

POLK CITY

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

January 16, 2024

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. Kipe Academy**
- 2. Resolution 2024-01 - Surplus of Scrap Metal/Brass**
- 3. Cardinal Hill Effluent Pump and Motor Repair**

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

COMMISSIONER ITEMS

Commissioner Nichols
Commissioner Blethen
Mayor LaCascia

ANNOUNCEMENTS

ADJOURNMENT

CONSENT AGENDA
January 16, 2024

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. December 19, 2023 – City Commission Workshop
2. December 19, 2023 - Regular City Commission Meeting

B. REPORTS

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

C. OTHER

**City Commission Meeting
January 16, 2024**

CONSENT AGENDA ITEM: Accept minutes for:

1. December 19, 2023 – City Commission Workshop
2. December 19, 2023 - Regular City Commission Meeting

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

3. December 19, 2023 – City Commission Workshop
4. December 19, 2023 - Regular City Commission Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION WORKSHOP MINUTES

December 19, 2023

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

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

ROLL CALL – Assistant City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Commissioner Brian Knouff, Commissioner Micheal T. Blethen, and City Manager Patricia Jackson

Absent: Vice Mayor Wayne Harper, Commissioner Charles Nichols, City Attorney Thomas Cloud

ORDER OF BUSINESS

PUBLIC HEARING – ORDINANCE 2023-07

City Manager Jackson discussed Ordinance 2023-07 - AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE CODE OF ORDINANCES OF POLK CITY, FLORIDA ("CITY CODE"); AMENDING §§ 39-4, 74-69, 74-224 AND 74-263, CITY CODE; PROVIDING FINDINGS; PROVIDING A BUSINESS IMPACT ESTIMATE; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE. **Second and Final Reading**

No questions or discussion by the Commission.

Resolution 2023-03

City Manager Jackson and Mr. Vu Vu briefly discussed that Polk City, in partnership with the Florida Department of Transportation (FDOT) District One, Polk County, and Polk Transportation Planning Organization sought to update the *Polk City Vision Plan (2014)* through a community-based planning process which focused on gauging community aspirations, understanding local concerns, and exploring ways to improve Polk City.

In May 2022, FDOT commenced the *Polk City Vision & Action Plan (2023)* in an effort to update and supplement the *Polk City Vision Plan (2014)* with a focus on safety, multimodal enhancements, roadway and intersection improvements, and traffic calming measures.

A Community Workshop was held with government officials, community residents, members of the business community, and interested persons on May 23, 2023, using small focus groups to identify needs and opportunities and develop concepts and guidance.

A Public Meeting was held with government officials, community residents, members of the business community, and interested persons on August 24, 2023, in order to

summarize the comments and suggestions from the community workshop and present illustrative artistic renderings of select concepts.

The City Commission was provided a DRAFT of the Polk City Vision Plan in October 2023. Please review and be prepared to bring forth any questions or concerns during the meeting.

During the Regular Meeting, staff will recommend adoption Resolution 2023-03 – Polk City Vision Plan 2023.

Commissioner Blethen commented that the “no trucks” signage has already been placed on Berkeley Road.

Mr. Vu responded that he had not heard that from FDOT; but would confirm.

No further questions or discussion by the Commission.

CivilSurv – Professional Services Proposal – Citrus Grove Area Environmental Assessment

City Manager Jackson discussed Polk City applied for grant assistance through the Community Development Block Grant (CDBG). The CDBG is a federal grant program funded by the U.S. Department of Housing and Urban Development (HUD) and administered at the state level by Florida Commerce. The CDBG provides financial assistance for the development and/or improvements to local transportation facilities and communities.

Florida Commerce awarded Polk City \$650,000 to construct the proposed street and sidewalk improvements.

Polk City’s proposed street and safety improvements include **repaving** 7,500 linear feet of roadway on Citrus Grove Boulevard North, Citrus Grove Boulevard South, Sunrise Boulevard, Sunset Boulevard, and Sunshine Boulevard. The repaving activities will include milling the existing pavement, providing stormwater inlets, and conveyance along the route of repaving.

Construction activities will also include the construction of 9,500 linear feet of **sidewalks**/pedestrian malls. Sidewalks are proposed along Citrus Grove Boulevard North, Citrus Grove Boulevard South, Sunrise Boulevard, Sunset Boulevard, Sunshine Boulevard, West Arborvitae Lane, Broadway Avenue, and West Palmetto Lane where they intersect with Citrus Grove Boulevard South and continue east to their intersection with State Road 33.

Polk City is seeking professional services to assist with the **Environmental Assessment** requirements of the CDBG grant agreement.

The Scope of Services in the attached packet describes the responsibilities of CivilSurv and Polk City. CivilSurv, upon direction from Polk City, will assist with data collection, technical studies, and preparation of the required environmental document to support compliance with CDBG grant requirements.

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 Scope of Services requires special consulting services from subconsultants. The cost of the special consulting services will be reimbursed at the subconsultant fee plus 10%.

The estimated not-to-exceed budget is \$98,229.06.

During the Regular Meeting, staff will recommend approval of the Professional Services Proposal for the CDBG Citrus Grove Area Proposal for Environmental Assessment in an amount not-to-exceed \$98,229.06.

City Manager Jackson stated regardless of the CDBG funding, this project needs to be done.

Commissioner Knouff inquired about grant writers. City Manager Jackson responded that Joanna, Sheandolen and myself are handling the process.

Mayor LaCascia questioned the total amount for approval.

Mark Fredericks responded this is a common practice; being conservative on this amount so we don't have to come back to the City Commission.

No further questions or comments.

CITY ATTORNEY ITEMS - None

CITY MANAGER ITEMS - None

COMMISSIONER ITEMS

Commissioner Blethen – None

Commissioner Knouff – None

Mayor LaCascia - None

ANNOUNCEMENTS – None

ADJOURNMENT – 6:45 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CITY COMMISSION MINUTES

December 19, 2023

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

Minister Phillip Hunt, New Life Community Church gave the invocation.

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

ROLL CALL – Assistant City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Commissioner Brian Knouff, Commissioner Micheal T. Blethen, and City Manager Patricia Jackson

Absent: Vice Mayor Wayne Harper, Commissioner Charles Nichols, City Attorney Thomas Cloud

APPROVE CONSENT AGENDA

Motion by Commissioner Blethen to approve the November 21, 2023 (Regular City Commission Meeting) and the reports and other items on the Consent Agenda; this motion was seconded by Commissioner Knouff.

Motion carried 3/0 by Voice Vote.

PRESENTATIONS/PROCLAMATIONS - None

PUBLIC COMMENTS - None

ORDER OF BUSINESS

PUBLIC HEARING – ORDINANCE 2023-07

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

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

NO QUESTIONS OR DISCUSSION

Motion by Commissioner Knouff to approve Ordinance 2023-07 Amendment to the Water and Sewer Rates clarifying the actual cost on Second and Final Reading; this motion was seconded by Commissioner Blethen.

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

Motion carried 3/0.

Resolution 2023-03

City Manager Jackson discussed Polk City, in partnership with the Florida Department of Transportation (FDOT) District One, Polk County, and Polk Transportation Planning Organization sought to update the *Polk City Vision Plan (2014)* through a community-based planning process which focused on gauging community aspirations, understanding local concerns, and exploring ways to improve Polk City.

City Manager Jackson read the short title. She also opened the Public Hearing. After no one spoke for or against this Resolution; City Manager Jackson closed the Public Hearing.

In May 2022, FDOT commenced the *Polk City Vision & Action Plan (2023)* in an effort to update and supplement the *Polk City Vision Plan (2014)* with a focus on safety, multimodal enhancements, roadway and intersection improvements, and traffic calming measures.

A Community Workshop was held with government officials, community residents, members of the business community, and interested persons on May 23, 2023, using small focus groups to identify needs and opportunities and develop concepts and guidance.

A Public Meeting was held with government officials, community residents, members of the business community, and interested persons on August 24, 2023, in order to summarize the comments and suggestions from the community workshop and present illustrative artistic renderings of select concepts.

The City Commission was provided a DRAFT of the Polk City Vision Plan in October 2023. Please review and be prepared to bring forth any questions or concerns during the meeting.

Staff recommended adoption of Resolution 2023-03 – Polk City Vision Plan 2023-03.

No comments or questions from the Commission or Public.

Motion by Commissioner Blethen to approve Resolution 2023-03 Polk City Vision Plan 2023-03; this motion was seconded by Commissioner Knouff.

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

Motion carried 3/0.

CivilSurv – Professional Services Proposal – Citrus Grove Area Environmental Assessment

City Manager Jackson discussed Polk City applied for grant assistance through the Community Development Block Grant (CDBG). The CDBG is a federal grant program funded by the U.S. Department of Housing and Urban Development (HUD) and administered at the state level by Florida Commerce. The CDBG provides financial assistance for the development and/or improvements to local transportation facilities and communities.

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Polk City is seeking professional services to assist with the **Environmental Assessment** requirements of the CDBG grant agreement.

The Scope of Services in the attached packet describes the responsibilities of CivilSurv and Polk City. CivilSurv, upon direction from Polk City, will assist with data collection, technical studies, and preparation of the required environmental document to support compliance with CDBG grant requirements.

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 Scope of Services requires special consulting services from subconsultants. The cost of the special consulting services will be reimbursed at the subconsultant fee plus 10%.

The estimated not-to-exceed budget is \$98,229.06.

Staff recommended approval of the Professional Services Proposal for the CDBG Citrus Grove Area Proposal for Environmental Assessment in an amount not-to-exceed \$98,229.06.

No questions or comments from the Commission or the Public.

Motion by Commissioner Knouff to approve the Professional Services Proposal for the Citrus Grove Area Environmental Assessment; this motion was seconded by Commissioner Blethen.

Motion carried 3/0 by Voice Vote.

CITY ATTORNEY ITEMS - None

CITY MANAGER ITEMS

Cardinal Hill Effluent Pump - has gone down and staff is awaiting quotes to get this pump back up and running.

Holiday Closings - City facilities will be closed on Monday, December 25, 2023 and Monday, January 1, 2024.

Kipe Academy – needs to meet with the City Commission individually.

COMMISSIONER ITEMS

Commissioner Blethen – Thanked Mr. Vu for his work on the Community Workshops and being able to take the City’s concerns to FDOT.

Commissioner Knouff – None

Mayor LaCascia - None

ANNOUNCEMENTS – None

ADJOURNMENT – 7:10 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
January 16, 2024**

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

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added

From: 12/01/23 To: 12/31/2023

COMMERCIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2023-1598	119 BRONSON TRL, POLK CITY, FL 33868	480,000.00	12/12/2023
BC-2023-1602	119 BRONSON TRL, POLK CITY, FL 33868	715,000.00	12/12/2023
Subtotal:		\$1,195,000.00	

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-24394	727 TEABERRY TRL, POLK CITY, FL 33868	9,600.00	12/13/2023
Subtotal:		\$9,600.00	

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-24227	305 LAKESHORE DR, POLK CITY, FL 33868	12,470.00	12/11/2023
BT-2023-24275	7146 BERKLEY RD, POLK CITY, FL 33868	7,500.00	12/11/2023
BT-2023-24465	117 BAYBERRY DR, POLK CITY, FL 33868	29,079.00	12/14/2023
BT-2023-25004	216 LARKSPUR LN, POLK CITY, FL 33868	11,950.00	12/28/2023
Subtotal:		\$60,999.00	

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2023-12043	409 HONEY BEE LN, POLK CITY, FL 33868	1,000.00	12/10/2023
BR-2023-12118	177 LAYNEWADE RD, POLK CITY, FL 33868	120,000.00	12/11/2023
BR-2023-12182	427 SUNRISE BLVD, POLK CITY, FL 33868	6,100.00	12/12/2023
Subtotal:		\$127,100.00	

Grand Total: \$1,392,699.00

15 SFR to Date
Kathy Delp

Code Enforcement Report

DECEMBER 2023

SNIFE SIGNS REMOVED	59	
LIEN SEARCHES	8	
INSPECTIONS	39	
CLOSED OUT CASES	13	
SPECIAL MAGISTRATE CASES	0	
CLOSED OUT SPECIAL MAGISTRATE CASES	1	
CASE SUBJECTS		
REFERRED TO COUNTY	8	
DISABLE VEHICLES	0	
BUILDING WITHOUT PERMIT	0	
OVERGROWTH	0	
HOUSE NUMBERS	1	
FENCE/INSPECTIONS	3	
JUNK AND DEBRIS	3	
RV/TRAILER PARKING	0	
OPEN STRUCTURE	0	
MET WITH CITIZEN	7	
NOISE	0	
PLACE LIEN	5	
CLOSE OUT LIEN	0	
YARD SALE	0	
ANIMAL	0	
POSTINGS	0	
EXTENDED CASES	4	
ACCESSORY USE	0	
DEMOLITION/ IRRIGATION	0	
BUSINESS LICENSE	0	
MINIMUM STANDARD HOUSING	1	
WELLS	2	

CITY OF POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	2,692,040.36	
01-101-990	Library Van Fleet Cycling Challenge	759.09	
01-102-100	Cash on Hand	875.00	
01-115-100	Accounts Receivable - Utilities	675.59	
01-115-120	Accounts Receivable - Local Bus Licenses	3,540.00	
01-115-200	Accounts Receivable - Year End	221,233.17-	
01-117-100	Allowance for Bad Debt	131.83-	
01-133-100	Due From Other Governmental Units	45,258.79	
01-133-101	Due from Others (Franchise & Public Serv. Tax)	57,955.50	
01-151-100	Investments - FL SAFE GF	1,176,916.20	
01-151-902	Investments - FL SAFE GF Reserves	83,201.57	
01-153-302	Restricted Cash - New Local Opt Gas Tax	317,565.53	
01-160-902	Reserve Account	100,000.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		4,320,347.22
01-202-100	Accounts Payable	7,865.11-	
01-202-200	Accounts Payable - Year End	10,258.34-	
01-202-900	Customer Deposits	5,710.00	
01-208-300	Due to County - Impact Fees	21,277.92	
01-208-310	Due to DCA - Bldg Permit Surcharge	104.10	
01-208-320	Due to Dept of Business - License Fees	6.06-	
01-208-330	Due to PCSO - Police Education Revenue	1,258.06	
01-216-100	Accrued Payroll	28,486.41-	
01-217-200	Accrued Sales Tax	89.50	
01-218-100	Payroll Taxes Payable	9,507.95	
01-218-200	FRS Retirement Payable	523.81-	
01-218-300	Health Plan Payable	2,848.01	
01-218-320	Supplemental Insurance Payable	7,645.44	
01-218-400	Dental Plan Payable	972.27-	
01-218-410	Vision Plan Payable	474.50	
01-218-700	ICMA-RC	100.00	
	** TOTAL LIABILITY**		903.48
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	4,473,458.35	
	** TOTAL EQUITY**		4,473,458.35
	** TOTAL REVENUE**		671,151.34
	** TOTAL EXPENSE**		825,165.95
	TOTAL LIABILITY AND EQUITY		4,320,347.22

