

POLK CITY

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

October 17, 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 2023-06** – An Ordinance of Polk City, Florida; amending an approved Planned Unit Development-X to modify the phasing schedule contained in Exhibit “C”; providing for conflicts, codification, severability, and an effective date. **Second and Final Reading**
- 2. Resolution 2023-02** – A Resolution of the City Commission of Polk City, Florida; revising the City’s Employee Handbook; providing findings, repealing conflicting resolutions, and providing an effective date.
- 3. Polk City Vision and Action Plan** - Vu Vu, VP of Roadway Design, Landis Evans and Partners
- 4. Kipe Academy Letter of Request**
- 5. CFRPC Planning Advisory Services Agreement**
- 6. CivilSurv – Professional Services Proposal – Water & Wastewater Master Plan** – Mark Fredericks, VP of Civil Engineering, CivilSurv
- 7. Christmas Parade 2023**

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

COMMISSIONER ITEMS

Commissioner Nichols
Commissioner Blethen
Commissioner Knouff
Vice Mayor Harper
Mayor LaCascia

ANNOUNCEMENTS

ADJOURNMENT

CONSENT AGENDA
October 17, 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. September 7, 2023 – Special City Commission Meeting
2. September 19, 2023 – Regular City Commission Meeting

B. REPORTS

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

C. OTHER

**City Commission Meeting
October 17, 2023**

CONSENT AGENDA ITEM: Accept minutes for:

1. September 7, 2023 – Special City Commission Meeting
2. September 19, 2023 – Regular City Commission Meeting and Budget Hearing – 2ndnd Reading

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

3. September 7, 2023 – Special City Commission Meeting
4. September 19, 2023 – Regular City Commission Meeting and Budget Hearing – 2nd Reading

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

SPECIAL CITY COMMISSION MINUTES

September 7, 2023

Mayor LaCascia called the meeting to order at 7:02 pm.

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

ROLL CALL – Assistant City Manager Sheandolen Dunn

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

PRESENTATIONS/PROCLAMATIONS - None

PUBLIC COMMENT - None

ORDER OF BUSINESS

Public Hearing - Ordinance 2023-03

City Manager Jackson discussed an Ordinance of Polk City, Florida; implementing the State’s Statutory mandate to prepare business impact estimates prior to the adoption of proposed Ordinances pursuant to Section 166.041(4), Florida Statutes; providing findings; adopting Business Impact Estimate Procedures, Requirements & Exemptions; providing for severability, conflicts and an effective date. **First Reading**

There were no comments or discussion.

Motion by Vice Mayor Harper to approve Ordinance 2023-03 Business Impact Statement; this motion as seconded by Commissioner Knouff.

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

Motion carried unanimously.

CITY ATTORNEY ITEMS - None

CITY MANAGER ITEMS - None

COMMISSIONER ITEMS

Commissioner Nichols – None

Commissioner Knouff – None

Commissioner Blethen – None

Vice Mayor Harper - None

Mayor LaCascia - None

ANNOUNCEMENTS – None

ADJOURNMENT – 7:15 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CITY COMMISSION MINUTES

September 19, 2023

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

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

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

ROLL CALL – Assistant City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Vice Mayor Wayne Harper, Commissioner Charles Nichols, Commissioner Brian Knouff, Commissioner Micheal T. Blethen, City Manager Patricia Jackson, and Attorney Heather Ramos (sub for City Attorney Thomas Cloud)

APPROVE CONSENT AGENDA

Motion by Commissioner Nichols to approve the August 15, 2023 (Regular City Commission Meeting) and the September 12, 2023 (Budget Hearing – 1st Reading), as well as the reports and other items on the Consent Agenda; this motion was seconded by Vice Mayor Harper.

Motion carried unanimously by Voice Vote.

PRESENTATIONS/PROCLAMATIONS

Mayor LaCascia and City Manager Jackson presented a Retirement Plaque to Kathryn McKinney and thanked her for her many years of service to Polk City.

PUBLIC COMMENTS

Dean Menendez (334 Appaloosa Hill Road) spoke regarding the A-1 Block Corporation discharging fly ash and their non-compliance.

Linda Barksdale (no addresss provided) spoke in regards to the same.

Kathy Delp, Development Services Director responded that Polk City only regulates the building permits. A-1 Block is in compliance with what Polk City requires. Mr. Menendez will need to speak with the EPA, DEP and SWFWMD. Polk City does not have anything on the noise control. This is zoned Industrial and the permitted use is in fact, Light Industrial.

ORDER OF BUSINESS

At the Mayor's discretion, this item was moved from #4 to #1.

PUBLIC HEARING – ORDINANCE 2023-06 – An Ordinance of Polk City, Florida; amending an approved Planned Unit Development-X to modify the phasing schedule contained in Exhibit "C"; providing for conflicts, codification, severability, and an effective date. **First Reading**

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

No Discussion.

Motion by Mayor LaCascia to approve Ordinance 2023-06 Amendment to modify phasing for the Landings on First Reading; this motion was seconded by Commissioner Nichols.

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

Motion carried unanimously.

PUBLIC HEARING – ORDINANCE 2023-03 – An Ordinance of Polk City, Florida; implementing the State’s Statutory mandate to prepare business impact estimates prior to the adoption of proposed Ordinances pursuant to Section 166.041(4), Florida Statutes; providing findings; adopting Business Impact Estimate Procedures, Requirements & Exemptions; providing for severability, conflicts and an effective date. **Second and Final Reading**

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

Motion by Commissioner Nichols to approve Ordinance 2023-03 Business Impact Requirements on Second and Final Reading; this motion was seconded by Mayor LaCascia.

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

Motion carried unanimously.

PUBLIC HEARING - ORDINANCE 2023-04 – An Ordinance of Polk City of Polk County, Florida, adopting the (Tentative/Final) Levying of Ad Valorem Taxes for Polk City for Fiscal Year 2023-2024 and providing an effective date. **Second and Final Reading**

City Manager Jackson stated based on discussions with the Commission during the Budget Workshops on August 19 and September 7, 2023; she has prepared an Ordinance reflecting a 5.5 Millage Rate.

City Manager Jackson advised that Polk City’s certified value is \$252,619,657. The FY 2023-2024 operating Millage Rate for Polk City is 5.5000 mills. The Rollback Rate

computed for Polk City for FY 2023-2024 is 5.0339 mills; therefore, the percentage by which the above specified final Millage Rate to be levied by Polk City is 9.26 percent of the Rollback Rate.

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

Motion by Commissioner Nichols to approve Ordinance 2023-04 adopting the (Tentative/Final) Levying of Ad Valorem Taxes for Polk City for Fiscal Year 2023-2024 on Second and Final Reading; this motion was seconded by Vice Mayor Harper.

NO DISCUSSION

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

Motion carried 4/1.

PUBLIC HEARING - ORDINANCE 2023-05 – An Ordinance of Polk City, Florida, adopting (Tentative/Final) Budget for Fiscal Year 2023-2024, providing for the expenditure of funds in accordance with this budget; providing for an effective date.
Second and Final Reading

City Manager Jackson advised the total budget for FY 2023-2024 is \$8,175,991. Various revenues accruing to Polk City and set aside for the purpose of paying expenses and maintaining the Government of Polk City for FY 2023-2024.

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

Motion by Vice Mayor Harper to approve Ordinance 2023-05 adopting the Budget for Fiscal Year 2023-2024 on Second and Final Reading; this motion was seconded by Commissioner Knouff.

NO DISCUSSION

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

Motion carried 4/1.

CITY ATTORNEY ITEMS - None

CITY MANAGER ITEMS - None

COMMISSIONER ITEMS

Commissioner Nichols – None

Motion by Commissioner Blethen – Reiterated comments from the FDOT Workshop regarding the “No Truck Zone” on Berkeley Road. Made a motion asking City Manager Jackson to provide information regarding this item during the next meeting. City Manager Jackson responded that FDOT/Vu would be making a presentation during the October Workshop/Meeting regarding this subject. This motion was seconded by Commissioner Knouff. **Motion carried unanimously.**

Commissioner Knouff – None

Vice Mayor Harper – None

Mayor LaCascia - None

ANNOUNCEMENTS – None

ADJOURNMENT – 7:10 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
October 17, 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 – September 2023
2. Code Enforcement Report – September 2023
3. Financial Report – September 2023
4. Library Report – September 2023
5. Polk Sheriff's Report – September 2023
6. Public Works/Utilities Report – September 2023
7. Utility Billing Report – September 2023

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added
From: 09/01/23 To: 09/30/2023

COMMERCIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2023-1245	120 CARTER BLVD, POLK CITY, FL 33868	1,000.00	09/12/2023
		Subtotal:	\$1,000.00

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-19081	8611 RINDGE RD, POLK CITY, FL 33868	1,500.00	09/15/2023
BT-2023-19766	10439 STEVEN DR, POLK CITY, FL 33868	910.00	09/26/2023
		Subtotal:	\$2,410.00

FENCE WALL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-18698	0 FS 119 CITY,	2,200.00	09/11/2023
		Subtotal:	\$2,200.00

PERMITSEARCHREQUEST

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BPS-2023-7673	E INTERSTATE 4 POLK CITY, FL 33868	0.00	09/11/2023
BPS-2023-7674	E INTERSTATE 4 POLK CITY, FL 33868	0.00	09/11/2023
BPS-2023-7675	0 MT OLIVE RD, POLK CITY, FL 33868	0.00	09/11/2023
BPS-2023-7676	MT OLIVE RD, POLK CITY, FL 33868	0.00	09/11/2023
BPS-2023-7677	MT OLIVE RD, POLK CITY, FL 33868	0.00	09/11/2023
BPS-2023-7678	INTERSTATE 4 POLK CITY, FL 33868	0.00	09/11/2023
		Subtotal:	\$0.00

PLUMBING

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-19209	744 1ST ST, POLK CITY, FL 33868	500.00	09/19/2023
		Subtotal:	\$500.00

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-18121	246 TRAIL VIEW WAY, POLK CITY, FL 33868	15,174.93	09/01/2023
BT-2023-18279	8507 RINDGE RD, POLK CITY, FL 33868	13,630.00	09/05/2023
BT-2023-18535	432 BASCOM CT, POLK CITY, FL 33868	12,000.00	09/08/2023
		Subtotal:	\$40,804.93

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2023-8673	322 BAYBERRY DR, POLK CITY, FL 33868	10,000.00	09/01/2023
BR-2023-9293	597 MEANDERING WAY, POLK CITY, FL 33868	12,451.00	09/20/2023
	Subtotal:	\$22,451.00	
	Grand Total:	\$69,365.93	

13 SFR to Date
Kathy Delp

Code Enforcement Report SEPTEMBER 2023

SNIPE SIGNS REMOVED	27	
LIEN SEARCHES	18	
INSPECTIONS	42	
CLOSED OUT CASES	17	
SPECIAL MAGISTRATE CASES	7	
CLOSED OUT SPECIAL MAGISTRATE CASES	2	
CASE SUBJECTS		
REFERRED TO COUNTY	9	
DISABLE VEHICLES	2	
BUILDING WITHOUT PERMIT	4	
OVERGROWTH	6	
HOUSE NUMBERS	2	
FENCE/INSPECTIONS	4	
JUNK AND DEBRIS	5	
RV/TRAILER PARKING	1	
OPEN STRUCTURE	0	
MET WITH CITIZEN	12	
NOISE	0	
PLACE LIEN	2	
CLOSE OUT LIEN	1	
YARD SALE	0	
ANIMAL	2	
POSTINGS	7	
EXTENDED CASES	9	
ACCESSORY USE	2	
DEMOLITION	0	
BUSINESS LICENSE	0	
MINIMUM STANDARD HOUSING	1	

Polk City

Annual Investment Dividend Report as of 09/30/2023

Prepared By: Joanna Knowles

Date Prepared : 9/30/2023

<u>GF - Acct Descriptions</u>	<u>GL Acct #</u>	<u>Amount Invested</u> per Account	<u>Interest -</u> <u>Dividends</u> <u>Received</u>	<u>New Balance</u>
Investments - FL SAFE GF	01-151-100	\$ 1,108,114.02	\$ 52,783.62	\$ 1,160,897.64
Investments - FL SAFE GF Reserves	01-151-902	\$ 78,337.62	\$ 3,731.51	\$ 82,069.13
		\$ 1,186,451.64	\$ 56,515.13	\$ 1,242,966.77
<u>EF - Acct Description</u>	<u>GL Acct #</u>	<u>Amount Invested</u> per Account	<u>Interest -</u> <u>Dividends</u> <u>Received</u>	<u>New Balance</u>
Investments - FL SAFE EF	05-151-100	\$ 604,425.83	\$ 28,791.07	\$ 633,216.90
Investments - FL SAFE EF Reserves	05-151-902	\$ 126,316.93	\$ 6,016.95	\$ 132,333.88
		\$ 730,742.76	\$ 34,808.00	\$ 765,550.76
<u>GF - Special Revenues - Impact Fees</u>				
Investments - FL SAFE GF Police Public Saf	08-151-100	\$ 214,879.46	\$ 10,235.52	\$ 225,114.98
Investments - FL SAFE GF Fire Public Safety	08-151-101	\$ 135,811.46	\$ 6,469.21	\$ 142,280.67
Investments - FL SAFE GF Recreation	08-151-102	\$ 406,123.80	\$ 19,345.20	\$ 425,469.00
Investments - FL SAFE GF Facilities	08-151-103	\$ 451,056.83	\$ 21,485.53	\$ 472,542.36
		\$ 1,207,871.55	\$ 57,535.44	\$ 1,265,407.00
<u>EF - Special Revenues - Impact Fees</u>				
Investments - Sewer Impact	09-151-800	\$ 1,644,432.16	\$ 78,330.46	\$ 1,722,762.62
Investments - Water Impact Fees	09-151-900	\$ 267,383.89	\$ 12,736.50	\$ 280,120.39
		\$ 1,911,816.05	\$ 91,066.97	\$ 2,002,883.01
GENERAL LEDGER PERIOD ENDING BALANCES		\$ 5,036,882.00	\$ 239,925.55	\$ 5,276,807.55
		\$ 5,036,882.00	\$ 239,925.55	
		\$ -	\$ -	

