

# POLK CITY

October 16, 2017

**City Commission Meeting**  
Polk City Government Center  
123 Broadway Blvd., SE

7:00 P.M.

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**CALL TO ORDER** – Mayor Joe LaCascia

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

**PLEDGE OF ALLEGIANCE** – Mayor Joe LaCascia

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

**APPROVE CONSENT AGENDA**

**PRESENTATIONS AND RECOGNITIONS**

1) Red Ribbon Proclamation

**PUBLIC COMMENT – ITEMS NOT ON AGENDA** (limit comments to 3 minutes)

## **AGENDA**

1. **PUBLIC HEARING - ORDINANCE 2017-04** - AN ORDINANCE OF POLK CITY, FLORIDA, FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF NOT EXCEEDING \$9,500,000 WATER AND SEWER SYSTEM REFUNDING REVENUE BONDS, SERIES 2017, TO REFUND THE WATER AND SEWER SYSTEM CAPITAL IMPROVEMENT AND REFUNDING REVENUE BONDS, SERIES 2011A ; PLEDGING A LIEN ON THE NET REVENUES OF THE COMBINED WATER AND SEWER SYSTEM TO SECURE THE PAYMENT THEREOF; PROVIDING FOR THE RIGHTS OF THE HOLDERS OF SUCH BONDS; PROVIDING CERTAIN OTHER MATTERS IN CONNECTION THEREWITH; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.
2. **PUBLIC HEARING - ORDINANCE 2017-05** - AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE FINAL BUDGET; REALLOCATING AND REAPPROPRIATING MONIES WITHIN THE BUDGET FOR FISCAL YEAR 2016-2017; PROVIDING FOR ALL OTHER ITEMS IN THE BUDGET OF EXPENSES TO REMAIN UNCHANGED; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.
3. Summit Consulting Grant Services Proposal - presented by Scott Modessit

4. Central Florida Regional Planning Council – Planning Advisory Services Agreement

**CITY MANAGER ITEMS**

**CITY ATTORNEY ITEMS**

**COMMISSIONER ITEMS**

Vice Mayor Harris  
Commissioner Blethen  
Commissioner Carroll  
Commissioner Kimsey  
Mayor LaCascia

**ANNOUNCEMENTS**

**ADJOURNMENT**

**CONSENT AGENDA**  
**October 16, 2017**

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. Accept minutes – September 7, 2017 – Budget Hearing (First Reading)
2. Accept minutes – September 18, 2017 – Regular City Commission Meeting
3. Accept minutes – September 26, 2017 – Budget Hearing (Recessed)
4. Accept minutes – October 2, 2017 – Final Budget Hearing (2<sup>nd</sup>/Final Reading)

**B. REPORTS**

1. Building Report – August 2017
2. Finance Report – August 2017
3. Library Report – September 2017
4. Polk Sheriff's Report – August/September 2017
5. Public Works Report – August 2017
6. Utilities Report – August/September 2017

**C. OTHER**

1. Approval of Emergency Bypass Pump for Voyles Loop LS from Herc Rentals
2. Approval of Aquarina Expenses during Hurricane IRMA

Please note: Pursuant to Section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the City Commission with respect to any matter considered during this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the American with Disabilities Act, a person with disabilities needing any special accommodations to participate in city meetings should contact the Office of the City Clerk, Polk City Government Center, 123 Broadway, Polk City, Florida 33868 Telephone (863) 984-1375. The City of Polk City may take action on any matter during this meeting, including items that are not set forth within this agenda.

Minutes of the City Commission meetings may be obtained from the City Clerk's office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may arrange with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.



# Polk City City Commission Agenda Form

Meeting Date: October 16, 2017

Item Number: Consent Agenda

<b>Subject:</b> Accept minutes for: September 7, 2017 – Budget Hearing (First Reading) September 18, 2017 - Regular City Commission Meeting September 26, 2017 – Budget Hearing (Recessed) October 2, 2017 – Final Budget Hearing (2 <sup>nd</sup> /Final Reading)	
<b>Department:</b>  Administrative	
<b>Summary:</b>	
<b>Requested Commission Action:</b>  Approval of Minutes	
<b>Financial Impact:</b>  None	
<b>Attachments:</b>	<b>Supporting Documents Reviewed</b>
X	X
<b>Submitting Department Head:</b>  Patricia R. Jackson, City Manager	<b>Date:</b>  10/13/2017
<b>Approved by City Manager:</b>	<b>Date:</b>

## CITY COMMISSION MINUTES

### BUDGET HEARING

September 7, 2017

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Mayor LaCascia called the meeting to order at 7:05 p.m.

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

**Present:** Mayor Joe LaCascia, Vice Mayor Wanda Harris, Commissioner Don Kimsey, Commissioner Mike Blethen, City Attorney Thomas Cloud and City Manager Jackson

**Absent:** Commissioner Randy Carroll

#### **ORDER OF BUSINESS**

Before moving forward with the Public Hearing, City Manager Jackson stated there are items that need to be discussed prior to the Public Hearing. There was a City Commission Workshop on the 2018-2019 Budget, and the City Commission did not have any changes; therefore, we are still working from the draft version, in the event there are changes during the Public Hearing.

During the discussion of taking back the Utilities, the number of employees was discussed in order to accomplish the take-back.

**Debt Service** will need a motion to move forward with refinancing the USDA loan with Citizens Bank.

**Motion by Commissioner Kimsey** to approve moving forward with refinancing the USDA Loan with Citizens Bank; this motion was seconded by Vice Mayor Harris.

**Vote:** Commissioner Kimsey – aye, Vice Mayor Harris – aye, Commissioner Blethen – nay, Mayor LaCascia – aye

**Motion carried 3/1.**

#### **2011 Bond Issue**

The City Commission will need to motion for approval of the 2011 Bond Issue to authorize the refunding of Polk City's Water and Sewer System Capital Improvement refunding Bond Series 2011A, the original revenue bonds from 2011.

**Motion by Mayor LaCascia** to approve authorizing the refunding of Polk City's Water and Sewer System Capital Improvement refunding Bond Series 2011A, the original revenue bonds from 2011; this motion was seconded by Vice Mayor Harris.

**Vote:** Mayor Lacascia - aye, Commissioner Blethen - aye, Vice Mayor Harris - aye, Commissioner Kimsey - aye

**Motion carried 4/0**

**Relocating of Sprayfield to the Sand Mine**

Gerry Hartman discussed the final order on September 5, 2017 for the SRF Program, Project #53140 which reflects the original \$160,000 is design for relocation and \$128,000 grants. The local portion is \$32,000. This is the highest percentage of all entities that filed for this program in the State of Florida for 2017, which is 80%. The interest on \$32,000 is 0.89%. Paying this up front will shorten the process for the construction loan.

City Manager stated this information will not change the bottom line of the budget

**Motion by Mayor LaCascia** to pay off the local share for the design of the SRF Program, Project # 53140 in the amount of \$32,000; this motion was seconded by Commissioner Kimsey.

**Vote:** Commissioner Blethen - aye, Mayor LaCascia - aye, Vice Mayor Harris - aye, Commissioner Kimsey - aye

**Motion carried unanimously.**

**Hurricane Irma**

City Attorney Cloud stated that each local government has to adopt a Declaration of Emergency in conjunction with Polk County and the State of Florida. A Resolution has been prepared for Polk City to exercise powers for emergency management purposes. Polk City is able to suspend normal protocols.

City Attorney Cloud read Resolution 2017-05 by title only.

**Motion by Commissioner Blethen** to approve Resolution 2017-05; this motion was seconded by Vice Mayor Harris.

**Motion carried by Voice Vote.**

**PUBLIC HEARING**

**Budget Hearing - Ordinance 2017-02**

**ORDINANCE 2017-02 - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE (TENTATIVE/FINAL) LEVYING OF AD VALOREM TAXES FOR POLK CITY FOR FISCAL YEAR 2017-2018 AND PROVIDING AN EFFECTIVE DATE, first reading.**

City Attorney Cloud read Ordinance 2017-02 by title only.

Mayor LaCascia opened the Public Hearing.

The rollback rate computed for Polk City for FY 2017-2018 is 7.4877 mills; therefore, the percentage by which the above specified final millage rate to be levied by Polk City is zero percent of the roll back rate. No increase in the Ad Valorem. Polk City's certified value is \$82,695,844.00.

**Motion by Commissioner Kimsey** to approve the Ordinance 2017-02; this motion was seconded by Commissioner Blethen.

No Discussion.

**Vote:** Commissioner Kimsey - aye, Commissioner Blethen - aye, Vice Mayor Harris - aye, Mayor LaCascia - aye

**Motion carried 4/0.**

**ORDINANCE 2017-03** - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE (TENTATIVE/FINAL) BUDGET FOR FISCAL YEAR 2017-2018, PROVIDING FOR THE EXPENDITURE OF FUNDS IN ACCORDANCE WITH THIS BUDGET; PROVIDING FOR AN EFFECTIVE DATE. First reading

City Attorney Cloud read Ordinance 2017-03 by title only.

Mayor LaCascia opened the Public Hearing.

Tina Gagelman (13331 Commonwealth Avenue). Budget questions regarding employee wages.

City Manager Jackson provided clarification.

Mayor LaCascia closed the Public Hearing.

**Motion by Vice Mayor Harris** to approve Ordinance 2017-03; this motion was seconded by Commissioner Blethen.

Commissioner Blethen inquired about the debt increase, employment of additional Utilities Department staff, and current staff work hours.

City Manager Jackson provided lengthy clarification regards to the budget and current staff's daily job duties.

City Attorney Cloud reiterated that the budget is a financial planning document. Discussed what the Orlando Water Plant crews were doing just prior to Hurricane Irma's arrival with the Stormwater System, making any necessary repairs. Polk City does not have adequate staff at this time to be proactive with such task.

Lengthy discussion ensued.

**Vote:** Vice Mayor Harris - aye, Commissioner Kimsey - aye, Mayor Lacascia - aye, Commissioner Blethen - nay

**Motion carried 3/1.**

City Manager Jackson stated the second reading of the FY 2017-2018 Budget will be September 21, 2017 at 7:00 pm.

The Budget will be updated and provided to the City Commission sometime next week.

**Bronson Storm Shelter/Hurricane Irma**

Staff will be coming in to work the Storm Shelter and two staff members will be at the Polk County Emergency Operations Center in Winter Haven, all working through the end of Hurricane Irma. All expenditures will be submitted to FEMA. There will be a PCSO Deputy at the Storm Shelter. All information will be posted on the marque in front of City Hall and on the website.

The meeting adjourned at 7:56 p.m.

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Patricia R Jackson, City Manager

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Joe LaCascia, Mayor



## CITY COMMISSION MINUTES

September 18, 2017

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Mayor Joe LaCascia called the meeting to order at 7:00 p.m.

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

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

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

**Present:** Mayor Joe LaCascia, Vice Mayor Wanda Harris, Commissioner Don Kimsey, Commissioner Mike Blethen, Commissioner Randy Carroll, Attorney Jason Zimmerman City Attorney Thomas Cloud and City Manager Patricia Jackson

**Absent:** City Attorney Thomas Cloud

### **APPROVE CONSENT AGENDA**

**Motion by Vice Mayor Harris** to approve the Consent Agenda; motion was seconded by Commissioner Kimsey. **Motion carried unanimously.**

**PRESENTATIONS AND RECOGNITIONS** - None

### **PUBLIC COMMENT**

- 1) Susan Ketterman (583 Marklen Loop) Inquired about repainting the double lines on Arborvitae and painting the crosswalks. Stop sign is missing on Marklen Loop.

Keith Prestage stated FDOT may address these concerns in October or later.

- 2) Sandra Cutts (315 Central Avenue) – Inquired about anyone not having electricity.
- 3) Lorraine Schneider (775 Teaberry Trail) Complimented staff on their work during Hurricane Irma and the Food/Water Distribution.
- 4) Mona Carroll (740 4<sup>th</sup> Street) – Thanked staff for a job well done.
- 5) Wayne and Betty Harper (209 S. Hydrangea Avenue) – Complimented staff for their work during the hurricane and the Food/Water Distribution.
- 6) Landis Delp (1529 Sarus Avenue, Groveland) spoke as a first responder and complimented staff on a job well done.

## **ORDER OF BUSINESS**

### **Public Hearing - Resolution 2017-03**

**Resolution 2017-03** – A Resolution of the City Commission of Polk City, Florida, Approving a Conditional Use Permit to Allow a Used Auto Sales Business to be Located at 111 Central Avenue (Parcel Number 25-26-32-296000-002010); Providing a Condition of Approval; Repealing All Ordinances in Conflict Herewith; Providing for Severability; providing an Effective Date

Mayor LaCascia read the Ordinance by title only. Mayor LaCascia opened the Public Hearing.

Jennifer Codo-Salisbury (CFRPC) was on hand to address any questions or concerns regarding Resolution 2017-03.

Rod Benedickson (153 Laynewade Road) spoke in favor of Mike Bruno/Polk City Automotive and urging the approval of Resolution 2017-03.

Mayor LaCascia closed the Public Hearing.

**Motion by Commissioner Kimsey** to approve Resolution 2017-03; this motion was seconded by Vice Mayor Harris.

**Vote:** Commissioner Kimsey – aye; Vice Mayor Harris – aye; Commissioner Carroll - aye; Mayor LaCascia – aye; Commissioner Blethen – aye

**Motion carried unanimously.**

### **CITY MANAGER ITEMS**

City Manager Jackson expressed appreciation to Polk City Staff and Volunteers for their hard work and dedication during Hurricane Irma and the Food/Water Distribution.

**CITY ATTORNEY ITEMS** - None

### **COMMISSIONER ITEMS**

**Vice Mayor Harris** – Thanked everyone for their help during Hurricane Irma and the Food/Water Distribution.

**Commissioner Blethen** – Thanked the volunteers for their work during the Food/Water Distribution.

**Commissioner Kimsey** – Thanked everyone for coming assisting in the Food/Water Distribution. Most especially thanked Donald Bronson for building the Community Center/Storm Shelter for Polk City residents.

**Commissioner Carroll** – Thanked everyone for their hard work during Hurricane Irma.

**Mayor LaCascia** – Expressed appreciation to everyone for their assistance with the Food/Water Distribution in the aftermath of Hurricane Irma. Complimented parents for bringing their children to assist with the distribution. The remainder of the food has gone to Polk City Elementary for their “KidsPACK” (Food in the kids backpack for the weekend) Program for their students in need.

**ANNOUNCEMENTS** - None

**ADJOURNMENT** – 7:25 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

**CONSENT AGENDA**  
**September 18, 2017**

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. Accept minutes – July 6, 2017 – City Commission Workshop
2. Accept minutes – July 27, 2017 – City Commission Special Meeting
3. Accept minutes – August 14, 2017 – Budget Workshop
4. Accept minutes – August 21, 2017 – Regular City Commission Meeting

**B. REPORTS**

Department Reports for August and September 2017 will be on the October 2017 Regular Meeting Agenda.

**C. OTHER**

## CITY COMMISSION MINUTES

### BUDGET HEARING

September 26, 2017

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Vice Mayor Harris called the meeting to order at 7:00 p.m.

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

**Present:** Vice Mayor Wanda Harris, Commissioner Don Kimsey, Commissioner Mike Blethen, Commissioner Randy Carroll, City Attorney Thomas Cloud and City Manager Jackson

**Absent:** Mayor Joe LaCascia

#### **ORDER OF BUSINESS**

##### **Aquarina Waterworks Contract Extension**

City Attorney Cloud discussed the City Commission has voted for Polk City to take over Utility Operations as of January 1, 2018. The termination agreement will be effective as of October 1, 2017. City Manager Jackson has been in discussion with Aquarina Waterworks to extend their services for three months. This will extend the terms of the existing contract.

**Motion by Commissioner Kimsey** to approve the three-month extension for Aquarina Waterworks; this motion was seconded by Commissioner Carroll.

**Vote:** Vice Mayor Harris - aye, Commissioner Kimsey - aye, Commissioner Blethen - aye, Commissioner Carroll - aye

**Motion carried 4/0.**

##### **Resolution 2017-04**

City Attorney Cloud stated in order to proceed with the filing of the revolving fund loan and implement the program that the City Commission has approved; Resolution 2017-04 has been prepared which authorizes execution of filing the loan application to the State of Florida. This is in accordance with what Gerry Hartman has outlined to you on several occasions regarding the Sprayfield Relocation to the sand mine. This is for the first stage of the design work.

**Motion by Commissioner Kimsey** to approve the Resolution 2017-04 for the loan application to the State of Florida; this motion was seconded by Commissioner Carroll.

No Discussion

**Vote:** Commissioner Carroll – aye, Commissioner Kimsey – aye, Vice Mayor Harris – aye, Commissioner Blethen–nay

**Motion carried 3/1.**

**PUBLIC HEARING**

**Budget Hearing - Ordinance 2017-02 and Ordinance 2017-03**

Vice Mayor Harris stated the Budget Hearing would need to be recessed as The Ledger was not able to publish the Public Notice due to unforeseen circumstances on their end. The Ledger will be providing Polk City with a letter stating the same. Therefore, the meeting will need to be recessed until October 2, 2017.

City Manager Jackson provided further explanation and that the Notification of Continuation will be in the newspaper as well.

Vice Mayor Harris read the Ordinance 2017-02 by title only.

**ORDINANCE 2017-02 - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE (TENTATIVE/FINAL) LEVYING OF AD VALOREM TAXES FOR POLK CITY FOR FISCAL YEAR 2017-2018 AND PROVIDING AN EFFECTIVE DATE, **second reading****

Vice Mayor Harris opened the public hearing.

**Motion by Commissioner Kimsey** to recess the Budget Hearing until October 2, 2017 at 7 pm; this motion as seconded by Commissioner Blethen.

**Motion carried by voice vote.**

The meeting adjourned at 7:15 p.m.

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Patricia R Jackson, City Manager

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Joe LaCascia, Mayor

## FINAL BUDGET HEARING MEETING MINUTES

October 2, 2017

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Mayor LaCascia reconvened the Public Hearing from September 26, 2017 at 7:00 pm

### ROLL CALL

**Present:** Mayor Joe LaCascia, Vice Mayor Wanda Harris, Commissioner Mike Blethen, Commissioner Don Kimsey, Commissioner Randy Carroll and City Manager Patricia Jackson

**Absent:** City Attorney Thomas Cloud

### ORDER OF BUSINESS

**Public Hearing – ORDINANCE 2017-02** - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE (TENTATIVE/FINAL) LEVYING OF AD VALOREM TAXES FOR POLK CITY FOR FISCAL YEAR 2017-2018 AND PROVIDING AN EFFECTIVE DATE, **second reading**

City Manager Jackson read Ordinance 2017-02 in its entirety. The rollback rate computed for Polk City for FY 2017-2018 is 7.4877 mills; therefore, the percentage by which the above specified final millage rate to be levied by Polk City is zero percent of the roll back rate.

Mayor LaCascia opened the Public Hearing; there being no questions or comments, Mayor LaCascia closed the Public Hearing.

**Motion by Vice Mayor Harris** to approve Ordinance 2017-02; this motion was seconded by Commissioner Kimsey.

**Vote:** Commissioner Carroll-aye, Commissioner Blethen-aye, Vice Mayor Harris-aye, Commissioner Kimsey-aye, Mayor LaCascia-aye

**Motion carried unanimously.**

**Public Hearing – ORDINANCE 2017-03** - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE (TENTATIVE/FINAL) BUDGET FOR FISCAL YEAR 2017-2018, PROVIDING FOR THE EXPENDITURE OF FUNDS IN ACCORDANCE WITH THIS BUDGET; PROVIDING FOR AN EFFECTIVE DATE, **second reading.**

City Manager Jackson read from Ordinance 2017-03; the total budget is \$4,493,300.

Mayor LaCascia opened the public hearing.

- 1) Laura Lambert (No address given) – Question regarding FY 2016-17 Budget amounts and the potential property purchase for a Public Works Building.

City Manager responded with budget figures. Budget for the Enterprise Fund was \$2,162,385.00 and the General Fund was \$1,973,486.00. FY 2017-18 Budget is an 8.64% increase.

The annual amount budgeted is \$28,500 in the event the City decides to finance the project. This is based on numbers from the previous contract, with a \$70,000 down payment and financing \$350,000 which was the contract price. This was placed in the budget because the City Commission still has to make a decision on this project. It was already determined there is a need for a Public Works Facility. The Commission will need to decide if Polk City will build on its own property or purchase pre-existing property. The money is in the budget just in case.

- 2) Sandra Cutts (315 Central Avenue) – Discussion regarding variances, and storage units.

City Manager Jackson stated a copy of the Budget was available for review.

Mayor LaCascia closed the Public Hearing.

**Motion by Vice Mayor Harris** to approve Ordinance 2017-03; this motion was seconded by Commissioner Kimsey.

Commissioner Blethen discussed the budget, focusing on Debt Service. He is not in agreement with the budget.

Vice Mayor Harris reiterated the citizens need to come to City Commission meetings and come directly to the City Manager for information rather than getting the second hand information which most times is not accurate.