GENERAL FUND REVENUES
25.00 % Yr Complete For Fiscal Year: 2024 / 12

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
01-311-100	AD VALOREM TAXES	1,200,104.95	1,319,937.00	1,319,937.00	262,484.39	352,793.56	967,143.44	26.73 %
01-312-300	9th Cent Gas Tax	18,992.16	18,801.00	18,801.00	1,628.85	1,628.85	17,172.15	8.66 %
01-312-400	Local Option Gas Tax	105,866.01	108,748.00	108,748.00	11,602.17	20,828.62	87,919.38	19.15 %
01-312-410	New Local Option Gas Tax	67,120.31	69,118.00	69,118.00	7,171.15	12,621.88	56,496.12	18.26 %
01-314-100	Electric - Utility Tax	150,391.83	129,331.00	129,331.00	11,059.57	23,571.09	105,759.91	18.23 %
01-314-300	Water - Utility Tax	55,470.46	65,399.00	65,399.00	535.32	13,630.50	51,768.50	20.84 %
01-314-301	Water - Utility Tax - Readiness to Se	12,132.76	6,212.00	6,212.00	0.00	0.00	6,212.00	0.00 %
01-314-400	Gas - Utility Tax	23,900.68	23,948.00	23,948.00	1,685.36	3,093.60	20,854.40	12.92 %
01-315-100	Communications Services Tax	231,405.75	228,111.00	228,111.00	11,639.94	29,178.58	198,932.42	12.79 %
01-316-100	Local Business Licenses	13,161.76	7,100.00	7,100.00	0.00	4,646.00	2,454.00	65.44 %
01-316-102	County Business Tax	1,439.41	775.00	775.00	0.00	170.28	604.72	21.97 %
01-316-103	FLC Delinquent Bus. Tax Program	960.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-322-100	Building Permits	31,179.38	35,000.00	35,000.00	1,255.03	3,877.08	31,122.92	11.08 %
01-322-101	Bldg Permit - Plan Checking	62,772.08	15,000.00	15,000.00	185.00	754.00	14,246.00	5.03 %
01-322-102	Bldg Permit - Admin Fee	3,880.00	4,000.00	4,000.00	180.00	700.00	3,300.00	17.50 %
01-322-103	Bldg Permit - Electrical	4,350.00	5,000.00	5,000.00	250.00	1,250.00	3,750.00	25.00 %
01-322-104	Bldg Permit - Plumbing	3,525.00	3,700.00	3,700.00	125.00	375.00	3,325.00	10.14 %
01-322-105	Bldg Permit - Mechanical	4,025.00	4,700.00	4,700.00	125.00	500.00	4,200.00	10.64 %
01-322-107	Bldg Permit - Cert of Occupancy	630.00	480.00	480.00	120.00	270.00	210.00	56.25 %
01-322-108	Bldg Permit - Inspections	25,565.00	212,170.00	212,170.00	690.00	7,152.50	205,017.50	3.37 %
01-323-100	Electric	113,213.22	58,000.00	58,000.00	0.00	0.00	58,000.00	0.00 %
01-323-300	Solid Waste	57,563.55	56,699.00	56,699.00	0.00	0.00	56,699.00	0.00 %
01-329-200	Other Lic./Fees/Permits	25.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-329-220	Site Plan Reviews	7,364.70	2,500.00	2,500.00	0.00	1,650.00	850.00	66.00 %
01-329-300	Permit - Alcohol Use	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-331-401	FEMA Federal Reimb. - Ian 2022	5,790.75	0.00	0.00	0.00	0.00	0.00	0.00 %
01-331-500	CDBG - Community Development Block Gr	0.00	625,000.00	625,000.00	0.00	0.00	625,000.00	0.00 %
01-334-401	FEMA State Reimb. - Ian 2022	965.13	0.00	0.00	0.00	0.00	0.00	0.00 %
01-335-120	MRS - State Sales Tax	106,070.48	102,655.00	102,655.00	8,376.45	25,129.35	77,525.65	24.48 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	25,174.53	22,534.00	22,534.00	1,813.86	5,441.59	17,092.41	24.15 %
01-335-123	MRS - Municipal Fuel Tax	37.58	0.00	0.00	0.00	0.00	0.00	0.00 %
01-335-140	Mobile Home License	7,167.67	5,636.00	5,636.00	976.84	2,554.83	3,081.17	45.33 %
01-335-150	Alcoholic Beverage License	1,125.71	1,125.00	1,125.00	0.00	0.00	1,125.00	0.00 %
01-335-180	Half-Cent Sales Tax	239,859.89	231,274.00	231,274.00	19,572.04	38,615.25	192,658.75	16.70 %
01-337-100	Library Coop Funding	47,147.33	50,567.00	50,567.00	0.00	0.00	50,567.00	0.00 %
01-340-400	Solid Waste	488,903.64	485,397.00	485,397.00	95.26	85,401.50	399,995.50	17.59 %
01-340-700	Stormwater Utility Fees	36,297.92	36,177.00	36,177.00	15.00	6,159.82	30,017.18	17.03 %
01-340-900	Notary Fees	20.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-344-900	FDOT Maintenance Agreement	13,486.34	16,304.00	16,304.00	4,509.09	9,018.15	7,285.85	55.31 %

CITY OF POLK CITY
DECEMBER 2023 MONTHLY FINANCIALS

GENERAL FUND REVENUES
25.00 % Yr Complete For Fiscal Year: 2024 / 12

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2023 ANTICIPATED REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
01-347-100	Library Income	10,134.56	5,500.00	5,500.00	0.00	197.20	702.95	4,797.05	12.78 %
01-351-200	Police Fines, Penalties, and Forfeitu	9,762.04	8,000.00	8,000.00	0.00	1,008.60	1,008.60	6,991.40	12.61 %
01-351-300	Code Enforcement Fines	17,026.35	0.00	0.00	0.00	9.79	9.79	(9,79)	0.00 %
01-359-100	Other Fines and/or Forfeitures	31.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-359-300	Late Fees	394.10	250.00	250.00	0.00	0.00	70.50	179.50	28.20 %
01-361-100	Interest Income	2,091.14	7,450.00	7,450.00	0.00	0.00	0.00	7,450.00	0.00 %
01-361-200	Interest/Dividends - FL SAFE	56,515.15	30,000.00	30,000.00	0.00	5,755.15	17,150.98	12,849.02	57.17 %
01-362-100	Activity Center Rentals	5,800.00	4,400.00	4,400.00	0.00	350.00	1,000.00	3,400.00	22.73 %
01-362-200	Donald Bronson Community Center Renta	8,350.00	5,350.00	5,350.00	0.00	550.00	1,450.00	3,900.00	27.10 %
01-366-101	Private Donations - Christmas	2,125.00	1,000.00	1,000.00	0.00	0.00	250.00	750.00	25.00 %
01-366-102	Private Donations - Halloween	1,875.00	1,000.00	1,000.00	0.00	0.00	250.00	750.00	25.00 %
01-366-110	Private Donations - Library	181.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-100	Misc. Income	962.54	500.00	500.00	0.00	592.61	592.61	(92.61)	118.52 %
01-369-101	Misc Income - Copies and Faxes	3.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-102	Misc Income - Collection Allowance	3,318.48	1,800.00	1,800.00	0.00	(2,860.96)	(2,346.12)	4,146.12	130.34 %
01-369-120	Misc Income - Christmas	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-130	Misc Income - Halloween	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-160	Misc Income - Deputy Rental Coverage	2,205.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-400	Insurance Proceeds	4,795.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-500	Refund of State Gas Tax	1,498.42	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
01-381-400	Transfer From Enterprise Fund	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTALS		3,394,454.33	4,017,648.00	4,017,648.00	0.00	351,677.71	671,151.34	3,346,496.66	16.71 %

CITY OF POLK CITY
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G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	10,500.00	10,800.00	10,800.00	900.00	2,700.00	8,100.00	25.00 %
01-511-160	Bonuses and Gift Certificates - Legis	8,121.25	2,500.00	2,500.00	0.00	2,707.10	(207.10)	108.28 %
01-511-210	Fica Taxes - Legislative	1,424.50	1,241.00	1,241.00	68.83	413.63	827.37	33.33 %
01-511-240	Worker's Compensation - Legislati	10.94	20.00	20.00	0.00	12.12	7.88	60.60 %
01-511-400	Travel and Training - Legislative	1,072.27	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-511-405	TRAINING - LEGISLATIVE	575.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-511-408	Meeting Expense Allowance - Legislati	812.45	1,000.00	1,000.00	0.00	60.00	940.00	6.00 %
01-511-470	Printing and Reproduction - Legislati	174.50	300.00	300.00	0.00	0.00	300.00	0.00 %
01-511-480	Promo Activities & Legal Ads - Legisl	910.00	1,000.00	1,000.00	100.00	100.00	900.00	10.00 %
01-511-490	Other Current Charges - Legislative	232.10	2,000.00	2,000.00	0.00	25.20	1,974.80	1.26 %
01-511-510	Office Supplies - Legislative	20.24	300.00	300.00	0.00	0.00	300.00	0.00 %
01-511-520	Operating Supplies - Legislative	750.00	2,000.00	2,000.00	0.00	57.76	1,942.24	2.89 %
01-511-525	Uniforms - Legislative	309.68	700.00	700.00	0.00	0.00	700.00	0.00 %
01-511-540	Books, Pub., Sub., & Memberships - Le	3,564.00	3,800.00	3,800.00	421.00	3,623.00	177.00	95.34 %
DEPARTMENT TOTAL		28,476.93	32,661.00	32,661.00	1,489.83	9,698.81	22,962.19	29.70 %
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	214,389.88	231,588.00	231,588.00	16,399.37	53,258.67	178,329.33	23.00 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	1,292.34	3,507.66	26.92 %
01-512-140	Overtime - Executive	4,719.92	0.00	0.00	0.00	0.00	0.00	0.00 %
01-512-160	Premium Pay and Non Merit Pay - Execu	56,930.08	34,700.00	34,700.00	0.00	37,899.32	(3,199.32)	109.22 %
01-512-210	Fica Taxes - Executive	21,557.46	23,832.00	23,832.00	1,263.68	7,664.37	16,167.63	32.16 %
01-512-220	Retirement Contribution - Executive	55,270.61	62,258.00	62,258.00	4,300.59	16,612.68	45,645.32	26.68 %
01-512-230	Life & Health Insurance - Executive	25,855.68	13,986.00	13,986.00	1,099.59	2,287.12	11,698.88	16.35 %
01-512-240	Worker's Compensation - Executive	266.44	371.00	371.00	0.00	257.06	113.94	69.29 %
01-512-400	Travel Expenses - Executive	3,325.32	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-512-405	Training - Executive	2,026.44	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-512-408	Meeting Expense Allowance - Executive	446.30	1,500.00	1,500.00	0.00	118.77	1,381.23	7.92 %
01-512-410	Communication Services - Executive	1,174.38	1,400.00	1,400.00	49.78	249.14	1,150.86	17.80 %
01-512-470	Printing and Reproduction - Executive	1,175.00	4,000.00	4,000.00	0.00	2,864.60	1,135.40	71.62 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-512-490	Other Current Charges - Executive	72.17	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-512-492	Recording & Other Fees - City Clerk	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %

CITY OF POLK CITY
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G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-512-510	Office Supplies - Executive	927.55	2,000.00	2,000.00	0.00	27.49	1,972.51	1.37 %
01-512-520	Operating Supplies - Executive	233.46	2,000.00	2,000.00	14.98	164.97	1,835.03	8.25 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	1,501.60	3,500.00	3,500.00	19.99	779.97	2,720.03	22.28 %
01-512-640	Machinery & Equipment - Executive	1,650.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		396,322.41	401,435.00	401,435.00	23,517.22	123,476.50	277,958.50	30.76 %
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	44,411.52	65,000.00	65,000.00	3,425.05	12,520.08	52,479.92	19.26 %
01-514-480	Promo Activities & Legal Ads - Legal	7,860.40	11,000.00	11,000.00	244.07	2,280.05	8,719.95	20.73 %
DEPARTMENT TOTAL		52,271.92	76,000.00	76,000.00	3,669.12	14,800.13	61,199.87	19.47 %
COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	30,000.00	30,000.00	35,000.00	0.00	8,750.00	26,250.00	29.17 %
DEPARTMENT TOTAL		30,000.00	30,000.00	35,000.00	0.00	8,750.00	26,250.00	29.17 %
FINANCE AND ACCOUNTING								
01-516-120	Regular Salary - Wages - Fin & Acctng	104,281.75	112,545.00	112,545.00	8,610.03	24,937.83	87,607.17	22.16 %
01-516-140	Overtime - Fin & Acctng	2,194.88	615.00	615.00	176.81	374.62	240.38	60.91 %
01-516-210	Fica Taxes - Fin & Acctng	5,834.74	8,523.00	8,523.00	473.26	1,567.72	6,955.28	18.39 %
01-516-220	Retirement Contribution - Fin & Acctn	13,302.72	15,272.00	15,272.00	1,192.37	4,016.03	11,255.97	26.30 %

CITY OF POLK CITY
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General Fund Expenditures
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01-516-230	Life & Health Insurance - Fin & Acctn	25,286.38	26,935.00	26,935.00	2,199.18	6,642.93	20,292.07	24.66 %
01-516-240	Worker's Compensation - Fin & Acc	129.55	181.00	181.00	0.00	123.69	57.31	68.34 %
01-516-310	Professional Services - Fin & Acctng	3,780.00	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
01-516-400	Travel Expenses - Fin & Acctng	607.43	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-516-405	Training - Finance	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	663.71	850.00	850.00	24.89	133.39	716.61	15.69 %
01-516-470	Printing and Reproduction - Fin & Acc	78.12	750.00	750.00	0.00	0.00	750.00	0.00 %
01-516-510	Office Supplies - Fin & Acctng	725.79	2,000.00	2,000.00	0.00	197.00	1,803.00	9.85 %
01-516-520	Operating Supplies - Fin & Acctng	2,264.61	3,000.00	3,000.00	22.77	22.77	2,977.23	0.76 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	855.71	700.00	700.00	239.88	239.88	460.12	34.27 %
01-516-630	Improvements Other than Building - Fi	3,490.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		163,495.39	181,371.00	181,371.00	12,939.19	38,255.86	143,115.14	21.09 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	85,299.49	88,076.00	88,076.00	7,319.64	21,809.30	66,266.70	24.76 %
01-517-720	Interest - CB&T Debt Service Pmts	34,511.03	31,735.00	31,735.00	2,664.57	8,143.33	23,591.67	25.66 %
DEPARTMENT TOTAL		119,810.52	119,811.00	119,811.00	9,984.21	29,952.63	89,858.37	25.00 %
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	107,497.00	109,647.00	109,647.00	27,411.75	54,823.50	54,823.50	50.00 %
01-521-310	Professional Services - Law Enf	83,460.50	108,000.00	108,000.00	6,205.00	20,041.00	87,959.00	18.56 %
01-521-460	Repairs and Maintenance - Law Enf	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-521-520	Operating Supplies - Law Enf	797.70	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		191,755.20	218,147.00	218,147.00	33,616.75	74,864.50	143,282.50	34.32 %
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	106,159.48	110,812.00	110,812.00	8,523.98	25,571.96	85,240.04	23.08 %

CITY OF POLK CITY
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General Fund Expenditures
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G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-524-140	Overtime - Bldg & Zoning	2,178.07	599.00	599.00	0.00	0.00	599.00	0.00 %
01-524-210	Fica Taxes - Bldg & Zoning	8,263.75	8,523.00	8,523.00	640.89	2,235.21	6,287.79	26.23 %
01-524-220	Retirement Contribution - Bldg & Zoni	13,567.15	15,118.00	15,118.00	1,156.70	4,034.39	11,083.61	26.69 %
01-524-230	Life & Health Insurance - Bldg & Zoni	25,466.29	26,937.00	26,937.00	2,199.18	6,656.78	20,280.22	24.71 %
01-524-240	Worker#39;s Compensation - Bldg & Zo	1,390.17	1,876.00	1,876.00	0.00	1,297.19	578.81	69.15 %
01-524-310	Professional Services - Bldg & Zoning	59,377.83	212,170.00	212,170.00	4,487.00	7,122.00	205,048.00	3.36 %
01-524-400	Travel Expenses - Bldg & Zoning	1,475.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	164.24	200.00	200.00	112.53	112.53	87.47	56.27 %
01-524-520	Operating Supplies - Bldg & Zoning	1,247.62	300.00	300.00	0.00	81.99	218.01	27.33 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	579.88	0.00	0.00	19.99	59.97	(59.97)	0.00 %
01-524-630	Improvements Other than Building - Bl	1,745.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-524-660	Books, Pub. & Library Materials - Bldg	0.00	600.00	600.00	0.00	0.00	600.00	0.00 %
DEPARTMENT TOTAL		221,614.48	378,385.00	378,385.00	17,140.27	47,172.02	331,212.98	12.47 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	28,107.33	30,443.00	30,443.00	2,448.00	7,341.00	23,102.00	24.11 %
01-529-140	Overtime - Code Enf	305.26	0.00	0.00	0.00	0.00	0.00	0.00 %
01-529-210	Fica Taxes - Code Enf	2,186.65	2,329.00	2,329.00	184.59	633.12	1,695.88	27.18 %
01-529-220	Retirement Contribution - Code Enf	3,574.91	4,131.00	4,131.00	332.19	1,139.74	2,991.26	27.59 %
01-529-230	Life & Health Insurance - Code Enf	12,544.95	13,351.00	13,351.00	0.00	(1,085.36)	14,436.36	(8.13) %
01-529-240	Worker#39;s Compensation - Code Enf	545.78	795.00	795.00	0.00	541.34	253.66	68.09 %
01-529-310	Professional Services - Code Enf	16,400.00	8,000.00	8,000.00	500.00	1,500.00	6,500.00	18.75 %
01-529-400	Travel Expenses - Code Enf	325.31	500.00	500.00	0.00	0.00	500.00	0.00 %
01-529-405	TRAINING - CODE ENFORCEMENT	1,061.00	700.00	700.00	0.00	0.00	700.00	0.00 %
01-529-410	Communication Services - Code Enf	631.73	800.00	800.00	24.89	122.57	677.43	15.32 %
01-529-510	Office Supplies - Code Enf	225.85	200.00	200.00	73.98	83.02	116.98	41.51 %
01-529-520	Operating Supplies - Code Enf	89.93	500.00	500.00	0.00	523.87	(23.87)	104.77 %
01-529-540	Books, Pub., Sub., & Memberships - Co	150.00	100.00	100.00	0.00	35.00	65.00	35.00 %
DEPARTMENT TOTAL		66,148.70	61,849.00	61,849.00	3,563.65	10,834.30	51,014.70	17.52 %
REFUSE/SANITATION								