Finance Director: Joanna Knowles 09-30-2023

CITY OF POLK CITY
SEPTEMBER 2023 MONTHLY FINANCIALS

GENERAL FUND REVENUES
100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/I ACCOUNT	DESCRIPTION	2022 PRIOR YR REVENUE	2023 ANTICIPATED REVENUE	ADJ ANTICIPATED	2023 CURRENT REVENUE	2023 YTD REVENUE	(EXCESS)/DEFICIT	2023 PERCENTAGE REALIZED
01-311-100	AD VALOREM TAXES	1,089,839.34	1,195,430.00	1,195,430.00	0.00	1,200,089.90	(4,659.90)	100.39 %
01-312-300	9th Cent Gas Tax	17,283.70	16,713.00	16,713.00	3,276.35	17,308.87	(595.87)	103.57 %
01-312-400	Local Option Gas Tax	96,902.95	100,883.00	100,883.00	9,149.96	86,998.98	13,884.02	86.24 %
01-312-410	New Local Option Gas Tax	61,160.78	63,927.00	63,927.00	5,499.24	61,278.24	2,648.76	95.86 %
01-314-100	Electric - Utility Tax	141,319.36	123,172.00	123,172.00	16,288.48	132,991.01	(9,819.01)	107.97 %
01-314-300	Water - Utility Tax	82,384.42	74,824.00	74,824.00	12,713.14	58,795.26	16,028.74	78.58 %
01-314-301	Water - Utility Tax - Readiness to Se	6,459.62	6,471.00	6,471.00	0.00	12,132.76	(5,661.76)	187.49 %
01-314-400	Gas - Utility Tax	19,771.29	11,000.00	11,000.00	1,871.30	21,713.85	(10,713.85)	197.40 %
01-315-100	Communications Services Tax	194,756.70	209,948.00	209,948.00	15,916.17	215,807.04	(5,859.04)	102.79 %
01-316-100	Local Business Licenses	10,910.43	7,100.00	7,100.00	4,857.43	12,531.76	(5,431.76)	176.50 %
01-316-102	County Business Tax	2,105.45	246.00	246.00	0.00	820.02	(574.02)	333.34 %
01-316-103	FIC Delinquent Bus. Tax Program	0.00	0.00	0.00	600.00	950.00	(960.00)	0.00 %
01-322-100	Building Permits	33,224.30	100,000.00	100,000.00	673.81	31,179.38	68,820.62	31.18 %
01-322-101	Bldg Permit - Plan Checking	15,985.73	5,775.00	5,775.00	275.00	62,772.08	(56,997.08)	1086.96 %
01-322-102	Bldg Permit - Admin Fee	3,760.00	1,500.00	1,500.00	260.00	3,880.00	(2,380.00)	258.67 %
01-322-103	Bldg Permit - Electrical	5,275.00	6,875.00	6,875.00	125.00	4,350.00	2,525.00	63.27 %
01-322-104	Bldg Permit - Plumbing	3,775.00	6,875.00	6,875.00	125.00	3,525.00	3,350.00	51.27 %
01-322-105	Bldg Permit - Mechanical	4,650.00	6,875.00	6,875.00	0.00	4,025.00	2,850.00	58.55 %
01-322-107	Bldg Permit - Cert of Occupancy	540.00	500.00	500.00	0.00	630.00	(130.00)	126.00 %
01-322-108	Bldg Permit - Inspections	44,715.00	200,900.00	200,900.00	735.00	25,565.00	175,335.00	12.73 %
01-323-100	Electric	99,575.38	58,000.00	58,000.00	0.00	88,405.51	(30,405.51)	152.42 %
01-323-300	Solid Waste	52,241.33	50,561.00	50,561.00	0.00	42,848.18	7,712.82	84.75 %
01-329-200	Other Lic./Fees/Permits	30.00	0.00	0.00	25.00	25.00	(25.00)	0.00 %
01-329-220	Site Plan Reviews	13,950.00	0.00	0.00	0.00	7,364.70	(7,364.70)	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	0.00	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	0.00	965.13	(965.13)	0.00 %
01-335-120	MRS - State Sales Tax	88,539.92	86,379.00	86,379.00	8,376.45	114,417.49	(28,038.49)	132.46 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	22,749.96	21,733.00	21,733.00	1,813.87	27,047.26	(5,314.26)	124.45 %
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	368.37	7,167.67	(1,531.67)	127.18 %
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	19,512.89	201,679.45	2,501.55	98.77 %
01-337-100	Library Coop Funding	50,566.95	50,567.00	50,567.00	0.00	47,147.33	3,419.67	93.24 %
01-340-400	Solid Waste	427,879.37	437,790.00	437,790.00	42,961.33	488,903.64	(51,113.64)	111.68 %
01-340-700	Stormwater Utility Fees	35,645.96	35,738.00	35,738.00	3,073.16	36,297.92	(559.92)	101.57 %
01-340-900	Notary Fees	20.00	0.00	0.00	5.00	20.00	(20.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	17,872.64	16,304.00	16,304.00	0.00	13,486.34	2,817.66	82.72 %

CITY OF POLK CITY
 SEPTEMBER 2023 MONTHLY FINANCIALS

GENERAL FUND REVENUES
 100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/L ACCOUNT	DESCRIPTION	2022 PRIOR YR REVENUE	2023 ANTICIPATED REVENUE	ADJ ANTICIPATED	2023 CURRENT REVENUE	2023 YTD REVENUE	(EXCESS)/DEFICIT	2023 PERCENTAGE REALIZED
01-347-100	Library Income	5,602.61	3,500.00	3,500.00	237.35	10,134.56	(6,634.56)	289.56 %
01-351-200	Police Fines, Penalties, and Forfeitu	12,062.78	8,000.00	8,000.00	169.01	8,247.38	(247.38)	103.09 %
01-351-300	Code Enforcement Fines	8,817.31	0.00	0.00	8,609.30	17,026.35	(17,026.35)	0.00 %
01-359-100	Other Fines and/or Forfeitures	66.00	0.00	0.00	0.00	31.00	(31.00)	0.00 %
01-359-300	Late Fees	48.00	0.00	0.00	21.00	394.10	(394.10)	0.00 %
01-361-100	Interest Income	0.00	0.00	0.00	0.00	2,082.59	(2,082.59)	0.00 %
01-361-200	Interest/Dividends - FL SAFE	8,482.47	2,000.00	2,000.00	5,586.13	56,515.15	(54,515.15)	2825.76 %
01-362-100	Activity Center Rentals	3,300.00	2,000.00	2,000.00	350.00	5,800.00	(3,800.00)	290.00 %
01-362-200	Donald Bronson Community Center Renta	9,200.00	4,800.00	4,800.00	900.00	8,350.00	(3,550.00)	173.96 %
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	0.00	2,125.00	(1,125.00)	212.50 %
01-366-102	Private Donations - Halloween	3,125.00	1,000.00	1,000.00	0.00	1,875.00	(875.00)	187.50 %
01-366-110	Private Donations - Library	53.50	0.00	0.00	0.00	181.00	(181.00)	0.00 %
01-369-100	Misc. Income	4,909.08	500.00	500.00	0.00	962.54	(462.54)	192.51 %
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	172.77	3,318.48	(1,318.48)	165.92 %
01-369-120	Misc Income - Christmas	0.00	0.00	0.00	0.00	100.00	(100.00)	0.00 %
01-369-130	Misc Income - Halloween	40.00	0.00	0.00	0.00	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	1,087.58	(87.58)	108.76 %
01-381-400	Transfer From Enterprise Fund	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	0.00	100.00 %
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	264,547.51	3,261,988.68	729,753.32	81.72 %

CITY OF POLK CITY
 SEPTEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures
 100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	2023 PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	10,800.00	10,800.00	10,800.00	900.00	10,500.00	300.00	97.22 %
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	68.87	1,424.50	(179.50)	114.42 %
01-511-240	Workers#39;s Compensation - Legislati	13.13	20.00	20.00	0.00	10.94	9.06	54.70 %
01-511-400	Travel and Training - Legislative	0.00	4,000.00	4,000.00	120.00	1,072.27	2,927.73	26.81 %
01-511-405	TRAINING - LEGISLATIVE	0.00	2,500.00	2,500.00	0.00	575.00	1,925.00	23.00 %
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	87.25	174.50	225.50	43.63 %
01-511-480	Promo Activities & Legal Ads - Legisl	830.00	1,000.00	1,000.00	0.00	910.00	90.00	91.00 %
01-511-490	Other Current Charges - Legislative	54.95	3,000.00	3,000.00	0.00	232.10	2,767.90	7.74 %
01-511-510	Office Supplies - Legislative	52.37	500.00	500.00	0.00	20.24	479.76	4.05 %
01-511-520	Operating Supplies - Legislative	0.00	1,000.00	1,000.00	0.00	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	1,176.12	28,476.93	3,013.07	90.43 %
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EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	193,660.55	219,110.00	219,110.00	16,854.63	205,777.97	13,332.03	93.92 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	4,800.12	(0.12)	100.00 %
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	1,298.49	21,557.46	640.54	97.11 %
01-512-220	Retirement Contribution - Executive	44,089.98	52,981.00	52,981.00	4,490.93	55,270.61	(2,289.61)	104.32 %
01-512-230	Life & Health Insurance - Executive	21,364.56	25,137.00	25,137.00	90.76	25,855.68	(718.68)	102.86 %
01-512-240	Workers#39;s Compensation - Executive	225.92	372.00	372.00	0.00	266.44	105.56	71.62 %
01-512-400	Travel Expenses - Executive	1,400.24	5,000.00	5,000.00	648.24	3,325.32	1,674.68	66.51 %
01-512-405	Training - Executive	610.00	4,000.00	4,000.00	0.00	2,026.44	1,973.56	50.66 %
01-512-408	Meeting Expense Allowance - Executive	542.68	1,000.00	1,000.00	0.00	446.30	553.70	44.63 %
01-512-410	Communication Services - Executive	1,300.68	1,400.00	1,400.00	0.00	1,150.08	249.92	82.15 %
01-512-470	Printing and Reproduction - Executive	2,013.24	4,000.00	4,000.00	0.00	1,175.00	2,825.00	29.38 %
01-512-480	Promo Activities & Legal Ads - Execut	102.11	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-512-490	Other Current Charges - Executive	485.64	4,000.00	4,000.00	0.00	72.17	3,927.83	1.80 %
01-512-492	Recording & Other Fees - City Clerk	36.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %

CITY OF POLK CITY
 SEPTEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures
 100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	2023 PERCENTAGE REALIZED
01-512-510	Office Supplies - Executive	898.53	2,600.00	2,600.00	138.83	927.55	1,672.45	35.68 %
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	51.98	1,501.60	1,998.40	42.90 %
01-512-640	Machinery & Equipment - Executive	0.00	0.00	0.00	0.00	1,650.00	(1,650.00)	0.00 %
DEPARTMENT TOTAL		323,282.10	387,598.00	387,598.00	23,943.10	387,686.20	(88.20)	100.02 %
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	1,196.22	44,411.52	5,588.48	88.82 %
01-514-480	Promo Activities & Legal Ads - Legal	4,986.08	10,000.00	10,000.00	672.42	7,860.40	2,139.60	78.60 %
DEPARTMENT TOTAL		66,956.03	60,000.00	60,000.00	1,868.64	52,271.92	7,728.08	87.12 %
COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	33,750.00	30,000.00	30,000.00	0.00	30,000.00	0.00	100.00 %
DEPARTMENT TOTAL		33,750.00	30,000.00	30,000.00	0.00	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	8,400.00	99,999.25	7,099.75	93.37 %
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	443.65	5,834.74	2,358.26	71.22 %
01-516-220	Retirement Contribution - Fin & Acctn	9,275.18	12,756.00	12,756.00	1,139.88	13,302.72	(546.72)	104.29 %

CITY OF POLK CITY
 SEPTEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures

100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	2023 PERCENTAGE REALIZED
01-516-230	Life & Health Insurance - Fin & Acctn	16,827.64	25,137.00	25,137.00	45.39	25,286.38	(149.38)	100.59 %
01-516-240	Worker#39;s Compensation - Fin & Acc	119.34	182.00	182.00	0.00	129.55	52.45	71.18 %
01-516-310	Professional Services - Fin & Acctng	1,500.00	4,000.00	4,000.00	0.00	3,780.00	220.00	94.50 %
01-516-400	Travel Expenses - Fin & Acctng	626.12	3,000.00	3,000.00	37.38	607.43	2,392.57	20.25 %
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	655.03	194.97	77.06 %
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	514.00	725.79	674.21	51.84 %
01-516-520	Operating Supplies - Fin & Acctng	874.76	2,000.00	2,000.00	0.00	2,264.61	(264.61)	113.23 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	259.86	700.00	700.00	0.00	855.71	(155.71)	122.24 %
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	10,580.30	159,126.09	9,024.91	94.63 %
DEBT SERVICE								
01-517-710	Principal - CR&T Debt Service Pmts	82,411.83	85,085.00	85,085.00	0.00	78,132.07	6,952.93	91.83 %
01-517-720	Interest - CR&T Debt Service Pmts	37,398.69	34,730.00	34,730.00	0.00	31,694.24	3,035.76	91.26 %
DEPARTMENT TOTAL		119,810.52	119,815.00	119,815.00	0.00	109,826.31	9,988.69	91.66 %
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	5,096.00	83,460.50	28,651.50	74.44 %
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	5,096.00	191,755.20	28,103.80	87.22 %
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	97,102.44	108,694.00	108,694.00	8,316.80	102,001.08	6,692.92	93.84 %

CITY OF POLK CITY
SEPTEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures
100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
01-524-140	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	625.05	8,263.75	51.25	99.38 %
01-524-220	Retirement Contribution - Bldg & Zoni	10,459.42	12,945.00	12,945.00	1,128.58	13,567.15	(622.15)	104.81 %
01-524-230	Life & Health Insurance - Bldg & Zoni	21,120.12	25,138.00	25,138.00	59.24	25,466.29	(328.29)	101.31 %
01-524-240	Worker's Compensation - Bldg & Zo	1,280.30	1,834.00	1,834.00	0.00	1,390.17	443.83	75.80 %
01-524-310	Professional Services - Bldg & Zoning	42,135.31	200,900.00	200,900.00	25,202.75	59,377.83	141,522.17	29.56 %
01-524-311	Engineering Services - Bldg & Zoning	0.00	100.00	100.00	0.00	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 - B1	249.33	120.00	120.00	19.99	579.88	(459.88)	483.23 %
01-524-630	Improvements Other than Building - B1	0.00	13,000.00	13,000.00	0.00	1,745.00	11,255.00	13.42 %
DEPARTMENT TOTAL		179,668.45	372,180.00	372,180.00	35,352.41	217,456.08	154,723.92	58.43 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	27,255.00	27,938.00	27,938.00	2,116.00	27,049.33	888.67	96.82 %
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	159.19	2,186.65	(49.65)	102.32 %
01-529-220	Retirement Contribution - Code Enf	2,931.05	3,327.00	3,327.00	287.14	3,574.91	(247.91)	107.45 %
01-529-230	Life & Health Insurance - Code Enf	10,441.23	12,452.00	12,452.00	14.24	12,544.95	(92.95)	100.75 %
01-529-240	Worker's 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	0.00	16,400.00	(8,400.00)	205.00 %
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	622.53	172.47	78.31 %
01-529-470	Printing and Reproduction - Code Enf	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-529-480	Promo Activities & Legal Ads - Code E	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-510	Office Supplies - Code Enf	151.93	200.00	200.00	0.00	225.85	(25.85)	112.93 %
01-529-520	Operating Supplies - Code Enf	125.17	100.00	100.00	0.00	89.93	10.07	89.93 %
01-529-540	Books, Pub., Sub., & Memberships - Co	120.00	100.00	100.00	0.00	150.00	(50.00)	150.00 %
01-529-630	Improvements Other than Building - Co	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
DEPARTMENT TOTAL		58,712.31	62,479.00	62,479.00	2,576.57	65,081.50	(2,602.50)	104.17 %