**Vote:** Commissioner Blethen–nay; Vice Mayor Harris–aye; Commissioner Kimsey–aye; Commissioner Carroll-aye, Mayor LaCascia-aye

**Motion carried 4/1.**

**ANNOUNCEMENTS** - None

**Adjournment** – 7:25 pm

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Patricia R. Jackson, City Manager

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Joe LaCascia, Mayor





# Polk City City Commission Agenda Form

Meeting Date: October 16, 2017  
Item Number: Consent Agenda

<b>Subject:</b> Departmental Monthly Reports	
<b>Department:</b> Various Departments	
<b>Summary:</b> Monthly Department Reports for Building, Finance, Library, Public Works, Sheriff's Office, Utilities	
<b>Requested Commission Action:</b> Approval of Department Reports via Consent Agenda	
<b>Financial Impact:</b> None	
<b>Attachments:</b> X	<b>Supporting Documents Reviewed</b> X
<b>Submitting Department Head:</b> Patricia R. Jackson, City Manager	<b>Date:</b> 10/13/2017
<b>Approved by City Manager:</b>	<b>Date:</b>

## Polk City Permits Added

August 2017

<u>Permit Type &amp; Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
<b>1 &amp; 2 FAMILY</b>			
403019	8807 ASHLAND AVE POLK CITY	\$200,000.00	08/23/2017
403035	8874 HINSDALE HEIGHTS DR POLK CITY	\$200,000.00	08/23/2017
403952	8901 HINSDALE HEIGHTS DR POLK CITY	\$200,000.00	08/29/2017
400201	8533 RINDGE RD POLK CITY	\$200,000.00	08/08/2017
402010	8541 RINDGE RD POLK CITY	\$200,000.00	08/17/2017
399157	320 RUBENS CIR POLK CITY	\$257,000.00	08/02/2017
404172	8844 SUNAPEE LOOP POLK CITY	\$200,000.00	08/30/2017
402905	8860 SUNAPEE LOOP POLK CITY	\$200,000.00	08/23/2017
402912	8864 SUNAPEE LOOP POLK CITY	\$200,000.00	08/23/2017
404274	8868 SUNAPEE LOOP POLK CITY	\$200,000.00	08/30/2017
		<b>2,057,000.00</b>	
<b>COMMERCIAL ADDITION/REMODEL</b>			
401278	104 COMMONWEALTH AVE SW POLK CITY	\$1,500.00	08/14/2017
		<b>\$1,500.00</b>	
<b>DEMOLITION/RESIDENTIAL</b>			
400210	611 2ND ST POLK CITY	\$600.00	08/08/2017
400106	117 PINE AVE POLK CITY	\$2,450.00	08/07/2017
		<b>\$3,050.00</b>	
<b>MECH HEATING, VENTILATION, A/C</b>			
398971	104 COMMONWEALTH AVE SW POLK CITY	\$8,706.00	08/01/2017
		<b>\$8,706.00</b>	
<b>RESIDENTIAL ADDITION/REMODEL</b>			
402011	441 NOLANE LN POLK CITY	\$60,000.00	08/17/2017
		<b>\$60,000.00</b>	
<b>ROOFOVER</b>			
402783	464 SUNRISE BLVD POLK CITY	\$2,300.00	08/22/2017
		<b>\$2,300.00</b>	
<b>RE-ROOF COMMERCIAL</b>			
399192	104 COMMONWEALTH AVE SW POLK CITY	\$7,800.00	08/02/2017
		<b>\$7,800.00</b>	
<b>RE-ROOF RESIDENTIAL</b>			
403893	631 3RD ST POLK CITY	\$5,350.00	08/29/2017
401781	443 EDGEWATER DR POLK CITY	\$12,175.00	08/15/2017
		<b>\$17,525.00</b>	
		<b>2,157,881.00</b>	

87 SFR Permits to Date

Simple Balance Sheet For Fiscal Year: 2017 thru Fiscal Month: Aug, for Fund: 01

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	1,244,471.32	
01-101-900	Cash - Impact Fee Account	472,283.59	
01-101-911	USDA - Loan Payments - Sinking Fund	102,088.72	
01-101-931	USDA - Reserves	102,090.00	
01-101-990	Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	11,305.62	
01-115-120	Accounts Receivable - Local Bus Licenses	1,666.58	
01-115-130	Accounts Receivable - Readiness to Serve	2,476.98	
01-115-200	Accounts Receivable - Year End	0.00	
01-117-100	Allowance for Bad Debt	13,249.30	
01-117-200	Allowance for Uncollectible A/R	3,179.50	
01-131-500	Due from Enterprise Fund	26,126.26	
01-153-302	Restricted Cash - New Local Opt Gas Tax	121,746.68	
01-153-303	Restricted Cash - Building and Codes	2,000.00	
01-160-902	Reserve Account	177,764.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
01-169-900	CIP - Construction Costs	4,000.00	
	<b>** TOTAL ASSET**</b>		<b>2,315,949.63</b>
01-202-100	Accounts Payable	0.00	
01-202-900	Customer Deposits	2,500.00	
01-207-800	Due to Enterprise Fund	1,495.27	
01-208-300	Due to County - Impact Fees	115,190.00	
01-208-305	Due to County - Public Srv Tax	3,835.41	
01-208-310	Due to DCA - Bldg Permit Surcharge	948.70	
01-208-320	Due to Dept of Business - License Fees	399.41	
01-208-330	Due to PCSO - Police Education Revenue	158.00	
01-217-100	Accrued Payroll Taxes	543.59	
01-217-200	Accrued Sales Tax	4.88	
01-218-010	Payroll Clearing	893.50	
01-218-200	FRS Retirement Payable	884.33	
01-218-320	Supplemental Insurance Payable	448.86	
01-218-327	CHL- Child Support	317.54	
01-218-400	Dental Plan Payable	692.25	
01-218-410	Vision Plan Payable	238.20	
	<b>** TOTAL LIABILITY**</b>		<b>127,741.36</b>
01-243-100	Encumbrances Placed	0.00	
01-245-100	Reserved for Encumbrances	0.00	
	<b>** TOTAL ENCUMBRANCE**</b>		<b>0.00</b>
01-271-100	Fund Balance Unreserved	1,515,663.21	
	<b>** TOTAL EQUITY**</b>		<b>1,515,663.21</b>
	<b>** TOTAL REVENUE**</b>		<b>2,112,758.64</b>
	<b>** TOTAL EXPENSE**</b>		<b>1,440,213.58</b>
	<b>TOTAL LIABILITY AND EQUITY</b>		<b>2,315,949.63</b>

POLK CITY  
 Simple G/L History Report

Fiscal Year: 2017 Month: 8 G/L: 01-\* Only Act Types: R,X

Account Number	Description	Budget	Adjusted Budget	Beg Balance	MTD Amount	YTD Amount	Out Encum	Balance	% EXP
01-311-100	Ad Valorem Taxes	550,828.00	550,828.00	0.00	1,483.60	560,939.10	0.00	10,111.10-	101.8
01-312-300	9th Cent Gas Tax	13,568.00	13,568.00	0.00	0.00	10,313.44	0.00	3,254.56	76.0
01-312-400	Local Option Gas Tax	77,425.00	77,425.00	0.00	6,623.58	63,866.95	0.00	13,558.05	82.5
01-312-410	New Local Option Gas Tax	47,147.00	47,147.00	0.00	3,923.95	40,768.65	0.00	6,378.35	86.5
01-314-100	Electric - Utility Tax	74,847.00	74,847.00	0.00	9,013.92	69,457.80	0.00	5,389.20	92.8
01-314-300	Water - Utility Tax	43,773.00	43,773.00	0.00	4,347.88	44,274.53	0.00	501.53-	101.2
01-314-301	Water - Utility Tax - Readiness to Serve	4,904.00	4,904.00	0.00	0.00	3,929.48	0.00	974.52	80.1
01-314-400	Gas - Utility Tax	3,300.00	3,300.00	0.00	341.77	3,539.92	0.00	239.92-	107.3
01-315-100	Communications Services Tax	140,000.00	140,000.00	0.00	16,472.04	148,902.83	0.00	8,902.83-	106.4
01-316-100	Local Business Licenses	11,800.00	11,800.00	0.00	255.79	362.92	0.00	11,437.08	3.1
01-322-100	Building Permits	30,000.00	30,000.00	0.00	18,262.25	101,885.12	0.00	71,885.12-	339.6
01-322-101	Bldg Permit - Plan Checking	15,000.00	15,000.00	0.00	9,251.25	53,142.37	0.00	38,142.37-	354.3
01-322-102	Bldg Permit - Admin Fee	1,500.00	1,500.00	0.00	540.00	3,240.00	0.00	1,740.00-	216.0
01-322-103	Bldg Permit - Electrical	5,200.00	5,200.00	0.00	2,450.00	13,265.00	0.00	8,065.00-	255.1
01-322-104	Bldg Permit - Plumbing	5,000.00	5,000.00	0.00	2,575.00	12,630.00	0.00	7,630.00-	252.6
01-322-105	Bldg Permit - Mechanical	4,900.00	4,900.00	0.00	2,650.00	13,245.00	0.00	8,345.00-	270.3
01-322-107	Bldg Permit - Cert of Occupancy	1,000.00	1,000.00	0.00	330.00	2,430.00	0.00	1,430.00-	243.0
01-322-108	Bldg Permit - Inspections	20,000.00	20,000.00	0.00	10,045.00	72,135.00	0.00	52,135.00-	360.7
01-322-110	Bldg Permit - Sign Fee	0.00	0.00	0.00	80.88	80.88	0.00	80.88-	0.0
01-323-100	Electric	55,000.00	55,000.00	0.00	13,713.00	43,994.91	0.00	11,005.09	80.0
01-323-300	Solid Waste	30,149.00	30,149.00	0.00	2,250.00	23,806.33	0.00	6,342.67	79.0
01-324-100	Police - Public Safety Impact Fee	0.00	0.00	0.00	10,019.96	53,879.28	0.00	53,879.28-	0.0
01-324-110	Fire/Rescue - Public Safety Impact Fee	17,822.00	17,822.00	0.00	5,821.64	29,289.12	0.00	11,467.12-	164.3
01-324-610	Parks & Recreation Impact Fee	18,723.00	18,723.00	0.00	16,642.56	87,373.28	0.00	68,650.28-	466.7
01-324-710	Public Facilities Impact Fee	31,464.00	31,464.00	0.00	27,968.16	146,832.84	0.00	115,368.84-	466.7
01-329-220	Site Plan Reviews	0.00	0.00	0.00	3,650.00	3,650.00	0.00	3,650.00-	0.0
01-331-510	CDBG	15,402.00	15,402.00	0.00	7,659.00	7,659.00	0.00	7,743.00	49.7
01-331-700	FRDAP Grants	50,000.00	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0.0
01-334-201	Justice Assistance Grant (JAG)	5,113.00	5,113.00	0.00	0.00	0.00	0.00	5,113.00	0.0
01-335-120	MRS - State Sales Tax	57,116.00	57,116.00	0.00	365.86	47,404.81	0.00	9,711.19	83.0
01-335-122	SRS - 8th Cent. Motor Fuel Tax	17,832.00	17,832.00	0.00	114.23	14,800.87	0.00	3,031.13	83.0
01-335-123	MRS - Municipal Fuel Tax	7.00	7.00	0.00	0.04	6.15	0.00	0.85	87.9
01-335-140	Mobile Home License	5,000.00	5,000.00	0.00	259.50	5,088.54	0.00	88.54-	101.8
01-335-150	Alcoholic Beverage License	1,028.00	1,028.00	0.00	0.00	1,199.13	0.00	171.13-	116.7
01-335-180	Half-Cent Sales Tax	100,496.00	100,496.00	0.00	8,236.56	84,525.79	0.00	15,970.21	84.1
01-337-100	Library Coop Funding	28,712.00	28,712.00	0.00	0.00	36,028.60	0.00	7,316.60-	125.5
01-337-800	Municipal Board of Examiners Funds	0.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00-	0.0
01-340-400	Solid Waste	251,735.00	251,735.00	0.00	21,735.59	216,165.29	0.00	35,569.71	85.9
01-340-700	Stormwater Utility Fees	18,194.00	18,194.00	0.00	1,610.35	15,772.17	0.00	2,421.83	86.7
01-340-900	Notary Fees	0.00	0.00	0.00	0.00	5.00	0.00	5.00-	0.0

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Account Number	Description	Budget	Adjusted Budget	Beg Balance	MTD Amount	YTD Amount	Out Encum	Balance	% EXP
01-344-900	FDOT Maintenance Agreement	16,303.00	16,303.00	0.00	0.00	11,714.07	0.00	4,588.93	71.9
01-347-100	Library Income	6,500.00	6,500.00	0.00	552.85	5,147.31	0.00	1,352.69	79.2
01-351-120	Police Education	0.00	0.00	0.00	32.00	32.00	0.00	32.00-	0.0
01-351-200	Fines, Penalties, and Forfeitures	200.00	200.00	0.00	677.85	4,046.70	0.00	3,846.70-	2,023.4
01-359-200	Non Sufficient Funds	0.00	0.00	0.00	0.00	30.00	0.00	30.00-	0.0
01-359-300	Late Fees	126.00	126.00	0.00	0.00	157.50	0.00	31.50-	125.0
01-361-100	Interest Income	62.00	62.00	0.00	0.00	201.98	0.00	139.98-	325.8
01-362-100	Activity Center Rentals	500.00	500.00	0.00	100.00	1,300.00	0.00	800.00-	260.0
01-362-200	Donald Bronson Community Center Rentals	2,000.00	2,000.00	0.00	300.00	2,850.00	0.00	850.00-	142.5
01-365-100	Sales of Surplus Property	500.00	500.00	0.00	119.70	1,888.78	0.00	1,388.78-	377.8
01-366-100	Private Donations	0.00	0.00	0.00	125.00	125.00	0.00	125.00-	0.0
01-366-101	Private Donations - Christmas	1,000.00	1,000.00	0.00	475.00	1,675.00	0.00	675.00-	167.5
01-366-102	Private Donations - Halloween	700.00	700.00	0.00	125.00	1,375.00	0.00	675.00-	196.4
01-366-104	Private Donations - Music Festival	1,500.00	1,500.00	0.00	0.00	2,900.00	0.00	1,400.00-	193.3
01-366-110	Private Donations - Library	600.00	600.00	0.00	0.00	1,230.25	0.00	630.25-	205.0
01-369-100	Misc. Income	1,000.00	1,000.00	0.00	0.00	228.18	0.00	771.82	22.8
01-369-102	Misc Income - Collection Allowance	2,000.00	2,000.00	0.00	291.01	14,913.40	0.00	12,913.40-	745.7
01-369-120	Misc Income - Christmas	100.00	100.00	0.00	0.00	80.00	0.00	20.00	80.0
01-369-130	Misc Income - Halloween	60.00	60.00	0.00	50.00	150.00	0.00	90.00-	250.0
01-369-140	Misc Income - City Wide Yard Sale	100.00	100.00	0.00	0.00	0.00	0.00	100.00	0.0
01-369-150	Misc Income - Music Festival	0.00	0.00	0.00	0.00	506.00	0.00	506.00-	0.0
01-369-500	Refund of State Gas Tax	250.00	250.00	0.00	65.65	317.37	0.00	67.37-	127.0
01-381-400	Transfer From Enterprise Fund	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00	0.00	100.0
01-381-900	Cash Carry Forward	161,000.00	161,000.00	0.00	0.00	0.00	0.00	161,000.00	0.0
	** REVENUE TOTAL	1,973,486.00	1,973,486.00	0.00	211,607.42	2,112,758.64	0.00	139,272.64-	107.1
01-511-120	Regular Salary - Wages - Legislative	5,415.00	5,415.00	0.00	0.00	4,382.22	0.00	1,032.78	80.9
01-511-160	Bonuses and Gift Certificates - Legislat	2,331.00	2,331.00	0.00	0.00	2,165.65	0.00	165.35	92.9
01-511-210	Fica Taxes - Legislative	491.00	491.00	0.00	0.00	500.89	0.00	9.89-	102.0
01-511-240	Worker's Compensation - Legislative	15.00	15.00	0.00	0.00	12.45	0.00	2.55	83.0
01-511-310	Professional Services - Legislative	450.00	450.00	0.00	0.00	0.00	0.00	450.00	0.0
01-511-400	Travel and Training - Legislative	4,500.00	4,500.00	0.00	3,151.08	4,047.08	0.00	452.92	89.9
01-511-470	Printing and Reproduction - Legislative	0.00	0.00	0.00	0.00	27.95	0.00	27.95-	0.0
01-511-480	Promo Activities & Legal Ads - Legislati	2,500.00	2,500.00	0.00	0.00	704.27	0.00	1,795.73	28.2
01-511-490	Other Current Charges - Legislative	2,500.00	2,500.00	0.00	80.25	1,289.47	0.00	1,210.53	51.6
01-511-510	Office Supplies - Legislative	200.00	200.00	0.00	0.00	269.00	0.00	69.00-	134.5
01-511-520	Operating Supplies - Legislative	1,000.00	1,000.00	0.00	10.65	6,832.99	0.00	5,832.99-	683.3
01-511-540	Books, Pub., Sub., & Memberships - Legis	4,700.00	4,700.00	0.00	0.00	4,977.00	0.00	277.00-	105.9
01-511-640	Machinery & Equipment - Legislative	0.00	0.00	0.00	0.00	14,293.53	0.00	14,293.53-	0.0
01-512-120	Regular Salary - Wages - Executive	119,500.00	119,500.00	0.00	13,788.47	108,105.30	0.00	11,394.70	90.5

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01-512-130	Other Salaries and Wages - Executive	4,800.00	4,800.00	0.00	553.86	4,430.88	0.00	369.12	92.3
01-512-140	Overtime - Executive	837.00	837.00	0.00	0.00	395.51	0.00	441.49	47.3
01-512-160	Bonuses and Gift Certificates - Executiv	12,650.00	12,650.00	0.00	0.00	13,643.72	0.00	993.72-	107.9
01-512-210	Fica Taxes - Executive	11,552.00	11,552.00	0.00	1,079.49	9,715.01	0.00	1,836.99	84.1
01-512-220	Retirement Contribution - Executive	19,879.00	19,879.00	0.00	2,389.05	18,451.32	0.00	1,427.68	92.8
01-512-230	Life & Health Insurance - Executive	20,889.00	20,889.00	0.00	1,318.27	17,925.05	0.00	2,963.95	85.8
01-512-240	Worker's Compensation - Executive	310.00	310.00	0.00	0.00	287.81	0.00	22.19	92.8
01-512-310	Professional Services - Executive	0.00	0.00	0.00	0.00	142.75	0.00	142.75-	0.0
01-512-400	Travel and Training - Executive	3,200.00	3,200.00	0.00	6.05	2,156.28	0.00	1,043.72	67.4
01-512-410	Communication Services - Executive	0.00	0.00	0.00	26.23-	185.17	0.00	185.17-	0.0
01-512-470	Printing and Reproduction - Executive	250.00	250.00	0.00	0.00	0.00	0.00	250.00	0.0
01-512-480	Promo Activities & Legal Ads - Executive	1,000.00	1,000.00	0.00	0.00	69.84	0.00	930.16	7.0
01-512-490	Other Current Charges - Executive	2,500.00	2,500.00	0.00	331.84	1,654.17	0.00	845.83	66.2
01-512-510	Office Supplies - Executive	550.00	550.00	0.00	60.00	698.34	0.00	148.34-	127.0
01-512-520	Operating Supplies - Executive	300.00	300.00	0.00	799.00	980.68	0.00	680.68-	326.9
01-512-540	Books, Pub., Sub., & Memberships - Execu	1,200.00	1,200.00	0.00	229.98	909.22	0.00	290.78	75.8
01-513-400	Travel and Training - City Clerk	2,500.00	2,500.00	0.00	1,289.00	2,727.57	0.00	227.57-	109.1
01-513-470	Printing and Reproduction - City Clerk	3,000.00	3,000.00	0.00	0.00	1,726.51	0.00	1,273.49	57.6
01-513-490	Other Current Charges - City Clerk	3,000.00	3,000.00	0.00	0.00	550.48	0.00	2,449.52	18.4
01-513-492	Recording & Other Fees - City Clerk	600.00	600.00	0.00	0.00	700.00	0.00	100.00-	116.7
01-513-510	Office Supplies - City Clerk	800.00	800.00	0.00	21.70	178.09	0.00	621.91	22.3
01-513-520	Operating Supplies - City Clerk	200.00	200.00	0.00	0.00	559.96	0.00	359.96-	280.0
01-513-540	Books, Pub., Sub., & Memberships - City	650.00	650.00	0.00	0.00	175.00	0.00	475.00	26.9
01-514-310	Professional Services - Legal Counsel	55,000.00	55,000.00	0.00	2,916.18	39,700.56	0.00	15,299.44	72.2
01-514-480	Promo Activities & Legal Ads - Legal Cou	6,000.00	6,000.00	0.00	432.20	4,814.95	0.00	1,185.05	80.3
01-515-310	Professional Services - Comp Planning	18,000.00	18,000.00	0.00	4,500.00	13,500.00	0.00	4,500.00	75.0
01-515-312	Professional Services-Other- Comp Planni	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00	0.00	100.0
01-516-120	Regular Salary - Wages - Fin & Acctng	53,224.00	53,224.00	0.00	6,701.01	49,265.75	0.00	3,958.25	92.6
01-516-140	Overtime - Fin & Acctng	920.00	920.00	0.00	163.06	644.83	0.00	275.17	70.1
01-516-210	Fica Taxes - Fin & Acctng	4,142.00	4,142.00	0.00	310.28	3,485.64	0.00	656.36	84.2
01-516-220	Retirement Contribution - Fin & Acctng	3,931.00	3,931.00	0.00	529.64	3,760.57	0.00	170.43	95.7
01-516-230	Life & Health Insurance - Fin & Acctng	10,285.00	10,285.00	0.00	659.13	9,363.14	0.00	921.86	91.0
01-516-240	Worker's Compensation - Fin & Acctng	210.00	210.00	0.00	0.00	124.53	0.00	85.47	59.3
01-516-310	Professional Services - Fin & Acctng	0.00	0.00	0.00	0.00	945.95	0.00	945.95-	0.0
01-516-400	Travel and Training - Fin & Acctng	3,321.00	3,321.00	0.00	0.00	0.00	0.00	3,321.00	0.0
01-516-470	Printing and Reproduction - Fin & Acctng	500.00	500.00	0.00	0.00	364.12	0.00	135.88	72.8
01-516-510	Office Supplies - Fin & Acctng	1,200.00	1,200.00	0.00	161.39	1,087.56	0.00	112.44	90.6
01-516-520	Operating Supplies - Fin & Acctng	1,000.00	1,000.00	0.00	1,030.46	1,196.21	0.00	196.21-	119.6
01-516-540	Books, Pub., Sub., & Memberships - Fin &	300.00	300.00	0.00	0.00	70.00	0.00	230.00	23.3
01-517-710	Principal - Debt Service Pmts	43,700.00	43,700.00	0.00	0.00	0.00	0.00	43,700.00	0.0