CITY OF POLK CITY
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01-534-341	Refuse Disposal - Residential - Refuse	225,354.20	262,196.00	262,196.00	21,603.84	197,365.92	64,830.08	197,365.92	24.73 %
01-534-342	Refuse Disposal - Commercial - Refuse	138,955.95	130,366.00	130,366.00	12,081.25	95,470.67	34,895.33	95,470.67	26.77 %
DEPARTMENT TOTAL		364,310.15	392,562.00	392,562.00	33,685.09	292,836.59	99,725.41	292,836.59	25.40 %
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STORMWATER									
01-538-310	PROFESSIONAL SERVICES - STORMWATER	1,462.50	23,000.00	23,000.00	0.00	23,000.00	0.00	23,000.00	0.00 %
01-538-311	Engineering Services - Stormwater	10,032.50	0.00	0.00	0.00	(225.00)	225.00	(225.00)	0.00 %
01-538-400	Travel Expenses - Stormwater	42.46	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00 %
01-538-405	Training - Stormwater	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00 %
01-538-460	Repairs and Maintenance - Stormwater	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00 %
01-538-492	Recording & Other Fees - Stormwater	0.00	250.00	250.00	0.00	250.00	0.00	250.00	0.00 %
01-538-540	Books, Pub., Sub., & Memberships - St	100.00	100.00	100.00	0.00	(400.00)	500.00	(400.00)	500.00 %
DEPARTMENT TOTAL		11,637.46	35,350.00	35,350.00	0.00	34,625.00	725.00	34,625.00	2.05 %
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GENERAL GOV'T BUILDINGS									
01-539-310	Professional Services - Gen Gov't	23,963.92	10,000.00	10,000.00	2,862.09	(1,898.95)	11,898.95	(1,898.95)	118.99 %
01-539-312	Professional Services - Other - Gen G	555.00	10,000.00	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00 %
01-539-411	City Hall - Communication - Gen Gov&#	16,224.46	12,500.00	12,500.00	8.44	9,160.61	3,339.39	9,160.61	26.72 %
01-539-413	Public Works - Communication - Gen Go	2,706.62	0.00	0.00	0.00	(678.87)	678.87	(678.87)	0.00 %
01-539-414	Community Center-Communication-Gen Go	1,659.36	2,000.00	2,000.00	0.00	1,585.16	414.84	1,585.16	20.74 %
01-539-431	City Hall - Utilities - Gen Gov't	19,282.25	21,000.00	21,000.00	658.10	15,957.88	5,042.12	15,957.88	24.01 %
01-539-432	Activity Center - Utilities - Gen Gov	2,207.41	2,500.00	2,500.00	257.86	1,689.62	810.38	1,689.62	32.42 %
01-539-433	MULTI-PURPOSE BUILD - UTILITIES - GEN	2,802.95	2,500.00	2,500.00	75.65	1,727.97	772.03	1,727.97	30.88 %
01-539-434	Community Center-Utilities-Gen Gov	6,361.66	7,500.00	7,500.00	279.07	6,039.64	1,460.36	6,039.64	19.47 %
01-539-440	Rentals and Leases - Gen Gov't B1	9,831.97	5,000.00	5,000.00	728.81	2,708.09	2,291.91	2,708.09	45.84 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	4,650.29	6,000.00	6,000.00	0.00	3,036.95	2,963.05	3,036.95	49.38 %
01-539-462	Activity Center - Repairs & Maint - G	490.79	3,000.00	3,000.00	0.00	650.00	2,350.00	650.00	78.33 %
01-539-463	MUTIL-PURPOSE BUILD- REPAIRS & MAINT	518.35	1,500.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00 %
01-539-464	Community Center-Repairs & Maint-Gen	2,337.11	4,500.00	4,500.00	2,975.79	774.21	3,725.79	774.21	82.80 %
01-539-490	Other Current Charges - Gen Gov't	93.98	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00 %

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G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-539-521	City Hall - Operating Supplies - Gen	4,912.42	5,000.00	5,000.00	1,375.31	2,025.25	59.50 %
01-539-522	Activity Center - Operating Supplies	1,144.07	1,000.00	1,000.00	70.07	835.99	16.40 %
01-539-523	Multi-Purpose Build - Operating Suppl	800.02	100.00	100.00	239.43	(139.43)	239.43 %
01-539-524	Community Center-Operating Supplies-G	2,114.99	2,400.00	2,400.00	396.24	1,865.20	22.28 %
01-539-531	Landscape Materials & Supplies - Buil	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00 %
01-539-620	Buildings - Gen Gov't Bldgs	0.00	25,000.00	25,000.00	0.00	25,000.00	0.00 %
01-539-641	City Hall - Mach. & Equipment - Gen G	0.00	25,000.00	25,000.00	0.00	25,000.00	0.00 %
DEPARTMENT TOTAL		102,657.62	148,500.00	148,500.00	9,926.86	108,839.32	26.71 %
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ROADS AND STREETS							
01-541-120	Regular Salary - Wages - Roads & Stre	176,454.86	236,388.00	236,388.00	13,848.40	192,371.36	18.62 %
01-541-130	Other Salaries and Wages - Roads & St	105.00	0.00	0.00	30.00	(105.00)	0.00 %
01-541-140	Overtime - Roads & Streets	7,788.09	5,145.00	5,145.00	844.55	3,280.40	36.24 %
01-541-210	Fica Taxes - Roads & Streets	14,277.27	18,477.00	18,477.00	1,033.86	14,838.39	19.69 %
01-541-220	Retirement Contribution - Roads & Str	23,537.89	31,288.00	31,288.00	1,993.82	24,104.49	22.96 %
01-541-230	Life & Health Insurance - Roads & Str	49,030.65	67,346.00	67,346.00	4,398.35	54,617.10	18.90 %
01-541-240	Worker's Compensation - Roads & S	20,122.76	19,865.00	19,865.00	0.00	6,530.35	67.13 %
01-541-310	Professional Services - Roads & Street	21,969.78	40,000.00	40,000.00	695.50	38,288.00	4.28 %
01-541-311	Engineering Services - Roads & Street	33,385.77	95,000.00	95,000.00	0.00	95,000.00	0.00 %
01-541-400	Travel Expenses - Roads & Streets	80.00	500.00	500.00	0.00	470.00	6.00 %
01-541-405	Training - Streets	438.00	1,000.00	1,000.00	0.00	1,000.00	0.00 %
01-541-410	Communication Services - Roads & Stre	3,385.33	10,000.00	10,000.00	127.56	9,424.30	5.76 %
01-541-430	Utilities - Roads & Streets	26,322.51	40,000.00	40,000.00	2,201.52	33,046.34	17.38 %
01-541-440	Rentals and Leases - Roads & Streets	0.00	0.00	0.00	25.83	(25.83)	0.00 %
01-541-460	Repairs and Maintenance - Roads & Str	4,754.83	15,000.00	15,000.00	0.00	12,750.00	15.00 %
01-541-461	Repairs & Maintenance-Equipment - Roa	14,377.72	10,000.00	10,000.00	890.13	7,901.93	20.98 %
01-541-464	Vehicle Fuel - Roads & Streets	7,600.82	10,000.00	10,000.00	1,949.82	6,732.68	32.67 %
01-541-465	Vehicle Maintenance - Roads & Streets	8,935.33	12,000.00	12,000.00	1,130.18	10,869.82	9.42 %
01-541-466	Public Works/Utilities Facility - Rep	1,977.95	5,000.00	5,000.00	461.69	4,538.31	9.23 %
01-541-470	Printing and Reproduction - Streets	43.63	200.00	200.00	0.00	200.00	0.00 %
01-541-493	Equipment Rental - Roads & Streets	1,013.56	2,000.00	2,000.00	0.00	2,000.00	0.00 %
01-541-510	Office Supplies - Roads & Streets	254.12	500.00	500.00	137.71	362.29	27.54 %
01-541-520	Operating Supplies - Roads & Streets	7,684.70	10,000.00	10,000.00	950.94	8,246.22	17.54 %
01-541-524	Chemicals - Roads & Streets	0.00	500.00	500.00	0.00	500.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & S	5,237.67	75,000.00	75,000.00	6,223.05	68,776.95	8.30 %

CITY OF POLK CITY
DECEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures
25.00 % Yr Complete For Fiscal Year: 2024 / 12

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-541-531	Landscape Materials & Supplies - Road	685.84	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	87.98	500.00	500.00	0.00	0.00	500.00	0.00 %
01-541-630	Improvements Other than Building - Ro	39,802.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	64,026.37	53,050.00	53,050.00	0.00	49.71	53,000.29	0.09 %
01-541-650	Construction in Progress - Roads & St	0.00	650,000.00	650,000.00	0.00	0.00	650,000.00	0.00 %
01-541-660	Books, Pub.& Library Materials - Road	510.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		533,890.43	1,411,259.00	1,411,259.00	30,582.15	109,540.61	1,301,718.39	7.76 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	83,407.86	83,765.00	83,765.00	6,806.00	20,418.01	63,346.99	24.38 %
01-571-140	Overtime - Library	16.22	516.00	516.00	0.00	0.00	516.00	0.00 %
01-571-210	Fica Taxes - Library	6,275.60	6,448.00	6,448.00	510.61	1,789.59	4,658.41	27.75 %
01-571-220	Retirement Contribution - Library	10,232.95	11,437.00	11,437.00	923.58	3,221.26	8,215.74	28.17 %
01-571-230	Life & Health Insurance - Library	25,465.27	26,910.00	26,910.00	2,199.18	6,646.38	20,263.62	24.70 %
01-571-240	Worker's Compensation - Library	254.03	135.00	135.00	0.00	230.95	(95.95)	171.07 %
01-571-310	Professional Services - Library	2,602.45	2,800.00	2,800.00	197.50	3,413.03	(613.03)	121.89 %
01-571-312	Professional Services - Other - Libra	1,877.54	3,200.00	3,200.00	0.00	0.00	3,200.00	0.00 %
01-571-400	Travel Expenses - Library	0.00	550.00	550.00	0.00	0.00	550.00	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	3,733.98	6,500.00	6,500.00	147.00	915.78	5,584.22	14.09 %
01-571-430	Utilities - Library	2,990.04	5,700.00	5,700.00	257.19	1,005.30	4,694.70	17.64 %
01-571-460	Repairs and Maintenance - Library	468.54	550.00	550.00	0.00	0.00	550.00	0.00 %
01-571-470	Printing and Reproduction - Library	0.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-571-480	Promo Activities & Legal Ads - Librar	566.80	2,600.00	2,600.00	0.00	42.00	2,558.00	1.62 %
01-571-490	Other Current Charges - Library	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-571-510	Office Supplies - Library	662.05	1,600.00	1,600.00	0.00	87.45	1,512.55	5.47 %
01-571-520	Operating Supplies - Library	1,927.67	5,000.00	5,000.00	60.41	1,550.20	3,449.80	31.00 %
01-571-531	Landscape Materials & Supplies - Libr	28.36	200.00	200.00	0.00	0.00	200.00	0.00 %
01-571-540	Books, Pub., Sub., & Memberships - Li	1,267.08	2,700.00	2,700.00	0.00	269.88	2,430.12	10.00 %
01-571-560	Books, Pub.& Library Materials - Libr	18,161.53	18,600.00	18,600.00	1,088.53	2,534.93	16,065.07	13.63 %
DEPARTMENT TOTAL		159,937.97	180,711.00	180,711.00	12,190.00	42,124.76	138,586.24	23.31 %

CITY OF POLK CITY
DECEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures
25.00 % Yr Complete For Fiscal Year: 2024 / 12

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	PERCENTAGE REALIZED
PARKS								
01-572-310	Professional Services - Parks	11,900.70	15,000.00	15,000.00	542.50	4,311.17	10,688.83	28.74 %
01-572-430	Utilities - Parks	12,007.01	17,000.00	17,000.00	0.00	3,553.74	13,446.26	20.90 %
01-572-460	Repairs and Maintenance - Parks	6,915.69	5,000.00	5,000.00	626.78	2,768.46	2,231.54	55.37 %
01-572-493	Equipment Rental - Parks	401.38	750.00	750.00	0.00	0.00	750.00	0.00 %
01-572-520	Operating Supplies - Parks	970.86	1,000.00	1,000.00	58.35	871.37	128.63	87.14 %
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	DEPARTMENT TOTAL	32,195.64	38,750.00	38,750.00	1,227.63	11,504.74	27,245.26	29.69 %
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SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	2,119.00	2,500.00	2,500.00	0.00	200.00	2,300.00	8.00 %
01-574-440	Rentals and Leases - Spec Events	32,885.80	34,000.00	34,000.00	0.00	47,140.20	(13,140.20)	138.65 %
01-574-480	Promo Activities & Legal Ads - Spec E	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-490	Other Current Charges - Spec Events	0.00	800.00	800.00	228.50	228.50	571.50	28.56 %
01-574-520	Operating Supplies - Spec Events	4,392.47	7,000.00	7,000.00	1,518.28	3,814.27	3,185.73	54.49 %
=====								
	DEPARTMENT TOTAL	39,397.27	45,300.00	45,300.00	1,746.78	51,382.97	(6,082.97)	113.43 %
=====								
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	18,301.25	35,000.00	35,000.00	0.00	11,330.65	23,669.35	32.37 %
01-590-312	Professional Services - Other - Non-D	777.50	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-590-320	Accounting and Auditing - Non-Dept	18,111.97	20,000.00	20,000.00	0.00	4,102.74	15,897.26	20.51 %
01-590-440	Rentals and Leases - Non-Dept	0.00	5,500.00	5,500.00	88.74	177.48	5,322.52	3.23 %
01-590-450	Liability Insurance - Non-Dept	80,758.50	97,000.00	97,000.00	0.00	83,696.13	13,303.87	86.28 %
01-590-464	Vehicle Fuel - Non-Departmental	658.39	550.00	550.00	123.93	221.51	328.49	40.27 %
01-590-465	Vehicle Maintenance - Non-Departmenta	1,097.10	2,000.00	2,000.00	3.99	3.99	1,996.01	0.20 %
01-590-490	Other Current Charges - Non Dept	0.00	2,000.00	2,000.00	0.00	1,000.00	1,000.00	50.00 %
01-590-510	Office Supplies - Non-Departmental	1,025.06	1,000.00	1,000.00	39.99	343.75	656.25	34.38 %
01-590-520	Operating Supplies - Non-Dept	1,417.83	3,000.00	3,000.00	2,679.05	2,983.41	16.59	99.45 %
01-590-521	Emergencies & Contingencies - Operati	11,403.67	15,000.00	15,000.00	0.00	1,237.30	13,762.70	8.25 %
01-590-525	Uniforms - Non Dept	4,075.79	4,500.00	4,500.00	297.43	640.96	3,859.04	14.24 %
01-590-528	Postage - Non-Dept	1,502.80	1,500.00	1,500.00	0.00	1.50	1,498.50	0.10 %

CITY OF POLK CITY
DECEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures
25.00 % Yr Complete For Fiscal Year: 2024 / 12

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-590-540	Books, Pub., Sub., & Memberships -NON	8,659.02	9,000.00	9,000.00	50.34	4,849.83	4,150.17	53.89 %
01-590-550	Pre-Employment Exam/Drug Test	69.50	500.00	500.00	0.00	0.00	500.00	0.00 %
01-590-551	Immunizations - Employees	408.00	600.00	600.00	156.00	418.00	182.00	69.67 %
01-590-552	DOT Testing	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-590-553	Employee Meeting/Awards	717.88	1,000.00	1,000.00	53.73	116.23	883.77	11.62 %
01-590-554	Employee Holiday Dinner	1,076.61	1,500.00	1,500.00	964.04	1,023.47	476.53	68.23 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	37,409.00	32,409.00	0.00	0.00	32,409.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	1,000.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
01-590-992	Unemployment Claims - Non-Dept	1,287.65	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-590-995	Refund of Overpayments	390.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-590-996	Bad Debt - Non-Dept	1,165.07	0.00	0.00	0.00	(44.23)	44.23	0.00 %
01-590-999	Other - Non-Operating Charges - Non-D	2,746.35	10,000.00	10,000.00	0.00	594.31	9,405.69	5.94 %
DEPARTMENT TOTAL		156,649.94	265,559.00	260,559.00	4,457.24	112,697.03	147,861.97	42.44 %

General Fund Revenues Total	3,394,454.33	4,017,648.00	4,017,648.00	351,677.71	671,151.34	3,346,496.66	83.29%
General Fund Expenditures Total	2,675,816.47	4,017,648.00	4,017,648.00	199,735.99	825,165.95	3,192,484.05	79.46%
Total Revenue vs. Expenditures	718,637.86	0.00	0.00	151,941.72	-154,014.61	154,012.61	