CITY OF POLK CITY
SEPTEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures
100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	231,865.42	242,561.00	242,561.00	21,529.60	225,354.20	17,206.80	92.91 %
01-534-342	Refuse Disposal - Commercial - Refuse	113,967.73	124,491.00	124,491.00	12,327.76	138,955.95	(14,464.95)	111.62 %
DEPARTMENT TOTAL		345,833.15	367,052.00	367,052.00	33,857.36	364,310.15	2,741.85	99.25 %
STORMWATER								
01-538-310	PROFESSIONAL SERVICES - STORMWATER	0.00	0.00	0.00	1,462.50	1,462.50	(1,462.50)	0.00 %
01-538-311	Engineering Services - Stormwater	0.00	4,000.00	4,000.00	0.00	10,032.50	(6,032.50)	250.81 %
01-538-400	Travel Expenses - Stormwater	0.00	100.00	100.00	0.00	42.46	57.54	42.46 %
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	1,462.50	11,637.46	3,812.54	75.32 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't	9,853.67	10,000.00	10,000.00	1,988.34	23,963.92	(13,963.92)	239.64 %
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	2,619.25	16,251.88	(751.88)	104.85 %
01-539-413	Public Works - Communication - Gen Go	2,895.92	6,500.00	6,500.00	450.20	2,706.62	3,793.38	41.64 %
01-539-414	Community Center-Communication-Gen Go	1,835.59	2,000.00	2,000.00	276.56	1,659.36	340.64	82.97 %
01-539-431	City Hall - Utilities - Gen Gov't	22,027.47	25,000.00	25,000.00	1,473.31	19,282.25	5,717.75	77.13 %
01-539-432	Activity Center - Utilities - Gen Gov	2,515.95	5,000.00	5,000.00	260.42	2,207.41	2,792.59	44.15 %
01-539-433	Public Works - Utilities - Gen Gov	3,180.13	5,000.00	5,000.00	228.10	2,802.95	2,197.05	56.06 %
01-539-434	Community Center-Utilities-Gen Gov	6,533.26	10,000.00	10,000.00	534.11	6,361.66	3,638.34	63.62 %
01-539-440	Rentals and Leases - Gen Gov't Bldgs	6,929.40	6,000.00	6,000.00	728.28	9,831.97	(3,831.97)	163.87 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	7,412.98	12,000.00	12,000.00	0.00	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	184.79	4,315.21	4.11 %
01-539-463	Public Works I - Repairs & Maint - Ge	4,011.79	0.00	0.00	0.00	518.35	(518.35)	0.00 %

CITY OF POLK CITY
SEPTEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures
100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
01-539-464	Community Center-Repairs & Maint-Gen	2,997.67	4,500.00	4,500.00	0.00	2,337.11	2,162.89	51.94 %
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	5,008.78	5,000.00	5,000.00	209.26	4,912.42	87.58	98.25 %
01-539-522	Activity Center - Operating Supplies	638.17	1,000.00	1,000.00	29.67	1,144.07	(144.07)	114.41 %
01-539-523	Multi-Purpose Build - Operating Suppl	3,309.65	0.00	0.00	0.00	800.02	(800.02)	0.00 %
01-539-524	Community Center-Operating Supplies-G	1,678.27	2,000.00	2,000.00	26.62	2,114.99	(114.99)	105.75 %
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	8,824.12	102,379.04	12,620.96	89.03 %
ROADS AND STREETS								
01-541-120	Regular Salary - Wages - Roads & Stre	223,317.96	276,095.00	276,095.00	13,702.76	169,399.26	106,695.74	61.36 %
01-541-130	Other Salaries and Wages - Roads & St	0.00	0.00	0.00	30.00	105.00	(105.00)	0.00 %
01-541-140	Overtime - Roads & Streets	4,220.12	9,610.00	9,610.00	0.00	7,788.09	1,821.91	81.04 %
01-541-210	Fica Taxes - Roads & Streets	16,495.06	21,856.00	21,856.00	985.13	14,277.27	7,578.73	65.32 %
01-541-220	Retirement Contribution - Roads & Str	24,118.89	34,027.00	34,027.00	1,859.49	23,537.89	10,489.11	69.17 %
01-541-230	Life & Health Insurance - Roads & Str	48,419.81	63,177.00	63,177.00	49.69	49,030.65	14,146.35	77.61 %
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 & Street	15,679.29	65,000.00	65,000.00	4,210.00	21,969.78	43,030.22	33.80 %
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	20.00	80.00	170.00	32.00 %
01-541-405	Training - Streets	1,605.45	500.00	500.00	0.00	438.00	62.00	87.60 %
01-541-410	Communication Services - Roads & Stre	3,723.48	3,500.00	3,500.00	0.00	3,346.28	153.72	95.61 %
01-541-430	Utilities - Roads & Streets	28,079.48	40,000.00	40,000.00	2,133.64	26,322.51	13,677.49	65.81 %
01-541-460	Repairs and Maintenance - Roads & Str	9,747.23	20,000.00	20,000.00	0.00	4,754.83	15,245.17	23.77 %
01-541-461	Repairs & Maintenance-Equipment - Roa	11,319.97	6,000.00	6,000.00	1,598.48	14,377.72	(8,377.72)	239.63 %
01-541-464	Vehicle Fuel - Roads & Streets	12,809.91	20,000.00	20,000.00	1,302.50	7,600.82	12,399.18	38.00 %
01-541-465	Vehicle Maintenance - Roads & Streets	6,647.01	7,500.00	7,500.00	339.95	8,935.33	(1,435.33)	119.14 %
01-541-466	Public Works/Utilities Facility - Rep	0.00	0.00	0.00	0.00	1,977.95	5,522.05	26.37 %
01-541-470	Printing and Reproduction - Streets	131.49	0.00	0.00	0.00	43.63	(43.63)	0.00 %
01-541-490	Other Current Charges - Roads & Street	30.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-493	Equipment Rental - Roads & Streets	0.00	1,500.00	1,500.00	0.00	1,013.56	486.44	67.57 %

CITY OF POLK CITY
SEPTEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures
100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 YTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	2023 PERCENTAGE REALIZED
01-541-510	Office Supplies - Roads & Streets	751.81	750.00	750.00	36.56	254.12	495.88	33.98 %
01-541-520	Operating Supplies - Roads & Streets	4,753.31	10,000.00	10,000.00	13.88	7,518.14	2,481.86	75.18 %
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	116.76	5,120.91	55,879.09	8.39 %
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	0.00	39,802.00	(39,802.00)	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	8,972.99	37,000.00	37,000.00	0.00	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	26,398.84	526,512.46	914,247.54	36.54 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	76,177.44	81,722.00	81,722.00	6,640.00	80,087.86	1,634.14	98.00 %
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	6,275.60	14.40	99.77 %
01-571-220	Retirement Contribution - Library	8,380.32	9,793.00	9,793.00	901.04	10,232.95	(439.95)	104.49 %
01-571-230	Life & Health Insurance - Library	20,994.12	25,111.00	25,111.00	48.84	25,465.27	(354.27)	101.41 %
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	427.96	2,602.45	97.55	96.39 %
01-571-312	Professional Services - Other - Libra	2,453.55	3,000.00	3,000.00	0.00	1,877.54	1,122.46	62.58 %
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	4,855.77	5,000.00	5,000.00	423.82	3,733.98	1,266.02	74.68 %
01-571-430	Utilities - Library	3,352.46	5,500.00	5,500.00	254.65	2,990.04	2,509.96	54.36 %
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	566.80	1,933.20	22.67 %
01-571-510	Office Supplies - Library	372.27	1,500.00	1,500.00	61.56	662.05	837.95	44.14 %
01-571-520	Operating Supplies - Library	2,068.74	7,500.00	7,500.00	13.01	1,927.67	5,572.33	25.70 %
01-571-531	Landscape Materials & Supplies - Libr	0.00	0.00	0.00	0.00	28.36	(28.36)	0.00 %
01-571-540	Books, Pub., Sub., & Memberships - Li	928.65	2,600.00	2,600.00	0.00	1,267.08	1,332.92	48.73 %
01-571-630	Improvements Other than Building - Li	4,872.99	0.00	0.00	0.00	0.00	0.00	0.00 %
01-571-660	Books, Pub. & Library Materials - Libr	12,049.93	18,500.00	18,500.00	7,222.74	18,161.53	338.47	98.17 %
DEPARTMENT TOTAL		153,822.40	179,260.00	179,260.00	16,495.06	156,617.97	22,642.03	87.37 %

CITY OF POLK CITY
SEPTEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures
100.00 % Yr Complete For Fiscal Year: 2023 / 9

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	982.50	11,900.70	(11,900.70)	0.00 %
01-572-430	Utilities - Parks	17,317.57	22,000.00	22,000.00	115.46	12,007.01	9,992.99	54.58 %
01-572-460	Repairs and Maintenance - Parks	10,562.89	45,000.00	45,000.00	181.00	6,915.69	38,084.31	15.37 %
01-572-493	Equipment Rental - Parks	343.85	500.00	500.00	0.00	401.38	98.62	80.28 %
01-572-520	Operating Supplies - Parks	1,042.39	1,000.00	1,000.00	6.96	970.86	29.14	97.09 %
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	1,285.92	32,195.64	38,304.36	45.67 %
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	18,301.25	16,698.75	52.29 %
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	743.33	18,111.97	(111.97)	100.62 %
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	83.60	658.39	141.61	82.30 %
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 %

CITY OF POLK CITY
SEPTEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures
100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
01-590-490	Other Current Charges - Non Dept	100.96	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-590-510	Office Supplies - Non-Departmental	768.80	2,000.00	2,000.00	199.95	1,025.06	974.94	51.25 %
01-590-520	Operating Supplies - Non-Dept	2,954.34	3,000.00	3,000.00	199.05	1,417.83	1,582.17	47.26 %
01-590-521	Emergencies & Contingencies - Operati	8,209.81	62,028.00	62,028.00	0.00	11,403.67	50,624.33	18.38 %
01-590-525	Uniforms - Non Dept	4,382.82	6,000.00	6,000.00	143.84	4,075.79	1,924.21	67.93 %
01-590-528	Postage - Non-Dept	1,345.30	1,000.00	1,000.00	27.67	1,502.80	(502.80)	150.28 %
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	157.09	717.88	282.12	71.79 %
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	(54.06)	1,165.07	3,834.93	23.30 %
01-590-999	Other - Non-Operating Charges - Non-D	15,535.54	12,000.00	12,000.00	0.00	502.05	11,497.95	4.18 %
DEPARTMENT TOTAL		147,801.35	309,449.00	309,449.00	2,300.47	154,405.64	155,043.36	49.90 %

General Fund Revenues Total	3,037,096.37	3,991,742.00	3,991,742.00	264,547.51	3,261,988.68	729,753.32	18.28%
General Fund Expenditures Total	2,419,134.10	3,991,742.00	3,991,742.00	162,202.45	2,595,270.50	1,396,464.50	34.50%
Total Revenue vs. Expenditures	617,912.27	0.00	0.00	102,345.06	666,710.18	-666,711.18	

CITY OF POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	2,823,249.39	
05-101-913	DEP Loan - Sinking Fund	87,104.04	
05-101-916	US Bank - Sink Fund	516,400.04	
05-101-917	US Bank - Renewal & Replacement Series	200,994.11	
05-101-918	DEP Loan WW531400 - Sink Fund	985.04	
05-101-919	DEP Loan WW531402 - Sink Fund	0.10	
05-101-920	Cash - Customer Deposits	354,950.00	
05-101-936	FDEP 531402 Sinking Fund	11,931.67	
05-115-100	Accounts Receivable - Utilities	241,454.38	
05-115-130	Accounts Receivable - Readiness to Serve	26,360.40	
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	630,429.31	
05-151-902	Investments - FL SAFE EF Reserves	132,333.88	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	29,013.62	
05-159-100	Deferred Outflows - Related to Pension	147,954.23	
05-159-200	Deferred Outflows - Loss on Refunding	629,103.39	
05-160-902	Reserve Account	100,000.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-161-900	Fixed Assets - Land	2,762,913.00	
05-164-100	Utility Plant in Service	16,445,594.67	
05-165-900	Acc.Dep. - Improvements Other than Build	5,029,784.42-	
05-166-900	Equipment & Furniture	930,832.90	
05-167-900	Accumulated Depreciation - Equipment	447,067.54-	
05-169-900	CIP - Construction Costs	49,649.61	
	** TOTAL ASSET**		20,671,728.95
05-202-100	Accounts Payable	41,011.70	
05-202-200	Accounts Payable - Year End	89,579.00	
05-202-900	Customer Deposits	354,950.00	
05-203-100	Accumulated Interest Payable	49,329.17	
05-203-600	SRF Loan WW51201P	1,674,524.85	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	30,495.24	
05-203-615	SRF Loan WW531402/SG531403	778,037.50	
05-203-710	US Bank 2017 Bond Note	7,410,000.00	
05-203-910	Unamortized Bond Premiums - US Bank	468,166.37	
05-208-305	Taxes Payable	3,335.45-	
05-218-320	Supplemental Insurance Payable	2,002.98-	
05-223-100	Deferred Revenue	1,364,325.00	
05-225-100	Deferred Inflows - Related to Pension	13,560.19	
05-234-100	L-T-D - Current Portion	438,421.72	
05-234-901	Less: Current Portion of LTD	438,421.72-	
05-235-800	OPEB Liability	14,390.51	
05-235-900	Net Pension Liability	344,376.14	
	** TOTAL LIABILITY**		12,627,407.24
05-243-100	Encumbrances Placed	828.00	
05-245-100	Reserved for Encumbrances	828.00-	
	** TOTAL ENCUMBRANCE**		0.00
05-250-100	Contributed Capital	598,715.40	
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	6,360,902.25	
05-271-150	Fund Balance - Restatement	12,428.57-	
05-271-200	Net Asset Adjustment Account	10,071.23-	

CITY OF POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		7,708,184.87
	** TOTAL REVENUE**		2,780,641.64
	** TOTAL EXPENSE**		2,444,504.80
	TOTAL LIABILITY AND EQUITY		20,671,728.95

CITY OF POLK CITY
SEPTEMBER 2023 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE
100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/L ACCOUNT	DESCRIPTION	2022 PRIOR YR REVENUE	2022 ANTICIPATED REVENUE	2023 ANTICIPATED REVENUE	ADJ ANTICIPATED	2023 CURRENT REVENUE	2023 YTD REVENUE	(EXCESS)/DEFICIT	2023 PERCENTAGE REALIZED
05-314-301	RFS - City 10% UTU T	1,386.10	1,351.00	1,351.00	0.00	0.00	1,404.93	(53.93)	103.99 %
05-325-111	Connection Fees - Water - Cash Basis	15,724.20	17,500.00	17,500.00	435.00	435.00	19,389.60	(1,889.60)	110.80 %
05-325-210	Readiness to Serve Charge - Sewer	30,997.83	15,792.00	15,792.00	0.00	0.00	14,726.81	1,065.19	93.25 %
05-325-211	Readiness to Serve Charge - Water	28,372.07	13,518.00	13,518.00	0.00	0.00	14,047.98	(529.98)	103.92 %
05-329-200	Other Lic./Fees/Permits	11,844.52	10,000.00	10,000.00	0.00	0.00	1,503.69	8,496.31	15.04 %
05-334-350	Sewer/Wastewater Grants - State	31,559.93	0.00	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	108,882.19	108,882.19	1,318,141.76	5,175.24	99.61 %
05-340-500	Sewer Utility Revenue	1,278,777.53	1,276,102.00	1,276,102.00	103,615.31	103,615.31	1,299,451.90	(23,349.90)	101.83 %
05-359-100	Other Fines and/or Forfeitures	35,710.00	37,140.00	37,140.00	2,580.00	2,580.00	32,345.00	4,795.00	87.09 %
05-359-200	Non Sufficient Funds	1,410.00	1,595.00	1,595.00	300.00	300.00	2,640.00	(1,045.00)	165.52 %
05-359-300	Late Fees	27,132.00	26,082.00	26,082.00	2,404.50	2,404.50	26,344.50	(262.50)	101.01 %
05-361-200	Interest/Dividends - FL SAFE	5,224.40	2,119.00	2,119.00	3,440.53	3,440.53	34,808.00	(32,689.00)	1642.66 %
05-369-100	Misc. Income	2,135.96	0.00	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	0.00 %
05-369-112	Cash Drawer Overage - Bank Rec	(4,315.83)	0.00	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	0.00	529.58	(529.58)	0.00 %
05-369-700	Misc Income - Reimbursement - Invoice	0.00	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	0.00	672,744.00	0.00 %
DEPARTMENT TOTALS		2,766,451.36	3,397,260.00	3,397,260.00	221,657.53	221,657.53	2,780,641.64	616,618.36	81.85 %