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01-517-720	Interest - Debt Service Pmts	58,389.00	58,389.00	0.00	0.00	0.00	0.00	58,389.00	0.0
01-517-734	Principal - Debt Srvc Public Works Prop	28,500.00	28,500.00	0.00	0.00	0.00	0.00	28,500.00	0.0
01-521-305	Contract Labor - Law Enf	95,454.00	95,454.00	0.00	0.00	95,454.00	0.00	0.00	100.0
01-521-440	Rentals and Leases - Law Enf	582.00	582.00	0.00	48.47	483.90	0.00	98.10	83.1
01-521-460	Repairs and Maintenance - Law Enf	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.0
01-521-490	Other Current Charges - Law Enf	0.00	0.00	0.00	0.00	22.00	0.00	22.00-	0.0
01-521-520	Operating Supplies - Law Enf	100.00	100.00	0.00	0.00	0.00	0.00	100.00	0.0
01-521-529	Operating Supplies - JAG Grant - Law Enf	5,113.00	5,113.00	0.00	0.00	0.00	0.00	5,113.00	0.0
01-521-649	Machinery & Equip - JAG Grant - Law Enf	0.00	0.00	0.00	0.00	697.68	0.00	697.68-	0.0
01-524-120	Regular Salary - Wages - Bldg & Zoning	47,476.00	47,476.00	0.00	5,263.86	41,331.38	0.00	6,144.62	87.1
01-524-140	Overtime - Bldg & Zoning	0.00	0.00	0.00	0.00	447.86	0.00	447.86-	0.0
01-524-210	Pica Taxes - Bldg & Zoning	3,632.00	3,632.00	0.00	388.65	3,150.92	0.00	481.08	86.8
01-524-220	Retirement Contribution - Bldg & Zoning	3,570.00	3,570.00	0.00	416.91	3,242.91	0.00	327.09	90.8
01-524-230	Life & Health Insurance - Bldg & Zoning	10,363.00	10,363.00	0.00	659.13	8,389.26	0.00	1,973.74	81.0
01-524-240	Worker's Compensation - Bldg & Zoning	117.00	117.00	0.00	0.00	582.96	0.00	465.96-	498.3
01-524-310	Professional Services - Bldg & Zoning	42,000.00	42,000.00	0.00	14,249.50	100,534.37	0.00	58,534.37-	239.4
01-524-311	Engineering Services - Bldg & Zoning	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.0
01-524-400	Travel and Training - Bldg & Zoning	500.00	500.00	0.00	91.00	161.00	0.00	339.00	32.2
01-524-410	Communication Services - Bldg & Zoning	0.00	0.00	0.00	26.23	26.23	0.00	26.23-	0.0
01-524-510	Office Supplies - Bldg & Zoning	200.00	200.00	0.00	0.00	408.79	0.00	208.79-	204.4
01-524-520	Operating Supplies - Bldg & Zoning	100.00	100.00	0.00	1,128.98	2,698.08	0.00	2,598.08-	2,698.1
01-529-400	Travel and Training - Code Enf	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.0
01-529-464	Vehicle Fuel - Code Enf	250.00	250.00	0.00	0.00	0.00	0.00	250.00	0.0
01-529-480	Promo Activities & Lega. Ads - Code Enf	150.00	150.00	0.00	0.00	0.00	0.00	150.00	0.0
01-529-490	Other Current Charges - Code Enf	100.00	100.00	0.00	0.00	0.00	0.00	100.00	0.0
01-529-510	Office Supplies - Code Enf	100.00	100.00	0.00	0.00	0.00	0.00	100.00	0.0
01-529-520	Operating Supplies - Code Enf	100.00	100.00	0.00	0.00	0.00	0.00	100.00	0.0
01-534-341	Refuse Disposal - Residential - Refuse/S	121,256.00	121,256.00	0.00	10,410.00	98,501.52	0.00	22,754.48	81.2
01-534-342	Refuse Disposal - Commercial - Refuse/Sa	79,740.00	79,740.00	0.00	24,254.13	83,477.50	0.00	3,737.50-	104.7
01-538-311	Engineering Services - Stormwater	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.0
01-538-315	Inmate Labor - Stormwater	5,750.00	5,750.00	0.00	0.00	5,749.68	0.00	0.32	100.0
01-538-400	Travel and Training - Stormwater	500.00	500.00	0.00	219.00	219.00	0.00	281.00	43.8
01-538-460	Repairs and Maintenance - Stormwater	14,000.00	14,000.00	0.00	0.00	15,301.38	0.00	1,301.38-	109.3
01-538-492	Recording & Other Fees - Stormwater	500.00	500.00	0.00	0.00	100.00	0.00	400.00	20.0
01-538-540	Books, Pub., Sub., & Memberships - Storm	366.00	366.00	0.00	0.00	500.00	0.00	134.00-	136.6
01-539-310	Professional Services - Gen Gov't Bldgs	14,000.00	14,000.00	0.00	4,101.34	19,600.94	0.00	5,600.94-	140.0
01-539-312	Professional Services - Other - Gen Gov	600.00	600.00	0.00	0.00	300.00	0.00	300.00	50.0
01-539-315	Inmate Labor - Gen Gov't Bldgs	5,750.00	5,750.00	0.00	0.00	5,749.68	0.00	0.32	100.0
01-539-411	City Hall - Communication - Gen Gov't Bl	12,700.00	12,700.00	0.00	1,066.46	12,731.51	0.00	31.51-	100.3
01-539-414	Community Center-Communication-Gen Gov't	1,680.00	1,680.00	0.00	137.84	1,823.76	0.00	143.76-	108.6

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Account Number	Description	Budget	Adjusted Budget	Beg Balance	MTD Amount	YTD Amount	Out Encum	Balance	% EXP
01-539-431	City Hall - Utilities - Gen Gov't Bldgs	12,800.00	12,800.00	0.00	1,437.83	11,211.71	0.00	1,588.29	87.6
01-539-432	Activity Center - Utilities - Gen Gov't	2,800.00	2,800.00	0.00	240.85	1,814.63	0.00	985.37	64.8
01-539-433	Public Works - Utilities - Gen Gov't Bld	2,200.00	2,200.00	0.00	226.65	1,746.81	0.00	453.19	79.4
01-539-434	Community Center-Utilities-Gen Gov't Bld	6,250.00	6,250.00	0.00	573.38	3,857.98	0.00	2,392.02	61.7
01-539-440	Rentals and Leases - Gen Gov't Bldgs	6,600.00	6,600.00	0.00	585.01	5,969.99	0.00	630.01	90.5
01-539-461	City Hall - Repairs & Maint - Gen Gov't	4,500.00	4,500.00	0.00	536.00	11,482.70	0.00	6,982.70-	255.2
01-539-462	Activity Center - Repairs & Maint - Gen	800.00	800.00	0.00	0.00	2,222.51	0.00	1,422.51-	277.8
01-539-463	Public Works - Repairs & Maint - Gen Gov	1,000.00	1,000.00	0.00	0.00	379.83	0.00	620.17	38.0
01-539-464	Community Center-Repairs & Maint-Gen Gov	2,000.00	2,000.00	0.00	210.93	280.06	0.00	1,719.94	14.0
01-539-490	Other Current Charges - Gen Gov't Bldgs	500.00	500.00	0.00	27.09	85.94	0.00	414.06	17.2
01-539-521	City Hall - Operating Supplies - Gen Gov	1,200.00	1,200.00	0.00	189.95	1,759.57	0.00	559.57-	146.6
01-539-522	Activity Center - Operating Supplies - G	300.00	300.00	0.00	0.00	160.48	0.00	139.52	53.5
01-539-523	Public Works - Operating Supplies - Gen	300.00	300.00	0.00	139.99	162.97	0.00	137.03	54.3
01-539-524	Community Center-Operating Supplies-Gen	1,300.00	1,300.00	0.00	0.00	160.49	0.00	1,139.51	12.4
01-539-620	Buildings - Gen Gov't Bldgs	12,500.00	12,500.00	0.00	0.00	12,500.00	0.00	0.00	100.0
01-539-631	City Hall - Improv. O/T Bldgs - Gen Gov	27,413.00	27,413.00	0.00	1,158.30	15,145.40	0.00	12,267.60	55.3
01-539-632	Activity Center - Improv. O/T Bldgs - Ge	20,000.00	20,000.00	0.00	0.00	0.00	0.00	20,000.00	0.0
01-539-640	Public Works - Bldgs/Property - Gen Gov	70,000.00	70,000.00	0.00	0.00	0.00	0.00	70,000.00	0.0
01-539-641	City Hall - Mach. & Equipment - Gen Gov	0.00	0.00	0.00	13,385.00	13,385.00	0.00	13,385.00-	0.0
01-541-120	Regular Salary - Wages - Roads & Streets	139,100.00	139,100.00	0.00	17,117.97	103,390.72	0.00	35,709.28	74.3
01-541-140	Overtime - Roads & Streets	1,602.00	1,602.00	0.00	246.41	1,317.08	0.00	284.92	82.2
01-541-210	Pica Taxes - Roads & Streets	10,762.00	10,762.00	0.00	1,315.73	8,022.27	0.00	2,739.73	74.5
01-541-220	Retirement Contribution - Roads & Street	9,805.00	9,805.00	0.00	1,375.26	7,453.38	0.00	2,351.62	76.0
01-541-230	Life & Health Insurance - Roads & Street	32,406.00	32,406.00	0.00	2,087.40	21,404.42	0.00	11,001.58	66.1
01-541-240	Worker's Compensation - Roads & Streets	11,736.00	11,736.00	0.00	0.00	5,450.85	0.00	6,285.15	46.5
01-541-311	Engineering Services - Roads & Streets	800.00	800.00	0.00	0.00	3,290.00	0.00	2,490.00-	411.3
01-541-315	Inmate Labor - Roads & Streets	18,249.00	18,249.00	0.00	0.00	17,249.12	0.00	999.88	94.5
01-541-400	Travel and Training - Roads & Streets	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.0
01-541-410	Communication Services - Roads & Streets	540.00	540.00	0.00	0.00	637.84	0.00	97.84-	118.1
01-541-430	Utilities - Roads & Streets	25,000.00	25,000.00	0.00	2,709.08	21,967.89	0.00	3,032.11	87.9
01-541-460	Repairs and Maintenance - Roads & Street	8,000.00	8,000.00	0.00	358.45	4,023.99	0.00	3,976.01	50.3
01-541-461	Repairs & Maintenance-Equipment - Roads	4,000.00	4,000.00	0.00	1,214.79	3,850.38	0.00	149.62	96.3
01-541-464	Vehicle Fuel - Roads & Streets	5,000.00	5,000.00	0.00	655.77	3,809.92	0.00	1,190.08	76.2
01-541-465	Vehicle Maintenance - Roads & Streets	4,500.00	4,500.00	0.00	475.44	3,570.39	0.00	929.61	79.3
01-541-493	Equipment Rental - Roads & Streets	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.0
01-541-510	Office Supplies - Roads & Streets	250.00	250.00	0.00	77.99	767.80	0.00	517.80-	307.1
01-541-520	Operating Supplies - Roads & Streets	10,000.00	10,000.00	0.00	617.21	9,040.29	0.00	959.71	90.4
01-541-524	Chemicals - Roads & Streets	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.0
01-541-525	Uniforms - Roads & Streets	0.00	0.00	0.00	0.00	99.24	0.00	99.24-	0.0
01-541-530	Road Materials & Supplies - Roads & Stre	6,500.00	6,500.00	0.00	0.00	5,473.81	0.00	1,026.19	84.2



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Account Number	Description	Budget	Adjusted Budget	Beg Balance	MTD Amount	YTD Amount	Out Encum	Balance	% EXP
01-541-540	Books, Pub., Sub., & Memberships - Roads	0.00	0.00	0.00	158.96	338.84	0.00	338.84-	0.0
01-541-630	Improvements Other than Building - Roads	122,147.00	122,147.00	0.00	0.00	13,935.50	0.00	108,211.50	11.4
01-541-640	Machinery & Equipment - Roads & Streets	22,400.00	22,400.00	0.00	0.00	57,385.82	0.00	34,985.82-	256.2
01-571-120	Regular Salary - Wages - Library	51,400.00	51,400.00	0.00	5,699.04	46,177.06	0.00	5,222.94	89.8
01-571-140	Overtime - Library	950.00	950.00	0.00	0.00	786.83	0.00	163.17	82.8
01-571-210	Fica Taxes - Library	4,005.00	4,005.00	0.00	416.70	3,511.13	0.00	493.87	87.7
01-571-220	Retirement Contribution - Library	3,176.00	3,176.00	0.00	451.35	3,001.80	0.00	174.20	94.5
01-571-230	Life & Health Insurance - Library	20,551.00	20,551.00	0.00	1,318.27	17,601.24	0.00	2,949.76	85.7
01-571-240	Worker's Compensation - Library	150.00	150.00	0.00	0.00	115.81	0.00	34.19	77.2
01-571-310	Professional Services - Library	800.00	800.00	0.00	0.00	371.00	0.00	429.00	46.4
01-571-312	Professional Services - Other - Library	3,200.00	3,200.00	0.00	100.00	1,820.00	0.00	1,380.00	56.9
01-571-400	Travel and Training - Library	1,200.00	1,200.00	0.00	175.00	326.31	0.00	873.69	27.2
01-571-410	Communication Services - Library	2,200.00	2,200.00	0.00	169.72	600.06	0.00	1,599.94	27.3
01-571-430	Utilities - Library	5,000.00	5,000.00	0.00	314.31	2,524.22	0.00	2,475.78	50.5
01-571-460	Repairs and Maintenance - Library	1,000.00	1,000.00	0.00	51.67	294.16	0.00	705.84	29.4
01-571-480	Promo Activities & Legal Ads - Library	1,500.00	1,500.00	0.00	0.00	968.79	0.00	531.21	64.6
01-571-490	Other Current Charges - Library	0.00	0.00	0.00	199.97	199.97	0.00	199.97-	0.0
01-571-510	Office Supplies - Library	950.00	950.00	0.00	195.47	1,028.52	0.00	78.52-	108.3
01-571-520	Operating Supplies - Library	9,400.00	9,400.00	0.00	690.94	2,585.76	0.00	6,814.24	27.5
01-571-540	Books, Pub., Sub., & Memberships - Libra	800.00	800.00	0.00	0.00	457.96	0.00	342.04	57.3
01-571-630	Improvements Other than Building - Libra	0.00	0.00	0.00	0.00	920.09	0.00	920.09-	0.0
01-571-660	Books, Pub. & Library Materials - Library	13,000.00	13,000.00	0.00	2,143.18	10,066.57	0.00	2,933.43	77.4
01-572-310	Professional Services - Parks	0.00	0.00	0.00	0.00	540.00	0.00	540.00-	0.0
01-572-315	Inmate Labor - Parks	5,750.00	5,750.00	0.00	0.00	5,749.72	0.00	0.28	100.0
01-572-430	Utilities - Parks	8,000.00	8,000.00	0.00	466.49	13,449.98	0.00	5,449.98-	168.1
01-572-460	Repairs and Maintenance - Parks	58,000.00	58,000.00	0.00	98.99	14,755.26	0.00	43,244.74	25.4
01-572-520	Operating Supplies - Parks	1,200.00	1,200.00	0.00	0.00	371.91	0.00	828.09	31.0
01-572-630	Improvements Other than Building - Parks	11,000.00	11,000.00	0.00	0.00	0.00	0.00	11,000.00	0.0
01-574-310	Professional Services - Spec Events	800.00	800.00	0.00	0.00	1,853.00	0.00	1,053.00-	231.6
01-574-440	Rentals and Leases - Spec Events	1,300.00	1,300.00	0.00	0.00	475.04	0.00	824.96	36.5
01-574-470	Printing and Reproduction - Spec Events	900.00	900.00	0.00	0.00	891.78	0.00	8.22	99.1
01-574-480	Promo Activities & Legal Ads - Spec Even	200.00	200.00	0.00	0.00	815.75	0.00	615.75-	407.9
01-574-520	Operating Supplies - Spec Events	6,000.00	6,000.00	0.00	351.53	3,637.16	0.00	2,362.84	60.6
01-590-310	Professional Services - Non-Dept	5,318.00	5,318.00	0.00	0.00	5,391.00	0.00	73.00-	101.4
01-590-311	Engineering Services - Non-Dept	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.0
01-590-312	Professional Services - Other - Non-Dept	5,000.00	5,000.00	0.00	0.00	5,681.68	0.00	681.68-	113.6
01-590-320	Accounting and Auditing - Non-Dept	13,682.00	13,682.00	0.00	357.64	12,705.04	0.00	976.96	92.9
01-590-450	Liability Insurance - Non-Dept	32,209.00	32,209.00	0.00	81.00	35,255.50	0.00	3,046.50-	109.5
01-590-528	Postage - Non-Dept	3,000.00	3,000.00	0.00	0.00	299.24	0.00	2,700.76	10.0
01-590-930	Transfer - Public Safety Impact Reserves	17,822.00	17,822.00	0.00	0.00	0.00	0.00	17,822.00	0.0

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Account Number	Description	Budget	Adjusted Budget	Beg Balance	MTD Amount	YTD Amount	Out Encum	Balance	% EXP
01-590-932	Transfer - Parks & Rec Impact Reserves	18,723.00	18,723.00	0.00	0.00	0.00	0.00	18,723.00	0.0
01-590-933	Transfer -Public Facility Impact Reserve	19,123.00	19,123.00	0.00	0.00	0.00	0.00	19,123.00	0.0
01-590-940	Reserves - Unrestricted Reserves - Non-D	22,477.00	22,477.00	0.00	0.00	0.00	0.00	22,477.00	0.0
01-590-941	Reserves - Emergencies & Contingencies -	0.00	0.00	0.00	0.00	2,211.19	0.00	2,211.19-	0.0
01-590-991	Aids to Private Organizations - Non-Dept	500.00	500.00	0.00	0.00	1,250.00	0.00	750.00-	250.0
01-590-992	Unemployment Claims - Non-Dept	2,500.00	2,500.00	0.00	0.00	1,375.00	0.00	1,125.00	55.0
01-590-996	Bad Debt - Non-Dept	3,000.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.0
01-590-997	Other - Employee Settlements - Non Dept	0.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00-	0.0
01-590-999	Other - Non-Operating Charges - Non-Dept	5,500.00	5,500.00	0.00	549.89	2,961.15	0.00	2,538.85	53.8
	** EXPENSE TOTAL	1,973,486.00	1,973,486.00	0.00	165,737.91	1,440,213.58	0.00	533,272.42	73.0
	** GRAND TOTAL **	3,946,972.00	3,946,972.00	0.00	377,345.33	3,552,972.22	0.00	393,999.78	90.0

Simple Balance Sheet For Fiscal Year: 2017 thru Fiscal Month: Aug, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	690,857.00	
05-101-710	Cash - Enterprise Fund Capital Imprvmnts	52,898.45	
05-101-800	Cash - Sewer Impact Fee Account	718,162.63	
05-101-900	Cash - Water Impact Fee Account	347,414.29	
05-101-913	DEP Loan - Sinking Fund	72,586.70	
05-101-914	Fifth Third Bank - Sinking Fund	487,097.77	
05-101-915	Tax Exempt Leasing - Sinking Fund	21,527.67	
05-101-920	Cash - Customer Deposits	262,840.68	
05-101-934	Fifth Third Bank - Reserves	610,967.73	
05-101-935	Fifth Third Bank - Renewal & Replacement	150,000.00	
05-115-100	Accounts Receivable - Utilities	91,765.28	
05-115-105	Accounts Receivable - Invoicing	2,174.18	
05-115-130	Accounts Receivable - Readiness to Serve	40,905.56	
05-117-100	Allowance for Bad Debt	46,609.45	
05-117-200	Allowance for Uncollectible A/R	88,994.52	
05-131-100	Due from General Fund	1,495.27	
05-159-100	Deferred Outflows - Related to Pension	34,007.35	
05-160-902	Reserve Account	225,392.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-160-904	Reserve Acct - CIP Purchases	25,778.78	
05-160-905	Reserve Acct - CIP Service Truck	5,000.00	
05-161-900	Fixed Assets - Land	2,730,735.50	
05-164-100	Utility Plant in Service	12,073,316.62	
05-164-900	Improvements Other than Buildings	33,331.74	
05-164-910	Improvements Other than Buildings - MOSN	33,331.74	
05-166-900	Equipment & Furniture	278,988.69	
05-167-900	Accumiated Depreciation - Equipment	3,196,588.95	
	<b>** TOTAL ASSET**</b>		15,639,763.22
05-202-100	Accounts Payable	223.15	
05-202-900	Customer Deposits	260,690.68	
05-203-100	Accumulated Interest Payable	72,919.88	
05-203-600	SRF Loan	2,418,116.67	
05-203-700	Fifth Third Bank 2011 Revenue Note	9,270,000.00	
05-203-750	Tax Exempt Leasing Loan	108,201.89	
05-203-900	Unamortized Bond Premiums	132,730.00	
05-207-400	Due to General Fund	31,673.53	
05-208-305	Taxes Payable	17.45	
05-218-320	Supplemental Insurance Payable	448.86	
05-225-100	Deferred Inflows - Related to Pension	9,554.79	
05-234-100	L-T-D - Current Portion	352,096.02	
05-234-901	Less: Current Portion of LTD	352,096.02	
05-235-900	Net Pension Liability	52,236.12	
	<b>** TOTAL LIABILITY**</b>		12,089,420.40
	<b>** TOTAL ENCUMBRANCE**</b>		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	1,614,385.39	
05-271-200	Net Asset Adjustment Account	10,071.23	
05-272-100	Retained Earnings	734,552.82	
	<b>** TOTAL EQUITY**</b>		2,974,096.58
	<b>** TOTAL REVENUE**</b>		2,297,657.85

Simple Balance Sheet For Fiscal Year: 2017 thru Fiscal Month: Aug, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
	** TOTAL EXPENSE**		1,721,411.61
	TOTAL LIABILITY AND EQUITY		15,639,763.22

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Account Number	Description	Budget	Adjusted Budget	Beg Balance	MTD Amount	YTD Amount	Out Encum	Balance	% EXP
05-324-210	Water Impact Fees	34,940.00	34,940.00	0.00	19,728.00	95,219.00	0.00	60,279.00-	272.5
05-324-220	Sewer Impact Fees	88,300.00	88,300.00	0.00	64,695.00	317,580.00	0.00	229,280.00-	359.7
05-325-111	Connection Fees - Water - Cash Basis	16,965.00	16,965.00	0.00	14,355.00	72,710.00	0.00	55,745.00-	428.6
05-325-112	Connection Fees - Water - Accrual Basis	0.00	0.00	0.00	0.00	1,305.00	0.00	1,305.00-	0.0
05-325-210	Readiness to Serve Charge - Sewer	94,452.00	94,452.00	0.00	0.00	67,352.84	0.00	27,099.16	71.3
05-325-211	Readiness to Serve Charge - Water	49,014.00	49,014.00	0.00	0.00	37,893.28	0.00	11,120.72	77.3
05-329-200	Other Lic./Fees/Permits	1,000.00	1,000.00	0.00	34.32	5,200.91	0.00	4,200.91-	520.1
05-340-300	Water Utility Revenue	914,428.00	914,428.00	0.00	87,617.66	863,274.02	0.00	51,153.98	94.4
05-340-500	Sewer Utility Revenue	896,848.00	896,848.00	0.00	72,972.68	770,554.87	0.00	126,293.13	85.9
05-359-100	Other Fines and/or Forfeitures	30,038.00	30,038.00	0.00	850.00	30,360.00	0.00	322.00-	101.1
05-359-200	Non Sufficient Funds	900.00	900.00	0.00	110.00	870.00	0.00	30.00	96.7
05-359-300	Late Fees	30,000.00	30,000.00	0.00	0.00	25,693.50	0.00	4,306.50	85.7
05-369-100	Misc. Income	500.00	500.00	0.00	2,174.18	2,555.82	0.00	2,055.82-	511.2
05-369-400	Insurance Proceeds	0.00	0.00	0.00	0.00	6,304.07	0.00	6,304.07-	0.0
05-369-700	Misc Income - Reimbursement - Invoiced	0.00	0.00	0.00	0.00	784.54	0.00	784.54-	0.0
05-381-900	Cash Carry Forward	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.0
	** REVENUE TOTAL	2,162,385.00	2,162,385.00	0.00	262,536.84	2,297,657.85	0.00	135,272.85-	106.3
05-533-120	Regular Salary - Wages - Water Oper	60,824.00	60,824.00	0.00	6,752.48	54,523.45	0.00	6,300.55	89.6
05-533-140	Overtime - Water Oper	1,170.00	1,170.00	0.00	70.65	512.48	0.00	657.52	43.8
05-533-210	Fica Taxes - Water Oper	4,744.00	4,744.00	0.00	510.41	4,207.36	0.00	536.64	88.7
05-533-220	Retirement Contribution - Water Oper	4,663.00	4,663.00	0.00	540.40	4,326.72	0.00	336.28	92.8
05-533-230	Life & Health Insurance - Water Oper	20,321.00	20,321.00	0.00	1,318.27	18,443.48	0.00	1,877.52	90.8
05-533-240	Worker's Compensation - Water Oper	210.00	210.00	0.00	0.00	142.59	0.00	67.41	67.9
05-533-305	Contract Labor - Water Oper	231,250.00	231,250.00	0.00	19,270.83	231,356.02	0.00	106.02-	100.1
05-533-310	Professional Services - Water Oper	4,100.00	4,100.00	0.00	0.00	2,694.70	0.00	1,405.30	65.7
05-533-311	Engineering Services - Water Oper	25,000.00	25,000.00	0.00	0.00	325.00	0.00	24,675.00	1.3
05-533-312	Professional Services - Other - Water Op	20,000.00	20,000.00	0.00	243.34	3,722.56	0.00	16,277.44	18.6
05-533-315	Inmate Labor - Water Oper	11,499.00	11,499.00	0.00	0.00	11,499.40	0.00	0.40-	100.0
05-533-400	Travel and Training - Water Oper	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.0
05-533-410	Communication Services - Water Oper	1,500.00	1,500.00	0.00	119.08	842.42	0.00	657.58	56.2
05-533-431	Mt. Olive WTP - Utilities - Water Oper	6,600.00	6,600.00	0.00	346.65	4,009.70	0.00	2,590.30	60.8
05-533-432	Commonwealth WTP - Utilities - Water Oper	4,650.00	4,650.00	0.00	0.00	347.48	0.00	4,302.52	7.5
05-533-433	V.Matt Williams WTP - Utilities - Water	11,000.00	11,000.00	0.00	780.98	8,326.66	0.00	2,673.34	75.7
05-533-460	Repairs and Maintenance - Water Oper	30,000.00	30,000.00	0.00	402.90	15,346.30	0.00	14,653.70	51.2
05-533-461	Mt. Olive WTP - Repairs and Maint - Wate	0.00	0.00	0.00	0.00	584.20	0.00	584.20-	0.0
05-533-462	Commonwealth WTP - Repairs and Maint - W	22,000.00	22,000.00	0.00	0.00	6.95	0.00	21,993.05	0.0
05-533-463	V.Matt Williams WTP - Repairs and Maint	35,000.00	35,000.00	0.00	0.00	639.80	0.00	34,360.20	1.8
05-533-464	Vehicle Fuel - Water Oper	6,600.00	6,600.00	0.00	153.80	879.63	0.00	5,720.37	13.3
05-533-465	Vehicle Maintenance - Water Oper	4,000.00	4,000.00	0.00	67.48	3,480.78	0.00	519.22	87.0