CITY OF POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	2,951,471.62	
05-101-900	Cash - Water Impact Fee Account	150.00	
05-101-913	DEP Loan - Sinking Fund	116,138.72	
05-101-916	US Bank - Sink Fund	611,270.88	
05-101-917	US Bank - Renewal & Replacement Series	200,994.11	
05-101-918	DEP Loan WW531400 - Sink Fund	1,313.38	
05-101-919	DEP Loan WW531402 - Sink Fund	19,086.61	
05-101-920	Cash - Customer Deposits	357,780.00	
05-101-936	FDEP 531402 Sinking Fund	11,931.67	
05-115-100	Accounts Receivable - Utilities	27,716.89	
05-115-130	Accounts Receivable - Readiness to Serve	21,261.91	
05-117-100	Allowance for Bad Debt	327.41-	
05-117-200	Allowance for Uncollectible A/R	20,389.46-	
05-151-100	Investments - FL SAFE EF	639,166.71	
05-151-902	Investments - FL SAFE EF Reserves	134,159.89	
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**		20,737,978.98
05-202-100	Accounts Payable	72,113.48	
05-202-200	Accounts Payable - Year End	89,579.00	
05-202-900	Customer Deposits	357,780.00	
05-203-100	Accumulated Interest Payable	49,329.17	
05-203-600	SRF Loan WW51201P	1,674,524.85	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	30,495.24	
05-203-615	SRF Loan WW531402/SG531403	778,037.50	
05-203-710	US Bank 2017 Bond Note	7,410,000.00	
05-203-910	Unamortized Bond Premiums - US Bank	468,166.37	
05-208-305	Taxes Payable	2,261.18	
05-216-100	Accrued Payroll	19,512.31-	
05-218-320	Supplemental Insurance Payable	2,002.98-	
05-223-100	Deferred Revenue	1,364,325.00	
05-225-100	Deferred Inflows - Related to Pension	13,560.19	
05-234-100	L-T-D - Current Portion	438,421.72	
05-234-901	Less: Current Portion of LTD	438,421.72-	
05-235-800	OPEB Liability	14,390.51	
05-235-900	Net Pension Liability	344,376.14	
	** TOTAL LIABILITY**		12,647,423.34
	** TOTAL ENCUMBRANCE**		0.00
05-250-100	Contributed Capital	598,715.40	
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	6,797,039.09	
05-271-150	Fund Balance - Restatement	12,428.57-	
05-271-200	Net Asset Adjustment Account	10,071.23-	

**CITY OF POLK CITY
 Simple Balance Sheet**

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

Account Number	Account Title	Ending Bal	Net Amount
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		8,144,321.71
	** TOTAL REVENUE**		469,596.80
	** TOTAL EXPENSE**		523,362.87
	TOTAL LIABILITY AND EQUITY		20,737,978.98

CITY OF POLK CITY
DECEMBER 2023 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE
25.00 % Yr Complete For Fiscal Year: 2024 / 12

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2023 ANTICIPATED REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTILITY	1,404.93	195.00	195.00	195.00	0.00	20.51	174.49	10.52 %
05-325-111	Connection Fees - Water - Cash Basis	19,389.60	10,000.00	10,000.00	10,000.00	0.00	2,175.00	7,825.00	21.75 %
05-325-210	Readiness to Serve Charge - Sewer	14,726.81	4,282.00	4,282.00	4,282.00	0.00	416.40	3,865.60	9.72 %
05-325-211	Readiness to Serve Charge - Water	14,047.98	1,948.00	1,948.00	1,948.00	0.00	205.08	1,742.92	10.53 %
05-329-200	Other Lic./Fees/Permits	1,503.69	600.00	600.00	600.00	0.00	0.00	600.00	0.00 %
05-340-300	Water Utility Revenue	1,318,141.76	1,314,799.00	1,314,799.00	1,314,799.00	(504.98)	220,897.26	1,093,901.74	16.80 %
05-340-500	Sewer Utility Revenue	1,299,451.90	1,316,249.00	1,316,249.00	1,316,249.00	(554.48)	214,795.64	1,101,453.36	16.32 %
05-359-100	Other Fines and/or Forfeitures	32,345.00	33,960.00	33,960.00	33,960.00	2,010.00	5,750.00	28,210.00	16.93 %
05-359-200	Non Sufficient Funds	2,640.00	2,340.00	2,340.00	2,340.00	140.00	415.00	1,925.00	17.74 %
05-359-300	Late Fees	26,344.50	26,348.00	26,348.00	26,348.00	(63.00)	4,420.50	21,927.50	16.78 %
05-361-200	Interest/Dividends - FL SAFE	34,808.00	32,637.00	32,637.00	32,637.00	3,544.63	10,563.41	22,073.59	32.37 %
05-369-110	Refund of Overpayments	0.00	0.00	0.00	0.00	0.00	9,938.00	(9,938.00)	0.00 %
05-369-112	Cash Drawer Overage - Bank Rec	11,163.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-401	Insurance - Claims	529.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-700	Misc Income - Reimbursement - Invoice	70.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-381-900	Cash Carry Forward	0.00	972,744.00	972,744.00	972,744.00	0.00	0.00	972,744.00	0.00 %
DEPARTMENT TOTALS		2,776,568.12	3,716,102.00	3,716,102.00	3,716,102.00	4,572.17	469,596.80	3,246,505.20	12.64 %

CITY OF POLK COUNTY
DECEMBER 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures
25.00 % Yr Complete For Fiscal Year: 2024 / 12

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
Water								
05-518-120	Regular Salary - Wages - Water Admin	72,433.52	124,610.00	124,610.00	5,232.00	13,689.62	110,920.38	10.99 %
05-518-140	Overtime - Water Admin	878.22	998.00	998.00	0.00	0.00	998.00	0.00 %
05-518-210	Fica Taxes - Water Admin	4,882.94	9,609.00	9,609.00	394.32	1,686.87	7,922.13	17.56 %
05-518-220	Retirement Contribution - Water Admin	7,995.69	17,045.00	17,045.00	709.98	2,950.51	14,094.49	17.31 %
05-518-230	Life & Health Insurance - Water Admin	32,832.34	40,325.00	40,325.00	3,298.77	8,867.09	31,457.91	21.99 %
05-518-240	Worker's Compensation - Water Admin	0.00	201.00	201.00	0.00	0.00	201.00	0.00 %
05-518-310	Professional Services - Water Admin	0.00	24,400.00	24,400.00	0.00	70.00	24,330.00	0.29 %
05-518-312	Professional Services - Other - Water	25,426.74	0.00	0.00	2,259.19	4,179.11	(4,179.11)	0.00 %
05-518-400	Travel and Training - Water Admin	0.00	750.00	750.00	0.00	0.00	750.00	0.00 %
05-518-405	Training - Water Administration	286.00	750.00	750.00	0.00	0.00	750.00	0.00 %
05-518-470	Printing and Reproduction - Water 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	493.64	600.00	600.00	15.19	81.13	518.87	13.52 %
05-518-520	Operating Supplies - Water Admin	2,325.13	1,500.00	1,500.00	0.00	48.63	1,451.37	3.24 %
05-518-540	Books, Pub., Sub., & Memberships - Wa	239.88	300.00	300.00	0.00	0.00	300.00	0.00 %
05-518-630	Improvements Other than Building - Wa	6,980.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		154,774.10	221,988.00	221,988.00	11,909.45	31,572.96	190,415.04	14.22 %
DEPARTMENT TOTAL		164,863.62	149,442.00	149,442.00	14,918.37	47,265.15	102,176.85	31.63 %
05-533-120	Regular Salary - Wages - Water Oper	52.50	0.00	0.00	15.00	52.50	(52.50)	0.00 %
05-533-130	Other Salaries and Wages - Water Oper	8,268.65	7,133.00	7,133.00	1,077.10	1,825.56	5,307.44	25.59 %
05-533-140	Overtime - Water Oper	13,505.79	11,978.00	11,978.00	1,204.74	4,069.49	7,908.51	33.97 %
05-533-210	Fica Taxes - Water Oper	22,826.56	16,165.00	16,165.00	2,170.60	7,434.96	8,730.04	45.99 %
05-533-220	Retirement Contribution - Water Oper	31,164.79	40,640.00	40,640.00	3,298.78	10,019.82	30,620.18	24.66 %
05-533-230	Life & Health Insurance - Water Oper	4,941.33	3,862.00	3,862.00	0.00	4,753.00	(891.00)	123.07 %
05-533-240	Worker's Compensation - Water Ope	6,484.49	15,000.00	15,000.00	3,622.50	4,350.00	10,650.00	29.00 %
05-533-310	Professional Services - Water Oper	51,273.75	100,000.00	100,000.00	675.00	6,007.50	93,992.50	6.01 %
05-533-311	Engineering Services - Water Oper	9,332.12	20,000.00	20,000.00	986.50	6,607.03	13,392.97	33.04 %
05-533-312	Professional Services - Other - Water	1,196.03	2,000.00	2,000.00	0.00	652.70	1,347.30	32.64 %
05-533-313	Professional Services - Polk Regional	2,441.00	5,000.00	5,000.00	120.00	372.00	4,628.00	7.44 %
05-533-314	Professional Services - Samples	1,190.58	1,250.00	1,250.00	0.00	39.75	1,210.25	3.18 %
05-533-400	Travel Expenses - Water Oper	1,306.50	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00 %
05-533-405	Training - Water Oper	5,260.50	8,000.00	8,000.00	110.49	1,282.37	6,717.63	16.03 %

CITY OF POLK COUNTY
DECEMBER 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures

25.00 % Yr Complete For Fiscal Year: 2024 / 12

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
05-533-430	Utilities - PW/Utilities Facility Wat	1,285.49	2,500.00	2,500.00	42.67	384.33	2,115.67	15.37 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	6,301.43	7,000.00	7,000.00	1,106.70	1,889.96	5,110.04	27.00 %
05-533-432	Commonwealth WTP - Utilities - Water	1,146.69	1,500.00	1,500.00	228.95	459.33	1,040.67	30.62 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	10,950.47	12,000.00	12,000.00	889.90	2,678.06	9,321.94	22.32 %
05-533-460	Repairs and Maintenance - Water Oper	2,648.11	115,000.00	115,000.00	0.00	0.00	115,000.00	0.00 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	1,952.37	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-533-462	Commonwealth WTP - Repairs and Maint	1,507.46	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	291.89	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-533-464	Vehicle Fuel - Water Oper	12,681.44	15,000.00	15,000.00	1,691.29	2,301.31	12,698.69	15.34 %
05-533-465	Vehicle Maintenance - Water Oper	4,353.15	7,000.00	7,000.00	4,481.22	5,205.22	1,794.78	74.36 %
05-533-466	Public Works/Utilities Facility - Rep	5,567.15	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
05-533-467	Repairs & Maintenance-Equipment - Wat	3,321.16	3,500.00	3,500.00	445.06	1,049.29	2,450.71	29.98 %
05-533-470	Printing and Reproduction - Water Ope	21.82	400.00	400.00	0.00	0.00	400.00	0.00 %
05-533-492	Recording & Other Fees - Water Oper	4,300.00	4,440.00	4,440.00	0.00	0.00	4,440.00	0.00 %
05-533-510	Office Supplies - Water Oper	226.26	500.00	500.00	0.00	188.55	311.45	37.71 %
05-533-520	Operating Supplies - Water Oper	26,511.47	17,500.00	17,500.00	2,451.80	5,146.16	12,353.84	29.41 %
05-533-521	Mt.Olive WTP - Operating Supplies - W	1,140.12	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-522	Commonwealth WTP - Operating Supplies	423.58	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-533-523	V.Matt Williams WTP - Operating Suppl	423.58	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-533-524	Chemicals - Water Oper	11,607.78	9,000.00	9,000.00	0.00	1,791.00	7,209.00	19.90 %
05-533-526	Meter Supplies - New Installs - Water	130,965.58	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-533-527	Meter Supplies - Repairs & Maintenanc	122,698.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	458.73	750.00	750.00	0.00	0.00	750.00	0.00 %
05-533-630	Improvements Other than Building - Wa	1,125.00	0.00	0.00	0.00	4,250.00	(4,250.00)	0.00 %
05-533-640	Machinery & Equipment - Water Oper	14,316.55	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-660	Other Capital Assets - Water Operatio	510.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-710	Principal - Water Oper	0.00	63,896.00	63,896.00	0.00	0.00	63,896.00	0.00 %
05-533-711	Principal - Water 2011 Bond Pay Off	0.00	65,659.00	65,659.00	0.00	0.00	65,659.00	0.00 %
05-533-720	Interest - Water Oper	67,541.50	0.00	0.00	143,862.50	143,862.50	(143,862.50)	0.00 %
DEPARTMENT TOTAL		758,394.99	844,365.00	844,365.00	183,399.17	263,937.54	580,427.46	31.26 %

Sewer

05-535-120	Regular Salary - Wages - Sewer Oper	104,880.86	152,126.00	152,126.00	7,919.61	24,898.38	127,227.62	16.37 %
05-535-130	Other Salaries and Wages - Sewer Oper	52.50	0.00	0.00	15.00	52.50	(52.50)	0.00 %
05-535-140	Overtime - Sewer Oper	6,641.94	7,288.00	7,288.00	891.34	1,811.82	5,476.18	24.86 %

CITY OF POLK COUNTY
DECEMBER 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures

25.00 % Yr Complete For Fiscal Year: 2024 / 12

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
05-535-210	Fica Taxes - Sewer Oper	8,281.53	12,195.00	12,195.00	670.08	2,361.45	9,833.55	19.36 %
05-535-220	Retirement Contribution - Sewer Oper	13,820.54	16,550.00	16,550.00	1,195.67	4,339.57	12,210.43	26.22 %
05-535-230	Life & Health Insurance - Sewer Oper	23,387.48	40,672.00	40,672.00	2,199.18	7,199.50	33,472.50	17.70 %
05-535-240	Worker's Compensation - Sewer Oper	0.00	3,937.00	3,937.00	0.00	0.00	3,937.00	0.00 %
05-535-310	Professional Services - Sewer Oper	2,322.50	10,000.00	10,000.00	877.50	1,380.00	8,620.00	13.80 %
05-535-311	Engineering Services - Sewer Oper	500.00	180,000.00	180,000.00	4,187.50	12,787.50	167,212.50	7.10 %
05-535-312	Professional Services - Other - Sewer	35,800.56	35,000.00	35,000.00	2,513.57	10,226.93	24,773.07	29.22 %
05-535-314	Professional Services - Samples	8,346.00	11,000.00	11,000.00	265.00	2,566.00	8,434.00	23.33 %
05-535-400	Travel Expenses - Sewer Oper	896.67	1,500.00	1,500.00	0.00	21.95	1,478.05	1.46 %
05-535-405	Training - Sewer Oper	536.50	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-410	Communication Services - Sewer Oper	5,259.93	5,500.00	5,500.00	72.94	1,344.90	4,155.10	24.45 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	2,890.27	3,200.00	3,200.00	0.00	258.99	2,943.01	8.03 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,053.80	2,500.00	2,500.00	0.00	513.45	1,986.55	20.54 %
05-535-430	Utilities - PW/Utilities Facility Sew	5,913.03	5,500.00	5,500.00	299.25	1,354.33	4,145.67	24.62 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	42,105.00	39,700.00	39,700.00	3,092.39	12,716.69	26,983.31	32.03 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,447.14	9,000.00	9,000.00	582.60	2,248.41	6,751.59	24.98 %
05-535-460	Repairs and Maintenance - Sewer Oper	85,342.06	130,000.00	130,000.00	0.00	6,078.69	123,921.31	4.68 %
05-535-461	Cardinal Hill - Repairs and Maint - S	18,242.03	390,000.00	390,000.00	0.00	5,086.27	384,913.73	1.30 %
05-535-464	Vehicle Fuel - Sewer Oper	7,191.99	7,000.00	7,000.00	1,511.59	3,444.38	3,555.62	49.21 %
05-535-465	Vehicle Maintenance - Sewer Oper	4,821.31	6,000.00	6,000.00	4,518.70	5,126.22	873.78	85.44 %
05-535-466	Public Works/Utilities Facility - Rep	213.21	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-535-467	Repairs & Maintenance-Equipment - Sew	2,594.52	2,500.00	2,500.00	445.06	2,740.73	(240.73)	109.63 %
05-535-470	Printing and Reproduction - Sewer Oper	21.81	100.00	100.00	0.00	0.00	100.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-493	Equipment Rental - Sewer Oper	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	531.30	300.00	300.00	0.00	0.00	300.00	0.00 %
05-535-520	Operating Supplies - Sewer Oper	15,947.59	20,000.00	20,000.00	1,137.02	2,102.31	17,897.69	10.51 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	175.75	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	35,387.20	35,000.00	35,000.00	2,554.00	4,964.00	30,036.00	14.18 %
05-535-524	Chemicals - Sewer Oper	29,370.40	10,000.00	10,000.00	620.00	4,781.00	5,219.00	47.81 %
05-535-540	Books, Pub., Sub., & Memberships - Se	830.99	1,000.00	1,000.00	100.00	100.00	900.00	10.00 %
05-535-630	Improvements Other than Building - Se	38,723.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	18,394.54	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	45,684.10	639,719.00	639,719.00	821.30	19,509.77	620,209.23	3.05 %
05-535-660	Other Capital Assets - Sewer Operatio	510.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-710	Principal - Sewer Oper	0.00	355,782.00	355,782.00	0.00	0.00	355,782.00	0.00 %
05-535-712	Principal - DEP Effluent Disposal Loa	0.00	27,076.00	27,076.00	0.00	0.00	27,076.00	0.00 %
05-535-720	Interest - Sewer Oper	266,836.54	258,566.00	258,566.00	0.00	0.00	258,566.00	0.00 %
05-535-722	Interest - DEP Effluent Disposals Loan	1,608.06	1,554.00	1,554.00	0.00	0.00	1,554.00	0.00 %