CITY OF POLK CITY
SEPTEMBER 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures
100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
	Water							
05-518-120	Regular Salary - Wages - Water Admin	0.00	127,188.00	127,188.00	5,660.65	63,888.67	63,299.33	50.23 %
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	4,882.94	4,928.06	49.77 %
05-518-220	Retirement Contribution - Water Admin	0.00	8,833.00	8,833.00	768.16	7,995.69	837.31	90.52 %
05-518-230	Life & Health Insurance - Water Admin	0.00	37,593.00	37,593.00	143.24	32,832.34	4,760.66	87.34 %
05-518-240	Worker#39;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	3,834.11	25,319.78	(919.78)	103.77 %
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	11.30	493.64	106.36	82.27 %
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	10,843.98	146,122.29	70,974.71	67.31 %

05-533-120	Regular Salary - Wages - Water Oper	241,883.09	139,535.00	139,535.00	15,287.54	159,164.89	(19,629.89)	114.07 %
05-533-130	Other Salaries and Wages - Water Oper	0.00	0.00	0.00	15.00	52.50	(52.50)	0.00 %
05-533-140	Overtime - Water Oper	5,362.40	4,286.00	4,286.00	92.53	8,268.65	(3,982.65)	192.92 %
05-533-210	Fica Taxes - Water Oper	18,124.45	11,163.00	11,163.00	1,149.08	13,505.79	(2,342.79)	120.99 %
05-533-220	Retirement Contribution - Water Oper	62,571.39	9,712.00	9,712.00	2,087.09	22,826.56	(13,114.56)	235.03 %
05-533-230	Life & Health Insurance - Water Oper	60,433.45	37,700.00	37,700.00	0.00	31,164.79	6,535.21	82.67 %
05-533-240	Worker#39;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	0.00	6,484.49	8,515.51	43.23 %
05-533-311	Engineering Services - Water Oper	26,729.38	110,000.00	110,000.00	0.00	51,273.75	58,726.25	46.61 %
05-533-312	Professional Services - Other - Water	14,308.71	37,500.00	37,500.00	1,321.66	9,332.12	28,167.88	24.89 %
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	376.00	2,441.00	2,559.00	48.82 %
05-533-400	Travel Expenses - Water Oper	459.13	1,250.00	1,250.00	465.76	1,190.58	59.42	95.25 %
05-533-405	Training - Water Oper	1,310.11	1,750.00	1,750.00	0.00	1,306.50	443.50	74.66 %
05-533-410	Communication Services - Water Oper	6,216.92	8,000.00	8,000.00	23.01	5,225.12	2,774.88	65.31 %

CITY OF POLK CITY
 SEPTEMBER 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures
 100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	2023 PERCENTAGE REALIZED
05-533-430	Utilities - PW/Utilities Facility Wat	1,477.48	4,500.00	4,500.00	0.00	1,285.49	3,214.51	28.57 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	5,601.99	7,500.00	7,500.00	441.96	6,301.43	1,198.57	84.02 %
05-533-432	Commonwealth WTP - Utilities - Water	533.75	1,500.00	1,500.00	77.98	1,146.69	353.31	76.45 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	11,228.71	14,500.00	14,500.00	1,062.37	10,950.47	3,549.53	75.52 %
05-533-460	Repairs and Maintenance - Water Oper	84,570.56	110,000.00	110,000.00	321.97	2,648.11	107,351.89	2.41 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	1,423.86	8,000.00	8,000.00	0.00	1,952.37	6,047.63	24.40 %
05-533-462	Commonwealth WTP - Repairs and Maint	108.92	3,000.00	3,000.00	0.00	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	1,466.49	12,681.44	2,318.56	84.54 %
05-533-465	Vehicle Maintenance - Water Oper	3,046.26	7,000.00	7,000.00	0.00	4,353.15	2,646.85	62.19 %
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	114.43	3,321.16	1,678.84	66.42 %
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	80.53	226.26	273.74	45.25 %
05-533-520	Operating Supplies - Water Oper	25,377.13	17,500.00	17,500.00	5,392.49	26,176.51	(9,504.51)	149.58 %
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	0.00	11,607.78	(2,607.78)	128.98 %
05-533-526	Meter Supplies - New Installs - Water	0.00	100,000.00	100,000.00	0.00	130,965.58	(30,965.58)	130.97 %
05-533-527	Meter Supplies - Repairs & Maintenc	0.00	84,000.00	84,000.00	0.00	122,698.00	(38,698.00)	146.07 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	459.88	750.00	750.00	0.00	458.73	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	0.00	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	0.00	62,755.00	0.00	100.00 %
05-533-720	Interest - Water Oper	69,355.68	67,541.00	67,541.00	0.00	67,541.50	(0.50)	100.00 %
DEPARTMENT TOTAL		851,418.66	930,006.00	930,006.00	29,775.89	815,070.92	114,107.08	87.64 %

Sewer

05-535-120	Regular Salary - Wages - Sewer Oper	142,581.55	145,743.00	145,743.00	10,173.59	99,612.13	46,130.87	68.35 %
05-535-130	Other Salaries and Wages - Sewer Oper	0.00	0.00	0.00	15.00	52.50	(52.50)	0.00 %
05-535-140	Overtime - Sewer Oper	5,017.54	4,644.00	4,644.00	464.34	6,641.94	(1,997.94)	143.02 %

CITY OF POLK CITY
SEPTEMBER 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures
100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
05-535-210	Fica Taxes - Sewer Oper	11,054.88	11,665.00	11,665.00	766.85	8,281.53	3,383.47	70.99 %
05-535-220	Retirement Contribution - Sewer Oper	34,424.24	14,238.00	14,238.00	1,443.56	13,820.54	417.46	97.07 %
05-535-230	Life & Health Insurance - Sewer Oper	33,155.96	37,733.00	37,733.00	64.20	23,387.48	14,345.52	61.98 %
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	0.00	2,322.50	12,677.50	15.48 %
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	992.00	35,800.56	(10,800.56)	143.20 %
05-535-314	Professional Services - Samples	0.00	5,000.00	5,000.00	162.00	8,346.00	(3,346.00)	166.92 %
05-535-400	Travel Expenses - Sewer Oper	273.03	1,500.00	1,500.00	208.50	896.67	603.33	59.78 %
05-535-405	Training - Sewer Oper	1,693.51	2,000.00	2,000.00	0.00	536.50	1,463.50	26.83 %
05-535-410	Communication Services - Sewer Oper	4,938.00	10,000.00	10,000.00	776.46	5,230.99	4,769.01	52.31 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	296.07	7,000.00	7,000.00	127.86	2,890.27	4,109.73	41.29 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,196.60	3,200.00	3,200.00	342.30	2,053.80	1,146.20	64.18 %
05-535-430	Utilities - PW/Utilities Facility Sew	16,200.39	6,000.00	6,000.00	910.68	5,913.03	86.97	98.55 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	30,781.88	30,000.00	30,000.00	3,096.81	42,105.00	(12,105.00)	140.35 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,038.58	10,000.00	10,000.00	502.89	8,447.14	1,552.86	84.47 %
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	303.93	85,342.06	14,657.94	85.34 %
05-535-461	Cardinal Hill - Repairs and Maint - S	90,737.27	60,000.00	60,000.00	0.00	18,242.03	41,757.97	30.40 %
05-535-464	Vehicle Fuel - Sewer Oper	10,785.97	15,000.00	15,000.00	1,195.28	7,191.99	7,808.01	47.95 %
05-535-465	Vehicle Maintenance - Sewer Oper	8,057.12	7,000.00	7,000.00	644.50	4,796.99	2,203.01	68.53 %
05-535-466	Public Works/Utilities Facility - Rep	426.50	1,000.00	1,000.00	55.00	213.21	786.79	21.32 %
05-535-467	Repairs & Maintenance-Equipment - Sew	511.34	0.00	0.00	114.42	2,594.52	(2,594.52)	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	36.56	531.30	(31.30)	106.26 %
05-535-520	Operating Supplies - Sewer Oper	20,657.44	10,000.00	10,000.00	787.16	15,852.79	(5,852.79)	158.53 %
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	4,820.00	35,387.20	(5,387.20)	117.96 %
05-535-524	Chemicals - Sewer Oper	30,561.53	25,000.00	25,000.00	1,417.50	29,370.40	(4,370.40)	117.48 %
05-535-540	Books, Pub., Sub., & Memberships - Se	459.88	500.00	500.00	0.00	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	672,744.00	0.00	38,723.00	(38,723.00)	5.76 %
05-535-640	Machinery & Equipment - Sewer Oper	0.00	0.00	0.00	0.00	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	45,684.10	627,059.90	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
 SEPTEMBER 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures
 100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	2023 PERCENTAGE REALIZED
05-535-710	Principal - Sewer Oper	0.00	348,645.00	348,645.00	68,604.90	348,645.04	(0.04)	100.00 %
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	19,484.14	268,211.54	0.46	100.00 %
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	117,510.43	1,216,187.58	698,379.42	63.52 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	33,147.76	12,000.00	12,000.00	800.00	17,363.26	(5,363.26)	144.69 %
05-590-312	Professional Services - Other - Non-D	2,500.00	2,500.00	2,500.00	0.00	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	1,509.17	35,362.95	(3,362.95)	110.51 %
05-590-440	Rentals and Leases - Non-Dept	2,974.85	4,500.00	4,500.00	418.55	4,960.22	(460.22)	110.23 %
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	199.95	1,063.55	(313.55)	141.81 %
05-590-520	Operating Supplies - Non-Dept	354.35	2,000.00	2,000.00	168.62	1,094.57	905.43	54.73 %
05-590-521	Emergencies & Contingencies - Operati	5,316.09	41,925.00	41,925.00	0.00	9,797.03	32,127.97	23.37 %
05-590-525	Uniforms - Non Dept	4,961.40	5,000.00	5,000.00	267.82	4,416.82	583.18	88.34 %
05-590-528	Postage - Non-Dept	43.87	2,000.00	2,000.00	27.67	2,141.59	(141.59)	107.08 %
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	0.00	1,509.00	(767.00)	203.37 %
05-590-553	Employee Meeting/Awards	0.00	750.00	750.00	157.10	375.43	374.57	50.06 %
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	100,000.00	100,000.00	0.00	100.00 %
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	(449.38)	3,242.98	1,757.02	64.86 %
05-590-999	Other - Non-Operating Charges - Non-D	7,780.10	6,000.00	6,000.00	0.00	(14.54)	6,014.54	(0.24) %
DEPARTMENT TOTAL		295,133.18	335,589.00	335,589.00	103,099.50	267,124.01	68,464.99	79.60 %
Enterprise Fund Revenues Total		2,766,451.36	3,397,260.00	3,397,260.00	221,657.59	2,790,641.64	616,618.36	81.85 %
Enterprise Fund Expenditures Total		-3,063,193.56	-3,397,260.00	-3,397,260.00	-190,581.32	-1,345,827.65	-1,470,562.36	39.62 %
Total Revenue vs. Expenditures		-296,742.20	0.00	0.00	31,076.21	1,434,013.99	-853,944.00	

CITY OF POLK CITY
 SEPTEMBER 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures
 100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/L ACCOUNT	DESCRIPTION	2022 ACTUALS	2023 ADOPTED BUDGET	2023 ADJ BUDGET	2023 MTD EXPENSES	2023 YTD EXPENSES	2023 AVAIL BUDGET	PERCENTAGE REALIZED
=====								

CITY OF POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
08-101-100	GF Police Public Safety Impact Fees	15,522.07	
08-101-101	GF Fire Public Safety Impact Fees	8,605.47	
08-101-102	GF Recreation Impact Fees	31,600.06	
08-101-103	GF Gen Gov't Facilities Impact Fees	55,373.85	
08-151-100	Investments - FL SAFE GF Police Public Safety	225,115.00	
08-151-101	Investments - FL SAFE GF Fire Public Saf...	142,280.64	
08-151-102	Investments - FL SAFE GF Recreation	425,468.98	
08-151-103	Investments - FL SAFE GF Facilities	470,418.71	
	** TOTAL ASSET**		1,374,384.78
	** 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**		102,874.71
	** TOTAL EXPENSE**		3,778.27
	TOTAL LIABILITY AND EQUITY		1,374,384.78

CITY OF POLK CITY
SEPTEMBER 2023 MONTHLY FINANCIALS

GFIF Special Revenues
Budget Revenues

100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/I ACCOUNT	DESCRIPTION	2022 PRIOR YR REVENUE	2023 ANTICIPATED REVENUE	ADJ ANTICIPATED	2023 CURRENT REVENUE	2023 YTD REVENUE	(EXCESS)/DEFICIT	2023 PERCENTAGE REALIZED
REVENUES								
08-324-100	Police - Public Safety Impact Fee	9,674.85	7,095.00	7,095.00	0.00	8,084.99	(989.99)	113.95 %
08-324-110	Fire/Rescue - Public Safety Impact Fee	5,176.65	3,796.00	3,796.00	0.00	3,796.21	(0.21)	100.01 %
08-324-610	Parks & Recreation Impact Fee	15,602.40	9,361.00	9,361.00	0.00	12,481.92	(3,120.92)	133.34 %
08-324-710	Public Facilities Impact Fee	26,220.15	19,228.00	19,228.00	0.00	20,976.12	(1,748.12)	109.09 %
08-361-200	Interest/Dividends - FL SAFE	8,635.69	2,000.00	2,000.00	5,686.99	57,535.47	(55,535.47)	2876.77 %
DEPARTMENT TOTALS		65,309.74	41,480.00	41,480.00	5,686.99	102,874.71	(61,394.71)	248.01 %
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	5,686.99	102,874.71	-61,394.71	248.01%
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	5,686.99	106,652.98	-23,692.98	

CITY OF POLK CITY
 Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
09-101-800	EF Sewer Impact Fee Account	441,280.04	
09-101-900	EF Water Impact Fee Account	209,039.14	
09-151-800	Investements - Sewer Impact	1,722,762.63	
09-151-900	Investements - Water Impact	280,120.34	
09-169-900	CIP - Construction Costs	28,872.10	
	** TOTAL ASSET**		2,682,074.25
	** 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**		215,958.92
	** TOTAL EXPENSE**		13,149.50
	TOTAL LIABILITY AND EQUITY		2,682,074.25

CITY OF POLK CITY
SEPTEMBER 2023 MONTHLY FINANCIALS

EFIF Special Revenues

100.00 % Yr Complete For Fiscal Year: 2023 / 9

G/L ACCOUNT	DESCRIPTION	2022 PRIOR YR REVENUE	2023 ANTICIPATED REVENUE	ADJ ANTICIPATED	2023 CURRENT REVENUE	2023 YTD REVENUE	(EXCESS)/DEFICIT	2023 PERCENTAGE REALIZED
REVENUES								
TOTAL AR								
09-324-210	Water Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-324-220	Sewer Impact Fees	34,940.00	34,940.00	34,940.00	1,747.00	45,422.00	(10,482.00)	130.00 %
09-361-200	Interest/Dividends - FL SAFE	61,810.00	88,300.00	88,300.00	4,415.00	79,470.00	8,830.00	90.00 %
		13,668.45	2,000.00	2,000.00	9,001.33	91,066.92	(89,066.92)	4553.35 %
	DEPARTMENT TOTALS	110,418.45	125,240.00	125,240.00	15,163.33	215,958.92	(90,718.92)	172.44 %
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	2,875.00	(2,875.00)	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	2,875.00	(2,875.00)	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	13,149.50	112,090.50	10.50 %