POLK CITY  
Simple G/L History Report

Fiscal Year: 2017 Month: 8 G/L: 05-\* Only Act Types: R,X

Account Number	Description	Budget	Adjusted Budget	Beg Balance	MTD Amount	YTD Amount	Out Encum	Balance	% EXP
05-533-470	Printing and Reproduction - Water Oper	600.00	600.00	0.00	0.00	0.00	0.00	600.00	0.0
05-533-492	Recording & Other Fees - Water Oper	2,500.00	2,500.00	0.00	0.00	4,300.00	0.00	1,800.00-	172.0
05-533-493	Equipment Rental - Water Oper	4,000.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.0
05-533-510	Office Supplies - Water Oper	500.00	500.00	0.00	104.30	400.01	0.00	99.99	80.0
05-533-520	Operating Supplies - Water Oper	20,000.00	20,000.00	0.00	13,927.42	61,070.23	0.00	41,070.23-	305.4
05-533-540	Books, Pub., Sub., & Memberships - Water	2,500.00	2,500.00	0.00	0.00	770.86	0.00	1,729.14	30.8
05-533-620	Buildings - Water Oper	0.00	0.00	0.00	0.00	1,943.75	0.00	1,943.75-	0.0
05-533-640	Machinery & Equipment - Water Oper	7,500.00	7,500.00	0.00	0.00	10,375.52	0.00	2,875.52-	138.3
05-533-641	Mt. Olive WTP - Machinery & Equipment	0.00	0.00	0.00	0.00	2,675.00	0.00	2,675.00-	0.0
05-533-710	Principal - Water Oper	69,529.00	69,529.00	0.00	0.00	69,529.06	0.00	0.06-	100.0
05-533-720	Interest - Water Oper	100,966.00	100,966.00	0.00	0.00	100,966.27	0.00	0.27-	100.0
05-535-305	Contract Labor - Sewer Oper	231,250.00	231,250.00	0.00	19,270.84	231,250.02	0.00	0.02-	100.0
05-535-310	Professional Services - Sewer Oper	2,500.00	2,500.00	0.00	0.00	4,170.00	0.00	1,670.00-	166.8
05-535-311	Engineering Services - Sewer Oper	18,000.00	18,000.00	0.00	0.00	20,127.00	0.00	2,127.00-	111.8
05-535-312	Professional Services - Other - Sewer Op	14,000.00	14,000.00	0.00	0.00	2,190.00	0.00	11,810.00	15.6
05-535-315	Inmate Labor - Sewer Oper	11,499.00	11,499.00	0.00	0.00	11,499.40	0.00	0.40-	100.0
05-535-400	Travel and Training - Sewer Oper	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.0
05-535-410	Communication Services - Sewer Oper	900.00	900.00	0.00	119.06	714.39	0.00	185.61	79.4
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sewer	1,000.00	1,000.00	0.00	115.42	739.27	0.00	260.73	73.9
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer Oper	2,400.00	2,400.00	0.00	396.90	2,381.45	0.00	18.55	99.2
05-535-430	Utilities - Sewer Oper	3,300.00	3,300.00	0.00	140.44	2,513.21	0.00	786.79	76.2
05-535-431	Cardinal Hill WWTP - Utilities - Sewer O	18,000.00	18,000.00	0.00	1,781.05	16,984.30	0.00	1,015.70	94.4
05-535-432	Mt. Olive WWTP - Utilities - Sewer Opera	10,000.00	10,000.00	0.00	1,000.41	8,226.57	0.00	1,773.43	82.3
05-535-440	Rentals and Leases - Sewer Oper	0.00	0.00	0.00	0.00	4,033.05	0.00	4,033.05-	0.0
05-535-460	Repairs and Maintenance - Sewer Oper	70,000.00	70,000.00	0.00	3,889.43	56,680.60	0.00	13,319.40	81.0
05-535-461	Cardinal Hill - Repairs and Maint - Sewe	20,000.00	20,000.00	0.00	0.00	1,701.04	0.00	18,298.96	8.5
05-535-464	Vehicle Fuel - Sewer Oper	5,000.00	5,000.00	0.00	148.80	875.07	0.00	4,124.93	17.5
05-535-465	Vehicle Maintenance - Sewer Oper	3,400.00	3,400.00	0.00	50.49	5,324.17	0.00	1,924.17-	156.6
05-535-492	Recording & Other Fees - Sewer Oper	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.0
05-535-493	Equipment Rental - Sewer Oper	4,000.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.0
05-535-510	Office Supplies - Sewer Oper	550.00	550.00	0.00	47.92	207.68	0.00	342.32	37.8
05-535-520	Operating Supplies - Sewer Oper	2,000.00	2,000.00	0.00	1,352.16	2,487.42	0.00	487.42-	124.4
05-535-620	Buildings - Sewer Oper	0.00	0.00	0.00	0.00	1,943.75	0.00	1,943.75-	0.0
05-535-640	Machinery & Equipment - Sewer Oper	13,317.00	13,317.00	0.00	0.00	26,119.52	0.00	12,802.52-	196.1
05-535-641	Cardinal Hill - Mach & Equip - Sewer Ope	7,500.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.0
05-535-710	Principal - Sewer Oper	282,566.00	282,566.00	0.00	0.00	223,902.74	0.00	58,663.26	79.2
05-535-720	Interest - Sewer Oper	388,848.00	388,848.00	0.00	0.00	360,408.36	0.00	28,439.64	92.7
05-590-310	Professional Services - Non-Dept	0.00	0.00	0.00	890.00	11,223.79	0.00	11,223.79-	0.0
05-590-312	Professional Services - Other - Non-Dept	24,300.00	24,300.00	0.00	1,050.00	11,089.88	0.00	13,210.12	45.6
05-590-320	Accounting and Auditing - Non-Dept	13,880.00	13,880.00	0.00	726.11	25,794.96	0.00	11,914.96-	185.8

POLK CITY  
 Simple G/L History Report

Fiscal Year: 2017 Month: 8 G/L: 05-\* Only Act Types: R,X

Account Number	Description	Budget	Adjusted Budget	Beg Balance	MTD Amount	YTD Amount	Out Encum	Balance	% EXP
05-590-420	Education Reimbursement - Non-Dept	27,306.00	27,306.00	0.00	0.00	0.00	0.00	27,306.00	0.0
05-590-440	Rentals and Leases - Non-Dept	4,074.00	4,074.00	0.00	325.31	3,422.63	0.00	651.37	84.0
05-590-450	Liability Insurance - Non-Dept	45,841.00	45,841.00	0.00	0.00	35,042.50	0.00	10,798.50	76.4
05-590-492	Recording & Other Fees - Non-Dept	2,300.00	2,300.00	0.00	0.00	2,300.00	0.00	0.00	100.0
05-590-528	Postage - Non-Dept	3,000.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.0
05-590-630	Improvements Other than Bidg - Non-Dept	34,638.00	34,638.00	0.00	2,351.70	6,619.60	0.00	28,018.40	19.1
05-590-920	Transfer to General Fund - Non-Dept	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00	0.00	100.0
05-590-930	Transfer to Water Impact Fee Reserves	34,940.00	34,940.00	0.00	0.00	0.00	0.00	34,940.00	0.0
05-590-931	Transfer to Sewer Impact Fee Reserves	78,300.00	78,300.00	0.00	0.00	0.00	0.00	78,300.00	0.0
05-590-992	Unemployment Claims - Non-Dept	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.0
05-590-994	Bank Fees - Non-Dept	1,550.00	1,550.00	0.00	0.00	0.00	0.00	1,550.00	0.0
05-590-996	Bad Debt - Non-Dept	40,000.00	40,000.00	0.00	0.00	0.00	0.00	40,000.00	0.0
05-590-999	Other - Non-Operating Charges - Non-Dept	0.00	0.00	0.00	8.14	492.81	0.00	492.81	0.0
	** EXPENSE TOTAL	2,162,385.00	2,162,385.00	0.00	78,256.89	1,722,727.94	0.00	439,657.06	79.7
	** GRAND TOTAL **	4,324,770.00	4,324,770.00	0.00	340,793.73	4,020,385.79	0.00	304,384.21	93.0

## Library Reports 10/2016 - 09/2017

	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	*Sept-17	Totals
<b>Circulation</b>													
Adult Books	926	964	933	974	998	991	927	1008	1043	867	1064	631	11,326
Juvenile Books	730	633	518	501	808	671	706	706	1206	918	887	599	8,883
DVD'S	1024	992	936	898	982	1103	853	1076	1214	1058	1110	606	11,852
<b>Total Circulation</b>	<b>2680</b>	<b>2589</b>	<b>2387</b>	<b>2373</b>	<b>2788</b>	<b>2765</b>	<b>2486</b>	<b>2790</b>	<b>3463</b>	<b>2843</b>	<b>3061</b>	<b>1836</b>	<b>32,061</b>
<b>New Borrowers</b>													
In City	5	15	7	12	12	7	7	15	21	9	9	5	124
In County	1	1	4	3	7	2	5	4	8	5	9	2	51
<b>Total New Borrowers</b>	<b>6</b>	<b>16</b>	<b>11</b>	<b>15</b>	<b>19</b>	<b>9</b>	<b>12</b>	<b>19</b>	<b>29</b>	<b>14</b>	<b>18</b>	<b>7</b>	<b>175</b>
<b>Number of Programs</b>													
Adult	1	1	0	1	1	1	2	1	1	0	0	1	10
Juvenile	1	2	2	2	2	1	2	7	6	5	0	1	31
Young Adult	1	1	0	1	1	0	1	1	2	2	0	0	10
<b>Total Programs</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>5</b>	<b>9</b>	<b>9</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>51</b>
<b>Program Attendance</b>													
Adult	7	7	98	12	9	7	51	46	198	173	0	5	613
Juvenile	60	17	163	19	12	11	37	253	295	281	0	3	1,151
Young Adult	10	8	28	2	9	0	21	4	92	61	0	0	235
<b>Total Attendance</b>	<b>77</b>	<b>32</b>	<b>289</b>	<b>33</b>	<b>30</b>	<b>18</b>	<b>109</b>	<b>303</b>	<b>585</b>	<b>515</b>	<b>0</b>	<b>8</b>	<b>1,999</b>
<b>Reference Questions</b>													
<i>Phone Calls</i>	237	254	213	292	201	190	175	196	221	320	270	178	<b>2,747</b>
<b>Number of Computer Users</b>													
	425	436	349	378	315	399	402	422	448	363	441	180	<b>4,558</b>
<b>Total Patrons</b>													
	1613	1484	1566	1324	1383	1424	1453	1831	1924	1579	1599	874	<b>18,054</b>

NOTE: Books By Mail check outs are now included in the monthly total.

\*09/2017 Hurricane Irma.



# PUBLIC WORKS

## MONTHLY REPORT

### REPORT PERIOD

August 1 - 31 2017

### PREPARED BY

Keith Prestage  
*Public Works Director*

### STATUS SUMMARY

List of projects started and/or finished during the month of August.

### PROJECT OVERVIEW

TASK	% COMPLETE	NOTES
Installed security cameras at the WWTP	100%	
Backhoe R & M	100%	
Removed broken playground equipment at Freedom Park	100%	
Mowed and trimmed right-of-way locations, fishing pier, parks, public buildings, lift stations, water treatment plants, retention ponds, ditches, and medians.	Ongoing	
Removed unused skate park equipment	100%	
Installed wireless keypads at WWTP	100%	
Installed storm drain overflow at WWTP	100%	
Installed underground electrical conduit at WWTP	100%	
Cleaned and maintained gutter system at the Government Center	Ongoing	
Cleaned and maintained the Government Center, Bronson Community Center, and the Activity Center.	Ongoing	

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

*STATISTICAL DATA*

West

**Division**

October 4, 2017

Northwest

District

To: Patricia Jackson , City Manager  
 From: Deputy Christina Poindexter #7376  
 Subject: Statistical report for September, 2017.

ACTIVITY	COUNT
FELONY ARREST	0
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	0
AFFIDAVITS MISDEMEANOR	0
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	0
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	0
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	\$0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	5
NARCOTICS SEIZED	0
ASSETS SEIZED	\$.00
PATROL NOTICES	3
FOXTROT REPORTS	8
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	260
TRAFFIC STOPS	3
TOTAL DISPATCHED CALLS FOR SERVICE	23

In September 2017, there were one (1) PROCAP captured crimes as compared to two (2) in 2016. During the month one (1) Grand Thefts were reported by the Dollar General Market. Two unknown suspects entered the parking lot and removed pallets of compressed cardboard by the shipping/receiving dock. This is was an ongoing trend at this location since March 2017. Currently the Sheriff's Office has captured, and taken into custody two suspects in this case who are all from Hialeah Florida (The Miami area). Suspect was identified as Pedro Rangel Guirado HM 10/01/82 who lives at 6305 W 22nd Ct. #201, Hialeah, Florida. The subject that was with Guirado was not identified as being with him at any other times and was not aware of prior thefts. At the time of arrest, there had been approximately 30 bales of cardboard removed, by at least one of the suspects who was taken into custody.

**PCSO case numbers associated are as follows: 17-18781, 17-23696, 17-31571, 17-34845, 17-35440, 17-39914.**

CaseNo	Inc From	Inc To	DOW	Location	Narrative	PRINTS	CASE STATUS	DET
<b>GRAND THEFT</b>								
PCSO-170039914	2017-09-01 / 0016hrs	2017-09-01 / 0206hrs	Fri	125 CARTER BLVD DOLLAR GENERAL	white unmarked box truck & 2 male susps were observed at busin, contact was made with Susp Pedro Rangel Guirado HM 100182 who was eventually arrested, inside truck were 10 cardboard bales & a pallet jack - driver of truck Yunior Martinez- Labrada HM 090684 who advised deputies that this was his first trip to the store & he was unaware of Guirado criminal intentions		CA	Osborne

Department of Law Enforcement																														
Polk City - 2016-2017																														
	Jan		Feb		Mar		Apr		May		June		July		Aug		Sept		Oct		Nov		Dec		YTD Totals		Monthly	YTD Average		
	16	17	16	17	16	17	16	17	16	17	16	17	16	17	16	17	16	17	16	17	16	17	16	17	16	17	Change	16	17	
Robbery	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 Business	0	0	0	0	0	1	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2	1	0%	0.2	0.1
Burg Residence	0	2	0	0	0	0	1	0	0	2	2	0	0	0	0	0	1	0	0	0	0	0	3	0	4	4	0%	0.4	0.4	
Burg Structure	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0%	0.0	0.1
Burg Conveyance	0	1	0	0	0	0	2	0	3	0	2	1	0	0	0	0	0	0	1	0	0	0	0	0	7	2	0%	0.8	0.2	
Vehicle Theft	1	0	0	1	0	0	1	0	0	0	1	0	0	0	0	0	0	0	1	0	2	0	0	0	3	1	0%	0.3	0.1	
Grand Theft	0	0	0	2	0	2	1	1	0	3	0	0	0	3	1	2	0	1	3	0	0	0	1	0	2	14	-50%	0.2	1.6	
Petit Theft	0	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1	3	0%	0.1	0.3	
Mail Theft	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	1	0	0%	0.1	0.0	
Retail Theft	1	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0%	0.3	0.0		
Criminal Mischief	0	0	0	1	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	2	0	1	0	2	1	0%	0.2	0.1	
<b>Totals</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>4</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>25</b>	<b>27</b>	<b>-50%</b>	<b>2.8</b>	<b>3.0</b>	
% Change	50%		500%		300%		-67%		25%		-86%		200%		0%		-50%		N/A		N/A		N/A		8%		8%			



## Aquarina Waterworks, Inc.

2517 Elm Circle

Lake Wales, FL 33898

Kevin Burge (772) 708-7946

Keith Burge (772) 201-3299

[aquarinawaterworks@bellsouth.net](mailto:aquarinawaterworks@bellsouth.net) (Kevin Burge)

[Burkimwater@aol.com](mailto:Burkimwater@aol.com) (Keith Burge)

## Polk City Polk City Commissioners

September 2017 Utility Operations Summary

## **Executive Summary**

The following points are presented as an overall summary of water and wastewater utility department activities and events that occurred during the month of September, 2017:

- All monthly testing and reports that were due have been completed and turned into the proper regulatory agency.
- Started hurricane preparations on 9/7/2017-9/9/2017. Checked all lift stations, made sure all portable bypass pumps were in working conditions, picked up all loose materials around all utility plants.
- Continued to perform daily routine cleaning and maintenance on all the City's lift stations.
- Continued with the weekly monitoring of all the City's generators.
- Picked up the City's box truck from repair shop to be able to use during and after hurricane.
- Spent 9/10/2017-9/12/2017 at City Hall during hurricane.
- Hurricane recovery mode from 9/12/2017 – 9/18/2017.
- Arranged for rental generators before hurricane Irma and also was able to locate and obtain (2) additional generators from Florida Rural Water Association.
- Returned rental generators on 9/19/2017.

## **Operations and Maintenance Activities**

- 9/5/2017 - flushed hydrants on 1<sup>st</sup> street.
- 9/7/2017 - we started hurricane Irma preparations.
- 9/8/2017 - we continued hurricane Irma preparations.
- 9/9/2017 - we finished hurricane Irma preparations.
- 9/10/2017 - Hurricane Irma happened.
- 9/11/2017 - Hurricane Irma continued.
- 9/12/2017-9/18/2017 Hurricane Irma recovery.
- Replaced floats in the Ruth Road LS.
- 9/5/2017 - Repaired a water leak at 7622 Berkley Road.
- 9/18/2017 - Unhooked all the portable generators and the bypass pumps.

- 9/19/2017 - Returned the rental generators to pinnacle.
- The Laynewade LS did not operate in Automatic. We replaced the pump controller and now it runs in normal operation.
- 9/23/2017 - Installed a new circulatory pump in the chlorine contact chamber at the Cardinal Hill WWTP.

## **Miscellaneous Job Order Completions**

- 43 turn on/off
- 3 locates
- 9 new meter installs.
- 2 meter register change-outs
- 5 customer service calls
- 28 Meter reads
- 1 Laptop tests

**91 total work orders completed during the month of July 2017**

## **Planned October Monthly Activities**

- Supervise the planned rehabilitation at the Ruth Road LS. This project was postponed due to Hurricane Irma. Should be completed by the end of October 2017.
- Continue to inspect sanitary sewer lines and manholes.
- Have staff meeting with Aquarina Waterworks, Inc. staff.
- Continue flushing hydrants and exercising water valves
- Continue to look for suspected water infiltration still coming in downstream from Ruth Road LS.



## Aquarina Waterworks, Inc.

2517 Elm Circle

Lake Wales, FL 33898

Kevin Burge (772) 708-7946

Keith Burge (772) 201-3299

[aquarinawaterworks@bellsouth.net](mailto:aquarinawaterworks@bellsouth.net) (Kevin Burge)

[Burkimwater@aol.com](mailto:Burkimwater@aol.com) (Keith Burge)

## Polk City Polk City Commissioners

August 2017 Utility Operations Summary

# Executive Summary

The following points are presented as an overall summary of water and wastewater utility department activities and events that occurred during the month of August, 2017:

- All monthly testing and reports that were due have been completed and turned into the proper regulatory agency.
- Called Cat Ringpower out to test and do maintenance on all city generators.
- Continued to perform daily routine cleaning and maintenance on all the City's lift stations.
- Continued with the weekly monitoring of all the City's generators.
- Had the City's utility box truck repaired at Jaime's Auto Body Shop due to damage from accident.
- Worked with City officials to obtain utility information for the engineer of record for the proposed warehouse project.
- Tested (2) fire hydrants closest to proposed warehouse. Submitted reports to the City and the engineer of record for proposed development.
- Performed pressure tests on force main closest to propose warehouse project and submitted results to the City and the engineer of record for proposed development.

## Operations and Maintenance Activities

- Changed out floats in the chlorine contact chamber at the Cardinal Hill WWTP.
- Responded to Lot #129 at the fountain park development had a sewer backup. It was determined to be a developer issue. Centex fixed the problem.
- Repaired a water leak at the fountain park development at Lot #81
- Repaired a water leak next to the elementary school which was caused by repaving company.
- Repaired a water leak on North Citrus Avenue.
- Repaired a water leak at the Fountain Park Development at Lot #32.
- Repaired a 1 inch water gate valve at Lot #36 in the Fountain Park Development.
- Checked all generators to make sure they were in good operating condition.
- Repaired a water leak at 236 Carter Blvd.
- Repaired a water leak at 526 Meandering Way.



- We were able to free up pump #1 at the Brook Lane lift station. The ring on top of the pump was hung up and around the rail system.
- We had Cat Ringpower come out and repair the automatic transfer switches at lift station #3 and #4.

## **Miscellaneous Job Order Completions**

- 97 turn on/off
- 14 locates
- 8 new meter installs.
- 22 meter register change-outs
- 3 customer service calls
- 41 Meter reads
- 11 Laptop tests

**196 total work orders completed during the month of July 2017**

## **Planned September Monthly Activities**

- Supervise the planned rehabilitation at the Ruth Road LS.
- Continue to inspect sanitary sewer lines and manholes.
- Have staff meeting with Aquarina Waterworks, Inc. staff.
- Continue flushing hydrants and exercising water valves
- Look for suspected water infiltration still coming in downstream from Ruth Road LS.
- Continue to plan for work at the Brook Lane LS. Station gets flooded during rain storms.