CITY OF POLK COUNTY
DECEMBER 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures
25.00 % Yr Complete For Fiscal Year: 2024 / 12

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MYD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
DEPARTMENT TOTAL		844,562.65	2,441,765.00	2,441,765.00	36,489.30	140,013.74	2,301,751.26	5.73 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	17,363.26	25,000.00	25,000.00	0.00	1,827.45	23,172.55	7.31 %
05-590-312	Professional Services - Other - Non-D	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-320	Accounting and Auditing - Non-Dept	35,362.95	28,000.00	28,000.00	0.00	8,329.76	19,670.24	29.75 %
05-590-440	Rentals and Leases - Non-Dept	4,960.22	5,500.00	5,500.00	407.51	1,431.02	4,068.98	26.02 %
05-590-450	Liability Insurance - Non-Dept	80,758.50	97,000.00	97,000.00	0.00	67,147.12	29,852.88	69.22 %
05-590-510	Office Supplies - Non-Departmental	1,063.55	750.00	750.00	39.99	148.45	601.55	19.79 %
05-590-520	Operating Supplies - Non-Dept	1,094.57	1,000.00	1,000.00	927.68	1,206.63	(206.63)	120.66 %
05-590-521	Emergencies & Contingencies - Operati	9,797.03	0.00	0.00	0.00	1,429.29	(1,429.29)	0.00 %
05-590-525	Uniforms - Non Dept	4,416.82	3,000.00	3,000.00	387.92	902.10	2,097.90	30.07 %
05-590-528	Postage - Non-Dept	2,141.59	1,000.00	1,000.00	0.00	7.25	992.75	0.73 %
05-590-540	Books, Pub., Sub., & Memberships -NON	342.67	750.00	750.00	50.34	4,009.84	(3,259.84)	534.65 %
05-590-550	Pre-Employment Exam/Drug Test	183.50	400.00	400.00	0.00	0.00	400.00	0.00 %
05-590-551	Immunizations - Employees	1,509.00	1,000.00	1,000.00	0.00	61.00	939.00	6.10 %
05-590-552	DOT Testing	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-590-553	Employee Meeting/Awards	375.43	1,000.00	1,000.00	53.80	449.07	550.93	44.91 %
05-590-554	Employee Holiday Dinner	922.14	1,500.00	1,500.00	587.42	646.84	853.16	43.12 %
05-590-720	Interest - Bond 2017 Issue	(39,358.04)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	56,381.91	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-940	Reserves - Unrestricted Reserves NON-	0.00	27,214.00	27,214.00	0.00	0.00	27,214.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	190.55	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-590-994	Bank Fees - Non-Dept	540.01	1,372.00	1,372.00	0.00	0.00	1,372.00	0.00 %
05-590-995	Refund of Overpayments - Non-Dept	870.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-590-996	Bad Debt - Non-Dept	21,224.47	5,000.00	5,000.00	0.00	(105.86)	5,105.86	(2.12) %
05-590-999	Other - Non-Operating Charges - Non-D	(14.54)	5,000.00	5,000.00	168.57	348.67	4,651.33	6.97 %
DEPARTMENT TOTAL		302,625.59	207,986.00	207,986.00	2,623.23	87,938.63	120,147.37	42.23 %
Enterprise Fund Revenues Total								
Enterprise Fund Expenditures Total		2,776,568.12	3,716,102.00	3,716,102.00	4,572.17	469,596.80	3,246,505.20	12.64 %
Total Revenue vs. Expenditures		-2,060,337.33	-3,716,102.00	-3,716,102.00	-234,884.40	-523,362.87	-3,192,741.13	14.08 %
		716,220.79	0.00	0.00	-230,312.31	-53,766.07	53,764.07	

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Dec
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	16,167.06	
08-101-101	GF Fire Public Safety Impact Fees	8,950.58	
08-101-102	GF Recreation Impact Fees	32,640.22	
08-101-103	GF Gen Gov't Facilities Impact Fees	57,121.86	
08-151-100	Investments - FL SAFE GF Police Public Safety	228,221.23	
08-151-101	Investments - FL SAFE GF Fire Public Saf...	144,243.90	
08-151-102	Investments - FL SAFE GF Recreation	431,339.80	
08-151-103	Investments - FL SAFE GF Facilities	476,939.08	
	** TOTAL ASSET**		1,395,623.73
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
08-271-100	Fund Balance Unreserved	1,374,384.78	
	** TOTAL EQUITY**		1,374,384.78
	** TOTAL REVENUE**		21,238.95
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		1,395,623.73

CITY OF POLK CITY
DECEMBER 2023 MONTHLY FINANCIALS

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GFIF Special Revenues
Budget Revenues

25.00 % Yr Complete For Fiscal Year: 2024 / 12

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
REVENUES								
08-324-100	Police - Public Safety Impact Fee	8,084.99	6,795.00	6,795.00	0.00	644.99	6,150.01	9.49 %
08-324-110	Fire/Rescue - Public Safety Impact Fe	3,796.21	3,106.00	3,106.00	0.00	345.11	2,760.89	11.11 %
08-324-610	Parks & Recreation Impact Fee	12,481.92	10,402.00	10,402.00	0.00	1,040.16	9,361.84	10.00 %
08-324-710	Public Facilities Impact Fee	20,976.12	17,480.00	17,480.00	0.00	1,748.01	15,731.99	10.00 %
08-361-200	Interest/Dividends - FL SAFE	57,535.47	15,000.00	15,000.00	5,859.06	17,460.68	(2,460.68)	116.40 %
08-381-900	CASH Carry Forward GF Impact Fees	0.00	180,000.00	180,000.00	0.00	0.00	180,000.00	0.00 %
DEPARTMENT TOTALS		102,874.71	232,783.00	232,783.00	5,859.06	21,238.95	211,544.05	9.12 %
EXPENDITURES								
08-521-930	Reserves - Police Public Safety Impac	644.99	6,795.00	6,795.00	0.00	0.00	6,795.00	0.00 %
08-521-931	Reserves - Police Public Safety Int/D	0.00	750.00	750.00	0.00	0.00	750.00	0.00 %
08-522-930	Reserves - Fire Public Safety Impact	345.11	183,106.00	183,106.00	0.00	0.00	183,106.00	0.00 %
08-522-931	Reserves - Fire Public Safety Int/Div	0.00	750.00	750.00	0.00	0.00	750.00	0.00 %
08-539-930	Reserves - Public Facility Impact Fee	1,748.01	17,480.00	17,480.00	0.00	0.00	17,480.00	0.00 %
08-539-931	Reserves - Public Facility Int/Divide	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
08-572-930	Reserves - Parks & Rec Impact Fees	1,040.16	10,402.00	10,402.00	0.00	0.00	10,402.00	0.00 %
08-572-931	Reserves - Parks & Rec Int/Dividends	0.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
DEPARTMENT TOTALS		3,778.27	232,783.00	232,783.00	0.00	0.00	232,783.00	0.00 %
GF Impact Fee Fund Revenues Total		102,874.71	232,783.00	232,783.00	5,859.06	21,238.95	211,544.05	9.12 %
GF Impact Fee Fund Expenditures Total		-3,778.27	-232,783.00	-232,783.00	0.00	0.00	232,783.00	0.00 %
Total Revenue vs. Expenditures		99,096.44	0.00	0.00	5,859.06	21,238.95	444,327.05	

CITY OF POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
09-101-800	EF Sewer Impact Fee Account	450,110.04	
09-101-900	EF Water Impact Fee Account	123,296.57	
09-151-800	Investements - Sewer Impact	1,746,534.06	
09-151-900	Investements - Water Impact	283,985.56	
09-169-900	CIP - Construction Costs	28,872.10	
	** TOTAL ASSET**		2,632,798.33
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
09-271-100	Unreserved Fund Balance	2,682,074.25	
	** TOTAL EQUITY**		2,682,074.25
	** TOTAL REVENUE**		41,857.65
	** TOTAL EXPENSE**		91,133.57
	TOTAL LIABILITY AND EQUITY		2,632,798.33

CITY OF POLK CITY
DECEMBER 2023 MONTHLY FINANCIALS

01/04/2024 10:32
gb8501_pg.php/Job No: 11482

EFIF Special Revenues
25.00 % Yr Complete For Fiscal Year: 2024 / 12

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
REVENUES								
TOTAL AR								
09-324-210	Water Capital Connection Charge	45,422.00	36,687.00	36,687.00	0.00	5,391.00	31,296.00	14.69 %
09-324-220	Wastewater Capital Connection Charge	79,470.00	66,225.00	66,225.00	0.00	8,830.00	57,395.00	13.33 %
09-361-200	Interest/Dividends - FL SAFE	91,066.92	15,000.00	15,000.00	9,273.70	27,636.65	(12,636.65)	184.24 %
09-381-900	CASH Carry Forward EF Impact Fees	0.00	91,544.00	91,544.00	0.00	0.00	91,544.00	0.00 %
DEPARTMENT TOTALS		215,958.92	209,456.00	209,456.00	9,273.70	41,857.65	167,598.35	19.98 %
EXPENDITURES								
09-533-310	Professional Services - Legal Fees	1,237.50	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
09-533-312	Professional Services - Other Profess	2,875.00	1,725.00	1,725.00	0.00	0.00	1,725.00	0.00 %
09-533-529	Water Impact Fee - Refund Customer	1,747.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-533-650	Construction In Progress - Water IF S	0.00	91,544.00	91,544.00	0.00	91,133.57	410.43	99.55 %
09-533-930	Reserves - Water Impact Fees	0.00	27,962.00	27,962.00	0.00	0.00	27,962.00	0.00 %
09-533-931	Reserves - Water Int/Dividends	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
09-535-310	Professional Services - Legal Fees	0.00	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
09-535-312	Professional Services - Other Profess	2,875.00	1,725.00	1,725.00	0.00	0.00	1,725.00	0.00 %
09-535-529	Sewer Impact Fee - Refund Customer	4,415.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-535-930	Reserves - Sewer Impact Fees	0.00	57,500.00	57,500.00	0.00	0.00	57,500.00	0.00 %
09-535-931	Reserves - Sewer Int/Dividends	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
DEPARTMENT TOTALS		13,149.50	209,456.00	209,456.00	0.00	91,133.57	118,322.43	43.51 %

EF Impact Fee Fund Revenues Total	215,958.92	209,456.00	209,456.00	9,273.70	41,857.65	167,598.35	19.98%
EF Impact Fee Fund Expenditures Total	-13,149.50	-209,456.00	-209,456.00	0.00	-91,133.57	-118,322.43	43.51%
Total Revenue vs. Expenditures	202,809.42	0.00	0.00	9,273.70	-49,275.92	49,275.92	

DECEMBER 2023

CIRCULATION

ADULT BOOKS	897
JUVENILE BOOKS	582
TOTAL CIRCULATION	1479

NEW BORROWERS

IN CITY	4
IN COUNTY	8
TOTAL NEW BORROWERS	12

NUMBER OF PROGRAMS

FAMILY	
ADULT	1
JUVENILE	
YOUNG ADULT	
TOTAL PROGRAMS	1

PROGRAM ATTENDANCE

ADULT	8
JUVENILE	1
YOUNG ADULT	
TOTAL ATTENDANCE	9

REFERENCE QUESTIONS

PHONE CALLS	98
-------------	----

NUMBER OF COMPUTER USERS

64

TOTAL PATRONS

622

Prepared by:

Hannah Ulloha

Library Director

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

STATISTICAL DATA

West Division

Date: January 5, 2024 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for December 2023

ACTIVITY	
FELONY ARREST	0
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	6
AFFIDAVITS MISDEMEANOR	2
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	8
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	10
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	17
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	5
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	940
TRAFFIC STOPS	18
TOTAL DISPATCHED CALLS FOR SERVICE	85

In December 2023, there was one (1) PROCAP captured crimes as compared to two (2) in December 2022. There was a stolen RV reported from Storage King located at 330 Commonwealth Ave., Polk City, Fl. 33868 this particular incident is trend related all over the county. In all for 2023 we are sitting at 17 procap related crimes compared to 28 ProCap crimes reported by this time in 2022. Currently for the year we have a reduction of 11 ProCap crimes putting us at -39% in ProCap related crimes for the year.

Sector	CaseNo	IncFrom	IncTo	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
BURGLARY CONVEYANCE										
13	PCSO-230052572	2023-12-27 / 1209hrs	2023-12-27 / 1209hrs	Wed	330 COMMONWEALTH AVE N STORAGE KING	Unk susp driving a black diesel pickup truck removed a 2019 Coleman travel trailer bearing Florida tag#Y45KYY / Susps were not pictured on video, but susp veh & trailer were				

S

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	
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	2	1	0%	0.2	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	0	1	0	0	0	7	1	0%	0.6	0.1	
Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	2	0	1	0	2	0	0	0	7	1	0%	0.6	0.1	
Grand Theft	0	0	1	1	1	0	1	0	0	0	1	0	0	1	1	0	0	0	0	0	0	0	0	1	5	3	100%	0.4	0.3	
Petit Theft	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2	0	0	1	0	0	2	4	0%	0.2	0.3		
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0
Retail Theft	0	0	0	0	1	0	1	0	0	1	0	1	0	0	0	0	1	0	0	0	1	0	0	2	4	-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	2	1	0%	0.2	0.1		
Totals	2	2	4	2	5	0	2	2	1	1	3	2	1	2	1	2	3	1	0	4	1	2	1	28	17	0%	2.3	1.4		
% Change	0%		-50%		N/A		0%		0%		200%		-50%		-50%		50%		N/A		-75%		-50%		-39%		-39%			

Public Works & Utilities Report

December 2023

Public Works Department - Work Orders: Total 179

BUILDING MAINTENANCE: 57

VEHICLE/EQUIPMENT MAINTENANCE: 16

EVENT SET UP- INSPECTION: 29

LANDSCAPING, MOWING: 4

PARKS AND RECREATION: 10

STREETS AND SIGNS: 3

Storm water: 38

TRASH PARKS AND FACILITIES: 7

TRASH ROADS AND STREETS: 6

TECH SUPPORT: 3

Utilities Department- Work Orders: Total 210

TURN ON: 26

TURN OFF: 21

LOCATES: 12

LIFT STATION MAINTENANCE AND REPAIR: 2

WWTP REPAIR AND MAINTENANCE: 7

WTP REPAIR AND MAINTENANCE: 32

METERS READ: 3,363

READS: 186

CONTINUE HYDRANT FLUSHING & MAINTENANCE

WATER LEAK: 5 (8981 Golden gate Blvd, HWY 33)

Utility Billing Report

December 2023

New Accounts Established: 25
Final/Terminated Service: 19
Bills Processed: 2719
Email/ Bill Customers: 1941
Work Orders Processed: 135
Lock off for Nonpayment: 0
Nonpayment fees (\$50): 50
Billed Consumption: 12,292,000
Billed/Revenue: \$288,861.58
Residential Billing: 2605
Irrigation Billing: 584
Commercial Billing: 94
Building Rentals Activity/Bronson Center/Freedom Park: 9

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, Work to update Citizenlink. Continue to work with staff to write procedures for Utility Billing.

Respectfully Submitted by:

Chasity Guinn

Utility Billing Supervisor

**City Commission Meeting
January 16, 2024**

AGENDA ITEM #1: Kipe Academy Letter of Request

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Letter of Request to lease the old Public Works Facility

ATTACHMENT:

Polk City Information Sheet
Kipe Academy IRS 501c3 Designation Letter
Kipe Academy State of Florida Tax Exempt Certificate
Kipe Academy Business Plan
Kipe Academy Letter of Request
Kipe Academy Flyer

ANALYSIS:

During the October 17, 2023 City Commission Meeting, Tonya Kipe addressed the City Commission regarding Kipe Academy, Inc. proposing to lease the old Public Works Facility for a Micro-school. 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.

Staff was directed to perform due diligence prior to providing Mrs. Kipe with a final response. That information is provided on the Polk City Information Sheet attached within this packet. The old Public Works Facility is currently zoned "*Recreation*". If Polk City plans to lease the building, the zoning would need to be changed to "*Public Buildings*". This zoning change would need to go to the Planning Commission for review and the City Commission for approval.

Mrs. Kipe has indicated that Kipe Academy desires to lease the entire building for a three-year term. If this building is leased to Kipe Academy, Polk City would need to purchase some form of a climate-controlled storage facility for Polk City's public records that are currently inside one the locked rooms.

The information provided by the Building Official was based on Kipe Academy using two (2) rooms & both bathrooms. If they want the entire building, Polk City will need further input from the Building Official and Fire Marshal.