EF Impact Fee Fund Revenues Total								
		110,418.45	125,240.00	125,240.00	15,163.33	215,958.92	-90,718.92	172.44%
EF Impact Fee Fund Expenditures Total								
		-95,795.45	-125,240.00	-125,240.00	0.00	-13,149.50	-112,090.50	10.50%
Total Revenue vs. Expenditures								
		14,633.00	0.00	0.00	15,163.33	202,809.42	-202,809.42	

SEPTEMBER 2023

CIRCULATION

ADULT BOOKS	934
JUVENILE BOOKS	1031
TOTAL CIRCULATION	1965

NEW BORROWERS

IN CITY	4
IN COUNTY	5
TOTAL NEW BORROWERS	9

NUMBER OF PROGRAMS

FAMILY	
ADULT	1
JUVENILE	1
YOUNG ADULT	
TOTAL PROGRAMS	2

PROGRAM ATTENDANCE

ADULT	5
JUVENILE	1
YOUNG ADULT	
TOTAL ATTENDANCE	6

REFERENCE QUESTIONS

PHONE CALLS	119
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NUMBER OF COMPUTER USERS

85

TOTAL PATRONS

686

Prepared by:

Hannah Ulloha

Library Director

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

STATISTICAL DATA

West Division

Date: October 5, 2023 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for September 2023

ACTIVITY	
FELONY ARREST	3
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	5
AFFIDAVITS MISDEMEANOR	0
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	8
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	12
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	27
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	6
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	348
TRAFFIC STOPS	20
TOTAL DISPATCHED CALLS FOR SERVICE	87

In September 2023, there were three (3) PROCAP captured crimes as compared to two (2) in September 2022. There were two petit thefts that occurred, one was a window unit AC system, with a one month time lapse of last seeing the item, the second petit theft was of a bicycle that was left outside (possible suspect identified). A retail theft occurred at the Dollar General Market, two suspects identified case is ongoing at this time. In all for 2023 we are sitting at 14 procap related crimes compared to 21 procap crimes reported by this time in 2022. Currently for the year we are -33 % in procap related crimes.

Sector	CaseNo	Inc From	Inc To	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
PEITIT THEFT										
13	PCSO-230036577	2023-08-10 / 1700hrs	2023-09-07 / 0900hrs	Thur	125 RAILROAD AVE	Unk susp removed the window AC unit from busin / Vict left on Aug 10th & returned Sept 7th & the AC was gone	Knight	No	Yes	NFL
13	PCSO-230037563	2023-09-13 / 2200hrs	2023-09-14 / 0730hrs	Thur	111 PALMETTO LN W	Unk susp cut the chain & removed a black/blue 16" Huffly bike that was chained to the front porch	Knight	No	No	NFL
RETAIL THEFT										
13	PCSO-230037114	2023-09-10 / 1244hrs	2023-09-10 / 1250hrs	Sun	125 CARTER BLVD DOLLAR GENERAL	2 Wfs entered store & removed approx \$112 worth of 2 packages of Hanes boxer briefs, bluetooth light up speaker, Office Hub calender, several pieces of party supplies (ballons, forks, ribbons), all purpose brush, Dove deodorant, & a 5 gallon tote / one female was ID as Lyndsay Smith WF 072184 wearing a light orange shirt, sunglasses, gray leggings & black/white Vans, other susp was wearing gray shirt blue jean shorts, & black sneakers with multiple tattoos on both legs with a dreamcatcher on left calf area, Smith took items outside while other susp was attempting to pay but card was declined, she said she would be right back Possibly Amanda Lewton WF 091189. Conducted photo array. Charges pending.	Knight	No	Yes	Ongoing

Department of Law Enforcement																														
Polk City - 2022 - 2023																														
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly 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	0%	0.0	0.2	
Burg Business	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0
Burg Residence	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	1	0	0%	0.1	0.0	
Burg Conveyance	0	0	0	1	3	0	0	0	1	0	0	0	1	0	1	0	0	0	0	1	0	0	0	0	6	1	0%	0.7	0.1	
Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	2	0	1	0	2	0	0	0	4	1	0%	0.4	0.1	
Grand Theft	0	0	1	0	1	0	1	0	0	0	1	0	0	0	1	1	0	0	0	0	0	0	0	0	5	1	-100%	0.6	0.1	
Petit Theft	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	2	0	0	1	0	0	1	4	200%	0.1	0.4	
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0	
Retail Theft	0	0	0	0	1	0	1	0	0	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	2	3	100%	0.2	0.3	
Criminal Mischief	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0%	0.2	0.1	
Totals	2	2	4	1	5	0	2	2	1	1	1	3	2	1	2	1	2	3	1	0	4	0	2	0	21	14	200%	2.3	1.6	
% Change	0%		-75%		N/A		0%		0%		200%		-50%		-50%		50%		N/A		N/A		N/A		-33%		-33%			

Public Works & Utilities Report

September 2023

Public Works Department- Work Orders: Total 246

BUILDING MAINTENANCE: 84

VEHICLE/EQUIPMENT MAINTENANCE: 76

EVENT SET UP- INSPECTION: 16

LANDSCAPING, MOWING: 37

ORGANIZATION MAINTENANCE-ADMIN: 2

PARKS AND RECREATION: 14

Streets repair main.: 1

STREETS AND SIGNS: 2

STORMWATER: 2

TECH SUPPORT: 2

TRASH PARKS AND FACILITIES: 7

Utilities Department- Work Orders: Total 213

TURN ON: 29

TEMPORARY SHUT OFF: 15

INSTALL - IRRIGATION: 0

INSTALL - WATER: 1

TURN OFF: 26

METER MAINTENANCE: 52

TURN OFF FOR NON-PAYMENT OF NSF: 1

LAPTOP TEST - FREE: 5

TURN BACK ON FROM SHUT OFF LIST: 12

Garbage: 1

CUSTOMER CONCERN: 13

LOCATES: 12

LIFT STATION MAINTENANCE: 21

MISC WORK ORDERS: 1

WATER LINE REPAIR: 6

WATER VALVE MAINTENANCE/REPAIR: 0

WWTP REPAIR AND MAINTENANCE: 3

WTP REPAIR AND MAINTENANCE: 18

METERS READ: 3,333

READS: 147

CONTINUE HYDRANT FLUSHING & MAINTENANCE

WATER LEAK: 5 (322 BAYBERRY, 5519 Jacob AVE, 385 Clearwater Lake Dr., 2 ISLAND VIEW CIR S,)

Utility Billing Report

September 2023

New Accounts Established: 30
Final/Terminated Service: 26
Bills Processed: 2705
Email/ Bill Customers: 1874
Work Orders Processed: 152
Lock off for Nonpayment: 16
Nonpayment fees (\$50): 36
Billed Consumption: 11,922,000
Billed/Revenue: 275,912.30
Residential Billing: 2620
Irrigation Billing: 586
Commercial Billing: 94
Building Rentals Activity/Bronson Center/Freedom Park: 13

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. Upgrade Citizenlink on Website. Update procedures.

Respectfully Submitted by:

Chasity Guinn

Utility Billing Supervisor

**City Commission Meeting
October 17, 2023**

AGENDA ITEM #1: Ordinance 2023-06 – Amend an approved Planned Unit Development-X

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Ordinance 2023-06 – Amend an approved Planned Unit Development-X

ATTACHMENT:

Ordinance 2023-06

ANALYSIS:

This amendment to the PUD-X allows for the modification of Exhibit “C” of Ordinance 2021-06 (page 6 of this packet).

STAFF RECOMMENDATION:

Adoption of Ordinance 2023-06 on Second and Final Reading.

ORDINANCE 2023-06

AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING AN APPROVED PLANNED UNIT DEVELOPMENT-X TO MODIFY THE PHASING SCHEDULE CONTAINED IN EXHIBIT “C”; PROVIDING FOR CONFLICTS, CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

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

SECTION 1. FINDINGS AND INTENT. In adopting this Ordinance and amending the City’s Official Zoning Map of Polk City, the City Commission of Polk City, Florida hereby makes the following findings:

(1) The applicant, Holly Cove, Inc. is the owner of certain property located within the corporate limits of Polk City, Florida, described by the following parcel numbers: PARCEL NUMBERS 25-27-06-000000-021020; 25-27-06-000000-021010; 25-27-06-000000-021030; 25-27-05-000000-043010; AND 25-27-05-000000-043020 (hereafter “Property”).

(2) The Property consists of approximately 132.14 acres, and is zoned Planned Unit Development-X in the Green Swamp Area of Critical State Concern by virtue of the adoption of Ordinance 2019-05 (“Original PUD Ordinance), as depicted on the map attached to and incorporated in this Ordinance as Exhibit “A”.

(3) The conditions of Ordinance 2019-05, as modified and supplemented by Ordinance 2021-06, remain in effect as indicated in this Ordinance.

(4) This amendment to the Planned Unit Development-X allows for the modification of Exhibit “C” of Ordinance 2021-06.

(5) Pursuant to applicable provisions of the City’s Land Development Code, including but not limited to Section 2.04.02.16(V), the Planning Commission has reviewed and recommended for approval subject to conditions said application.

(6) The City Commission of Polk City, Florida, held meetings and hearings regarding the Property, with due public notice having been provided, to obtain public comment, and considered all written and oral comments received during public hearings, including supporting documents.

(7) The City previously adopted Ordinance No. 1098, creating Article 2 of the City’s Unified Land Development Code (hereafter “ULDC”) so as to create a Planned Unit Development district within its ULDC.

(8) Among its many purposes, the City’s PUD District Ordinance is intended to

provide a method for consideration and approval of unique zoning districts for individual Planned Unit Developments, which are not provided for or allowed in other City zoning districts.

(9) The standards and procedures of the PUD district are intended to promote flexibility of design and to permit planned diversification and integration of uses and structures, while at the same time reserving to the City Commission the absolute authority to establish limitations and regulations for the development deemed necessary to protect the public health, safety and welfare.

(10) No development plan shall be approved for a PUD without adequate on-site and offsite public facilities, including but not limited to storm drainage, sanitary sewers, roadway capacity, fire/rescue service, police service, water distribution system and recreation facilities.

(11) In exercise of its authority, the City Commission has determined that in order for the proposed development to be approved, it must be subject to conditions of approval to ensure compliance with the ULDC and the City's Comprehensive Plan.

(12) The PUD Ordinance requires that any proposed PUD must be adopted by Ordinance, shall contain a Conceptual Site Plan demonstrating or requiring compliance with the conditions set forth in the PUD Ordinance, and generally depicting the nature, intensity, and location of various uses.

SECTION 2. APPROVAL OF AMENDMENTS TO PLANNED UNIT DEVELOPMENT - X; CONDITIONS OF APPROVAL. The Official Zoning Map of Polk City is assigned the zoning classification of Planned Unit Development (PUD) -X District to the Property. The City Commission hereby ratifies and confirms all prior thirteen (13) conditions of approval contained in Section 2 of Ordinance No. 2019-5, as well as the conditions imposed by Section 2 of Ordinance No. 2021-06. In addition, the City Commission hereby approves amendments to the approved Planned Unit Development as depicted in Exhibits "B" and "C" attached to and incorporated in this Ordinance subject to the following additional conditions of approval: Exhibit "C" is modified from that exhibit contained in Ordinance No. 2021-06. The developer shall abide by the modified development phasing schedule and plan provided in Exhibit "C" of this Ordinance. Except as expressly amended by this Ordinance, the developer shall abide by all conditions contained in the Original PUD Ordinance 2019-05 and Ordinance 2021-06.

SECTION 3. SEVERABILITY. If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or enforceable, then all remaining provisions and portions of this Ordinance shall remain in full effect.

SECTION 4. CODIFICATION. This Ordinance shall be codified and made part of the official Code of Ordinances of Polk City.

SECTION 5. CONFLICTS; RATIFICATION. Except as expressly amended by this Ordinance, Ordinance No. 2019-05 is hereby ratified and confirmed.

SECTION 6. EFFECTIVE DATE. This Ordinance shall become effective immediately upon its passage and approval as a Non-Emergency Ordinance at two regular meetings of the City Commission.

INTRODUCED, PASSED on FIRST READING, this _____ day of _____, 2023.

POLK CITY, FLORIDA

Joe LaCascia, Mayor

ATTEST:

**APPROVED AS TO FORM AND
CORRECTNESS**

Patricia R. Jackson, City Manager/Clerk

Thomas A. Cloud, City Attorney

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

Joe LaCascia, Mayor

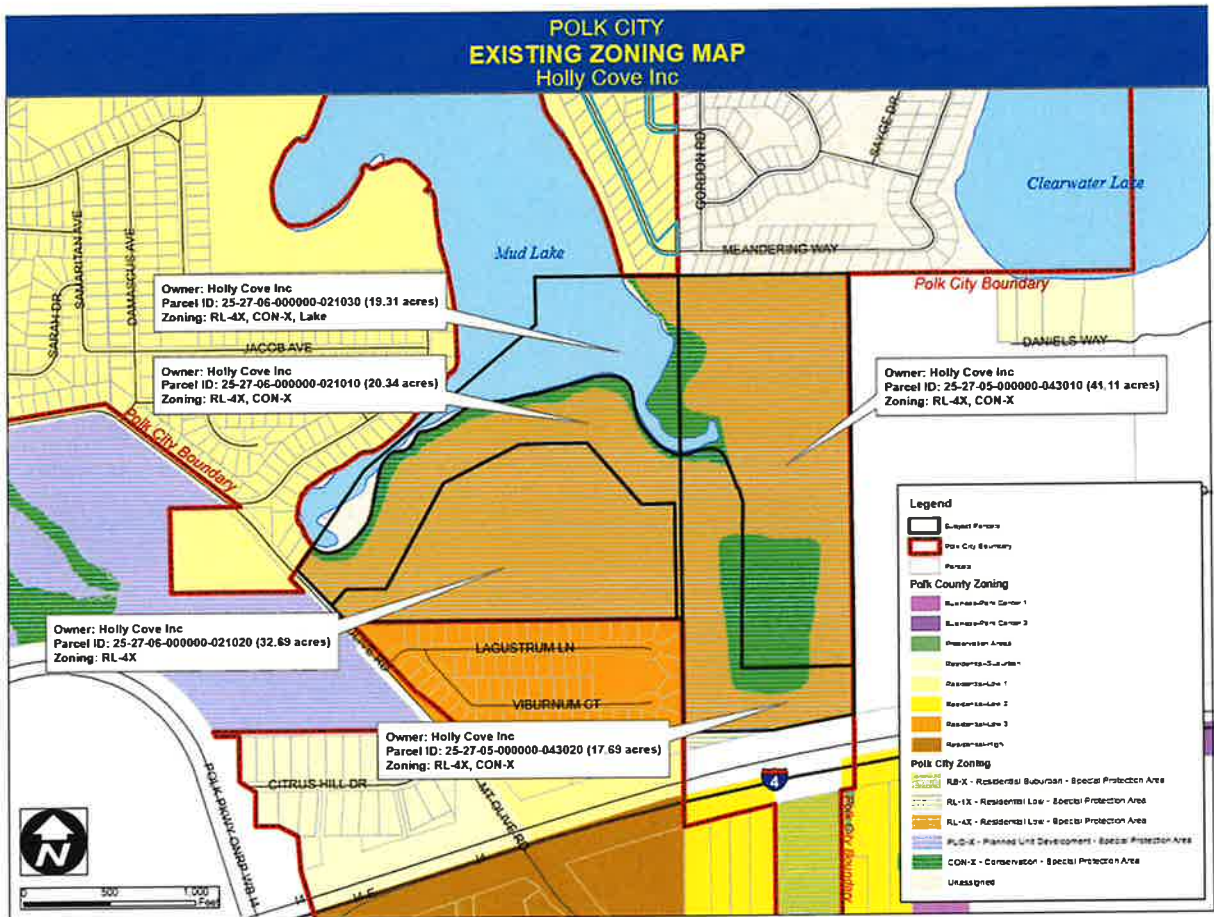
ATTEST:

Patricia R. Jackson, City Manager/Clerk

ORDINANCE 2021-06

EXHIBIT "A"

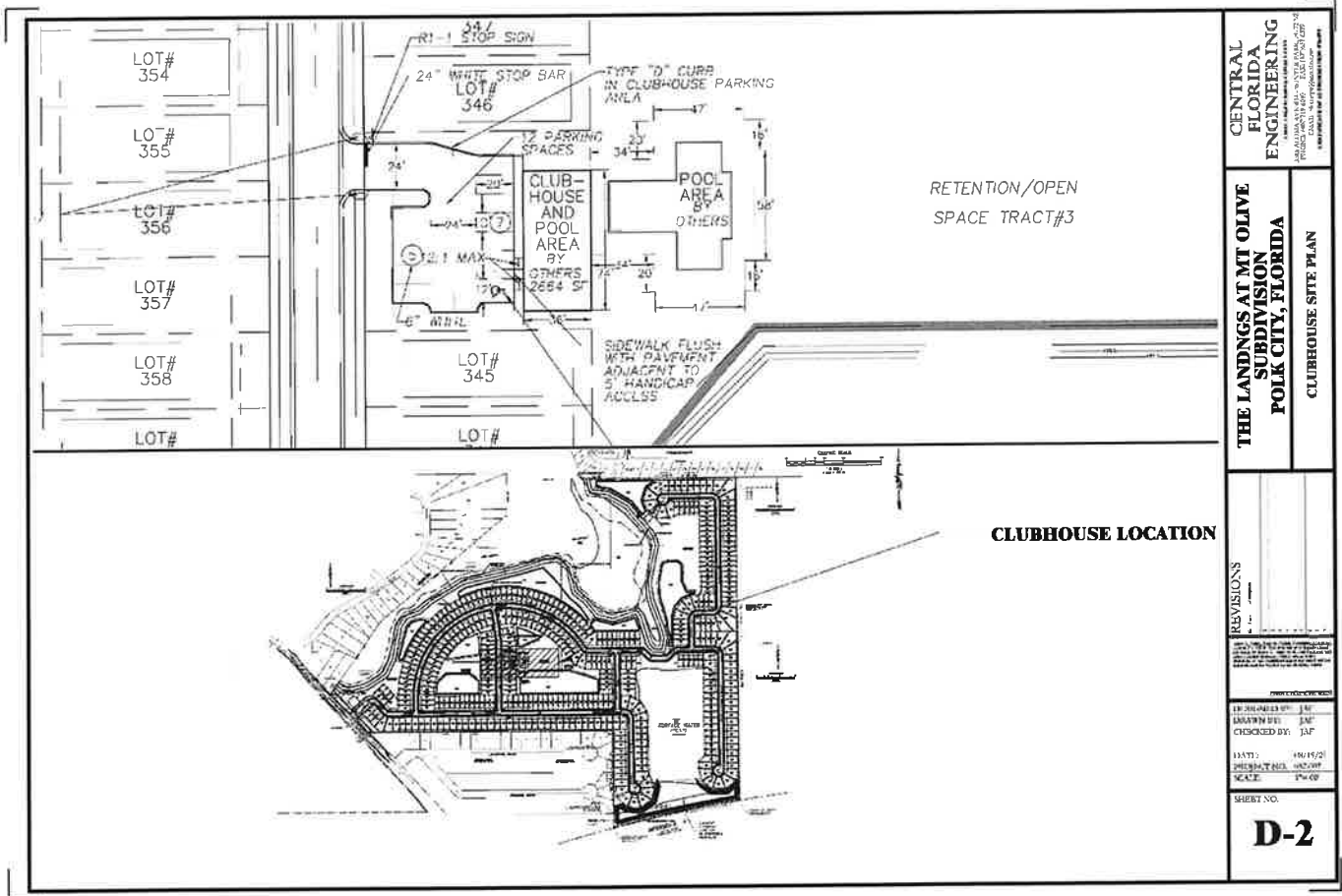
Zoning Map Amendment



ORDINANCE 2021-06

EXHIBIT "B"

2,664 Square Foot Clubhouse and Pool



CENTRAL
FLORIDA
ENGINEERING

THE LANDINGS AT MT OLIVE
SUBDIVISION
POLK CITY, FLORIDA
CLUBHOUSE SITE PLAN

REVISIONS

DATE: 10/15/21
CHECKED BY: JAF
SCALE: 1/4"=1'-0"

SHEET NO.
D-2

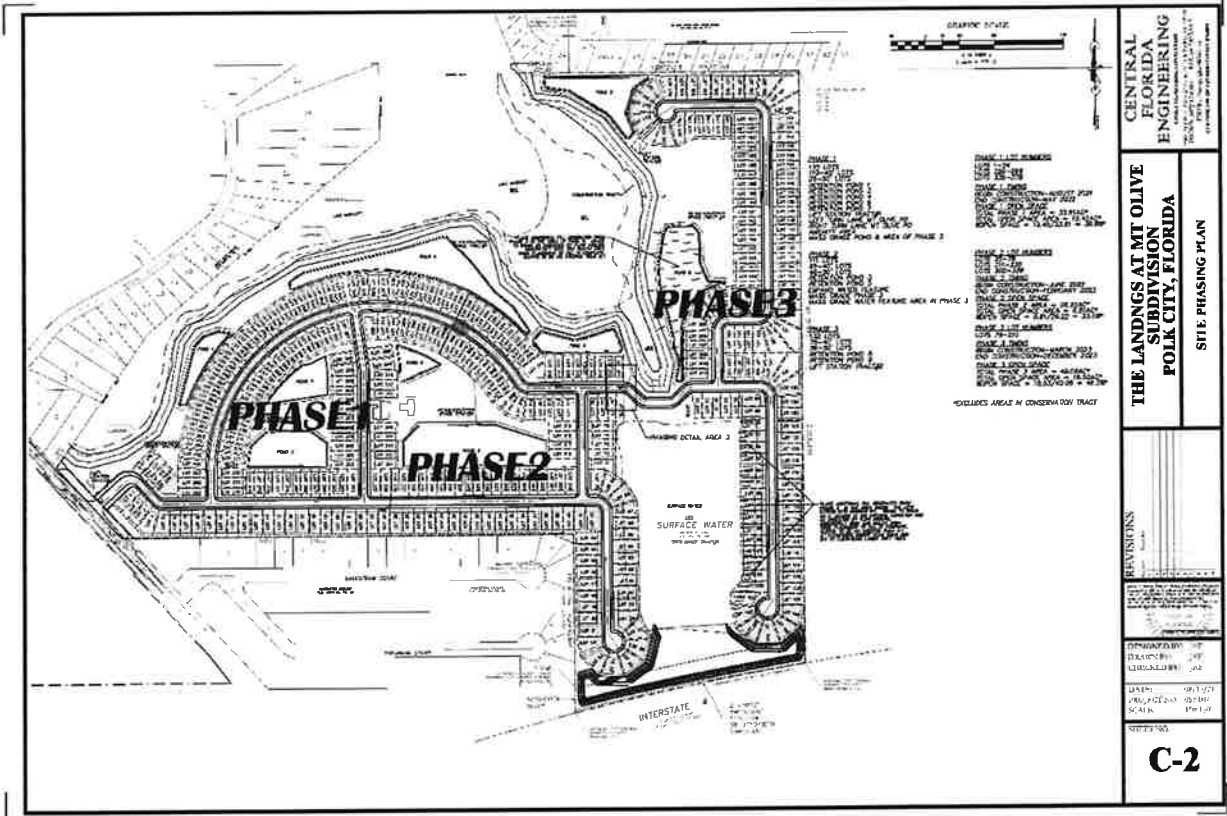
ORDINANCE 2021-06

EXHIBIT "C"

Phasing Schedule & Phasing Plan

Phase	Acres	Lot Numbers	Lot Width	Other Improvements	Open Space	Begin Construction	End Construction
Phase 1 (135 lots)	33.81	1-135	A total of 110 lots that are 40' wide	Clubhouse/ Amenity Area	12.45 acres (36.8%)	Nov. 2023 – Jan 2024	Jan 2025 – March 2025
			A total of 25 lots that are 50' wide	Retention Ponds 1, 2, 4, 5, 6, 7			
				Lift Station Tract #1			
				Left Turn Lane on Mt. Olive Rd			
				Right Turn Lane on Mt. Olive Rd			
				Mass Grade entire site-all 3 phases & expand water feature			
Phase 2 (111 Lots)	26.22	136-246	A total of 65 lots that are 40' wide			November 2024 – January 2025	July 2025 – September 2025
			A total of 46 lots that are 50' wide				
Phase 3 (132 Lots)	40.06	247-378	A total of 76 lots that are 40' wide			May – July 2025	February 2026-April 2026
			A total of 56 lots that	Lift Station Tract #2			

Phase	Acres	Lot Numbers	Lot Width	Other Improvements	Open Space	Begin Construction	End Construction
			are 50' wide				



**City Commission Meeting
October 17, 2023**

AGENDA ITEM #2: Resolution 2023-02 – Personnel Policy Update

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Resolution 2023-02 – Personnel Policy Update

ATTACHMENT:

Resolution 2023-02

ANALYSIS:

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

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

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

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

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

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

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

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

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

Pg 28 – Section 318 – Vacation Time and Leave Bank

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

Pg 35 – Section 502 – Work Schedules

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

STAFF RECOMMENDATION:

Adopt Resolution 2023-03. Should this Resolution be adopted, new Employee Handbooks will be printed and distributed to City Staff and City Commission.

RESOLUTION 2023-02

A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA; REVISING THE CITY'S EMPLOYEE HANDBOOK; PROVIDING FINDINGS, REPEALING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City previously adopted an Employee Handbook; and,

WHEREAS, from time to time the City has revised its Employee Handbook in 2001, 2006, 2018, and 2023; and,

WHEREAS, the City Commission finds it necessary and in the public interest to revise its Employee Handbook as set forth below.

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

SECTION 1. FINDINGS. The City Commission hereby adopts the above Recitals as legislative findings and incorporates them into this Resolution.

SECTION 2. ADOPTION OF REVISED EMPLOYEE HANDBOOK. The City Commission hereby adopts the Revised Employee Handbook attached to and incorporated in this Resolution as Exhibit "A."

SECTION 3. REPEAL OF CONFLICTING RESOLUTIONS. All resolutions and previous versions of the City's Employee Handbook are hereby superseded and repealed by virtue of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage.

RESOLVED, PASSED, AND CERTIFIED AS TO PASSAGE THIS _____ DAY OF _____, 2023.

**CITY COMMISSION OF POLK CITY,
FLORIDA**

Joe LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Manager/Clerk

APPROVED AS TO FORM & LEGALITY

Thomas A. Cloud, Esquire, City Attorney

**City Commission Meeting
October 17, 2023**

AGENDA ITEM #3: Polk City Vision and Action Plan

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Summary of Polk City Vision and Action Plan

ATTACHMENT:

None

ANALYSIS:

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

STAFF RECOMMENDATION:

For your information

**City Commission Meeting
October 17, 2023**

AGENDA ITEM #4: Kipe Academy Letter of Request

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Letter of Request to rent the old Public Works Facility

ATTACHMENT:

Kipe Academy Letter of Request
Kipe Academy Flyer

ANALYSIS:

Kipe Academy, Inc. a 501c3 organization is proposing to rent the old Public Works Facility for a Microschool. The Academy will accommodate Kindergarten through Fifth Grade students and help them learn in a performance-based environment, working at their own pace with reading, math and writing skills.

Mrs. Kipe will be at the City Commission Meeting to address any questions or concerns.

STAFF RECOMMENDATION:

Approve Kipe Academy renting the old Public Works Facility



Kipe Academy

P.O. Box 633 Polk City, Fl. 33868

863-225-3418

Dear Mrs. Jackson and City Commissioners,

My name is Tonya Kipe. After 11 years of experience teaching in the public school system, I resigned. When my principals would walk through our 2nd grade team hallway, every teacher was expected to be on the same lesson doing the same task and story about the same time. This was not helping all students. I had one girl that would crawl on the floor, make noises, and flop over her desk during the lessons. She was not doing that to be mean and rude to me. She was communicating that this is too much for her as she was on a kindergarten reading level in 2nd grade. I should be able to teach her what she needs, so she can feel successful and feel excited about learning. The crazy part is that she was not the only student in that class experiencing that same problem that year. Nor was she the only student in my 11 years of experience that was below level in learning when they started the new year.

As a lifelong resident of Polk City, I really want to provide the families in our community with a learning environment that is more flexible than a public-school setting. This led to the establishment of Kipe Academy Incorporated, a qualified 501(c)(3) organization. The Board of Directors are also passionate about ensuring students are successful and have worked for almost 2 years on the planning of our microschool. Our mission is to inspire creativity, collaboration, and critical thinking in a learning environment that empowers students of varying ability levels to achieve independence.

At Kipe Academy, we plan to help K-5th grade students learn in a performance-based environment so they can work at their own pace with reading, math, and writing skills. They will also have time in the day to complete project-based tasks that are related to topics that the students are interested in and opportunities to show off their creative abilities. We also want to partner with the community, so the students can present their projects to the local businesses and have the businesses teach students about their fields. This would build students' confidence and allow them to feel empowered because they have the skills, time, and the mindset to lead, grow, try new things, and overcome challenges.

Our goal is to start with 20 students. We currently have 47 students on our waitlist and have several families already reaching out for an opening date this school year because their child really needs a flexible learning environment due to the struggles their child is experiencing. In opening our microschool, we would be able to help the families in Polk City have an alternative space for learning. Currently, their only options are to homeschool or seek a school outside of the community.

info@kipeacademy.org | www.kipeacademy.org



Kipe Academy

P.O. Box 633 Polk City, Fl. 33868

863-225-3418

Currently, Polk City does not have any available spaces for rent or to lease that are suitable for a microschool and our attempts to partner with churches have not been successful. When I was a kid, I remember going to Girl Scouts in the old community center building at 220 S Bougainvillea Ave. and I recall another organization used the building a few years ago. We would like to make a proposal to rent the city building. The location would allow us easy access to the library, basketball court, and pier. Pick up and drop off for families would be convenient with the U-Shaped driveway. Our rental fee would bring the city additional revenue. We have volunteers willing to help with any initial maintenance that needs to be done to help us move in. Kipe Academy and its volunteers can maintain the cleanliness on the inside of the property as well as replenish toiletries. We would also purchase and show proof of liability insurance. Our school has all the necessary items to start with like furniture, resources, curriculum, and staff, so nothing additional would be needed aside from the rental space.