## Polk City City Commission Agenda Form

Meeting Date: October 16, 2017

Item Number: Presentations

<b>Subject:</b> Proclamation for Pledge to Red Ribbon Week	
<b>Department:</b> Administrative	
<b>Summary:</b> This proclamation is in recognition of Red Ribbon Week	
<b>Requested Commission Action:</b> Recognize October 23-31, 2017 as Red Ribbon Week	
<b>Financial Impact:</b> None	
Attachments:           X	Supporting Documents Reviewed           X
Submitting Department Head: Patricia Jackson, City Manager	Date: 10/13/2017
Approved by City Manager:	Date:
City Commission Action: <input type="checkbox"/> Approved as Recommended <input type="checkbox"/> Approved with Modifications <input type="checkbox"/> Tabled to Time Certain    Date: _____ <input type="checkbox"/> Denied	



## *Proclamation*

*Whereas*, communities across America have been plagued by the numerous problems associated with illicit drug use and those that traffic in them; and

*Whereas*, there is hope in winning the war on drugs, and that hope lies in education and drug demand reduction, coupled with the hard work and determination of organizations such as the Young Marines of the Marine Corps League to foster a healthy, drug-free lifestyle; and

*Whereas*, governments and community leaders know that citizen support is one of the most effective tools in the effort to reduce the use of illicit drugs in our communities; and

*Whereas*, the red ribbon has been chosen as a symbol commemorating the work of Enrique "Kiki" Camarena, a Drug Enforcement Administration agent who was murdered in the line of duty, and represents the belief that one person can make a difference; and

*Whereas*, the Red Ribbon Campaign was established by Congress in 1988 to encourage a drug-free lifestyle and involvement in drug prevention and reduction efforts; and

*Whereas*, October 23-31 has been designated National Red Ribbon Week, which encourages Americans to wear a red ribbon to show their support for a drug-free environment;

**Now, Therefore, I, *Joe LaCascia, Mayor*** do hereby proclaim October 23-31 as

### ***RED RIBBON WEEK***

in Polk City, and urge all citizens to join me in this special observance.

City of Polk City

-----  
Joe LaCascia, Mayor

Attest:

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



# Polk City Commission Agenda Form

Meeting Date: October 16, 2017

Item Number: 1

<b>Subject:</b>	
Ordinance 2017-04 – Authorizing the issuance of not exceeding \$9,500,000 water and sewer system refunding revenue bonds.	
<b>Department:</b>	
City Attorney	
<b>Summary:</b>	
The City Commission approved the refunding of the water and sewer revenue bonds – Refunding Revenue Bonds, Series 2011A. This Ordinance authorizes the issuance of not exceeding \$9,500,000.	
<b>Requested Commission Action:</b>	
Move to approve Ongoing Grant Research and Program Application Services with Summit Professional Services, Inc.	
<b>Financial Impact:</b>	
Will have exact savings when refunding is completed.	
Attachments:           X	Supporting Documents Reviewed           X
Submitting Department Head:	Date:
Patricia R Jackson	10/13/17
Approved by City Manager:	Date:
Patricia R Jackson	10/13/17
Commission Action:	
<input type="checkbox"/>	Approved as Recommended
<input type="checkbox"/>	Approved with Modifications
<input type="checkbox"/>	Tabled to Time Certain     Date: _____
<input type="checkbox"/>	Denied

## ORDINANCE 2017-04

AN ORDINANCE OF POLK CITY, FLORIDA, FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF NOT EXCEEDING \$9,500,000 WATER AND SEWER SYSTEM REFUNDING REVENUE BONDS, SERIES 2017, TO REFUND THE WATER AND SEWER SYSTEM CAPITAL IMPROVEMENT AND REFUNDING REVENUE BONDS, SERIES 2011A ; PLEDGING A LIEN ON THE NET REVENUES OF THE COMBINED WATER AND SEWER SYSTEM TO SECURE THE PAYMENT THEREOF; PROVIDING FOR THE RIGHTS OF THE HOLDERS OF SUCH BONDS; PROVIDING CERTAIN OTHER MATTERS IN CONNECTION THEREWITH; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

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

**SECTION 1. AUTHORITY FOR THIS ORDINANCE.** This Ordinance is enacted pursuant to the provisions of the Constitution of Florida; the Charter of Polk City, Florida (the "Issuer"); Chapter 166, Part II, Florida Statutes; and other applicable provisions of law (collectively, the "Act").

**SECTION 2. FINDINGS.** The Polk City Commission hereby determines and finds that:

(1) The Issuer issued Water and Sewer System Capital Improvement and Refunding Revenue Bonds, Series 2011A (the "Series 2011A Bonds") and its Water and Sewer System Refunding Revenue Bonds, Taxable Series 2011B (the "Series 2011B Bonds," and, together with the Series 2011A Bonds, collectively, the "Series 2011 Bonds").

(2) The Series 2011A Bonds were issued to (i) finance and/or reimburse the costs of certain improvements (collectively, the "Series 2011 Project") to the City's combined water and sewer system (the "System" or the "Utility System"), (ii) currently refund all of the City's Sewer Revenue Bonds, Series 1999, the City's Water System Revenue Bonds, Series 2004, the City's Capital Improvement Revenue Note, Series 2005, and the Polk County Sprayfield Loan (as defined herein) (collectively, the "Refunded Obligations"), (iii) fund a portion of the reserve subaccount for the Series 2011 Bonds, and (iv) pay the costs of issuance of the Series 2011A Bonds, including the municipal bond insurance premium.

(3) The Series 2011B Bonds were issued to (i) refund the Polk County Payment Obligation (as defined herein), (ii) fund a portion of the reserve subaccount for the Series 2011 Bonds, and (iii) pay the costs of issuance of the Series 2011B Bonds, including the municipal bond insurance premium.

(4) The Series 2001B Bonds have been repaid in full.

(5) The Series 2011 Bonds were issued pursuant to the Constitution and laws of the State of Florida, including Chapter 166, Part II, Florida Statutes, and other applicable provisions of law (the "Act"), and pursuant and subject to the terms and conditions of Ordinance No. 2011-1278 enacted by the City Council of the City on July 11, 2011, as amended and restated in its entirety by Ordinance No. 2011-1282 enacted on August 8, 2011 (collectively, the "Ordinance") and Resolution No. 2011-06 adopted by the City Council of the City on August 8, 2011, as supplemented by Resolution No. 2011-07 adopted by the City Council of the City on August 8, 2011 (collectively, the "Bond Resolution").

(6) The City now has the opportunity to recognize substantial annual savings through the refunding of the Series 2011A Bonds.

(7) Section C-13.D (6) of the City Charter requires that to authorize the borrowing of money, the City Commission must do so by ordinance.

(8) For the benefit of its inhabitants, Polk City, Florida (hereinafter sometimes called the "Issuer") finds, determines and declares that it is necessary for the continued preservation of the health, welfare, convenience and safety of the Issuer and its inhabitants to refund certain outstanding obligations hereinafter referred to as the "Refunded Obligations," which will be refunded by the 2017 Refunding Bonds herein authorized.

(9) It is deemed necessary and desirable for the Issuer to issue its Water and Sewer Revenue Bonds and, particularly its Water and Sewer System Refunding Revenue Bonds, Series 2017 in an aggregate principal amount not exceeding \$9,500,000 (the "2017 Bonds"). It is further deemed necessary and desirable to pledge the net revenues of the Issuer's combined water and sewer system and the public service tax on water purchases to the payment of the principal of, a redemption premium, if any, and the interest on the Bonds herein authorized.

(10) The Issuer shall not be obligated to levy any taxes on any real or personal property to pay the principal of or interest on the 2017 Bonds hereinafter authorized. The 2017 Bonds issued pursuant to this Ordinance shall not constitute a lien upon the System or any other property of the Issuer or situated within its corporate limits, except the non-ad valorem revenues pledged as security therefore.

**SECTION 3. AUTHORIZATION OF REVENUE BONDS.** Subject and pursuant to the provisions of this Ordinance, obligations of the Issuer to be known as " Polk City, Florida, Water and Sewer System Refunding Revenue Bonds, Series 2017" (hereinafter the "2017 Bonds") are hereby authorized to be issued from time to time as designated for System purposes by subsequent ordinance or resolution of the Issuer. . Obligations of the Issuer to be known as " Polk City, Florida, Water and Sewer System Refunding Revenue Bonds, Series 2017" are hereby authorized to be issued in an aggregate principal amount not exceeding Nine Million Five Hundred Thousand Dollars

(\$9,500,000) for the purpose of providing funds to refund all or a portion of the costs of as described by subsequent ordinance or resolution of the Issuer, to refund the Refunded Obligations identified by subsequent ordinance or resolution, to fund a reserve for the 2017 Bonds, to pay costs of issuance thereof, and other uses relating to the foregoing.

**SECTION 4. DETAILS OF BONDS.** The Issuer shall, by subsequent resolution or resolutions, determine, or provide for the forms of and determination of, the terms and conditions of such Bonds not inconsistent with the provisions hereof and of the Act, including, without limitation, the manner of execution of the Bonds, the authorized denominations of the Bonds and the place of payment thereof, the principal amount of each such series, principal and interest payment dates, the dated and delivery dates, the terms relating to the payment of interest thereon (provided that the interest rate or rates thereon shall not exceed the maximum rate permitted by applicable law), the conditions to the issuance of additional indebtedness on a parity or subordinated basis as to security and source of payment with the Bonds, terms with respect to optional or mandatory redemption or tender for purchase, terms with respect to any credit enhancement or liquidity facilities with respect to the Bonds, the pledge of net revenues of the System and the public service tax levied on water purchases to secure such indebtedness and any payment obligations with respect to credit enhancement or liquidity facilities, operations and financial covenants with respect to the System and such other matters relating thereto as shall not be inconsistent with the terms hereof and of the Act.

**SECTION 4. CONFLICTS WITH PRIOR ORDINANCES AND RESOLUTIONS.** To the extent any prior City resolutions or ordinances are in conflict or inconsistent with this Ordinance, including specifically Ordinance Numbers 2011-1278 and 2011-1282, then, to the extent of such conflict or inconsistency, they are hereby superseded

**SECTION 5. EFFECTIVE DATE.** This Ordinance shall take effect immediately upon its enactment.

**PASSED ON FIRST READING** this 16th day of October, 2017.

**PASSED ON SECOND READING** this 30th day of October, 2017.

**POLK CITY, FLORIDA**

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

ATTEST:

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

APPROVED AS TO FORM & LEGALITY:

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



# Polk City Commission Agenda Form

Meeting Date: October 16, 2017

Item Number: 2

**Subject:**

**Ordinance 2017-05** – Amending the final budget for Fiscal Year 2016-2017.

**Department:**

Executive

**Summary:** Approval of FY 2016-2017 Budget Amendment Items listed in Exhibit "A". The expenditures are 1) audio/video in Commission Chambers – per Commission. 2) Professional Services in Building and Zoning (inspections and DEO Grant). 3) City Hall Repairs and Maintenance. 4) Purchase of Jeep Compass per Commission. 5) Emergencies and Contingencies and 6) Polk Regional Combined Projects Phase 1 (paid from water impact fees; Commission Approved Agreement). The budget will be increased by \$338,253; making the total FY 2016-2017 Budget \$4,454,124

**Requested Commission Action:**

Move to approve Ordinance 2017-05, Amending the Fiscal Year 2016-2017 Budget, on first reading.

**Financial Impact:**

\$ 338,253.00 (increase)

Attachments:           X

Supporting Documents Reviewed           X

Submitting Department Head:

Date:

Patricia R Jackson, City Manager

10/13/17

Approved by City Manager:

Date:

Patricia R Jackson, City Manager

10/13/17

Commission Action:

Approved as Recommended

Approved with Modifications

Tabled to Time Certain     Date: \_\_\_\_\_

Denied



**ORDINANCE 2017-05**

**AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE FINAL BUDGET; REALLOCATING AND REAPPROPRIATING MONIES WITHIN THE BUDGET FOR FISCAL YEAR 2016-2017; PROVIDING FOR ALL OTHER ITEMS IN THE BUDGET OF EXPENSES TO REMAIN UNCHANGED; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of Polk City did on September 27, 2016, adopt a final budget for Polk City through and by Ordinance 2016-04; and,

**WHEREAS**, Polk City Code of Ordinances (the "Code") sets the level of budgetary control at the fund level; and,

**WHEREAS**, in order to comply with the Code, it is necessary to amend the final budget for fiscal year 2016-2017;

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

**SECTION 1. REAPPROPRIATED REVENUE; MODIFIED BUDGET.**

The final budget for Polk City for the fiscal year 2016-2017 shall be set forth in the Budgeted Revenues and Expenditures, which is attached hereto and incorporated herein as "Exhibit A", with any modifications adopted at the public hearing held on the 20<sup>th</sup> day of November, 2017, as shown by the changed figures for any such items changed. If there are no changes to the figures in the proposed columns, then the figures and the budget adopted for fiscal year 2016-2017 shall stand as the final budget for that fiscal year. The revenue received by the Polk City, Florida, from the sources of revenue identified in Exhibit A are not otherwise allocated or pledged are hereby re-appropriated and re-designated for the payment of general governmental expenditures and other municipal expenditures incident to the operation of the City in all governmental functions and capacities, as the same are designated, adjusted and set forth in the reallocation of funds for the fiscal year 2016-2017, attached as Exhibit A.

**SECTION 2. CONFLICTS.** All other provisions of Ordinance 2014-07 and the 2014-2015 budget of expenses which are not in conflict with this or any part of the Ordinance shall remain unchanged and in full force and effect.

**SECTION 3. SEVERABILITY.** If any provision of this Ordinance or the application thereof is held invalid, such invalidity shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid provisions or applications, and to this end, the provisions of this Ordinance are hereby declared severable.

**SECTION 4. EFFECTIVE DATE.** This Ordinance shall take effect immediately upon its adoption as a non-emergency ordinance in accordance with chapter 166, Florida Statutes.

**INTRODUCED AND PASSED** on first reading in regular session of the City Commission of Polk City this the **16<sup>th</sup>** day of **October**, 2017

**ATTEST:**

**APPROVED:**

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

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

**PASSED AND CERTIFIED AS TO PASSAGE** on the second reading by the City Commission of the City of Polk City, Florida, at regular session this \_\_\_\_ day of \_\_\_\_\_, 2017

**ATTEST:**

**APPROVED:**

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

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

**APPROVED AS TO FORM & LEGALITY**

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

**EXHIBIT "A"**

**City of Polk City  
FY 2016 - 2017 Budget Amendment Summary  
10/16/2017**

<b>Funds</b>	<b>Orginal Total Budget</b>	<b>Amount of Change to Budget</b>	<b>Amended Total Budget Per Fund</b>
General Fund	\$1,973,486.00	\$145,584.00	\$2,119,070.00
Enterprise Fund	\$2,162,385.00	\$192,669.00	\$2,355,054.00
<b>Total</b>	<b>\$4,135,871.00</b>	<b>\$338,253.00</b>	<b>\$4,474,124.00</b>

**Revenues**

<b>GL Account#</b>	<b>Account Description</b>	<b>Original Budget</b>	<b>Change in Amount</b>	<b>Amended Budget</b>
1-315-100	Communications Service Tax	\$140,000.00	\$25,134.00	\$165,134.00
1-322-108	Building Inspections	\$20,000.00	\$108,450.00	\$128,405.00
1-334-910	DEO Grant	\$0.00	\$12,000.00	\$12,000.00
5-381-900	Cash Carry Forward	\$5,000.00	\$192,669.00	\$197,945.00
	<b>Total</b>	<b>\$165,000.00</b>	<b>\$338,253.00</b>	<b>\$503,484.00</b>

**Expenditures**

<b>GL Account #</b>				
1-511-640	Capital - Machinery & Equipment (Audio/Video)	\$0.00	\$14,294.00	\$14,294.00
1-524-310	Professional Services	\$42,000.00	\$98,405.00	\$140,405.00
1-539-461	City Hall Repairs & Maintenance	\$4,500.00	\$10,500.00	\$15,000.00
1-539-641	City Hall Machinery & Equipment	\$0.00	\$13,385.00	\$13,385.00
1-590-941	Emergencies and Contingencies (Hurricane)	\$0.00	\$9,000.00	\$9,000.00
5-533-462	Plk Regional Wtr Coop - Combined Projects Ph 1	\$0.00	\$192,669.00	\$192,669.00
	<b>Total</b>	<b>\$46,500.00</b>	<b>\$338,253.00</b>	<b>\$384,753.00</b>



# **SUMMIT PROFESSIONAL SERVICES, INC.**

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**DEDICATED TO THE FUTURE OF YOUR COMMUNITY**



**PROPOSAL FOR**

**POLK CITY  
ONGOING GRANT RESEARCH  
AND PROGRAM APPLICATION SERVICES**

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# SUMMIT PROFESSIONAL SERVICES, INC.

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PO Box 7300 \* BRANDON, FLORIDA 33508-6021

PH: (813) 685-4585 \* FAX: (877) 309-1951

Patricia Jackson, City Clerk  
City of Polk City, Florida  
123 Broadway Blvd South  
Polk City, FL 33868

June 13, 2017  
Proposal for Services  
Grant Research and Application Services

Dear Ms. Jackson:

It is our pleasure to offer this Grant Research and Application Services proposal to the City of Polk City. 'Summit' is a full-service Community and Economic Development Consultant with offices in Panama City Beach and Valrico, Florida. We offer planning and administration services in-house. Our unique approach, as a full-service project facilitator will allow the City to address its most important project and grant program development needs. We are confident that Summit's experience in obtaining funding for complex, multi-program grant/loan projects, will provide the City with the full administrative support you require.

Our team's diverse background with a variety of municipal programs including economic development, water distribution, wastewater collection system upgrades, roadway and pedestrian improvements, transportation, infrastructure, parks, recreation facilities, cultural, historical, trail and many other related facility development programs can simplify the implementation of a comprehensive Strategic Grants Plan for Polk City. In addition to funds procurement, our team offers professional backgrounds in urban planning, technology assessment, financial management and community development that can ensure a streamlined and successful implementation of the City's community development goals.

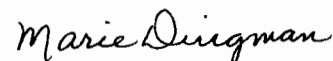
Strategic Grants Planning is what sets Summit apart from other grants consulting firms as a full-service Community and Economic Development Consulting firm. Summit has assisted many municipalities with the development of funding strategies that address the short and long-term goals and needs of their community. Experience has shown that a Strategic Grants Plan is a powerful way for communities to establish a foundation on which to build a successful approach to project funding. Summit's experience with numerous grant programs will allow the City to prioritize your decisions based on all available alternative-funding approaches.

J. Scott Modesitt, AICP, Project Development Director in our Central Florida Office will be the contact person for this proposal/project. Should you have any questions or require any additional information please contact him at (813) 685-4585, or by email to [scottm@summitpros.com](mailto:scottm@summitpros.com).

We would like to extend our sincere appreciation for your consideration. Should you require further information, additional copies, or have questions, please do not hesitate to contact us.

Thank you and we look forward to your consideration of our proposal.

Sincerely,



Marie Dingman  
President

## **Grant Writing Services Experience**



# Experience

## Company Profile

### Background

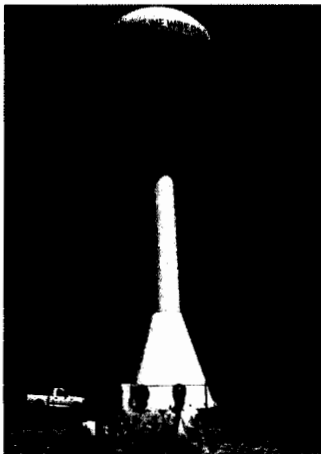
Summit is a community and economic development consulting firm that has served local governments and emerging businesses for over twenty (20) years. Our staff is able to cater to a full range of needs facing communities, with professionals from a wide spectrum of fields, including:

*Grant Consulting, Project Development and Planning, Grant Administration, Financial Management, Construction Administration, and Construction Inspection*

Our staff expertise includes grant writing and administration in the following areas: *economic development, disaster recovery, downtown revitalization, housing rehabilitation, wastewater and drinking water systems, transportation, storm water facilities, emergency management, recreation, historic preservation, environmental management, and community services.*

As a full-service consultant, our greatest strength is our ability to simplify the process of acquiring funding and developing, implementing and managing projects. Summit professionals have the experience and the commitment to:

- ◆ *Assess Development and Program needs*
- ◆ *Create a Short- and Long-term Funding Strategy to Implement Complex Multi-year, Multi-agency Solutions*
- ◆ *Develop and Design Projects That Implement Solutions in the Most Time Efficient and Cost Effective Manner*
- ◆ *Fulfill the Requirements of the Client and All Involved Funding Organizations*
- ◆ *Manage Projects to Successful Conclusions*
- ◆ *Complete all Work within the Schedule and Budget*



*City of Newberry  
Elevated Water Tank*

*Economic Development Funding*

### Organization

Our organization is specialized, allowing Summit to serve the special needs of developing communities. Our organization has a firm foundation in qualified, responsible staff members. We have relationships with other professional associates we use as needed in order to ensure delivery of the best service.

### Office Locations and Base of Operations

Summit maintains a North Florida Office located in Panama City Beach. Our presence in the Panhandle positions us close to many of the agencies that administer grant/loan programs and development projects. This gives Summit the ability to work closely with these funding and regulatory agencies to develop the best possible projects for our clients.

We also maintain a Central Florida Office located just outside of Tampa. The Central Florida Office is the management office for our more southern communities and provides regionalized project management for that area of the State.

Summit professionals have worked throughout the State of Florida, and are familiar with the full spectrum of needs facing communities. We are familiar with many growth trends, environmental concerns, soil conditions, economic trends, hydrology conditions, and local social concerns throughout these areas. We have adapted to managing projects throughout the State.

### Certifications and Insurance

Summit is a Florida Certified Minority/Women Owned Enterprise (MBE/WBE). Certifications include SBCCI, ACI, AICP, FCPA and other construction inspection and housing rehabilitation certifications. Summit maintains \$2,000,000 of General Liability Insurance, \$1,000,000 of Automobile Liability Insurance and \$100,000 per accident of Workers Compensation and Employers' Liability Insurance and will do so throughout the course of the project. Documentation regarding insurance is included in the Appendix of this proposal.

# Experience

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## Experience and Expertise

The Summit team encompasses all of the professional and technical expertise necessary to create a successful project. We have grant specialists familiar with community and economic development. We have access to consultant services for land surveying and a wide range of specialized civil and environmental engineering backgrounds. In addition, our staff has many years of in-house experience with grant/loan application, grant/loan management, construction contracting, and construction inspection.

## Able to Meet Schedule and Budget

Time and budget are important practical constraints to the success of our clients. Deviations in schedule and costs can happen, however, a structured approach and years of administrative experience keep our clients' projects on track. Summit constantly monitors schedules and budget projections, and we include contingency estimates wherever possible.

## Use of Technology

Summit has invested heavily in mobile communications, computer technology, software applications, and training. If the City wishes to utilize EDI capabilities such as electronic funds transfer, this can be accomplished through our bank, which provides Summit with full EDI wire transfer capabilities. Our staff relies on E-mail, Internet access and productivity applications, such as word processing, spreadsheets, scanning and imaging, optical character recognition and presentation aids. In addition, Summit utilizes ArcGIS tools for planning, mapping and demographic analyses to better serve the needs of our clients.