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

STAFF RECOMMENDATION:

Approve Kipe Academy leasing the old Public Works Facility

**Polk City Information Sheet
for
KIPE ACADEMY**

• **INSURANCE (OUR PROVIDER)**

- 1) Renter must have insurance and list Polk City as an additional insured on their liability insurance
- 2) Insurance must be either \$1 million limits per occurrence or \$2 million aggregate

• **BUILDING INSPECTION – POLK COUNTY BUILDING DEPT**

- 1) In order to turn existing storage building into a School, there will be substantial improvements required
- 2) There would be a possibility that a monitored fire alarm would need to be installed
- 3) Walls separating the storage area from the school would require 2-hour fire rating, which could possibility include tearing into the roof to add fire rated plywood, 4 ft on each side on the new fire walls.
- 4) The initial review of the property before adding parking and access from the exterior, the County estimated approximately 50K to perform the necessary work.
- 5) Most of the work would be associated with bringing the building up to current fire standards

• **OTHER INFORMATION**

- 1) Building is 1,668 square feet, with three of the rooms used for storage of City records and other miscellaneous items.
- 2) This facility must be conducive to operating as an educational facility, meeting all local, County, State and Federal Building Code guidelines.
- 3) Recommended that a Certified Licensed Insured Contractor perform a full inspection of the building inside and outside, to determine if this facility is in fact conducive to operating as such
- 4) Property located at 220 Bougainvillea brought up to code for the facility to be considered occupiable.
- 5) This property could be leased for approximately \$2,500-\$3,000 per month
- 6) Business Plan and 501c3 Documents
- 7) Will confirm if tax exempt since the city will be leasing a portion of the building for school purposes
- 8) One paved handi-cap space and unpaved designated parking
- 9) There is no ingress/egress to the ally behind the tennis courts on city property



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

KIPE ACADEMY INCORPORATED
C/O TONYA KIPE
464 SUNRISE BLVD
POLK CITY, FL 33868

Date:
November 30, 2022
Employer ID number:
88-1021907
Person to contact:
Name: Richard K. Dolfi
ID number: 31363
Telephone: 877-829-5500
Accounting period ending:
June 30
Public charity status:
170(b)(1)(A)(ii)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
February 1, 2022
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053574005342

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

85-8018960636C-8	12/20/2022	12/31/2027	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

KIPE ACADEMY INCORPORATED
120 CARTER BLVD STE 4
POLK CITY FL 33868-8912

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

BUSINESS PLAN



Kipe Academy

info@kipeacademy.org

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EXECUTIVE SUMMARY

1

BUSINESS SUMMARY

At Kipe Academy, students from kindergarten to fifth grade will be provided time, strategies, and appropriately leveled content to help them be success. Students will explore topics that they are interested in to help them learn skills in all subject areas. They will also have the opportunity to learn citizenship with character building lessons and practice while participating in community events or attending functions or field trips. Students will also experience art, music, and physical education through lessons, practice, and designated time to be creative.

OUR MISSION STATEMENT

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.

FINANCIAL PLAN

Kipe Academy incorporated will charge a yearly tuition and fees to cover operating costs and employee compensation. State scholarships will be accepted and processed according to the disbursement schedule authorized by the State Department of Education. Families can also self-pay.

THE PROBLEM

2

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

Students are tasked with sitting in a 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 lose 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.

OUR SOLUTION

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

Students will be given an assessment for reading, writing, and math to determine their current levels of learning. From there, students will be placed in flexible groups based on their needs. They will be taught using explicit instruction. Once they master the skill, they will be moved to the next skill group. Students will be able to move along at their pace. Allowing students to master skills before moving on to harder concepts will help improve their self-confidence and help them to be more successful with the next skill.

When making lesson plans, students' interests will be taken into consideration. This way students will be interested and more likely to engage with the text, task, or discussion. The topics will be integrated into all subject areas. Students will have the opportunity to see how all subject areas are connected and relevant.

COMPANY DESCRIPTION

3

BUSINESS OBJECTIVE

Kipe Academy anticipates serving diverse students from kindergarten through fifth grade that are below grade level with or without an IEP or 504 plan and students that will learn best in an environment that has the flexibility to use teaching strategies and methods that are based on each student's needs. This will allow students of all ability levels, ethnic backgrounds, and social economic backgrounds to be empowered and achieve independence. In accordance with federal antidiscrimination laws and the Florida Educational Equity Act, we will not discriminate on the basis of race, ethnicity, national origin, gender, disability, or marital status.

BUSINESS VISION

At Kipe Academy, students from kindergarten to fifth grade 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.

BUSINESS STRUCTURE & OWNERSHIP

Kipe Academy Incorporated was founded by Tonya Kipe in February 2022. The Board of Directors will oversee the overall business operations. The Board will be composed of a president, two vice presidents, and a treasurer. One vice president will also attend to the secretarial duties.

BUSINESS LOCATION

Kipe Academy will be located in Polk City, Florida.

MANAGEMENT TEAM

The Executive Director will manage the daily operations of the school and oversee staff and students. The Executive Director will report to the Board of Directors.

S E R V I C E S O F F E R E D

Microschool Full Day Program

We provide students with a learning environment that is flexible and focuses on topics the students are interested in. They will be engaged with hands-on learning inside and outside of the classroom with a certified Full-Time Private Tutor. Available for students in Kindergarten to Fifth grade.

Part-Time Private Tutoring

1:1 tutoring or a small group of 5 focused on bridging the gap in reading and math with a certified teacher.

Choice Navigator

We guide students and families through the various non-traditional educational choices available. Specifically, we help you navigate the selection of, application for, and enrollment in educational options addressing the academics needs of your student, assist with curriculum selection, and offer advice on career and postsecondary education opportunities.

Homeschool Annual Evaluation

We can review your child's portfolio which should include either a digital or paper log of educational activities with titles of reading materials and a few samples of work and have a brief chat with your child. Completion time is 1-2 weeks. If you need it same day or within 48 hours, a rush fee is required.

Umbrella Program

Students learn off campus with lessons directed by their parents.

- Freedom to choose curriculum and method of schooling
- No yearly evaluations
- No required portfolios or records of academic work
- Support and guidance is available from our qualified licensed educators
- We report attendance for you
- Available for Kindergarten to 12th grade

Standardized Testing

We can administer a nationally standardized, norm-referenced assessment for your child and provide the results.

MARKET ANALYSIS

4

MARKET SIZE

During the 2022-2023 school year, the Florida Department of Education database currently shows in total that 4,376 students are enrolled in the five schools in an 11-mile radius of Polk City, Florida. Of that amount, 3,680 attend a public school and 696 attend a charter school. Four schools are classified as Title 1.

DEMOGRAPHICS

- Approximately 33 percent will be minority students.
- Approximately 93 percent will be eligible for the federal Free and Reduced-Price Lunch Program.
- Approximately 12 percent will be English Language Learners (ELLs) supported through the English for Speakers of Other Languages (ESOL) program.
- Approximately 21 percent will be students with disabilities.
- Approximately 4 percent will be gifted. (School-level data for gifted students is not publicly reported, so the district average was applied.)

BARRIERS TO ENTRY

Parents must apply for scholarships in a timely manner in order to pay for the tuition and fees.

Parents are not yet willing to commit to enrollment until we have a physical location.

TARGET CLIENT MARKET

Client Summary

Client Age Group	5 to 12 year-olds
Client Occupation	Elementary Students
Client Location	Polk County, Florida
Average Income Levels	\$64,330 - \$73,877
Projected Population Growth	11.03% (2021-2026)

Students in this area of Polk County, Florida need academic support.

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%

SWOT ANALYSIS

5

Kipe Academy has a systematic educational plan designed to allow students to learn using methods, strategies, and timing that is best for the students. However, there are some areas that need a plan of improvement.

STRENGTHS

- Flexible groups
- Interesting topics
- Small class sizes
- Science based resources
- Time for students to catch onto concepts
- Constant academic monitoring
- No uniforms
- No homework
- No competitors in Polk City

WEAKNESSES

- Starting Mid-year
- Marketing all of our added services to homeschool families
- Could add an after school service, but would need another teacher
- Find volunteers to help with the afternoon session

OPPORTUNITIES

- Take courses on how to utilize social media to impact business and improve website design
- Seek out community events to pass out flyers to families and engage in meaningful conversations
- Board Member Training
- Sign up for technology grants
- Attend educational conferences

THREATS

- Lack of a location
- Location too small for growth
- No outdoor space
- No transportation
- No before and after school care
- No lunchroom
- PEP Scholarships spaces are limited
- Scholarship deadlines have passed

COMPETITOR ANALYSIS

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	Polk City Elementary	Berkley Elementary	Lena Vista Elementary
Price	Free public education	Free public charter education	Free public education
Service	<ul style="list-style-type: none"> - Pre-K – 5th grade 	<ul style="list-style-type: none"> - Pre-K – 5th grade - Kidcare 	<ul style="list-style-type: none"> - Pre-K – 5th grade - Kidcare
Strengths	<ul style="list-style-type: none"> - Math and ITV Club - Provides ESE Services - Website is easy to navigate - Free meals program - 1:1 devices <p>KA will be less focused on technology and more focused on authentic learning opportunities in all subject areas.</p>	<ul style="list-style-type: none"> - School made an A in 2023 - Consistent online presence - Strong teacher-parent communication - Performances - Clubs - Max Capacity is 696 <p>KA will host student performances, but also get students involved with community events and efforts.</p>	<ul style="list-style-type: none"> - Free meals program - 1:1 devices - Authentic student work - Provides ESE services <p>KA will be less focused on technology and more focused on authentic learning opportunities in all subject areas.</p>
Weaknesses	<ul style="list-style-type: none"> - School made a C in 2023 - Parent complaints online - Inconsistent online presence - Must follow district timeline - State testing - Student to teacher ratio higher than expectation - Over Capacity <p>KA will follow a guideline for learning but will have the flexibility to teach students topics that interest them and the time they need to learn. Our classrooms will be 16:1 and we plan to communicate with families as a team in person and online. We will track data and give the expected state test, but it will not be high stakes.</p>	<ul style="list-style-type: none"> - Not able to service ESE students in the capacity that is needed for behavior support - Not able to service ESE students in the capacity that is needed academically - Lottery wait list - Lots of printed worksheets <p>KA will be to help all students by providing the accommodations they need both academically and socially. There will be emotion regulation and character-building lessons. Students will experience authentic tasks and high interest topics. Enrollment will be a first come first serve basis.</p>	<ul style="list-style-type: none"> - No clubs - School made a C in 2023 - Moderate Online Presence - Must follow district timeline - State testing - Student to teacher ratio higher than expectation - Over Capacity <p>KA will follow a guideline for learning but will have the flexibility to teach students topics that interest them and the time they need to learn. Our classrooms will be 16:1 and we plan to communicate with families as a team in person and online. We will track data and give the expected state test, but it will not be high stakes.</p>

Instructional Design

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Our educational program will focus on teaching the whole child. This means we will help the child develop intellectually, emotionally, socially, and physically. We want our students to learn at a pace that is best for them in an environment that supports a growth mindset. 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. Students will need more than textbook curriculum to help them evolve into responsible, knowledgeable citizens. Emotional and social skills play a vital role in how people learn and interact with the world around them. Students will learn to identify and regulate their emotions to help them everyday situations.

Students at Kipe Academy will be in a learning environment that supports 16 students per teacher. During learning sessions, students will have the opportunity to work as a whole group, small group, and/or independently throughout the day. Scaffolded instruction provides students with confidence and independence. When students are working in collaborative groups, they will utilize roles, academic discussion, and social emotional cues/techniques. This will help them build problem solving skills, communication skills, and leadership skills. Students will experience hands-on tasks, text dependent tasks, and real-world scenarios. These engaging learning situations will provide students the chance to apply their skill set to build upon their knowledge. Students will also have the opportunity to engage with technology. As our world includes technology on daily basic, students will learn how technology can be used as a tool rather than purely for entertainment. The learning environment described above allows students to develop intellectually, emotionally, socially, and physically.

Kipe Academy will follow the Polk County Public Schools annual calendar and comply with the states required instructional minutes. Students will attend Kipe Academy for 180 days and receive 6 instructional hours per day. The daily schedule can be seen in the Attachments.

Although private schools are not required to utilize the state-adopted standards, the Florida BEST standards will be used as a guide to ensure students are reaching toward rigorous goals and will be prepared to transition to middle school. Weekly progress monitoring will determine students' present levels of learning, so goals and instruction can be adjusted.

Reading

Students will receive explicit reading instruction that is based on the Science of Reading. The science of reading is a body of research that shows that when structured literacy strategies are implemented, students are able to reach their full reading potential. This method of teaching requires teachers to consistently use direct, explicit instruction, differentiation, and assessments to monitor students' progress. A structured literacy approach includes these five key components:

- Phonemic Awareness
- Phonics
- Fluency
- Vocabulary
- Comprehension

Phonemic Awareness

Phonemic awareness is an auditory and oral skill that allows sounds of words to be identified and manipulated. These tasks include isolating, blending, substituting, deleting, and adding sounds. These activities will be applied at the word, syllable, and onset-rime level. Phonemic awareness is required to read and spell. Once students are proficient with phonemic awareness, they can move onto the next step in the reading process.

The Heggerty curriculum will be used to meet the phonemic awareness stage of the reading process. It is available for kindergarten through fifth grade and has assessments provided. This curriculum is appropriate because it is evidenced based and has the necessary components to build students ability and confidence during the foundational phonemic awareness stage. Each day students will cycle through the various phonemic awareness tasks. The lessons can be completed in 7-10 minutes daily.

<https://heggerty.org/>

Phonics

During this stage of the reading process, phonics patterns will be taught using direct, explicit instruction to decode (read) and encode (spell). Students will practice reading and writing using the specific patterns. Although both skills occur in different places in the brain, it helps to practice the skills together because it allows the sounds to be orthographically mapped to print. Words and text provided should only include skills currently and previously taught to help students build fluency.

The phonics instruction from Walpole-McKenna, *How to Plan Differentiated Reading Instruction* and *Foundations* will be used to teach phonics patterns. The lessons are scripted and come with the resources and assessments necessary. The lessons include instruction for letters and sounds, blends and digraphs, r-controlled vowels, long vowels, vowel teams, and multi-syllabic words. This curriculum will allow students to continue building their reading skills. It allows them a chance to orthographically map the sounds to words and provides them a passage to build fluency. Since our vision at Kipe Academy is to allow students to learn at their own pace, this will provide teachers and students with resources they need to build phonics skills as students are ready. The assessments will provide teachers with the data they need to know if the student needs additional practice or advancing to the next level. <https://www.guilford.com/books/How-to-Plan-Differentiated-Reading-Instruction/Walpole-McKenna/9781462531516>

Fluency

In order to build fluency, students will need daily practice using decodable text. Students will be given a series of text that aligns with the phonics pattern taught during the phonics lessons. By pairing the phonics lessons with the decodable text, students are able to continue orthographically mapping the words until they become automatic. Once students are reading fluently, their comprehension will improve. The decodables from *Tools 4 Teachers* aligns with the lessons from *How to Plan Differentiated Reading Instruction*. <https://www.tools4reading.com/tools4teachers>

Vocabulary

Understanding vocabulary is essential to comprehending text. The meaning of words can be learned indirectly through both oral comprehension tasks and written reading tasks. Some words will need direct instruction based on students' background knowledge and the sentence structures in the text. Learning morphology also helps with understanding words in a text.

The multisyllabic instruction from Walpole-McKenna, *How to Plan Differentiated Reading Instruction* can be used to help students learn morphology. The lessons are scripted and come with the resources and assessments necessary. <https://www.guilford.com/books/How-to-Plan-Differentiated-Reading-Instruction/Walpole-McKenna/9781462531516>

Vocabulary should be implemented into all subject areas. Vocabulary instruction is also imbedded in the Ready Florida lessons, the Core Knowledge lessons, science, and math lessons.

Writing

Mastering handwriting skills is essential to the future success in writing and spelling. Students will receive explicit instruction in handwriting print for grades k-2 and cursive for grade 3-5.

While students are learning to master handwriting skills, they will also be instructed in syntax, text structure, and writing craft while learning the writing process. Students will use critical thinking skills to generate ideas and gather information to write about it. Being able to express themselves and think critically is in line with our mission at Kipe Academy.

Math

Students will receive explicit mathematics instruction that is based on the Science of Math. The science of math is a body of research that shows that when the math progression is focused on proficiency and building conceptual understanding, students will show mastery of mathematical skills. This method of teaching requires teachers to consistently use direct, explicit instruction, differentiation, and assessments to monitor students' progress. Math proficiency includes these five key components:

- **Concepts** (Understanding concepts, operations, and relations)
- **Procedures** (Using procedures flexibly, accurately, and efficiently)
- **Strategies** (Formulating, representing, and solving problems)
- **Reasoning** (Reflecting, explaining, and justifying)
- **Disposition** (Seeing math as sensible, useful, and worthwhile)

The lesson provided by Open-Up Resources provide the students with lessons that are scaffolded and include formative and summative assessments for grade K-5. The lessons incorporate word problems and tasks that incorporate the components of the Science of Math.