Here is our website so you can see more about what Kipe Academy plans to offer our students.
<https://www.kipeacademy.org>. I am also available to do a presentation about our microschool if you would like some more information.

We would love for you to partner with us to help the families in Polk City. Thank you so much for your time!

Tonya Kipe

Tonya Kipe, M.Ed
Founder and Executive Director



Kipe Academy

P.O. Box 633 Polk City, Fl. 33868 | 863-225-3418
info@kipeacademy.org | www.kipeacademy.org

KIDS IN POLK CITY NEED EDUCATIONAL CHOICE!

Students are failing behind and are defined by their state test scores.

Students are tasked with sitting in a public education classroom completing daunting assignments regardless if the level of work is appropriate for the student. The main focus of instruction is to prepare students for state testing. In order to prepare for state testing, teachers in public education must follow the standards set by the Florida Department of Education using the timeline and resources dictated by their district and administration. Even if the student needs more time to master a skill or needs different resources or strategies, the teachers are not gifted the opportunity to remedy the situation in a way that is most beneficial to the student. They lack the training or resources or must adhere to the strict timeline set before them. This causes students to be frustrated and loose interest in learning. Disruptive behaviors often occur when low performing students are asked to complete tasks above their level. If the gap is not closed each year, the student will grow further behind, and low state scores come with consequences for both the teacher and student.



2023 FLDOE Florida State Assessment for 3 rd Grade			
School	Number of Students	Percent Proficient (Levels 4 & 5)	Percent Satisfactory (Level 3)
Lake Alfred Elementary	160	15%	20%
Lena Vista Elementary	206	14%	21%
Auburndale Central Elementary	73	12%	22%
Walter Caldwell Elementary	155	15%	19%
Polk City Elementary	104	7%	24%
Berkley Elementary (Charter)	106	39%	30%



<https://www.fldoe.org/accountability/assessments/k-12-student-assessment/results/2023.stml>

Impact the life of a student today! To become a partner or corporate sponsor or to donate, please visit: www.kipeacademy.org





Kipe Academy

P.O. Box 633 Polk City, Fl. 33868 | 863-225-3418

info@kipeacademy.org | www.kipeacademy.org

WE ARE THE SOLUTION!

Learning in a flexible environment will allow students to grow both academically and socially.

Mission: The mission of Kipe Academy is to inspire creativity, collaboration, and critical thinking in a learning environment that empowers students of varying ability levels to achieve independence.

Vision: At Kipe Academy, students will learn to problem solve through collaboration, experimentation, and exploration in a small class setting where the Science of Reading and Math are imbedded with the purposely designed curriculum based on student interests in science and social studies. The program is designed to foster a holistic environment that allows the students to advance forward based on their learning pace. Students will also attend to art, music, STEAM, and physical activities as well as social-emotional learning opportunities. Our goal is to close learning gaps and accelerate learning while allowing students to experience real world scenarios and be a part of their community.

We will serve students in Kindergarten to 5th grade.



**Enrollment Interest:
47 Students**



Families want and need educational choices! Typically Step Up for Students sees a 13% increase in families applying for state scholarships. This year the increase is up to 58%.

We also participate in local community events like the Polk City Parade, Polk City Jaugars and Cheerleader events, The Polk City Baseball and Softball League events, and events held in Auburndale.



Impact the life of a student today! To become a partner or corporate sponsor or to donate, please visit: www.kipeacademy.org



**City Commission Meeting
October 17, 2023**

AGENDA ITEM #5

**PLANNING ADVISORY SERVICES AGREEMENT WITH CENTRAL
FLORIDA REGIONAL PLANNING COUNCIL**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Planning Advisory Services Agreement with Central Florida Regional Planning Council (CFRPC)

ATTACHMENTS:

- Planning Services Agreement with CFRPC

ANALYSIS:

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

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

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

STAFF RECOMMENDATION:

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



September 13, 2023

Ms. Patricia Jackson, City Manager
City of Polk City
123 Broadway Blvd. SE
Polk City, FL 33868
Patricia.Jackson@mypolkcity.org

Via Email

RE: CFRPC Planning Advisory Services Agreement

Dear Ms. Jackson:

Enclosed please find a Planning Advisory Services (PAS) Agreement for the CFRPC to provide professional planning services to Polk City for the 2023-2024 Fiscal Year.

The PAS Agreement is for \$35,000. This is a \$5,000 increase from FY 2023-2024. The PAS includes continued professional planning services to the City as indicated in Attachment A, I-III of the agreement including but not limited to assistance with the following:

- Comprehensive plan amendments;
- Rezoning;
- Large project reviews;
- Subdivision reviews;
- Minor revisions to the Code of Ordinances related to land development; and
- Comprehensive GIS mapping services.

Please contact me if you have any questions or concerns regarding the enclosed agreement. Please sign the enclosed agreement and return them to the CFRPC to my attention. We will return the agreement to your attention following signature of the CFRPC. Please note the signed agreement may be scanned and emailed to the CFRPC to my attention at jcodosalisbury@cfrpc.org. A hard copy is not necessary.

We greatly appreciate the opportunity to be of service to Polk City.

Sincerely,

Jennifer Codo-Salisbury, MPA, AICP
Executive Director

Attachment: Planning Advisory Services (PAS) Agreement



PLANNING ADVISORY SERVICES AGREEMENT

with

POLK CITY

THIS AGREEMENT is made and entered into this _____ day of _____, 2023, by and between the **Central Florida Regional Planning Council** (hereinafter referred to as the "COUNCIL") and **Polk City** (hereinafter referred to as the "CITY").

BACKGROUND

- A. The CITY desires to engage the COUNCIL to provide professional planning services to assist the CITY in complying with the requirements of growth management laws; to provide technical assistance to the Planning and Zoning Board, elected officials, and CITY staff members on the evaluation and processing of land development proposals; and to maintain the Comprehensive Plan, Future Land Use Map, Unified Land Development Code, and Official Zoning Map; all of which is detailed in Attachment A, I-III – Scope of Work, and is a part of this Agreement.
- B. The CITY desires to engage the COUNCIL to update the Capital Improvements Element (CIE) to the Comprehensive Plan as detailed in Attachment A, IV – Scope of Work, and is a part of this Agreement.
- C. The CITY desires to engage the COUNCIL to assist in the preparation of grants as detailed in Attachment A, V – Scope of Work, and is a part of this Agreement.
- D. The COUNCIL desires to provide such professional services in accordance with this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto do mutually agree as follows:

I. GENERAL

The CITY engages the COUNCIL to assist the CITY in fulfilling the requirements of Chapter 163, Florida Statutes and all relevant amendments to these statutes, and any other pertinent state law or rule related to Growth Management; and the COUNCIL shall provide the professional services required under this Agreement with the CITY.

II. SCOPE OF WORK

The COUNCIL shall perform, in a satisfactory and proper manner, the work and services

detailed in Attachment A - Scope of Work, and shall satisfy all requirements of the guidelines specified therein.

III. COMPENSATION

This is a fixed fee agreement. The fixed fee for Planning Services (I-VII in Attachment A) is **\$35,000 (thirty-five thousand dollars)**. As consideration for performance of all work rendered under this Agreement, the CITY agrees to pay a fixed fee for Planning Services of **\$35,000 (thirty-five thousand dollars)** to be paid in four (4) payments, beginning October 1, 2023 with a final payment due July 1, 2024. Payment shall be made upon receipt of an acceptable completed invoice from the COUNCIL, which shall be presented to the CITY. Payments will be due as follows:

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

All fees and payments for additional Scope of Work, if required, shall be negotiated.

IV. PERIOD OF AGREEMENT

The services of the COUNCIL are to commence upon execution of this agreement.

V. MODIFICATION OF AGREEMENT

A. Either party may request changes in the services or Scope of Work to be performed by the COUNCIL pursuant to this Agreement, including adjustments in the funds provided under the Agreement if necessary and appropriate. Such changes mutually agreed upon by and between the CITY and the COUNCIL shall be incorporated in written amendments to this Agreement signed by both parties.

B. Any extensions of the Agreement shall be mutually agreed upon by and between the CITY and the COUNCIL and shall be incorporated in written amendments to this Agreement signed by both parties.

VI. TERMINATION

A. This Agreement may be terminated by the written mutual consent of the parties.

B. Either party may terminate this Agreement upon written notice of thirty (30) days. Written notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

- C. In the event the Agreement is terminated, the COUNCIL shall be reimbursed in the amount commensurate with the work satisfactorily accomplished on the effective date of termination.

VII. COMPLIANCE WITH LAWS

The COUNCIL warrants, represents, and agrees that it will comply with all federal, state, and local laws, rules, and regulations applicable to the fulfillment of the requirements of this Agreement.

VIII. PERSONNEL

- A. The COUNCIL represents that it has, or will secure at its own expense, personnel necessary to perform the services under this Agreement.
- B. The COUNCIL shall continuously staff the project with personnel as deemed necessary by the COUNCIL to fulfill its obligations under this Agreement. Qualified persons may be added, deleted, or substituted at any time during the period of this Agreement, as the COUNCIL may deem necessary or appropriate.

IX. DATA TO BE FURNISHED TO COUNCIL

Upon reasonable request of the COUNCIL, the CITY shall provide to the COUNCIL, at no cost, all information, data reports, records, and maps in its possession, or which become available to it, that are necessary for the execution of work of the COUNCIL under this Agreement.

X. RIGHT TO WORK PRODUCTS

Copies of all work products shall become the property of the CITY.

XI. ASSIGNMENT

This Agreement shall not be assignable.

XII. TERMS AND CONDITIONS

This Agreement and attachments incorporated by reference constitute all the terms and conditions agreed upon by the parties.

IN WITNESS WHEREOF, the CITY and the COUNCIL have caused this Agreement to be executed by their undersigned officials as duly authorized.

POLK CITY

**CENTRAL FLORIDA REGIONAL
PLANNING COUNCIL**

By: _____

By: _____
Jennifer Codo-Salisbury,
Executive Director

Witness

Witness

Approved as to legal form and sufficiency:

City Attorney

Council Attorney

Polk City
SCOPE OF WORK FOR FY 2023-2024

GENERAL PLANNING SERVICES

I. GROWTH MANAGEMENT ADMINISTRATION

- A. The COUNCIL shall advise and assist the CITY in the preparation of small scale and large scale Comprehensive Plan amendments made necessary by annexations, citizen requests, State statute changes, and CITY initiated requests.
- B. The COUNCIL shall provide technical assistance to the elected officials, Planning and Zoning Board and CITY staff members on the evaluation and processing of land development proposals (i.e., comprehensive plan amendments, zoning applications, subdivision plats, site plans, etc.).
- C. The COUNCIL shall provide technical assistance on occasional and minor revisions to the Land Development Regulations.
- D. The COUNCIL shall coordinate training sessions on State Statute and rule changes that effect the CITY'S compliance with Chapter 163, F.S., as necessary and requested.

II. ROUTINE MAPPING (ON GIS BASE MAP)

- A. The COUNCIL shall prepare updates to the Map Series for the Comprehensive Plan made necessary by annexations, land use changes and text amendments.
- B. The COUNCIL shall prepare updates to the Official Zoning Map made necessary by annexations, requests for re-zonings and Comprehensive Plan amendments.

III. LARGE SCALE PLAN REVIEW

The COUNCIL shall advise and assist the CITY on matters concerning the review of proposed large scale development projects on such subjects as, (a) the contents of proposed plans, (b) the processes for development review, (c) the integration of the development and its infrastructure plans into the CITY'S Comprehensive Plan, (d) coordination of review and (e) consistency with the Land Development Regulations and Comprehensive Plan.

SPECIALIZED PLANNING SERVICES

IV. CAPITAL IMPROVEMENTS ELEMENT (CIE)

The COUNCIL will coordinate the tasks below in order to update the Capital Improvements Element of the Comprehensive Plan.

- A. Prepare an updated Capital Improvements Element and five-year schedule.
- B. Prepare a sample ordinance to be used for adoption of the Capital Improvements Element.

The COUNCIL will work with the CITY to obtain all necessary information in updating the Capital Improvements Element of the Comprehensive Plan, and attend public hearings related to the adoption of the Capital Improvements Element, as requested by the CITY.

V. GRANTS: ASSISTANCE

The COUNCIL shall assist the CITY in the preparation and submittal of up to two grant applications as part of this agreement. Should the applications need to be revised in order to be resubmitted to another funding source, the COUNCIL will provide any necessary revisions for a period of up to one year under the terms of this agreement. Typical grants are those that fund planning studies, transportation improvements, and recreation or other public amenities.

**City Commission Meeting
October 17, 2023**

AGENDA ITEM #6: Professional Services Proposal – Water & Wastewater Master Plan

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

CivilSurv – Professional Services Proposal – Water & Wastewater Master Plan

ATTACHMENT:

CivilSurv Professional Services Proposal for Water & Wastewater Master Plan

ANALYSIS:

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

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

STAFF RECOMMENDATION:

Approve the Professional Services Proposal for a Water and Wastewater Master Plan



September 27, 2023

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

**RE: Professional Services Proposal
Water & Wastewater Master Plan
CivilSurv File: P23-01-25**

Ms. Jackson:

CivilSurv Design Group, Inc. (CivilSurv) is pleased to submit this proposal to Polk City (City) for Professional Services associated with preparing a Water & Wastewater Master Plan (Project) for the City. This proposal provides an overview of the services to be provided by CivilSurv.

PROJECT OVERVIEW

In an effort to develop a comprehensive plan and Capital Improvement Program (CIP) for the City's overall utility system, the City desires to have the Project completed. It is estimated that the City will require planning for a 20-year horizon, 10-year horizon, and 5-year CIP. The Project will include proposed population and commercial/industrial growth within the utility service area, proposed water and wastewater system upgrades to facilitate the growth envisioned, and water and wastewater facility upgrades to provide the level of service required during that period. The City has requested CivilSurv to assist in providing professional planning and engineering services for the Project.

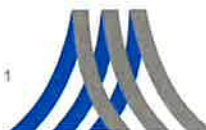
SCOPE OF SERVICES

Phase 100 – Baseline Population, Water Use, Wastewater Flow, and Growth Projections

Task 101 –Population Growth and Connections of Existing

Task will include reviewing land use throughout the City's service area and determining where vacant land is present and growth is expected. This subtask is specifically focused on residential land use as there are known demands for planning water and wastewater systems based on the defined density allowed. Task will also include reviewing properties that are within the City's service area that have not yet been connected to water or sewer and projections of those that are expected to connect. The planning models will utilize U. S. Census data, the University of

www.CivilSurv.com
Small Business Enterprise



Florida Bureau of Economic and Business Research (BEER) estimates, and the Central Florida Regional Planning Council (CFRPC), for growth and will assume a 20-year growth period to 2045 as a basis. Those growth models are typically county wide and CivilSurv will refine based on known proposed developments with assumptions that most will build out in next 20-years. CivilSurv will meet with City and CFRPC planning staff to determine the areas that are believed to be constructed earliest to generate the proposed growth models. The three growth projections we will consider are 5-year, 10-year, and 20-year for planning purposes. The population growth will be generated within ArcGIS which will be utilized in future tasks for generating water demands and wastewater flows.

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

- GIS generated map with proposed population growth for 20-year (2045) period;
- GIS generated map with proposed population growth for 10-year (2035) period;
- GIS generated map with proposed population growth for 5-year (2030) period;
- GIS generated map with proposed infill connections for 20-year (2045) period;
- GIS generated map with proposed infill connections for 10-year (2035) period; and
- GIS generated map with proposed infill connections for 5-year (2030) period.