*Haines City WWTF Improvements  
Organics Recycling Facility  
DEP Grant Funding*

## Accessibility

We encourage our clients to stay involved in every aspect of a grant. To aid client oversight, Summit provides:

- Regularly Scheduled Reporting on all aspects of the services we provide
- Request for Funds at a minimum of once per quarter
- Progress Status Reports submitted quarterly
- Projection of Contract Payments and Report on Accomplishments submitted quarterly
- Contractual Obligation and MBE Report submitted April 15th and October 15th annually
- Section 3 Objective Reporting annually
- Closeout Status Report submitted at completion of project

## Accountability

Summit's administrative staff will work hand in hand with City staff and your engineering consultant throughout the grant process. We understand that it is ultimately the City who is accountable to the State for the program funds and we will assure your community is receiving all the information it needs to have full confidence that the process is under control, on time and within the scope of the grant.

Summit's administrative staff will provide:

- Interagency coordination on the City's behalf providing effective communications with all program agency representatives.
- Development of a dynamic implementation plan that can be modified over time to reflect the changing needs of the City should circumstances dictate.
- ◆ Representation for the City during all agency site visits and monitoring visits.
- ◆ In-house quality control through multi-engineer and grant specialists review.
- ◆ Coordination with permit agencies and funding agencies to determine what will be required now and in the future.

# Experience

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## Understanding of Local Issues

Summit professionals have worked in all areas of community and economic development, and we understand the struggle of municipalities to implement infrastructure improvements for the community. Meeting the demands of population growth, increased regulations, economic growth, environmental management, and increasing demands for services can be a daunting task for Florida cities and counties. Our staff has the expertise to ensure compliance with all regulation and restrictions and the ability to work with the various agencies crucial to project success. *Also, our grant professionals and consultant engineers work along side one another, not against each other.*

## Local Government Specialists

We recognize the importance of public support for infrastructure improvements and similar community and economic development projects. Summit staff members assist our clients with addressing public concerns and educating the community regarding the programs and projects, before during and after implementation.. Through community outreach and public notification we can help to mitigate citizen concerns regarding the sometimes personal demographic information that is required for some funding programs.

## Program Insight and Comprehension

Summit's staff planner and your assigned project manager, Scott Modesitt, AICP, has already begun reviewing the City's competitive position for program applications.

We have developed a streamlined process that will assist the City with preparing and submitting successful program proposals in the shortest amount of time in order to meet the requirements of the specific program.

In addition we maintain a comprehensive library of GIS demographic and environmental data for Polk County and are able to efficiently complete any analysis that you may require for your grant applications.

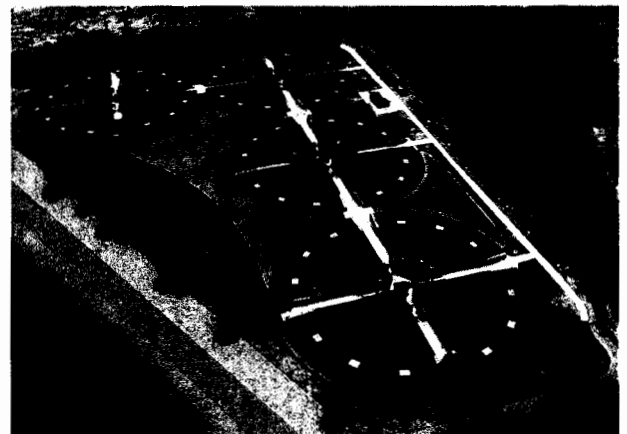
## Ongoing Communication

On an ongoing basis, as well as developing and maintaining open lines of communication with your City staff, officials and the public, we are constantly researching and reviewing news services that serve your community. This allows us to stay abreast of any new issues or concerns that may arise that are of importance to the citizens of the City and may require our attention.

Summit enhances the level of communication with funding agencies. This increases the rate of success in obtaining and managing funds. The experience and ingenuity of the Summit staff empowers communities to balance grant budgets, community needs, and create successful projects.

Summit sets forth the following objectives:

- ◆ Report to the community consistently and clearly;
- ◆ Coordinate closely with the City and all involved agencies;
- ◆ Work closely with community organizations as needed on community's behalf;
- ◆ Obtain the maximum possible amount of funding from all available sources;
- ◆ Maintain in-house quality control through multi-engineer and grant specialists review; and
- ◆ Create a long-term Strategic Grants Plan that addresses all short and long-term local needs with feasible solutions, incorporates every program dollar to minimize local cost, and provides a useful tool for prioritization of resources.



*City of Newberry  
Champions Little League Park  
DEO Economic Development Funding*

# Experience

Our most important advantage is full-service. The City of Polk City will benefit from the experience and expertise of our combined planning, grants, and financial professionals at no more cost than a general consultant offering only a portion of the services your project needs. We will seek all grants and other special financing opportunities available to our clients. All of the services listed below are available to your organization through Summit.

## **Services for Your Community**

**Needs Assessment/Funding Research**

**Housing Rehabilitation/SHIP Services**

**Project Development/Facilitation**

**Creative Leveraging**

**Grant/Loan Writing/Procurement**

**Contract Management**

**Facility, Site and Master Planning**

**Bid Process Management**

**Long-Term Planning**

**Construction Inspection/Observation**

**Financial Management**

**Construction Contract Administration**

**Grant Administration**

**Multi-Sourcing**

**Agency Coordination**

**Feasibility Studies/Facility Planning**

**Program Compliance**

**Document Control**

**Progress Reporting**

**Procurement**

**Technical Support**

**Private/Public Coordination**

**Land Use Planning**

**Networking & Business Outreach**

**Local Government Operations**

**Economic Development Support**

**Uniform Relocation Act Compliance**

**Overall Program Management**

**Costs Estimating and Costs Control**

**Funding Strategies**

**Program Planning**

**Fee Studies and Development**

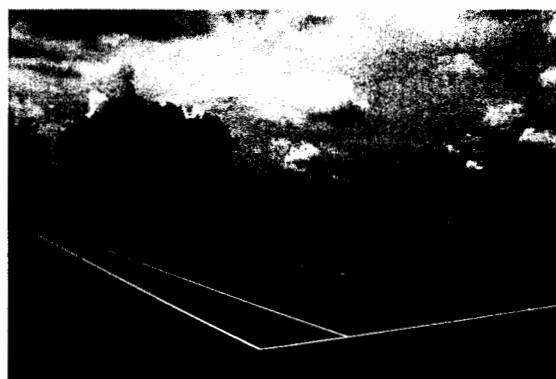
**Development Review / Planning**



*City of Newberry  
Water System Improvements  
Economic Development Grant*



*Putnam County  
Housing Rehabilitation Grants*



*Town of Inglis  
Park and Recreation Development Grants*

# Experience

## Project Experience

### Planning/Application Preparation and Administration Services

Summit prides itself on maintaining long-term relationships with the communities we serve. In addition to the multitude of individual grant programs we have administered, we have developed long-term funding programs for the communities listed on the following pages. The Summit approach could be utilized by the City of Polk City to maximize grant and low-interest loan funding to meet a variety of future community and economic development needs beyond what a single grant offers.

#### City of Newberry — Ongoing Community Development FFY 1997 to Present

**Final Construction Costs:** \$1,300,000

**Contact:** Wendy Kinser, AICP, Principal Planner, Phone (352) 472.0119

**Funding Sources Involved:**

- CDBG Economic Development Grant - \$630,000
- USDA Rural Development Water and Waste Loan - \$1,100,000
- SRWMD Wellhead Protection Land Acquisition - \$350,000
- Private Investment - \$1,000,000
- Local Funding - \$350,000

For this phased project, Summit provided project development, funding acquisition and construction management services for the City of Newberry for construction of a 350,000 gallon elevated water tank, a drinking water well and the extension of approximately 6,500 lineal feet of water line. The project also included the installation of a fiber optic SCADA control and command system for the City's water supply. This project allowed for sufficient water supply and fire protection for a new construction company facility that brought over sixty (60) new jobs to the City.

In addition to this project, Summit has obtained and administered the following programs while working for the City of Newberry:

- CDBG Economic Development	\$2,700,000	- Historic Grants-In-Aid	\$250,000
- ED Private Site and Road Development	\$1,200,000	- FRDAP Recreation Grants	\$400,000
- CDBG Neighborhood Revitalization	\$700,000	- FHWA Recreational Trails Program	\$250,000

Summit is currently working with the City on development of a new economic development CDBG and a FFY 2015 CDBG housing rehabilitation program.



*City of Newberry  
Economic Development Grant*

#### City of Starke — City-Wide Sewer System Improvements FFY 1998 to Present

**Special Project Characteristics:** Rural Area of Critical Economic Concern

**Contact:** Travis Woods, Mayor, Phone: (904) 964-5027

**Funding Sources Involved:**

- Small Disadvantaged Communities Wastewater Grant - \$6,521,345
- SRF Loans - \$3,781,435
- Florida Rural Utility Financing Commission - \$1,772,000
- CDBG Neighborhood Revitalization Grants - \$2,100,000
- State Water Facilities Appropriations - \$1,700,000
- Federal Appropriation - \$300,000

Summit has provided program management services to the City of Starke for four years on this multi-year, multi-phased complete sewer rehabilitation project. To date Summit has been able to seamlessly integrate additional funding into our strategic funding approach as it has become available. This integration has allowed the project scope to expand over time and saved the City extensive time and resources at the local level. In addition to this project, Summit has obtained and administered the following program while working for the City of Starke: FRDAP Recreation Grants - \$500,000



*City of Starke  
DEO and DEP WWTF Grant*

# Experience

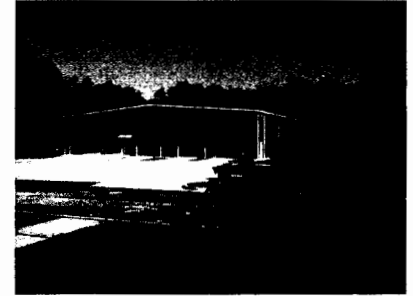
## Putnam County — Community Development FFY 2001 To Present

**Special Project Characteristics:** Rural Area of Critical Economic Concern

**Contact:** Rick Leary, County Administrator, Phone: (386) 329-0212

**Funding Sources Involved:**

- Community Development Block Grant Funds - \$1,500,000
- Hurricane Housing Recovery Funds - \$119,900
- SHIP Funds - \$657,500
- Private Funds - \$12,919
- Prior Program Income Funds - \$83,239



*Putnam County EOC Facility  
CDBG Disaster Grant*

Summit provided project development, grant application, administration and construction management services to Putnam County on their two Housing Rehabilitation projects. These two projects consisted of rehabilitating thirty-six (36) low to moderate income houses for a total project cost of \$2,373,558. These projects utilized CDBG, SHIP, HHR, private and local funds. Of the 36 houses, fourteen (14) were rehabilitated and twenty-two (22) were replaced.

In addition to the Housing Rehabilitation projects, Summit has obtained and administered the following programs while working for Putnam County:

- CDBG Economic Development	\$750,000
- Rural Infrastructure Grant	\$250,000
- CDBG Housing Rehabilitation	\$750,000
- CDBG Disaster Recovery Program	\$1,250,000

Summit is currently administering a new FFY 2014 \$750,000 Housing Rehabilitation CDBG Grant for the County and recently secured an additional \$450,000 for the County in CDBG Disaster Recovery Enhancement funds.

## Town of Inglis — Ongoing Community Development FFY 1999 To Present

**Special Project Characteristics:** Rural Area of Critical Economic Concern

**Contact:** Sally McCranie, Town Clerk, Phone: (352) 447-2203

**Funding Sources Involved:**

- State Special Appropriations - \$600,000
- CDBG Neighborhood Revitalization Grant - \$650,000
- Local Funding - \$150,000



*Town of Inglis  
Housing Rehabilitation  
Grant Program*

Summit assisted the Town of Inglis with acquiring funding to study solutions for flooding in some parts of the Town. Once the study was completed and a recommendation developed, Summit assisted the Town with funding acquisition to implement a regional stormwater project in the area. As well as solving flooding and water quality issues in the Town, the project has improved the commercial viability of properties along a major highway located there.

Summit has also been able to assist the Town with the acquisition and management of two CDBG Housing Rehabilitation Grants totaling \$1.3 million. These funds have been used to address health, safety and code issues through the rehabilitation or replacement of 20 homes within the incorporated area of the Town.

In addition to these projects, Summit has obtained and administered the following programs while working for the Town of Inglis:

- CDBG Neighborhood Revitalization Grant \$650,000
- FRDAP Recreation Grants \$600,000

# Experience

## City of Monticello — Sewer Line Rehabilitation

**Contact:** Emily Anderson, City Clerk, Phone: (850) 342-0153

**Funding Sources Involved:**

- Community Development Block Grant - \$650,000
- DEP Small Disadvantaged Community Grant - \$380,000

This project involved the second phase of a city-wide sewer rehabilitation project that included rehabilitation of sewer mains, man-holes and sewer service laterals. The sewer rehabilitation work was required to reduce city-wide inflow and infiltration (I-n-I) in order to address a Consent Order entered against the City in 2007 requiring remediation of overflows and spills from the sewer system throughout the City. The method of rehabilitation entailed the lining of sewer mains, man-holes, and sewer services primarily. Some reconstruction of existing sewer lines and new manholes was also required. The sewer rehabilitation work reduced city-wide inflow and infiltration (I-n-I) in order to address a Consent Order entered against the City in 2007 requiring remediation of overflows and spills from the sewer system throughout the City. Once complete, the project rehabilitated approximately 11,000 LF of 8" gravity sewer and about fifty-two 4" diameter precast manholes in that area of the City.

Summit was able to assist the City in obtaining a Small Disadvantaged Community Grant and subsequently leveraged this grant in order to obtain a Neighborhood Revitalization CDBG. Summit's funding strategy enhanced the City's CDBG application's competitiveness by utilizing a preconstruction grant to complete the project design in advance; thereby achieving "Readiness to Proceed" points for the grant application.

Summit is currently working with the City on a CDBG Housing Rehabilitation project.



*City of Monticello  
DEO and DEP Sewer Grants*

## City of Springfield — Community Development FFY 2001 To Present

**Contact:** Robert Walker, Mayor, Phone: (850) 872-7570

**Funding Sources Involved:**

- Community Development Block Grants - \$1,500,000
- SHIP Funds - \$550,000
- Emergency Set-Aside Grant - \$312,795

Summit provided project development, grant application, administration and construction management services to the City of Springfield on their two Housing Rehabilitation projects. These two projects consisted of rehabilitating twenty-seven (27) low to moderate income houses throughout the City of Springfield utilizing CDBG, SHIP, and private funds. Of the 27 houses, nine (9) houses were rehabilitated and eighteen (18) were replaced.

In addition to the Housing Rehabilitation projects, Summit has obtained and administered the following program while working for the City of Springfield:

- CDBG Economic Development \$750,000

Summit is currently working with the City on another CDBG Housing Rehabilitation project and recently successfully assisted the City in applying for \$315,000 in CDBG Emergency Set Aside Funding.



*City of Springfield  
DEO Economic Development  
Grant*

# Experience

## Town of Oakland —Housing Rehabilitation FFY 2006 To Present

**Contact:** Dennis Foltz, Town Manager, Phone: (407) 656-1117, Ext. 14

**Funding Sources Involved:**

- CDBG Housing Rehabilitation - \$1,200,000
- SHIP Funds - \$500,000

Summit has obtained and is currently administering and performing construction management services for a CDBG Housing Rehabilitation project that will assist low to moderate income residents throughout the Town of Oakland with necessary housing repairs consistent with the adopted housing code. This is the second of two housing rehabilitation programs that Summit has administered for the Town. Necessary repairs provided will be in the form of renovation of existing housing units or new construction of a portion of or the entire housing unit. To date there are a total of thirteen (13) units complete, including eight (8) rehabilitations and five (5) demolition/replacements.

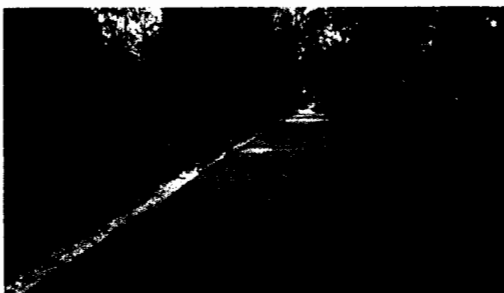
## City of Mexico Beach — Housing Rehabilitation FFY 2007 To Present

**Contact:** Mell Smigielski, MMC, ICMA-CM , City Administrator, Phone: (850) 648-5700

**Funding Sources Involved:**

- CDBG Housing Rehabilitation - \$1,200,000

Summit has obtained and is currently administering and performing construction management services for a CDBG Housing Rehabilitation project that will assist low to moderate income residents throughout the City of Mexico Beach with necessary housing repairs consistent with the adopted housing code. This is the second of two housing rehabilitation programs that Summit has administered for the City. Necessary repairs provided will be in the form of renovation of existing housing units or new construction of a portion of or the entire housing unit. To date there are a total of eight (8) units complete, including four (4) rehabilitations and four (4) demolition/replacements.





# Experience

In addition to the creative funding programs listed on the previous pages, Summit has also assisted the following communities with obtaining individual grants in the recent past. Contact and reference information is provided on the following page.

<u>YEAR</u>	<u>CLIENT</u>	<u>PROJECT ACTIVITIES</u>	<u>AMOUNT</u>
2015	City of Niceville	Housing Rehabilitation (CDBG) (Planning/Application Services)	\$700,000
2015	City of Newberry	Housing Rehabilitation (CDBG) (Planning/Application Services)	\$700,000
2015	City of Esto	Neighborhood Revitalization (CDBG) (Planning/Application Services)	\$600,000
2014	City of Haines City	DBA/Copeland Act/AIS Compliance for SRF Programs	\$1,600,000
2014	City of Polk City	Florida Recreational Development Assistance Program (Application and Admin)	\$50,000
2014	Putnam County	Housing Rehabilitation (CDBG & SHIP) (Planning/Application and Admin)	\$700,000
2014	City of Mexico Beach	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$700,000
2014	City of Monticello	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$600,000
2013	City of Alachua	Neighborhood Revitalization (CDBG) (Planning/Application and Admin)	\$600,000
2013	West Melbourne	Neighborhood Revitalization (CDBG) (Planning/Application and Admin)	\$700,000
2013	Town of Inglis	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$700,000
2012	City of Newberry	Economic Development (CDBG) (Planning/Application and Admin)	
2012	City of Crystal River	Neighborhood Revitalization (CDBG) (Planning/Application and Admin)	\$650,000
2011	City of Mexico Beach	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$600,000
2011	Keystone Heights	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$650,000
2011	Putnam County	Disaster Recovery Enhancement Funds CDBG (Planning/Application/Admin)	\$450,000
2010	City of Polk City	Neighborhood Revitalization (CDBG) (Planning/Application and Admin)	\$650,000
2010	Town of Oakland	Housing Rehabilitation (CDBG & SHIP) (Planning/Application and Admin)	\$600,000
2010	City of Springfield	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$750,000
2010	Putnam County	Housing Rehabilitation (CDBG & SHIP) (Planning/Application and Admin)	\$750,000
2010	City of Starke	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$650,000
2009	City of Haines City	State Revolving Fund (Bio-Chem, Bio-Sludge Sewer System Upgrade) (Application/Admin)	\$4,365,000
2009	City of Midway	Neighborhood Revitalization (CDBG) (Planning/Application and Admin)	\$600,000
2009	City of Newberry	Economic Development (CDBG) (Planning/Application and Admin)	\$700,000
2009	City of Newberry	Neighborhood Revitalization (CDBG) (Planning/Application and Admin)	\$700,000
2009	Town of Esto	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$650,000
2009	City of Callaway	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$750,000
2009	City of Lynn Haven	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$700,000
2009	Town of Inglis	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$650,000
2009	Town of Micanopy	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$600,000
2009	City of Newberry	Recreational Trails Program Grant (Planning and Grant Application)	\$250,000
2009	City of Springfield	CDBG Emergency Set Aside (Planning/Application and Admin)	\$312,795
2008	City of Newberry	Economic Development (CDBG) (Planning/Application and Admin)	\$700,000
2008	Putnam County	Disaster Recovery Initiative (CDBG) (Planning/Application and Admin)	\$1,190,000
2008	Putnam County	Housing Rehabilitation (CDBG & SHIP) (Planning/Application and Admin)	\$750,000
2008	Town of Micanopy	Housing Rehabilitation (CDBG) (Planning/Application)	\$600,000
2008	City of Niceville	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$700,000
2008	Collier County	EPA Brownfield's Assessment Grant (Planning/Application)	\$600,000
2008	City of Starke	Sewer Utility Connection Assistance Program (Funding Application and Admin)	\$200,000
2008	City of Newberry	Economic Development (CDBG) (Planning/Application and Admin)	\$700,000
2008	Town of Inglis	FRDAP Recreation Grant (Planning/Application, Admin and Eng)	\$135,000
2008	City of Newberry	FRDAP Recreation Grant (Planning/Application)	\$170,000
2008	City of Starke	FRDAP Recreation Grant (Planning/Application)	\$135,000
2008	City of Starke	Special Appropriation (State) (Funding Application and Admin)	\$200,000
2007	City of Monticello	Neighborhood Revitalization (CDBG) (Planning/Application and Admin)	\$700,000
2007	City of Mexico Beach	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$600,000

# References

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The following list of references includes individuals that we have had active projects with in the last five years and is made available for your consideration.

Sally McCranie, Town Clerk  
Town of Inglis  
Post Office Drawer 429  
Inglis, FL 34449  
(352) 447-2203  
smccranieinglistownclerk@gmail.com

Emily Anderson, City Clerk  
City of Monticello  
245 S. Mulberry Street  
Monticello, FL 32344  
(850) 342-0153  
eanderson@mymonticello.net

Mell Smigielski, MMC, ICMA-CM , City Administrator  
City of Mexico Beach  
Post Office Box 13425  
Mexico Beach, FL 32410  
(850) 648-5700  
mell@mexicobeachgov.com

Wendy Kinser, AICP, Principal Planner  
City of Newberry  
Post Office Box 369  
Newberry, FL 32669  
(352) 472-2161  
Wendy.Kinser@ci.newberry.fl.us

Virginia Mance, Mayor  
Town of Micanopy  
706 NE Cholokka Boulevard  
Micanopy, FL 32667  
(352) 466-3121  
mancer@bellsouth.net

Patricia Jackson, City Manager  
City of Polk City  
123 Broadway Blvd SE  
Polk City, FL 33868  
(863) 984-1375, Ext. 237

Jody Sellers, Town Clerk  
Town of Esto  
3312 2nd Avenue, South  
Esto, FL 32425  
(850) 263-6521  
townofesto@att.net

Lannie Corbin, City Manager  
City of Niceville  
208 North Partin Drive  
Niceville, FL 32578  
(850) 729-4008  
admin@niceville.org

Dennis Foltz, Town Manager  
Town of Oakland  
Post Office Box 98  
Oakland, FL 34760  
(407) 656-1117  
DFoltz@oaklandfl.gov

Rick Leary, County Administrator  
Putnam County  
Post Office Box 758  
Palatka, FL 32178  
(386) 329-0212  
rick.leary@putnam-fl.com

Ralph Hammond, Mayor  
City of Springfield  
Post Office Box 3717  
Springfield, FL 32401  
(850) 872-7570, Ext. 112  
rhammond@springfield.fl.gov

Mike Fuller, City Manager  
City of Callaway  
6601 E. Hwy 22  
Callaway, FL 32404  
(850) 871-6000  
mfuller@cityofcallaway.com

Scott Morgan, City Manager  
City of West Melbourne  
1240 Minton Road  
West Melbourne, FL 32904  
(321) 837-7771  
SMorgan@WESTMELBOURNE.ORG

Linda LuCante, Grants Administrator  
City of Lynn Haven  
825 Ohio Avenue  
Lynn Haven, FL 32444  
(850) 265-2121

**Qualifications of Staff Proposed to be  
Assigned to Polk City**

# Qualifications of Staff to be Assigned

## Organizational Structure

### Experience

Our staff is able to invest:

- ◆ Over 150 years total experience with community and economic development for local governments.
- ◆ Experience with hundreds of community and economic development and redevelopment projects funded through federal and state grants and low-interest loans.
- ◆ Experience of obtaining and managing over \$250,000,000 in federal, state, grant/loan funded projects, to include water, sewer, roads, storm water, solid waste, and recreation.
- ◆ Experience rehabilitating hundreds of homes using CDBG, SHIP and other grant programs.