Science

Students should explore and understand the world around them. Students will use the resources from Core Knowledge Science to learn facts about scientific topics and conduct investigations. Lessons are available for grades K-5. The topics correlate with the Next Generation Science Standards (NGSS). The teacher manuals include lesson, questions, vocabulary practice, challenge and extend options, and suggested investigations. Students can show understand by responding to questions using writing responses or multiple-choice responses. The lessons are scaffolded and include daily formative assessments. <https://www.coreknowledge.org/>

Social Studies

It is important to understand history and how it impacts are current situations. Students should have knowledge about the diverse civilizations, cultures, and geography of the world. Students will use the text from Core Knowledge History and Geography. Lessons are available for grades K-8. The topics are world and American history and geography. The teacher manuals include lesson, questions, vocabulary practice, and ways to extend or reteach the lessons. Students can show understand by responding to questions using writing responses or multiple-choice responses. The lessons are scaffolded and include an assessment. <https://www.coreknowledge.org/>

Physical Education and Health

Kipe Academy believes students should have time designated for physical activity and time to focus on their health and safety. The physical education units will focus on movement, muscle control, and activities that promote health. Health and safety lessons will focus on teaching students to develop healthy habits that promote good health and contribute to the overall wellbeing.

The PE program will be standards-based involving physical activity three days a week. Each session will be 45 minutes. In addition to the scheduled PE days, a 30-minute recess will be provided for additional movement opportunities. Kipe Academy would like to have an outdoor T & T space for students to either tinker with medium to larger objects for movement and creativity or an area to sit or stretch for their physiological well-being.

Music

The music curriculum will standards based and will focus on skills and techniques required for vocal performances. Students will be exposed to a variety of genres and be encouraged to try creative expression. In the future, we plan to purchase instruments so we can also include instruction on playing an instrument.

Art

The art curriculum will be standards based and will focus on skills and techniques used in creating art. Students will be exposed to art history, interpreting art, and be encouraged to create original pieces. Kipe Academy plans to have a Create Space to allow students the opportunity to create digitally, through traditional means, and with tools. In addition to designated Create time, the core subject areas will incorporate art skills and knowledge throughout the year. the year.

Character Education

The students will learn to regulate their emotions and become good citizens within the school, home, and community. Lessons from *The Zones of Regulation* curriculum by Leah Kuypers M.A., ED., OTR/L. T will help students to understand emotions within each zone, identify the zones in others and themselves, and learn strategies to help regulate their emotions for appropriate situations.

The students will also explore character traits through *The Little Spot of Life Skills* lessons. Students will get a chance to practice kindness, responsibility, patience, respect, honesty, organization, diversity, & safety within the school, home, and community through tasks and community service.

Performance Goals

- A. We anticipate that most students will come in below grade level in reading and math. When students are accepted into Kipe Academy, they will be given a baseline assessment to determine their current reading and math ability level. Once the initial data is collected, students will be sorted into groups based on their level within the reading continuum: phonemic awareness, phonological awareness, phonics, fluency, vocabulary, and comprehension. Students' math data will be used to group students based on their level within the math continuum: subitizing, number sense, place value, addition and subtraction, time, geometry, money, measurement, and data.
- B. The goal is for each student to make one year's worth of academic growth as measurable by a state approved assessment. This goal is reasonable and obtainable for students since they will be provided content at their ability level in a small class setting with a flexible timeline.
- C. Student success will be evaluated weekly through observations, discussions, tasks, and tests using a rubric. The rubric will describe the degree of master in terms of met, in progress, and no met per standard.

Placement and Progression

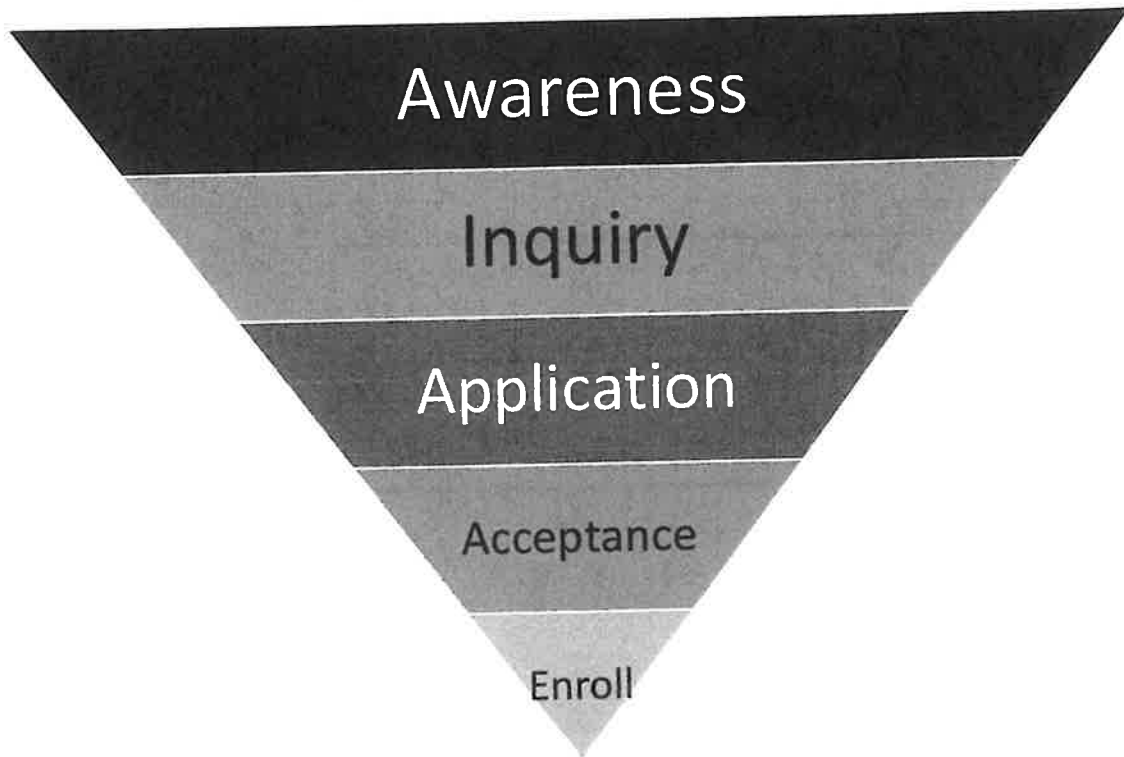
- D. Students will also be assessed three times a year to monitor student growth and progress using a state approved assessment.

Placement and Progression

- E. After students enroll at Kipe Academy, they will participate in an interview and diagnostic assessment. During the interview, we will determine the students' interests and learning styles. The data collected from the diagnostic assessment will be used to group students for both reading and math regardless of age or grade level. Students will be grouped based on their progression on the reading and math continuum. Groups will be flexible and can change weekly based on data collected.
- F. Students will be promoted each year based on age. Students could be retained in third grade if they are reading at a kindergarten or first grade reading level. Since students' learning occurs in flexible groups, it is not necessary to retain unless it is determined the student has a severe learning gap that could only be remedied by an additional year of reading instruction.
- G. If a student is significantly behind and needs to be retained, the parent will meet with the Executive Director to discuss retention in April prior to the end of the school year. The parent must be in agreement and sign retention forms stating they understand why their child is being retained. The progress report will be marked retention and a copy of the progress report will be filed in the student's permanent record. All other students will be notified of promotion on the final progress report. A copy of the final progress report will be filed in the student's permanent record.

Assessment and Evaluation

- A. Students will also be assessed three times a year to monitor student growth and progress using a state approved assessment. They will be assessed in August, January, and May. This will provide baseline data that can be compared to mid-year data to check for growth. The baseline data will be compared to the final assessment to verify one years' worth of growth. This assessment tool will be aligned to the state standards and curriculum will plan that will be implemented.
- B. Weekly progress monitoring should be the main factor that informs instruction, however, if the weekly progress monitoring is significantly different than the assessment data a further investigation into the problem will need to be launched.
- C. Each teacher will manage the data for their class and the Executive Director will manage the data for the whole school. Professional development for student achievement will be coordinated by the Executive Director if data falls below the school's expectations.
- D. Teacher will be trained in the Science of Reading and the Science of Math. They will also be trained in MTSS implementation, which includes analyzing, interpreting, and using performance data to improve student learning.
- E. If a teacher continues to struggle with increasing student achievement based on the data, they will be given 1:1 coaching to assist them in implementing the academic expectations need for student improvement. The Executive Director would be responsible for implementing this strategy.
- F. Within minutes of completing the assessment, the data will be shared with the students. Reports should be printed or emailed to parents within a weeks' time.
- G. All communication and correspondence between the school, parents and students will adhere to the protection and privacy guidelines found in the Family Education Rights and Privacy Act (FERPA.). Kipe Academy will comply with all FERPA provisions and other applicable state and federal regulations regarding the establishment, maintenance and disposal of student records. We will ensure all public records will be stored in fireproof and waterproof safes, vaults, or rooms fitted with noncombustible materials in an easily accessible area. Student and employee records will be locked with only the essential staff having access to the files, and a system will be put into place to record who has accessed the student records, and if they are checked out for review a method to ensure they are returned within the day they are checked out.



Steps	Description
Awareness	Create a website and social media presence, have a booth and pass out flyers at community events, volunteer at community events, word of mouth by board, friends, and family.
Inquiry	Create an online enrollment interest form on the website to gather names of interested families, have devices available at events for interested families
Application	Contact families during enrollment period that completed an enrollment interest form. Have families complete an online application and submit appropriate documents.
Acceptance	Review application, meet with families to clarify expectations, accept students, complete enrollment assessment,

PROJECTED ENROLLMENT

Enrollment preference will be made available to children of employees at Kipe Academy; the schools' governing Board members; active military personnel; and siblings of those students already enrolled. When enrollment has reached capacity, students will be enrolled from the waiting list in sequential order.

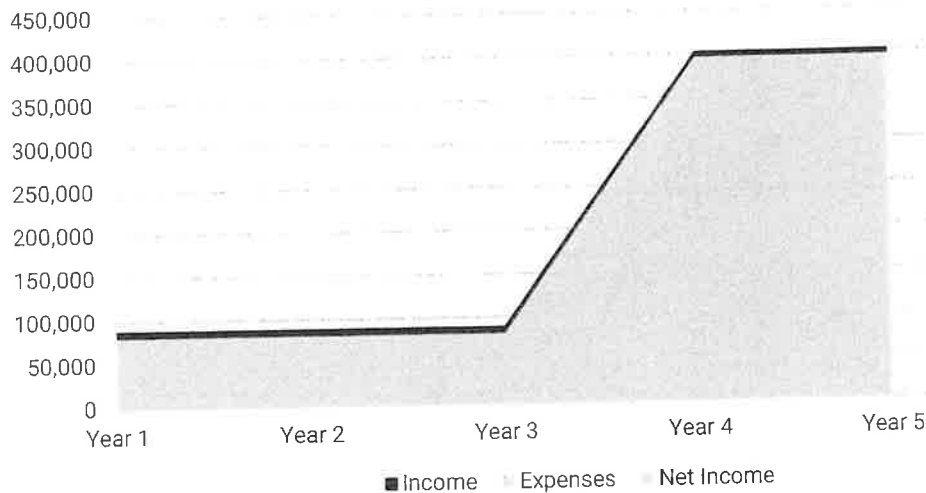
Kipe Academy plans to be a small community school. When creating the enrollment projections, we took into account that our start up location would be small. At the three year mark, we will begin to look for a location we can expand our programs. With the expansion, we will have K-2 group, 3-5 group, and consider adding a middle school/high school group.

	Number of Students				
	Year 1 2023-2024	Year 2 2024-2025	Year 3 2025-2026	Year 4 2026-2027	Year 5 2027-2028
K-5	16	16	16		
K-2				16	16
3-5				16	16
Middle/High				16	16
TOTAL	16	16	16	48	48

Year	Rationale
1	There will be 1 teacher. One will serve kindergarten to fifth grade in a one room schoolhouse environment. The teacher will be assigned 16 students.
2	There will be 1 teacher. One will serve kindergarten to fifth grade in a one room schoolhouse environment. The teacher will be assigned 16 students.
3	There will be 1 teacher. One will serve kindergarten to fifth grade in a one room schoolhouse environment. The teacher will be assigned 16 students.
4	There will be 3 teachers. One will serve kindergarten to second grade, one will serve third grade to fifth grade, and one will serve middle and high school. Each teacher will have 16 students.
5	There will be 3 teachers. One will serve kindergarten to second grade, one will serve third grade to fifth grade, and one will serve middle and high school. Each teacher will have 16 students.

FINANCIAL PLAN

Proposed Budget

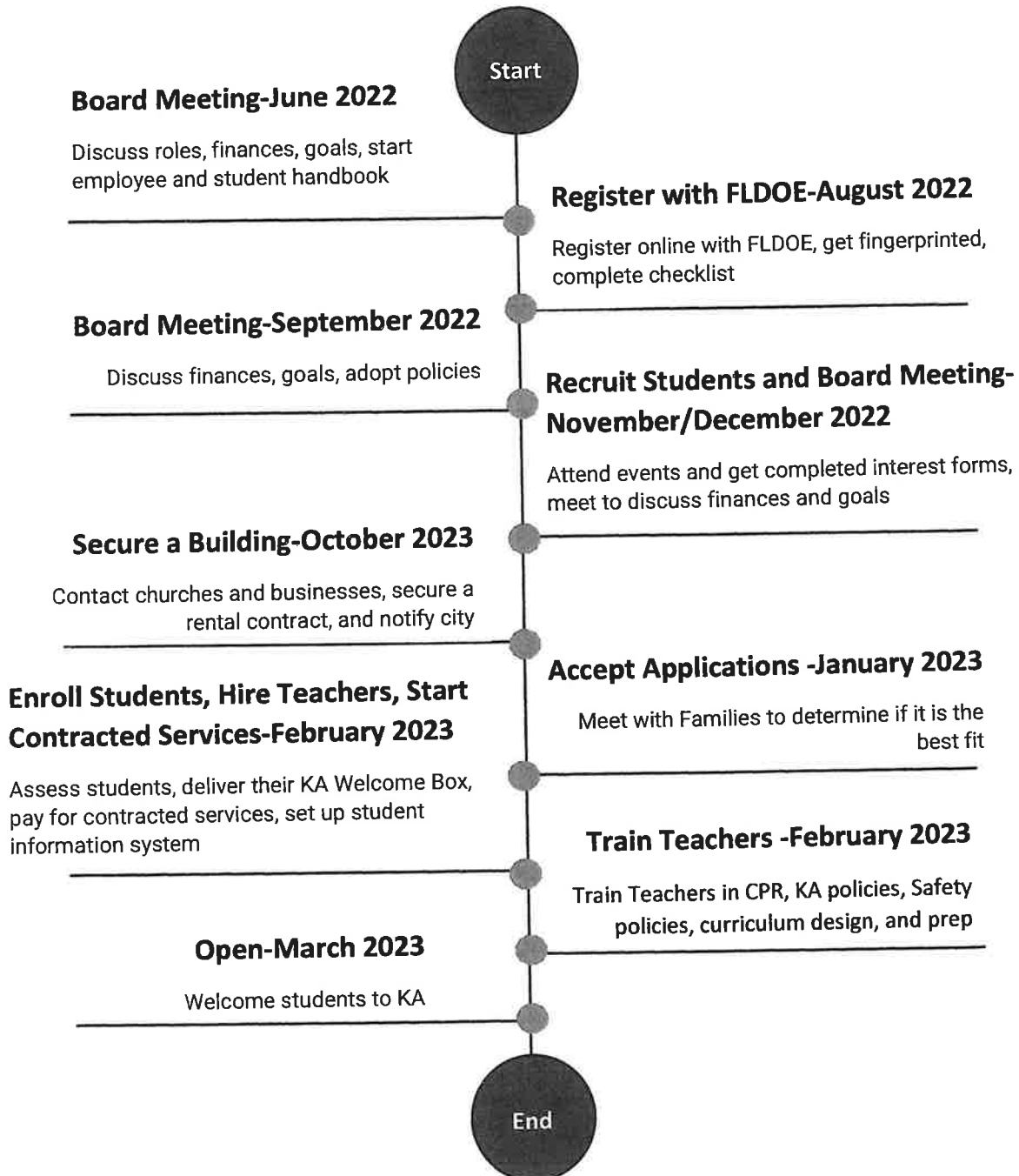


INCOME	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Total Income	\$89,280.00	\$89,280.00	\$89,280.00	\$ 401,564.00	\$ 401,564.00
EXPENSES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Total Expenses	-\$81,729.25	-\$81,729.25	-\$81,729.25	-\$395,569.25	-\$395,569.25
NET INCOME	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Total Net Income	\$7550.75	\$7550.75	\$7550.75	\$5994.75	\$5994.75

ROADMAP

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Kipe Academy Incorporated has already acquired the Articles of Incorporation, an EIN number, and a Florida Solicitation License. The Board of Directors has been established.





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.



