weeks
Task 203 - Conceptual Site Plan	NTP +6 Weeks
Task 203 - 60% Construction Plans	NTP + 20 Weeks
Task 203 - 90% Construction Plans	NTP + 28 Weeks
Task 204 - FDEP Permit Application	NTP + 30 Weeks
Task 205 - Bid Phase Services	TBD
Task 206 - 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:

- Survey Scope Exhibit
- Budget Estimate

SURVEY SCOPE EXHIBIT



**CARDINAL HILL WWTF IMPROVEMENTS
BUDGET ESTIMATE**

Tasks	Director		Director		Sr. Associate		Associate 2		Associate 1		Survey Crew		SUE Locations / GPR Crew		Administrative Assistant		CSDG Labor	Reimbursable Expenses	Total	
	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost				
Phase 100 - Bar Screen Replacements	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
101.01 - Engineering Site Visit	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
102.01 - Construction Plans	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
102.02 - Technical Specifications	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
102.03 - EOPCC	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
103.01 - FDEP Notification Letter	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
104.01 - Draft Bid Package	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
104.02 - Final Bid Package	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
104.03 - Pre-Bid Meeting	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
104.04 - Bid Adverts	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
104.05 - Bid Reconciliation	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
105.01 - Pre-Construction Meeting	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
105.02 - Shop Drawing Review	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
105.03 - Construction Progress Meetings	0	\$	4	\$ 900.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
105.04 - Construction Site Visits	0	\$	4	\$ 900.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
105.05 - Contractor Pay App Review	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
105.06 - Contractor RFI Review	0	\$	4	\$ 900.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
105.07 - Contractor Change Order Review	0	\$	4	\$ 900.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
105.08 - Substantial Completion Inspection	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
105.09 - Final Completion Inspection	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
105.10 - Project Close-Out	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
Total Phase 100	8	\$ 1,800.00	52	\$ 11,700.00	0	\$	44	\$ 5,520.00	150	\$ 15,000.00	0	\$	30	\$ 3,750.00	0	\$	0	\$	0	\$
Phase 200 - Dies Filler Addition	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
202.01 - Submittal List Engineering	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
203.01 - Conceptual Site Plan	0	\$	4	\$ 900.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
203.02 - 60% Construction Plans	10	\$ 2,500.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
203.03 - 60% Technical Specifications	20	\$ 4,500.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
203.04 - 60% EOPCC	4	\$ 900.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
203.05 - 80% Construction Plans	4	\$ 900.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
203.06 - 80% Technical Specifications	10	\$ 2,500.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
204.01 - EDEP Permit Modification	4	\$ 900.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
205.01 - Draft Bid Package	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
205.02 - Final Bid Package	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
205.03 - Pre-Bid Meeting	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
205.04 - Bid Adverts	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
205.05 - Bid Reconciliation	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
206.01 - Pre-Construction Meeting	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
206.02 - Shop Drawing Review	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
206.03 - Construction Site Visits	0	\$	4	\$ 900.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
206.04 - Construction Site Visits	0	\$	4	\$ 900.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
206.05 - Contractor Pay App Review	0	\$	8	\$ 1,800.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
206.06 - Contractor RFI Review	0	\$	8	\$ 1,800.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
206.07 - Contractor Change Order Review	0	\$	8	\$ 1,800.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
206.08 - Substantial Completion Inspection	0	\$	4	\$ 900.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
206.09 - Final Completion Inspection	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
206.10 - Project Close-Out	0	\$	2	\$ 450.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
Total Phase 200	52	\$ 11,700.00	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$
Estimated Total	80	\$ 13,500.00	150	\$ 33,750.00	18	\$ 3,750.00	210	\$ 26,250.00	510	\$ 61,000.00	0	\$	30	\$ 3,750.00	0	\$	0	\$	0	\$

**City Commission Meeting
August 15, 2023**

AGENDA ITEM #3:

Overview of Potable Water System

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

CivilSurv –Overview of Potable Water System

ATTACHMENT: N/A

ANALYSIS:

The City Commission approved Professional Services with CivilSurv, which is associated with updates to the City's Potable Water System Model and design of improvements for a potable water intra-system interconnect.

CivilSurv will present an overview of the results on the potable water system model and improvements that need to be addressed.

STAFF RECOMMENDATION: N/A