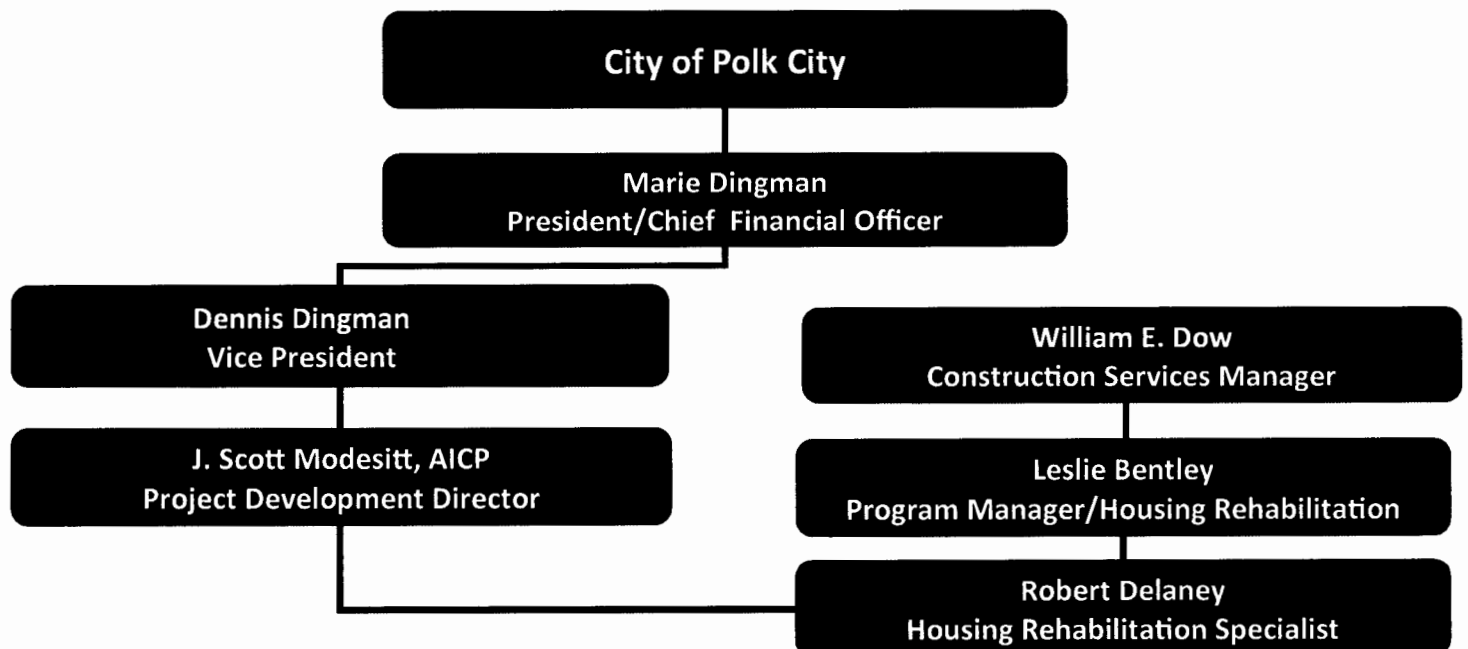
As a community and economic development consultant, our first priority is to serve the best interest of our clients. Summit offers our clients years of combined staff experience in all areas relating to grant/loan project development. However, there may be times when specialized services need to be accessed.

Summit has developed a relationship with other professional groups, which give us access to specialized skills and experience and to additional professionals as our workload dictates.

When additional services are required, Summit will always try to make the maximum use of local businesses. We are an equal opportunity employer as well, and consistently invite minority/women-owned businesses to propose for such services. In the following pages, our firm structure and selected staff resumes are offered for your review.

### Complete range of services

Summit can provide planning, grant/loan writing, program, financial, and construction management services for a wide range of programs, including housing, disaster recovery, hazard mitigation, public works, economic development and historic preservation. Providing a complete range of services is beneficial to both Summit and to the communities we serve. Summit is designed to serve local government needs and the special requirements of community and economic development projects, such as balancing multiple programs and coordinating public and private sector partnerships.



# Qualifications of Staff to be Assigned

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## Polk City Management Team

### **J. Scott Modesitt, AICP Project Development Director**

#### Expertise:

Mr. Modesitt is the manager of our Central Florida Office. He is responsible for community project development and planning throughout the State. As Summit's staff planner he provides community and land use planning, needs assessment, economic and demographic research and analysis, grant research, grant writing, and other grant services. He is also responsible for Summit's Geographic Information Systems (GIS) management and mapping technology.

Scott also serves as a Program Manager for Summit. He is the primary program contact for assigned clients, as well as the administrator for those clients' active projects. He is responsible for researching funding sources, as well as serving as the lead Summit team member in the preparation of funding applications and administrative follow-through to close-out of grant projects.

#### Experience:

Mr. Modesitt has over 19 years of project experience in grant administration, planning, engineering and construction management. He worked for two years as a field technician on a civil engineering team, gaining knowledge of subsurface project techniques and soil analysis. He has also worked with State of Florida grant programs while employed with the Florida Department of Community Affairs in both community development and emergency management. Mr. Modesitt has been with Summit for over 16 years and in that time has acquired and managed over \$35 million in specially funded community projects. He had directly managed over 30 Small Cities CDBG Programs.

#### Other Qualifications:

Mr. Modesitt holds a BS Degree in Political Science with a certificate in Urban and Regional Planning from Florida State University, and a Master of Science in Planning, also from Florida State. He is a member of the Florida Chapter of the American Planning Association and the Florida Planning and Zoning Association. Mr. Modesitt is certified by the American Institute of Certified Planners and is also certified by HUD in Environmental Review Procedures for federally funded projects.

### **Marie Dingman President/Chief Financial Officer**

#### Expertise:

Ms. Dingman is President of Summit and Chief Financial Officer. She is responsible for the comprehensive financial management of Summit Professional Services, Inc., and the management and allocation of grant funds for our clients. She ensures efficient and reliable control of our clients' financial transactions through the accurate and timely recording of receipts and expenditures on all grant projects as well as the preparation of all required financial forms.

Ms. Dingman's years of experience in the financial management of grants has provided her with expert knowledge of the regulatory requirements of diverse funding sources. It has also given her extensive knowledge of grant research, grant planning, grant writing and grant administration. She uses her knowledge and abilities to provide daily consulting on pertinent issues to Summit's Program Managers.

#### Experience:

Ms. Dingman has twenty-six (26) years of financial management and administrative experience. Prior to her involvement in grant management, she was a budget analyst - forecasting, researching and tracking an annual budget of sixty-two (\$62) million. For over twenty (20) years, she has provided grant and financial management services to local governments. Ms. Dingman was one of the founding partners of Summit in 1996 and has maintained a leadership role in the company since that time.

#### Other Qualifications:

Ms. Dingman has been involved in the writing, management, and financial tracking of over ninety (\$90) million in grants.

# Qualifications of Staff to be Assigned

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## **Dennis Dingman Vice President/Housing Rehabilitation Specialist**

### Expertise:

Mr. Dingman is Vice-President and a Housing Rehabilitation Specialist for Summit. He is responsible for the planning, coordination, and implementation of all client marketing including, but not limited to, agency communications, client relations, resource allocation, and strategic planning. He monitors client relations, and insures communication efficiency for each client. As the Housing Rehabilitation Specialist, Mr. Dingman has over 15 years of housing inspection and project management experience, having inspected and brought up to State of Florida Building Code requirements, over 250 homes.

Mr. Dingman's years of experience in marketing technology has provided him with expert knowledge of technology solutions. This expertise enables him to plan, implement, manage and train personnel in technology resources for Summit staff. It has also enabled Summit to provide consulting and procurement services for technology solutions for Summit's clients.

### Experience:

For seventeen (17) years Mr. Dingman worked exclusively with State and Local governments in Florida, marketing large-scale, integrated, technology solutions. Prior to that, he managed numerous business planning and marketing organizations for a (\$14) billion-dollar computer firm. Mr. Dingman joined Summit in 1999.

### Other Qualifications:

Mr. Dingman holds a BS in Business Administration and Operational Research from the University of Massachusetts.

## **Leslie Bentley Dennis Program Manager/Housing Rehabilitation Specialist**

### Expertise:

Ms. Bentley serves as a Program Manager and a Housing Rehabilitation Specialist for Summit providing a wide range of services pertaining to housing projects for local governments. She is responsible for ensuring compliance with federal regulations, procurement requirements, environmental activities, and other necessary issues connected with grant-funded projects. Adept at scheduling, budgeting, estimating, contract negotiations, permitting, on-site management and subcontract supervision, she is an expert in the latest construction standards and enforcement codes. Ms. Bentley performs inspections, develops specifications, work write-ups and cost estimates, and serves as a liaison between homeowners and contractors. During construction she prepares and tracks project budgets, provides oversight during the rehabilitation work and ensures timely completion of projects.

### Experience:

Ms. Bentley has over 30 years of construction management and inspection experience. In addition to having worked in the construction field since 1980, she has owned and managed her own construction company since 1994. Ms. Bentley has extensive experience in coordinating construction projects that followed HUD program and building requirements. She has extensive background as a private residential construction manager and her expertise in and knowledge of the latest standards and codes brings an unparalleled sensitivity to both the private and public aspects of housing rehabilitation.

### Other Qualifications:

Ms. Bentley is a graduate of the University of West Florida with a degree in Construction Management. She is a Florida licensed Roofing Contractor and General Contractor.

# Qualifications of Staff to be Assigned

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## Associates

### **Robert Delaney** **Housing Rehabilitation Specialist**

#### Expertise:

Mr. Delaney serves as a Housing Rehabilitation Specialist for Summit providing a wide range of services pertaining to housing projects for local governments. He is responsible for ensuring compliance with federal regulations, procurement requirements, environmental activities, and other necessary issues connected with grant-funded projects. Adept at scheduling, budgeting, estimating, contract negotiations, permitting, on-site management and subcontract supervision, he is an expert in the latest construction standards and enforcement codes. Mr. Delaney performs inspections, develops specifications, work write-ups and cost estimates, and serves as a liaison between homeowners and contractors. During construction he prepares and tracks project budgets, provides oversight during the rehabilitation work and ensures timely completion of projects.

#### Experience:

Mr. Delaney has over 20 years of construction management and inspection experience. In addition to having worked in the construction field since 1999, he is a licensed contractor and has managed various construction related activities for numerous other construction companies. Mr. Delaney has extensive experience coordinating construction projects that followed HUD program and building requirements. He has extensive background as a private residential construction manager and her expertise in and knowledge of the latest standards and codes brings an unparalleled sensitivity to both the private and public aspects of housing rehabilitation.

#### Other Qualifications:

Mr. Delaney is a graduate of the Broward Construction Academy, and Broward Community College.

### **William E. Dow** **Construction Services Manager**

#### Expertise:

Mr. Dow is an expert in both public and private civil inspection and quality control construction including underground utilities, water treatment plants, sewer plants, power plants, earthwork, foundations, concrete, masonry, structural steel, welding, painting, dewatering systems, and roadway and asphalt construction. As the former Public Works Director for the City of Lake City, Mr. Dow has extensive field engineering services experience and is an expert in the latest construction standards and enforcement codes. Mr. Dow has performed construction coordination in a wide range of community development fields, including structural, civil engineering, and similar areas. Mr. Dow has a command of the special restrictions on grant/loan funded projects, and has expertise in construction plan review and grant compliance, as well as document control that are critical to the success of large and complex municipal projects.

#### Experience:

Mr. Dow has over 40 years of construction management and inspection experience and is well respected and recognized throughout Florida as an expert in his field. Recent construction management and inspection experience includes a seven year, \$8,000,000 project to rehabilitate and expand sewer infrastructure throughout the entire City of Starke, Florida. This project included upgrading the City's sewer plant to an advanced wastewater treatment facility, involved oversight of two engineering firms, six construction firms, and four funding sources.

**Proposed Project Approach and  
Description of Services**



# Proposed Project Approach

## Capacity to Develop Funding Strategies — Strategic Grants Planning

### Strategic Grants Planning

An advantage that Summit offers is Strategic Grants Planning and Implementation. Summit has assisted many municipalities with the development of funding strategies that address the short and long-term goals and needs of their community. During the planning process, issues are addressed and then prioritized based on urgency and availability of resources, as well as the feasibility of securing them.

As part of our relationship as your Professional Grant Management Consultant, Summit can provide the following in the development of a Strategic Grants Plan:

1. Commitment to the City to apply all of our skills to develop a workable funding strategy. These skills are provided as needed and include:

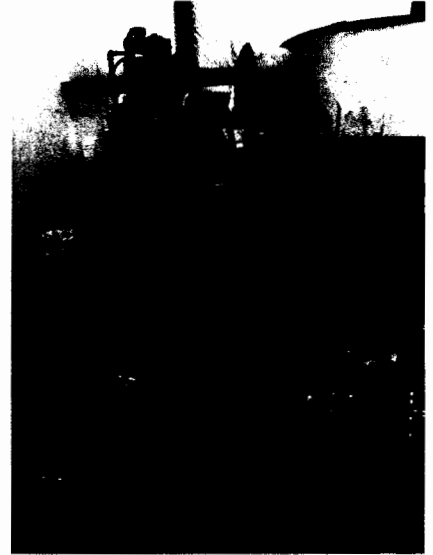
- Needs Assessment
- Funding Research
- Feasibility Assessment of Funding Sources
- Short and Long-Term Project Planning
- Creative Leveraging of Multiple Funding Programs
- Multi-Agency Coordination

2. Commitment to develop a dynamic plan that can be modified over time to reflect the changing needs of your community

3. Commitment to develop a plan that has the flexibility to take advantage of multiple funding approaches

Our experience has shown that a Strategic Grants Plan is a powerful way for communities to establish a foundation on which to build a successful approach to project funding and implementation. There may be times that the use of certain programs may not be feasible. Summit's experience with numerous development programs allows our clients to prioritize their decisions based on all available alternative-funding approaches.

Through creative leveraging of different grants and low interest loans, Summit can obtain and successfully implement more grant funds for all of your capital projects.



*City of Starke WW Tertiary Treatment  
Neighborhood Revitalization Funding/  
Clean Water SRF*



*Putnam County/City of Palatka  
Community Center Improvements  
Local Partnership - Disaster Recovery Funding*



*City of Newberry  
Sports and Archery Complex  
Economic Development/FRDAP Grants/  
Recreational Trails Grant Program*

# Proposed Project Approach

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## General

Summit will provide a comprehensive approach. We will continually meet with community staff and representatives, all involved agencies, and the public. In conjunction with City staff, elected officials and the public we will assess needs and conduct workshops to discuss and prioritize those needs. Short-term and long-term impacts are considered with options formulated for each need and recommendations made for the best options. Plans, budgets, and schedules are generated which meet client, funding agency, and permitting requirements. Our program development and administration will follow a proven work plan that is based upon years of experience and knowledge of pending rules and program goals.

## Program Application and Administration

Summit will assign Mr. Scott Modesitt, AICP, as Project Manager for Polk City. Mr. Modesitt is an expert in federal and state program funding and has extensive experience in developing complex funding programs for communities in Florida. Mr. Modesitt will attend any necessary program workshops to insure that the City is up to date on all aspects of funding programs. During application development, Mr. Modesitt will hold regular meetings with City staff to discuss your objectives and provide regular updates the City Council.

Your program financial management will be overseen by Mrs. Marie Dingman. She has been working with funding programs for over 25 years and will provide direct financial support and management of the grant in coordination with the City's finance department. Mrs. Dingman is well experienced in local government financial and accounting requirements as well as federal and state financial program regulations.

## Needs Assessment

We will begin by conducting ongoing meetings with City staff, locally elected officials and the public in order to define the scope of your community issues and determine the specific needs you want to address.

This multifaceted focus will help develop a clear path to a successful grant strategy. Many community issues are related, so we begin by attempting to determine if you want to address several related issues or focus on just one of the issues.

Our needs assessment will include:

- ✓ What services are local public agencies providing, and to whom? (Including infrastructure, utilities, libraries, law enforcement, workforce development, etc.)
- ✓ Where are the deficiencies in service?
- ✓ Where are the primary maintenance issues?
- ✓ What systems are at or nearing end of useful life?
- ✓ What are the gaps in service to people in the community and what would a complete system look like?
- ✓ What are the City Council priorities? Local government staff priorities? Local resident primary needs and priorities?
- ✓ What are the various intervention strategies being used by Polk City to address the issues?
- ✓ What current practices are demonstrating clear outcomes?
- ✓ Who are the leaders in the community and what key players in local government are concerned with the issues we want to address?
- ✓ What local volunteer groups (e.g., Rotary clubs) serve the community and what role do they play?
- ✓ What opportunities exist for matching existing and future budgeted local funds?
- ✓ What geographic areas within the City may be eligible, demographically, for specific funding programs?

One of our most important services at Summit is accessing and creatively leveraging all available sources of grant funding for client needs. We have created a Grant Funding Program Guide of grant and low-interest loan programs, which Summit can access and incorporate into your public works, economic development, community services, recreation and housing development projects. We are uniquely prepared to begin discussing other funding needs with your staff and elected officials and prioritizing your needs and issues.

The findings of the Needs Assessment will be summarized into a written document and presented to the City Council for review and discussion.

Following the development of the Needs Assessment, we will begin developing program linkages through funding research and communication with specific funding agencies.

# Proposed Project Approach

## Funding Needs Analysis / Strategic Outreach

An initial search of funding sources will be conducted to identify available federal and state grant and low-interest loan funds that could be used to fund the community improvements and issues detailed in the needs assessment. Based upon the other information gathered during the needs assessment interviews, as well as the eligibility criteria and application guidelines of funding sources, Summit will prepare a profile of the feasibility of the City successfully pursuing the various funding programs.

As part of the feasibility study, Summit staff will establish lines of communication with funding agency representatives and facilitate introductory meetings with these agencies and City officials and staff. Agency interaction is crucial in development of a grants plan, since many programs are targeted toward specific goals and objectives. Through spatial and demographic analysis we will assist the City in identifying underserved populations where specific funds can be targeted.

Our analysis will include a description of any registration processes required to receive notifications from funding agencies based upon projects the City would like to pursue. We will also include a list of websites where funding notices can be found.

A critical component of this step will be development of an action-items timeline to insure all activities are completed in order to apply for the funding programs as Notices of Funding Availability (NOFAs) are issued and deadlines announced.

The constraints and requirements of many grant programs are numerous and often prove too complicated and cumbersome for communities who do not have the resources or time to manage such projects. Missing just a single step in the application process can result in an application being rejected or expenditures to be declared ineligible. Summit provides in-house grant specialists, financial consultants, and construction specialists to the City who will continuously oversee and monitor application progress to insure that all requirements are followed.

## Summit Team Program Knowledge

- ◆ **Public Works and Economic Development - Roads, Stormwater, Sewer, Water, Waste**  
*Programs* - CDBG, Public Works and Development Facilities, Section 319 NON-POINT Source Management, Rural Community Water and Waste, Economic Development Transportation
- ◆ **Housing - Housing Rehabilitation, Low Income Housing, Relocation, Disaster Mitigation**  
*Programs* - CDBG, SHIP, Home Investment Partnerships (HOME), HOPE
- ◆ **Emergency Management - Emergency Shelters, Equipment, Training, Communication**  
*Programs* - CDBG, Emergency Management Preparedness and Assistance, Hazard Mitigation, Flood Mitigation, Disaster Recovery
- ◆ **Community Services - Historical Preservation, Cultural Centers, Museums, Libraries**  
*Programs* - Historic Preservation Grants-In-Aid, Historic Museums Grants-In -Aid, Cultural Institutions, Cultural Facilities, Public Library Construction
- ◆ **Environmental Protection - Remediation, Useful Conversion, Beautification, Education**  
*Programs* - CDBG, Brownfields Economic Redevelopment, Florida Pollution Recovery, Sustainable Development Challenge Grant
- ◆ **Recreation - Parks, Boating Facilities, Public Trails, Playgrounds, Preserves**  
*Programs* - FRDAP, National Recreational Trails, FCT, Florida Boating Improvement Program (FBIP)



*Martin County  
Finz Restaurant Infrastructure  
Economic Development Infrastructure Grant*

# Proposed Project Approach

## Strategic Grants Plan Development

Based upon the needs assessment and feasibility analysis, a comprehensive strategic grants plan will be compiled by Summit that will be organized into three sections: 1) Projects intended to maintain current service levels; 2) Projects intended to address increased capacity needs; and 3) Projects intended to improve the quality of life for residents.

Within each section, a priority ranking of projects will be described along with the funding strategy for each. These rankings will include an assessment of the City's ability to secure the funds based upon all relevant factors and their obligations (e.g., matching or leverage funds).

The plan will culminate in an overall recommended strategy for pursuing different funding sources to address the various community needs. The plan will also contain action recommendations for identified programs and any supportive correspondence with funding agency representatives.

As a result, this description will necessarily include a description of the anticipated timeframes for the City to 1) prepare to apply, and 2) actually compile a funding proposal based upon when applications will be received. This evaluation will include any citizen participation requirements including public hearings, citizen workshops, and surveys.

## Grants Planning and Proposal Development

Summit staff will work with Polk City and any partnering businesses and agencies to fully develop a project proposal and gather any information necessary to prepare a funding application. We will perform all the necessary tasks required to comply with the guidelines of the funding source, including:

- Meeting with City staff, officials, citizens and funding agency representatives, as required or requested.
- Gathering relevant local data and support documentation.
- Coordinating with any partnering entities, including business owners.
- Coordinating with the Engineer, as necessary, and obtaining information on infrastructure specifications and costs.
- Review the local comprehensive plan for project compliance.
- Review and update required local policies.

- Compile required supporting documentation and prepare other application submittals, including service area maps.
- Prepare complete funding application package.
- Advertise and conduct any necessary meetings and public hearings.
- Revise and finalize application based on input.
- Submit application.
- Follow-up with funding agency through award decision and ensure that any additional information or documentation requested is provided.
- Provide representation during any required pre-award site visits/meetings/conferences.