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%
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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



**City Commission Meeting
January 16, 2024**

AGENDA ITEM #2: RESOLUTION 2024-01 - DECLARING CERTAIN PROPERTY SURPLUS

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Resolution 2024-01 - a Resolution of the City Commission of Polk City, Florida, declaring certain personal property as surplus; providing for authorization for the public sale, subsequent donation or disposal of said personal property; providing for the prior advertisement of said sale; providing for all revenue to be placed in the General Fund; and providing an effective date.

ATTACHMENTS:

Resolution 2024-01 and a list of items to be declared as Surplus
Memo from PW/UT Director

ANALYSIS:

Per the Code of Ordinances, we are requesting for several items be declared as surplus and disposed as dictated (sold, donated or disposal).

The list of Items is attached as "Exhibit A" to Resolution 2024-01.

STAFF RECOMMENDATION:

Adopt Resolution 2024-01

RESOLUTION 2024-01

A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA, DECLARING CERTAIN PERSONAL PROPERTY AS SURPLUS; PROVIDING FOR AUTHORIZATION FOR THE PUBLIC SALE, SUBSEQUENT DONATION OR DISPOSAL OF SAID PERSONAL PROPERTY; PROVIDING FOR THE PRIOR ADVERTISEMENT OF SAID SALE; PROVIDING FOR ALL REVENUE TO BE PLACED IN THE GENERAL FUND; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Polk City has accumulated certain personal property which is no longer useful or beneficial because of its usefulness; and

WHEREAS, the CITY COMMISSION of Polk City has determined that it is in the best interest of the residents of Polk City to declare the below listed personal property as surplus property, and to subsequently dispose of said property by public sale or by subsequent donation; and

WHEREAS, Chapter 2, Article III, Section 2-133 *Sale of Surplus City Property*, of the Code of Polk City, Florida, authorizes the sale of surplus property under certain circumstances.

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

SECTION 1. Recitals Incorporated. The above recitals are true and correct and are incorporated herein.

SECTION 2. Declaration of Surplus Property. The CITY COMMISSION of Polk City hereby declares that the following personal property listed and described in Exhibit "A" which is attached hereto and fully incorporated

herein by reference, is surplus property, and that said personal property is obsolete, no longer useful and is burdensome.

SECTION 3. Advertisement, Sale and Disposal of Surplus Property.

The City Manager is hereby directed to sell and/or dispose of the property described in Exhibit "A" to governmental units in the county, to private non-profit agencies or the public for the best possible price following the due and proper advertisement of said property. Any property remaining unsold after the completion of said sale shall be subsequently donated to or otherwise disposed of as provided by law.

SECTION 4. Revenue of Sale. All Revenue received from the sale of the described property shall be paid into the general fund.

SECTION 5. Effective Date. This Resolution shall take effect immediately upon its adoption.

RESOLVED, PASSED AND CERTIFIED AS TO PASSAGE THIS 16th DAY OF January, 2024

CITY COMMISSION of Polk City

Mayor Joe LaCascia

ATTEST:

Patricia R. Jackson, City Manager/Clerk

APPROVED AS TO FORM AND LEGALITY:

Thomas A. Cloud, City Attorney

EXHIBIT A



POLK CITY

123 Broadway Blvd SE
Polk City, Florida 33868
Telephone 863-984-1375
Fax 863-984-2334

TO: Patricia Jackson, City Manager
FROM: Rick Jiles, PW/UT Director
DATE: January 8, 2024
RE: Scrap Brass / Metal

This letter is to request that public works & Utilities have permission to Dispose of miscellaneous scrap metal and brass you will receive a weight. Ticket with the amount disposed of.

Thank You.
Rick Jiles

**City Commission Meeting
January 16, 2024**

AGENDA ITEM #3: Cardinal Hill WWTP Effluent Pump and Motor Repair

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Cardinal Hill WWTP Effluent Pump and Motor Repair

ATTACHMENT:

Chief Operator Memo to City Manager
Barney's Pump Quote
Barney's Pump Explanation
Pat's Pump Decline Email

ANALYSIS:

Over the last several years, the Effluent pump at Cardinal Hill has had some very serious performance issues. Cardinal Hill WWTP has always had two running pumps, unless one was being repaired. The pump, nor the motor has been replaced in at least eight (8) years.

Currently, Cardinal Hill WWTP is running on one Effluent pump and one motor. However, if for any reason the pump and/or motor were to stop running, this would create a major overflow issue onto the ground.

Staff is recommending Barney's Pumps, Inc. to repair the Deming VTP Effluent pump and motor in the amount of \$32,583.00.

STAFF RECOMMENDATION:

Approve Barney's Pumps, Inc. to repair the Deming VTP Effluent pump and motor in the amount of \$32,583.00.

Polk City Utility Department



Memorandum

To: Patricia Jackson

SUBJECT: Cardinal Hill Effluent Pump and Motor Repair

Repair Effluent Deming VTP Pump and US Motor 40hp, 324frame

COST: 32,583.00

My recommendation is to pay for these repairs or replacement for the effluent pump and motor for Cardinal Hill WWTF. At this time we are running on one effluent pump and motor. If for any reason the current pump and motor were to stop running we would have some serious issues with overflowing, etc. We have always had two running unless one was being repaired. Both pumps and motors have never been replaced in the eight years I have been working the WWTF. I have contacted Barney's pump and this is the quote I received. I also contacted Pat's Pump and they replied with an email saying unfortunately they do not work with these kind of pumps and motors. I also contacted CPE, they said they would see what they could do. They have not contacted me back.

Thank you

Lori Pearson

Chief Operator

SERVICE QUOTATION



Barney's Pumps Inc.
 PO Box 3529
 Lakeland, FL 33802
 (863) 665-8500
 Lakeland

Service Order Number	
1015757	
Order Date	Page
8/24/2023	1 of 2

Quote Expires On: 12/29/2023

Bill To:

City of Polk City
 Joanna.knowles@mypolkcity.org
 Tracy.appleton@myp
 123 Broadway Blvd Se
 Polk City, FL 33868

863-984-1375

Ship To:

Town of Polk City
 Paperwork says Polk City Waste Water
 123 Broadway Blvd Se
 Polk City, FL 33868

Requested By: Rick Jiles

Customer ID: 10857

PO Number	Job Name
Inspection	Repair VTP and Motor

Quantities					ItemID Item Description	Pricing I/OM	Unit Price	Extended Price
To Service	Requested	Allocated	UOM Unit Size	Disp.		Unit Size		

1		EA	REPAIR			32,583.00	32,583.00
	1.0		Barney's Pumps Repair				

Serial Number: 10857-08242023-1

Make: Deming

Model: VTP

SERVICE QUOTATION



Barney's Pumps Inc.
 PO Box 3529
 Lakeland, FL 33802
 (863) 665-8500
 Lakeland

Service Order Number	
1015757	
Order Date	Page
8/24/2023	2 of 2

Quote Expires On: 12/29/2023

Quantities					ItemID Item Description	Pricing I/OM Unit Size	Unit Price	Extended Price
To Service	Requested	Allocated	UOM Unit Size	Disp.				

Order Line Notes: Scope of work to be performed:
 Disassemble
 Sand blast to SP6 finish
 Inspect (check clearances and tolerances)
 Reassemble with the following parts and procedures:
 New OEM bowl assembly (new impellers, new bowls, new bearings, new shaft, new column pipe)
 Porcelain enamel bowl interior coating
 Recondition existing discharge head
 Recondition stuffing box
 Coat pump with Tnemec N140 white epoxy coating, exterior, 2 coats

Repair motor: US Motor 40hp, 324frame
 Disassemble and insect
 Rewind stator
 Sleeve and bore bearing housing
 Dynamic balance rotor
 Install new bearings, lubricate and assemble
 Test run motor
 Vibration analysis
 Motor repair: \$6,010.
 *****Service Labor*****

SUB-TOTAL: 32,583.00
TAX: 0.00

SERVICE QUOTATION



Barney's Pumps Inc.
 PO Box 3529
 Lakeland, FL 33802
 (863) 665-8500
 Lakeland

Service Order Number	
1015757	
Order Date	Page
8/24/2023	1 of 1

Quote Expires On: 12/29/2023

Bill To:

City of Polk City
 Joanna.knowles@mypolkcity.org
 Tracy.appleton@myp
 123 Broadway Blvd Se
 Polk City, FL 33868

863-984-1375

Ship To:

Town of Polk City
 Paperwork says Polk City Waste Water
 123 Broadway Blvd Se
 Polk City, FL 33868

Requested By: Rick Jiles

Customer ID: 10857

PO Number					Job Name				
Inspection					Repair VTP and Motor				
Quantities					ItemID	Pricing	Unit	Extended	
To Service	Requested	Allocated	UOM	Disp.	Item Description	IIOM	Price	Price	
			Unit Size			Unit Size			

AMOUNT DUE: 32,583.00
 U.S. Dollars

Thank you for the opportunity to earn your business.

Prices quoted are firm for 30 days (unless otherwise noted), then subject to adjustment to agree with prices at time of shipment and subject to any tax required by law. Lead time and/or ship dates are estimates only and are based on the information available at the time of quotation. Please note that these times/dates are subject to change. If shop drawings are required for approval, please request them from our office.

Order processed per Barney's Pumps standard terms and conditions of sale, and all terms and conditions of Barney's Pumps Terms of Sale & Warranty are incorporated herein by this reference as if fully set herein. Please visit <https://www.barneypumps.com/legal.html>

All shipments are F.O.B origin.

SIGN BELOW AND RETURN TO AUTHORIZE ORDER.

 PRINT NAME SIGNATURE DATE

Lori Pearson

From: Clayton Graves <GravesC@barneypumps.com>
Sent: Wednesday, December 20, 2023 2:04 PM
To: Patricia Jackson
Cc: Lori Pearson; Rick Jiles; Carla Codd
Subject: RE: Polk city

Lori,

We can not provide a direct replacement due to the fact that the Deming discharge head is obsolete. Piping and baseplate modifications would be required to make any other discharge head fit. With the repair I have quoted, you will receive a brand new pump assembly up to the discharge head; the head will be refurbished to like new condition.

Clayton Graves

Shop Manager
O: [863-665-8500](tel:863-665-8500)
E: gravesc@barneypumps.com
2965 Barney's Pumps Place
Lakeland, FL 33812
www.barneypumps.com



From: Patricia Jackson <patricia.jackson@mypolkcity.org>
Sent: Tuesday, December 19, 2023 12:06 PM
To: Clayton Graves <GravesC@barneypumps.com>
Subject: Re: Polk city

Quick and Wrong is Wrong. Think before you click.

This is the first email you've received from this external sender.

Do not click links or open attachments unless it is an email you expected to receive.

Thank you so much.

Patricia R. Jackson
City Manager
Polk City, FL
863-984-1375, extension 237

Please Note: Florida has a very broad Public Records Law. Most written communications to or from State and Local Officials regarding State or Local business are public records available to the public and media upon request. Your email communications may therefore be subject to public disclosure.

From: Clayton Graves <GravesC@barneypumps.com>
Sent: Monday, December 18, 2023 1:07 PM
To: Lori Pearson <lori.pearson@mypolkcitey.org>
Cc: Patricia Jackson <patricia.jackson@mypolkcitey.org>; Rick Jiles <rick.jiles@mypolkcitey.org>
Subject: RE: Polk city

Lori,

Your revised quote with the additional motor price at bottom of repair description.

Clayton Graves
Shop Manager
O: [863-665-8500](tel:863-665-8500)
E: gravesc@barneypumps.com
2965 Barney's Pumps Place
Lakeland, FL 33812
www.barneypumps.com



From: Lori Pearson <lori.pearson@mypolkcitey.org>
Sent: Monday, December 4, 2023 11:25 AM
To: Clayton Graves <GravesC@barneypumps.com>
Cc: Patricia Jackson <patricia.jackson@mypolkcitey.org>; Rick Jiles <rick.jiles@mypolkcitey.org>
Subject: RE: Polk city

Quick and Wrong is Wrong. Think before you click.

Good morning,

To: [Lori Pearson](#)
Subject: Polk city

Lori,

Below is the type of pump from the quote (submersible pump, Hydromatic). Below that is the type pump that I am trying to quote (VTP Deming).

Thanks,

Sent: Monday, November 6, 2023 3:21 PM
To: Carla Codd <CoddC@barneypumps.com>
Subject: Polk city

Quick and Wrong is Wrong. Think before you click.





Sent from my iPhone

Carla Codd

Service Center Engineer

O: [863-665-8500](tel:863-665-8500)

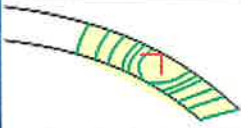
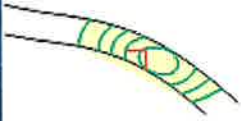

E: coddc@barneypumps.com

2965 Barney's Pumps Place

Lakeland, FL 33812

www.barneypumps.com



Graph Preview	Flags	Type	Size	Impeller Type	Stg	Speed	Dia	Head	Shutoff	Eff
	---	Vertical Turbine	10RLO (4 - 13 stage)	semi-open	5	1770	6.75	184	264	82.6
	---	Vertical Turbine	10RMO (4 - 13 stage)	semi-open	5	1770	6.5	186	243	81.8
	---	Vertical Turbine	10RHO (4 - 13 stage)	semi-open	4	1770	6.75	180	204	75.9

Carla Codd

Service Center Engineer

O: [863-665-8500](tel:863-665-8500)

E: coddc@barneypumps.com

2965 Barney's Pumps Place

Lakeland, FL 33812

www.barneypumps.com



From: Lori Pearson <lori.pearson@mypolkcity.org>

Sent: Tuesday, November 7, 2023 10:01 AM

To: Carla Codd <CoddC@barneypumps.com>

Subject: RE: Polk city

Quick and Wrong is Wrong. Think before you click.

The pump looks correct, do we need to replace both the pump and the motor?

Sent from [Mail](#) for Windows

From: [Carla Codd](#)

Sent: Monday, November 6, 2023 3:29 PM

From: Clayton Graves
Sent: Monday, November 20, 2023 3:38 PM
To: Carla Codd <coddc@barneypumps.com>; Lori Pearson <lori.pearson@mypolkcitey.org>
Subject: RE: Polk city

Lori,

Your quote for repair, this is pretty much a new pump, we are replacing everything but the discharge head.

Please feel free to call if you have any questions.

From: Carla Codd <CoddC@barneypumps.com>
Sent: Thursday, November 9, 2023 8:21 AM
To: Lori Pearson <lori.pearson@mypolkcitey.org>
Cc: Clayton Graves <GravesC@barneypumps.com>
Subject: RE: Polk city

Lori,

I think we have identified the pump. It looks like the pump you have is running on the left side of the curve at 350-550 gpm. There are a couple other models that would be better. Do you ever run over 550gpm? What is the lowest flow?

The pump curve in black is the one you have. The bowls are in bad shape. If we were to replace with one of the other models, it would run at a better efficiency and a better place on the pump.

Let me know what your minimum and maximum flow are.

Thanks,

In you your email it says that you added the motor repair cost at the bottom of the quote, it looks to me like both quotes are the same. I am not sure about how to read this.

Thank you

Lori Pearson

Chief Operator

From: Lori Pearson
Sent: Monday, December 4, 2023 11:07 AM
To: Rick Jiles <rick.jiles@mypolkcitey.org>
Cc: Patricia Jackson <patricia.jackson@mypolkcitey.org>
Subject: FW: Polk city

From: Clayton Graves <GravesC@barneypumps.com>
Sent: Thursday, November 30, 2023 4:42 PM
To: Lori Pearson <lori.pearson@mypolkcitey.org>
Cc: Carla Codd <CoddC@barneypumps.com>
Subject: FW: Polk city

Lori,

I added the motor repair cost at the bottom of quote, working on the new unit price.

Clayton Graves

Shop Manager

O: [863-665-8500](tel:863-665-8500)

E: gravesc@barneypumps.com

2965 Barney's Pumps Place

Lakeland, FL 33812

www.barneypumps.com



Lori Pearson

From: Curtis Murray <CurtisM@patspump.com>
Sent: Monday, November 27, 2023 8:51 AM
To: Lori Pearson
Subject: RE: Pump quote

I'm sorry but this is a turbine pump and we do not work on these kinds of pumps.

Curtis Murray

Project Manager
Aquatech Warranty Claims
Pat's Pump & Blower LLC
2141 West Church Street
Orlando, Florida 32805
407-841-7867



From: Lori Pearson <lori.pearson@mypolkcitey.org>
Sent: Tuesday, November 21, 2023 3:03 PM
To: Curtis Murray <CurtisM@patspump.com>
Subject: FW: Pump quote

Good afternoon,
Here is the specs you requested.

Thank you

Lori Pearson
Chief Wastewater/Water Operator

City of Polk City
123 Broadway Boulevard SE
Polk City, Fl 33868
Cell 863-557-4456
www.mypolkcitey.org

From: Lori Pearson <loripearson32@yahoo.com>
Sent: Tuesday, November 21, 2023 3:02 PM
To: Lori Pearson <lori.pearson@mypolkcitey.org>
Subject: Pump quote