Task 102 – Commercial and Industrial Growth

Utilizing the information from Task 101, the commercial and industrial growth will be projected within the City based on existing and future land use (FLU) as part of land zoning. The existing water and wastewater demands for commercial and industrial land uses will be utilized to extrapolate and create proposed demands for the water system. The basis for demands will be based on water use and resulting wastewater generation per unit acre in separate commercial and industrial uses and will be extrapolated for the three planning periods. They will be added to the GIS mapping produced in Task 101.

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

- GIS generated map with overall proposed water use and wastewater generation for 20-year (2045) period;
- GIS generated map with overall proposed water use and wastewater generation for 10-year (2035) period; and
- GIS generated map with overall proposed water use and wastewater generation for 5-year (2030) period.

Task 103 – Determination of Water System and Wastewater System Peaking

The City's existing infrastructure doesn't provide for real-time pressure and flow monitoring at the water production facilities. CivilSurv proposed to recommend acquisition of temporary flow and pressure logging units that can work remotely, powered by solar, that will acquire instantaneous flow and pressure presently provided from the three water treatment facilities known as Commerce, Matt Williams, and Jacob Ave Water Treatment Facilities. Pressure and water flow is proposed to be monitored for a period of approximately one month to allow for a determination of typical peaking at the water system. The peaking will be utilized to distribute throughout the water system to determine when and what the greatest peaks are and the actual demands in the water system to generate a "diurnal curve," or a variable water demand curve

that simulates the extended period water usage throughout a day. This information will be utilized within the water system and wastewater system models for simulating current water demands.

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

- Tabulation of instantaneous water demands and expected wastewater demands and pressures for month period;
- Proposed curve for peak water usage, expressed in multiples of average daily flow (e.g. 0.5 – 4.0);
- Proposed curve for peak wastewater flow, expressed in multiples of average daily flow (e.g. 0.5 – 4.0). Please note that water and wastewater peaks are do not always coincide due to irrigation uses; and
- Expected curve for existing water system pumps based on demand curves determined.

Task 104 – Updates to Existing Water System Model

From the completion of Task 103, CivilSurv will update the existing water system model to create extended period simulations. These will include the water demand uses expressed as diurnal curves. The peak period will be analyzed to better determine if the peak demand period is stressing the water system or if it is only the fire flow conditions as determined in prior water model generated.

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

- Updated water model; and
- Brief summary of modeling results with locations of potential low pressure, if found.

Task 105 – Creation of Existing Wastewater System Model

The existing wastewater system model will be created, utilizing the information within the Polk City Operational Optimization Final Report, Table 3-2. The data includes 12 wastewater pump stations with a general description and depth along with the year it was built. City provided information will be utilized to update the lift stations constructed after that time, or after approximately 2007, and the proposed modifications being made to the lift stations. The existing pressure conveyance system will be simulated assuming the piping is constructed at approximately land surface with the wet wells simulated based as tanks with the volume being the area multiplied by the depth of each wet well. The flow into each lift station will be modeled based on a fraction of the water use determined within the water system area with the system modeled first in an “all on” scenario to determine where potential problems could exist then in an extended period simulation, assessing the tanks that appear to be “backing up” during high flow periods.

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

- Creation of a new wastewater collection system model, modeling pressure system;
- Analysis of potential existing wastewater pump stations and pipelines that appear to be undersized based on modeling results; and
- Models results from extended period and “all on” scenario.

Phase 200 – Modeling of Projected Growth

Task 201 – Water System Modeling

The water system will be updated to provide for the three projected growth scenarios anticipated: 5-year demands, 10-year demands, and 20-year demands. The scenarios will be simulated in reverse order to determine if a 20-year scenario will result in proposed improvements that differ from the 5 and 10-year scenario (e.g. an 8-inch pipe is recommended for a 5-year but is required to be a 12-inch during the 20-year). The 20-year model will assume the previously recommended improvements at the Jacob Ave facility have been made (pump station, tank, etc) but will help to size the required facilities. If needed, this project may include either similar upgrades to Commerce Ave and/or Matt Williams or the construction of repumping and receiving facilities as the buildout may include the need to connect to an alternative water supply to achieve the require water needed.

It is anticipated that the following modeling scenarios will be created and simulated:

- 20-year extended period simulation (EPS) using the diurnal curves determined (Task 103, 104) based on expected max daily flow;
- 10-year extended period simulation (EPS) using the diurnal curves determined (Task 103, 104) based on expected max daily flow;
- 5-year extended period simulation (EPS) using the diurnal curves determined (Task 103, 104) based on expected max daily flow;
- 20-year steady state using max daily flow and fire flow conditions at the periphery of the system near low pressure situations noted above (four locations assumed);
- 10-year steady state using max daily flow and fire flow conditions at the periphery of the system near low pressure situations noted above (four locations assumed); and
- 5-year steady state using max daily flow and fire flow conditions at the periphery of the system near low pressure situations noted above (four locations assumed).

The 15 scenarios should highlight potential issues that exist within the system. Utilizing those, and working in reverse, proposed solutions will be generated such as needs for new transmission mains, needs for interconnecting and looping mains, and needs for replacement mains. This will also demonstrate the sizing needed for either a single upgraded water treatment facility, upgrades to each, or potentially conversion of two sites to well fields with repumping.

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

- Model showing locations of low pressure that exist at each of 15 scenarios;
- Potential solutions within the transmission system for the scenarios, working backward from 20-year back to 5-year;
- Buildout demand and sizing of pump station for water treatment facility;
- Potential solutions and timing for the water treatment facility projects; and
- The above is assumed to be a task deliverable as a brief memo with a meeting to discuss and refine rather than the entire report.

Task 202 – Wastewater System Modeling

The wastewater system will be updated to provide for the three projected growth scenarios anticipated: 5-year flows, 10-year flows, and 20-year flows. Just as in the water system, the

scenarios will be simulated in reverse order to determine if a 20-year scenario will result in proposed improvements that differ from the 5 and 10-year scenario (e.g. an 8-inch pipe is recommended for a 5-year but is required to be a 12-inch during the 20-year). The 20-year model will assume the Cardinal Hill Wastewater Treatment Facility is replaced with a cast-in-place, permanent, wastewater treatment facility and will be utilized to size the required facilities. New “areas” will be simulated as inflows to the model, or may be simulated as a pumping station with the diurnal curve simulated as the inflow.

It is anticipated that the following modeling scenarios will be created and simulated:

- 20-year extended period simulation (EPS) using the diurnal curves determined (Task 103, 105) based on expected max daily flow;
- 10-year extended period simulation (EPS) using the diurnal curves determined (Task 103, 105) based on expected max daily flow; and
- 5-year extended period simulation (EPS) using the diurnal curves determined (Task 103, 105) based on expected max daily flow.

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

- Model showing locations of potential issues within the collection system, simulated with tanks overflowing, pressure exceeding Polk County Standards, or velocity exceeding Polk County Standards;
- Potential solutions within the collection system for the scenarios, working backward from 20-year back to 5-year;
- Buildout sizing of wastewater treatment facility based on flows expected;
- Potential solutions and timing for the wastewater treatment facility projects; and
- The above is assumed to be a task deliverable as a brief memo with a meeting to discuss and refine rather than the entire report.

Phase 300 – Master Plan Report

Task 301 – Water System Report and Recommendation Sections

Based on the analysis and determined improvements for the water system, a complete water system master plan report will be generated. The report will define specific deficiencies with recommended improvements at 5-years, 10-years, and 20-years. The 5-year recommended improvements will include the proposed Jacob Avenue improvements previously determined but with recommended sizing of the facilities. This report will also include improvements and interconnects determined as part of Task 200 and previously determined during the water system evaluation. The 10-year improvements will include upgrades contemplated in determined as part of the Task 200, while the 20-year improvements will include recommendations for the remaining improvements.

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

- Recommending improvements and noted deficiencies described, with assumptions made when creating the modeling system, within an overall report; and
- Maps showing the recommended projects at 5-years, 10-years, and 20-years and their locations.

Task 302 – Wastewater System Report and Recommendations Sections

Based on the analysis and determined improvements for the wastewater system, a complete wastewater system master plan report will be generated. The report will define specific deficiencies with recommended improvements at 5-years, 10-years, and 20-years. The 5-year recommended improvements will include the proposed Cardinal Hill WWTF improvements previously determined and considered including VFDs for pump station, upgraded static bar screen, and replacement bar screen. The 10-year improvements will include upgrades contemplated in determined as part of the Task 200 including pump sizes or piping sizes, while the 20-year improvements will include recommendations for remaining improvements including replacement of the Cardinal Hill WWTF with sizing as a permanent treatment facility.

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

- Recommending improvements and noted deficiencies described, with assumptions made when creating the modeling system, within an overall report; and
- Maps showing the recommended projects at 5-years, 10-years, and 20-years and their locations.

Task 303 – Overall CIP for 5-Year, 10-Year, and 20-Year

Task 303 contemplates and includes the recommended improvements with cost estimates for each. This section of the report will include the length of piping and size contemplated with Engineers Opinion of Probable Construction Costs (EOPCCs) based on planning and budgeting level data. The projects entailed above are not assumed to be detail level, only general size. The costs will be generated with a considerable amount of contingency due to the level of unknowns at a planning stage.

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 – Baseline Systems and Growth	\$63,675
Phase 200 – Modeling of Growth	\$40,195
Phase 300 – Master Plan Report	\$45,605
TOTAL	\$149,475

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 and City review / response timeframes.

TASK	COMPLETION DATE
Task 101 – Population Estimation	NTP + 12 Weeks
Task 102 – Commercial and Industrial Growth	NTP + 12 Weeks
Task 103 – W/WW System Peaking	NTP + 12 Weeks
Task 104 – Update Water Model	NTP + 16 Weeks
Task 105 – Create Wastewater Model	NTP + 20 Weeks
Task 201 – Modeling Water Growth	NTP + 24 Weeks
Task 202 – Modeling Wastewater Growth	NTP + 24 Weeks
Task 300 – Master Plan Report	NTP + 40 Weeks

PROJECT UNDERSTANDING

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

- Design Level Engineering;
- Topographic Surveying and / or Subsurface Utility Engineering (SUE) Services;
- Environmental and / or Ecological Assessments; and
- Meetings or inspections not specifically described in the Scope of Services.

The City shall be responsible for the following items:

- Feedback and information on existing wastewater collection system; and
- Connection of and purchasing of the pressure/flow monitoring equipment recommended or reimbursement of CivilSurv for the same.

The following assumptions are integrated into this proposal and project budget

- Costs for plant improvements will be based on the types of improvements anticipated and will be in 2023 dollars. Prior projects that are similar will be utilized with ENR indexing to present day rather than specific design-level determination;
- Cost estimates are in planning level and shall include a +50% contingency in accordance with AACE Class 4 documents (study or feasibility); and
- Piping costs utilized will be calculated using the costs per unit foot with a similar contingency for fittings, valves, service taps, and hydrants depending if water or sewer.

CLOSING

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

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

Respectfully submitted,

CIVILSURV DESIGN GROUP, INC.



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

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

Signature

Attachments:

- Budget Estimate

**WATER & WASTEWATER MASTER PLAN
BUDGET ESTIMATE**

Tasks	Director \$225 per hour		Sr. Project Mgr. \$190 per hour		Sr. Associate \$125 per hour		Associate 2 \$100 per hour		Associate 1 \$85 per hour		Administrative Assistant \$80 per hour		CSDG Labor	Reimbursable Expenses	Total
	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost			
Phase 100 - Baseline Population, Water Use, Wastewater Flow, and Growth Projections															
101 - Population Growth & Connections of Existing	101	\$ 2,250.00	0	\$ -	60	\$ 7,500.00	120	\$ 12,000.00	0	\$ -	2	\$ 160.00	\$ 21,910.00	\$ -	\$ 21,910.00
102 - Commercial & Industrial Growth	51	\$ 1,125.00	0	\$ -	40	\$ 5,000.00	50	\$ 5,000.00	0	\$ -	2	\$ 160.00	\$ 11,285.00	\$ -	\$ 11,285.00
103 - Water & Wastewater System Peaking	51	\$ 1,125.00	0	\$ -	10	\$ 1,250.00	40	\$ 4,000.00	0	\$ -	2	\$ 160.00	\$ 6,535.00	\$ -	\$ 6,535.00
104 - Updates to Existing Water System Model	51	\$ 1,125.00	0	\$ -	5	\$ 625.00	20	\$ 2,000.00	0	\$ -	2	\$ 160.00	\$ 3,910.00	\$ -	\$ 3,910.00
105 - Creation of Existing Wastewater System Model	15	\$ 3,375.00	0	\$ -	20	\$ 2,500.00	140	\$ 14,000.00	0	\$ -	2	\$ 160.00	\$ 20,035.00	\$ -	\$ 20,035.00
Total Phase 100	40	\$ 9,000.00	0	\$ -	135	\$ 16,875.00	370	\$ 37,000.00	0	\$ -	10	\$ 800.00	\$ 63,675.00	\$ -	\$ 63,675.00
Phase 200 - Modeling of Projected Growth															
201 - Water System Modeling	15	\$ 3,375.00	0	\$ -	30	\$ 3,750.00	160	\$ 16,000.00	0	\$ -	2	\$ 160.00	\$ 23,285.00	\$ -	\$ 23,285.00
202 - Wastewater System Modeling	10	\$ 2,250.00	0	\$ -	20	\$ 2,500.00	120	\$ 12,000.00	0	\$ -	2	\$ 160.00	\$ 16,910.00	\$ -	\$ 16,910.00
Total Phase 200	25	\$ 5,625.00	0	\$ -	50	\$ 6,250.00	280	\$ 28,000.00	0	\$ -	4	\$ 320.00	\$ 40,195.00	\$ -	\$ 40,195.00
Phase 300 - Master Plan Report															
301 - Water System Report & Recommendations	15	\$ 3,375.00	0	\$ -	30	\$ 3,750.00	100	\$ 10,000.00	0	\$ -	2	\$ 160.00	\$ 17,285.00	\$ -	\$ 17,285.00
302 - Wastewater System Report & Recommendation	10	\$ 2,250.00	0	\$ -	20	\$ 2,500.00	100	\$ 10,000.00	0	\$ -	2	\$ 160.00	\$ 14,910.00	\$ -	\$ 14,910.00
303 - Overall CIP for 5-year, 10-year & 20-year	20	\$ 4,500.00	0	\$ -	30	\$ 3,750.00	50	\$ 5,000.00	0	\$ -	2	\$ 160.00	\$ 13,410.00	\$ -	\$ 13,410.00
Total Phase 300	45	\$ 10,125.00	0	\$ -	80	\$ 10,000.00	250	\$ 25,000.00	0	\$ -	6	\$ 480.00	\$ 45,605.00	\$ -	\$ 45,605.00
Estimated Total	65	\$ 14,625.00	0	\$ -	185	\$ 23,125.00	650	\$ 65,000.00	0	\$ -	14	\$ 1,120.00	\$ 149,475.00	\$ -	\$ 149,475.00

**City Commission Meeting
October 17, 2023**

AGENDA ITEM #7:

Approval of 2023 Christmas Parade

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

2023 Christmas Parade

ATTACHMENTS:

Christmas Parade Flyer

ANALYSIS:

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

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

STAFF RECOMMENDATION:

Approval of 2023 Christmas Parade