### A SUMMARY OF OUR PROCESS

- I. REVIEW OF PROJECT GRANT/LOAN OBJECTIVES  
**'The First Steps are the Most Important to Success'**
  - ◇ Identify Needs
  - ◇ Establish the Best Options
  - ◇ Devise a Plan Before Work
  - ◇ Look For Potential Problems
- II. COMMUNICATION  
**'Effective Communication Creates an Effective Program'**
  - ◇ Work with Staff, Government Officials, the Public and Program Representatives
  - ◇ Create Coalitions
  - ◇ Interface with all Concerned Agencies
- III. INFORMATION MANAGEMENT  
**'A Sound Decision is an Informed One'**
  - ◇ Program Tracking for Guideline Compliance
  - ◇ On-Going Research into Innovative Designs
  - ◇ Long-Term Planning
  - ◇ Report to the Client
  - ◇ Train and Retrain to keep Staff Skills/Knowledge Current
  - ◇ Utilize the Most Current Technology
- IV. FULL SERVICE APPROACH  
**'Providing the Benefit of a Full-Service Staff'**
  - ◇ Multi-level Project Review and Feasibility Analysis
  - ◇ Utilize All Resources
  - ◇ Pool All Experience
  - ◇ Form Workable Solutions

# Proposed Project Approach

## Planning/Application and Administration Services Sample Work Plan

### **TASK 1 - Project Development**

- |                                     |   |
|-------------------------------------|---|
| 1. Needs assessment                 | 5. Preliminary schedule of events       |
| 2. Funding research                 | 6. Preliminary activity review          |
| 3. Project scoping costs assessment | 7. Develop application scoring analysis |
| 4. Cost/benefit analysis            |   |

### **TASK 2 - Grant Application Preparation**

- |   |   |
|---|---|
| 1. Review and update required local policies  | 8. Review leveraging opportunities                    |
| 2. Comprehensive plan review                  | 9. Gather relevant local data & support documentation |
| 3. Advertise and conduct public hearings      | 10. Application preparation                           |
| 4. Conduct citizen participation meetings     | 11. Coordination with engineers as necessary          |
| 5. Advertise & conduct fair housing meetings  | 12. Application review by client                      |
| 6. Conduct household income surveys           | 13. Application submission                            |
| 7. Develop grant application and project maps |   |

### **TASK 3 - Environmental Review**

1. Determine what level of review is required
2. Collect data and initiate contacts with outside sources, SHPO, FWS, DEP, etc
3. Complete applicable review format, i.e. Statutory Checklist or Environmental Assessment
4. Make environmental determination
5. Publish or disseminate public notices when applicable
6. Submit Request for Release of Funds and Certification form to Program Office
7. Wait for receipt of Authority to Use Grant Funds form from Program Office
8. Start project - commit funds

### **TASK 4 - Construction Administration**

- |  |  |
|--|--|
| 1. Representation during site visits and monitoring            | 10. Review bid documents for compliance              |
| 2. Develop project filing system                               | 11. Review contract documents                        |
| 3. Develop work plan for project contract document             | 12. Conduct preconstruction conference               |
| 4. Prepare project contract document                           | 13. Monitor contractor performance and compliance    |
| 5. Oversight of citizen complaint process                      | 14. Davis Bacon compliance and employee interviews   |
| 6. Oversight of project schedule and compliance                | 15. Develop and process amendments, as needed        |
| 7. Coordination with other agencies and contracts              | 16. Provide regular project status reports           |
| 8. Request wage decisions                                      | 17. Section 3 and MBE/WBE Compliance                 |
| 9. Conduct fair housing activities and civil rights compliance | 18. Provide all other necessary technical assistance |

### **TASK 5 - Financial Administration**

- |   |  |
|---|--|
| 1. Develop project financial management system for receiving and disbursing funds | 4. Review amendments for compliance, as needed |
| 2. Budget tracking  | 5. Supervision of payment authorizations       |
| 3. Review change orders for compliance  | 6. Maintain project account records            |

### **TASK 6 - Post-Project Activities and Closeout**

- |   |   |
|---|---|
| 1. Review final change order and pay request      | 5. Review final construction document             |
| 2. Prepare documents for administrative close out | 6. Gather all necessary supporting documents      |
| 3. Balance final project budget                   | 7. Audit Support and Audit Certification Tracking |
| 4. Final status report                            |   |

**MBE/WBE Certification**

# Certified Minority/Women Owned Business

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State of Florida  
*Minority, Women &  
Service-Disabled Veteran*  
Business Certification

Summit Professional Services, Inc.

Is certified under the provisions of  
287 and 295.187, Florida Statutes for a period from:

July 29, 2015 to July 29, 2017

*Torey Alston, Executive Director*

*Florida Department of Management Services  
Office of Supplier Diversity*

Office of Supplier Diversity • 4050 Esplanade Way, Suite 380 • Tallahassee, FL 32399-0950 • 850.487.0915 • [www.osd.dms.state.fl.us](http://www.osd.dms.state.fl.us)

## **Price Proposal**



# Price Proposal

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## **GRANTS PLANNING FEE**

Our fee is based on grant planning services as a total fee for services and deliverables for each one year period following a date of commencement.

<b>Deliverable</b>	<b>Fee</b>
<i>Needs Assessment</i>	<i>\$6,500</i>
<i>Funding Needs Analysis</i>	<i>\$11,000</i>
<i>Strategic Grants Plan</i>	<i>\$12,500</i>
<b>Total Fee</b>	<b>\$30,000</b>

## **GRANTS PLANNING AND PROPOSAL DEVELOPMENT ESTIMATES**

Besides the lump sum fee proposed for development of the Strategic Grants Plan deliverables, until we have had a chance to meet with the City to discuss your goals and objectives (as well as assess what funding programs will be sought), it would not be responsible for us as grants professionals to estimate an annual total fee for all services (including grant application and administration) at this time. Commonly the scope of work is dependent on the complexity of the funding program being sought. A separate work order and cost estimate will be provided for approval as programs are identified.

We can offer the following fixed hourly rates of Summit staff and projected program fee estimates for your consideration:

Principal	\$120.00
Project Development/Project Manager	\$90.00
Accounting/Budget Specialist	\$80.00
Construction Services Manager	\$80.00
Housing Rehabilitation Specialist	\$75.00
Planner	\$75.00
Administrative Assistant	\$40.00

\*(All fees include overhead, profit, travel, office supplies, benefits, etc.)

**Grant Writing Services (Federal Government)** – For grant and/or loan applications, Summit will initiate contact with the funding agency and attend introductory meetings, develop the scope of work and prepare the required Application for Federal Assistance SF-424, develop and write the application narrative, submit the application on time, and follow-up on the process with the agency. Our pricing includes developing the proposal needs statement, development of the budget in coordination with the appropriate technical professionals (project engineer), any required citizen participation procedures, and development of the outcome measurements. Upload to Grants.gov is included upon request.

Fees typically range from **\$3,500 to \$15,000** depending upon the complexity of the project.

**Grant Writing Services (State Government, including Water Management Districts, and applicable County Governments)** – For grant and/or loan applications, Summit will initiate contact with the State funding agency, facilitate introductory meeting between the applicant and the funding agency, develop the scope of work and application narrative, submit the proposal on time, and follow-up on the review process and respond to requests for additional information. Our pricing includes developing the proposal needs statement, development of the budget in coordination with the appropriate technical professionals (project engineer), any required citizen participation procedures, development of the outcome measurements, and facilitating any site visits the agency requires during application review.

Fees typically range from **\$2,500 to \$6,950** depending upon the complexity of the project.

**NORTH FLORIDA OFFICE**

**Mailing Address**

**PO Box 18168  
Panama City Beach, Florida 32417**

**Physical Address**

**97 Hombre Circle  
Panama City Beach, FL 32407**

**Phone: (877) 309-1951**

**Fax: (877) 309-1951**

**Central Florida Office**

**Mailing Address**

**PO Box 7300  
Brandon, Florida 33508-6021**

**Physical Address**

**3658 Erindale Drive  
Valrico, Florida 33596**

**Phone: (813) 685-4585**

**Fax: (877) 309-1951**





October 11, 2017

Ms. Patricia Jackson, City Manager  
City of Polk City  
123 Broadway Blvd. SE  
Polk City, FL 33868  
[Patricia.Jackson@mypolkcity.org](mailto:Patricia.Jackson@mypolkcity.org)

**Via Email and Mail**

**RE: CFRPC Planning Advisory Services Contract**

Dear Ms. Jackson:

Enclosed please find a Planning Advisory Services (PAS) Contract for the CFRPC to provide professional planning services to the City of Polk City for the 2017-2018 Fiscal Year. This contract is consistent with our summer 2017, funding request of \$20,000 to provide PAS and \$2,500 to provide website updates.

- The PAS Contract includes continued professional planning services to the City as indicated in Attachment A, Scope of Work of the contract including but not limited to:
  - Assistance with comprehensive plan amendments, rezonings, and large project review, subdivision review;
  - Minor revisions to the Land Development Regulations;
  - Comprehensive mapping services;
  - Update to the Capital Improvements Element and Plan; and
  - Website Updates.

Please contact me if you have any questions or concerns regarding the enclosed contract. In order for the CFRPC to provide these services in the new fiscal year, we request that the City execute these contracts by November 1, 2017.

Please sign two copies of the enclosed contract and return them to the CFRPC to my attention. We will return one original to your attention following signature of the CFRPC officials.

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

Sincerely,

Jennifer Codo-Salisbury, MPA, AICP  
Planning and Administrative Director

Attachment: Planning Advisory Services (PAS) Contract



## PLANNING ADVISORY SERVICES AGREEMENT

with

POLK CITY

**THIS AGREEMENT** is made and entered into this 16th day of October, 2017, by and between the **Central Florida Regional Planning Council** (hereinafter referred to as the "COUNCIL") and **Polk City** (hereinafter referred to as the "CITY").

### BACKGROUND

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

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

### I. GENERAL

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

**II. SCOPE OF WORK**

The COUNCIL shall perform, in a satisfactory and proper manner, the work and services detailed in Attachment A - Scope of Work, and shall satisfy all requirements of the guidelines specified therein.

**III. COMPENSATION**

This is a fixed fee agreement. The fixed fee for General Planning Services (I-III in Attachment A), the Specialized Planning Service to prepare the Capital Improvement Element Update (IV in Attachment A), and to provide assistance in grant application preparation (V in Attachment A) is **\$20,000 (twenty thousand dollars)** and Website Services for website updates (VI-VII in Website Services, Attachment A) is **\$2,500 (two thousand five hundred dollars)**. As consideration for performance of all work rendered under this Agreement, the CITY agrees to pay a fixed fee for Generalized and Specialized Planning Services and Website Services of **\$22,500 (twenty-two thousand five hundred dollars)** to be paid in four (4) payments, beginning November 1, 2017 with a final payment due July 1, 2018. Payment shall be made upon receipt of an acceptable completed invoice from the COUNCIL, which shall be presented to the CITY. Payments will be due as follows:

November 1, 2017	\$5,625.00
January 1, 2018	\$5,625.00
April 1, 2018	\$5,625.00
July 1, 2018	\$5,625.00

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

**IV. PERIOD OF AGREEMENT**

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

**V. MODIFICATION OF AGREEMENT**

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

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

**VI. TERMINATION**

- A. This Agreement may be terminated by the written mutual consent of the parties.
- B. Either party may terminate this Agreement upon written notice of thirty (30) days. Written notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
- C. In the event the Agreement is terminated, the COUNCIL shall be reimbursed in the amount commensurate with the work satisfactorily accomplished on the effective date of termination.

**VII. COMPLIANCE WITH LAWS**

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

**VIII. PERSONNEL**

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

**IX. DATA TO BE FURNISHED TO COUNCIL**

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

**X. RIGHT TO WORK PRODUCTS**

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

**XI. ASSIGNMENT**

This Agreement shall not be assignable.

**XII. TERMS AND CONDITIONS**

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

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

**POLK CITY**

**CENTRAL FLORIDA REGIONAL  
PLANNING COUNCIL**

By: \_\_\_\_\_

By: \_\_\_\_\_  
Patricia M. Steed, Executive Director

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

**Approved as to legal form and sufficiency:**

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Council Attorney



**Polk City  
SCOPE OF WORK FOR FY 2017-2018**

**GENERAL PLANNING SERVICES**

**I. GROWTH MANAGEMENT ADMINISTRATION**

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

**II. ROUTINE MAPPING (ON GIS BASE MAP)**

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

**III. LARGE SCALE PLAN REVIEW**

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

## **SPECIALIZED PLANNING SERVICES**

### **IV. CAPITAL IMPROVEMENTS ELEMENT (CIE)**

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

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

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

### **V. GRANTS: ASSISTANCE**

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

## **WEBSITE SERVICES**

### **VI. WEBSITE REVISIONS AND ADDITIONS**

The COUNCIL shall provide any requested revisions and additions to the City website. This includes minor design changes and added functionality as well as content changes and maintenance, such as text and pictures. Any needed troubleshooting shall also be provided.

### **VII. CITY STAFF TRAINING ON WORDPRESS**

If needed, the COUNCIL shall provide training for CITY staff for up to four (4) hours on the operation of WordPress. This will provide CITY staff the ability to update content such as text and pictures and make minor changes to the website.



## Polk City Commission Agenda Form

Meeting Date: October 16, 2017

Item Number: C (1)

**Subject:**

Approval of Emergency By-pass Pump for Voyles Loop Lift Station from Herc Rentals.

**Department:**

Executive

**Summary:** The by-pass pumps was for the Voyles Lift Station during the time it was under repair and while waiting on the 20hp pump to be purchased and installed. The City Commission was made aware of the emergency when it first occurred. While the monthly expenditures are within the City Manager's expenditure limit, the total is being paid at one time, which exceeds that limit. These expenses are from Herc Rentals.

**Requested Commission Action:**

Move to approve cost of emergency by-pass pump on Consent Agenda.

**Financial Impact:**

\$15,000.51 (April – August 2017)

Attachments:           X	Supporting Documents Reviewed           X
--------------------------	---

Submitting Department Head:	Date:
Patricia R Jackson, City Manager	10/13/17

Approved by City Manager:	Date:
Patricia R Jackson, City Manager	10/13/17

- Commission Action:
- Approved as Recommended
  - Approved with Modifications
  - Tabled to Time Certain    Date: \_\_\_\_\_
  - Denied



**CUSTOMER COPY  
PROGRESS BILLING**



Res/Quote Number: 50914697

5/25/17

Invoice Number: 29260430-001

**PAYMENT TERMS ARE NET 10 DAYS  
LATE CHARGES MAY APPLY  
Customer is responsible for FUEL, FLATS,  
DAMAGE and CLEANUP FEES.**

**AMOUNT DUE: \$ 4650.84**

AMOUNT ENCLOSED:	\$ _____
------------------	----------

ODOM CONTRACTING LLC  
PO BOX 92019  
LAKELAND, FL 33804-3444

CUSTOMER NUMBER: 2939101

MAIL PAYMENT TO:  
HERC RENTALS INC.  
P.O. BOX 650280  
DALLAS, TX 75265-0280

To insure accurate and timely posting, detach and send top portion with your payment

RENTED FROM:  
HERC RENTALS (301)  
4710 DRANE FIELD RD  
LAKELAND, FL 33811  
Ph: 863-644-2782  
Fax: 863-648-2039

SHIPPING ADDRESS:  
VOYLES LOOP LS  
COMMONWEALTH AVE & VOYLES LOOP  
POLK CITY, FL 33868

RENTAL DAYS: 28  
INVOICE FROM DATE: 4/27/17  
INVOICE THRU DATE: 5/25/17

PO# :  
JOB NUMBER : 1 - VOYLES LOOP LS  
RENTAL START DATE: 4/27/17 20:00  
DELIVERED BY:  
ORDERED BY: KEVIN ODOM  
SIGNED BY: KEVIN ODOM  
SALES REP: JASON BRYANT  
CLOSED BY:

	<u>Original</u>	<u>Adjustments</u>	<u>Total</u>
RENTAL CHARGES	3274.00		3274.00
SALES ITEMS	45.92		45.92
OTHER CHARGES	427.50		427.50
RPP 15% of Rent Chgs	491.10		491.10
DELIVERY/PICK UP	150.00		150.00
TAXABLE CHARGES	3747.42		3747.42
TAX	262.32		262.32
TOTAL CHARGES	4650.84		4650.84
NET DUE			4650.84

QTY	EQUIPMENT #	HRS/	MIN	HOUR	DAY	WEEK	4 WEEK	AMOUNT
1	PUMP VAC ASSIST SND ATT 8IN DSL 616840007 Make: PREMIER Model: SA8NNT Ser #: 172027 8021360 HR OUT: 5791.00 HR IN: HR CHG: 310/825/2319 //SUB 8" FOR 6" QP VAC // EMISSIONS & ENV SURCHARGE EMISSIONS	8/	310.00	51.67	310.00	825.00	2319.00	2319.00
8	RUBBER SUCTION HOSE CAM CPLNG 6X20 9206412	8/	15.00	2.50	15.00	35.00	95.00	760.00
2	WATER PUMP FLOAT SWITCH SINGLE 9203640	8/	15.00	2.50	15.00	35.00	75.00	150.00
1	INCREASER / REDUCER 8X6 9201039 ***** ***** 6" FEMALE X FEM CAMLOCK ***** *****	8/	10.00	1.67	10.00	15.00	25.00	25.00
1	SUCTION HOSE STRAINER 6 9203312	8/	5.00	.83	5.00	10.00	20.00	20.00

CONTINUED



**CUSTOMER COPY  
PROGRESS BILLING**



Res/Quote Number: 50914697

5/25/17

Invoice Number: 29260430-001

Customer Number: 2939101

ODOM CONTRACTING LLC  
PO BOX 92019  
LAKELAND, FL 33804-3444

Customer is responsible for FUEL, FLATS, DAMAGE and CLEANUP FEES.

QTY	EQUIPMENT #	HRS/	MIN	HOUR	DAY	WEEK	4 WEEK	AMOUNT
-----	-------------	------	-----	------	-----	------	--------	--------

//6" LARGE HOLE POLY STARINER //

SALES ITEMS:

QTY	ITEM NUMBER	UNIT	PRICE	AMOUNT
3	LABOR	EA	142.500	427.50
3730000001 - REVENUE				



**CUSTOMER COPY  
PROGRESS BILLING**



Res/Quote Number: 50914697

6/22/17

Invoice Number: 29260430-002

**PAYMENT TERMS ARE NET 10 DAYS**

**AMOUNT DUE: \$ 4043.41**

**LATE CHARGES MAY APPLY**

**Customer is responsible for FUEL, FLATS,  
DAMAGE and CLEANUP FEES.**

AMOUNT ENCLOSED:	\$ _____
------------------	----------

ODOM CONTRACTING LLC  
PO BOX 92019  
LAKELAND, FL 33804-3444

CUSTOMER NUMBER: 2939101

MAIL PAYMENT TO:  
HERC RENTALS INC.  
P.O. BOX 650280  
DALLAS, TX 75265-0280

To insure accurate and timely posting, detach and send top portion with your payment

**RENTED FROM:**  
HERC RENTALS (301)  
4710 DRANE FIELD RD  
LAKELAND, FL 33811  
Ph: 863-644-2782  
Fax: 863-648-2039

**SHIPPING ADDRESS:**  
VOYLES LOOP LS  
COMMONWEALTH AVE & VOYLES LOOP  
POLK CITY, FL 33868

**RENTAL DAYS:** 28  
**INVOICE FROM DATE:** 5/25/17  
**INVOICE THRU DATE:** 6/22/17

PO# :  
JOB NUMBER : 1 - VOYLES LOOP LS  
RENTAL START DATE: 4/27/17 20:00  
DELIVERED BY:  
ORDERED BY: KEVIN ODOM  
SIGNED BY: KEVIN ODOM  
SALES REP: JASON BRYANT  
CLOSED BY:

	<u>Original</u>	<u>Adjustments</u>	<u>Total</u>
RENTAL CHARGES	3274.00		3274.00
SALES ITEMS	45.92		45.92
RPP 15% of Rent Chgs	491.10		491.10
TAXABLE CHARGES	3319.92		3319.92
TAX	232.39		232.39
TOTAL CHARGES	4043.41		4043.41
NET DUE			4043.41

QTY	EQUIPMENT #	HRS/	MIN	HOUR	DAY	WEEK	4 WEEK	AMOUNT
1	PUMP VAC ASSIST SND ATT 8IN DSL 616840007 Make: PREMIER Model: SA8NNT 8021360 Ser #: 172027 HR OUT: 5791.00 HR IN: HR CHG: 310/825/2319 //SUB 8" FOR 6" QP VAC // EMISSIONS & ENV SURCHARGE EMISSIONS	8/	310.00	51.67	310.00	825.00	2319.00	2319.00
8	RUBBER SUCTION HOSE CAM CPLNG 6X20 9206412	8/	15.00	2.50	15.00	35.00	95.00	760.00
2	WATER PUMP FLOAT SWITCH SINGLE 9203640	8/	15.00	2.50	15.00	35.00	75.00	150.00
1	INCREASER / REDUCER 8X6 9201039 ***** ***** 6" FEMALE X FEM CAMLOCK ***** *****	8/	10.00	1.67	10.00	15.00	25.00	25.00
1	SUCTION HOSE STRAINER 6 9203312	8/	5.00	.83	5.00	10.00	20.00	20.00

CONTINUED

Customer Number: 2939101 Res/Quote Number: 50914697 Invoice Number: 29260430-002 Invoice Date: 6/22/17

For GREAT DEALS on USED EQUIPMENT - Visit us at [HercRentals.com](http://HercRentals.com)



CUSTOMER COPY  
PROGRESS BILLING



Res/Quote Number: 50914697

6/22/17

Invoice Number: 29260430-002

Customer Number: 2939101

ODOM CONTRACTING LLC  
PO BOX 92019  
LAKELAND, FL 33804-3444

Customer is responsible for FUEL, FLATS, DAMAGE and CLEANUP FEES.

QTY	EQUIPMENT #	HRS/	MIN	HOUR	DAY	WEEK	4 WEEK	AMOUNT
	//6" LARGE HOLE POLY STARINER //							



**CUSTOMER COPY  
PROGRESS BILLING**



6/27/17

Invoice Number: 29268766-002

Res/Quote Number: 50920556

**AMOUNT DUE: \$ 2868.05**

**PAYMENT TERMS ARE NET 10 DAYS  
LATE CHARGES MAY APPLY  
Customer is responsible for FUEL, FLATS,  
DAMAGE and CLEANUP FEES.**

<b>AMOUNT ENCLOSED:</b>	\$ _____
-------------------------	----------

ODOM CONTRACTING LLC  
PO BOX 92019  
LAKELAND, FL 33804-3444

CUSTOMER NUMBER: 2939101

MAIL PAYMENT TO:  
HERC RENTALS INC.  
P.O. BOX 650280  
DALLAS, TX 75265-0280

To insure accurate and timely posting, detach and send top portion with your payment

RENTED FROM:  
HERC RENTALS (301)  
4710 DRANE FIELD RD  
LAKELAND, FL 33811  
Ph: 863-644-2782  
Fax: 863-648-2039

SHIPPING ADDRESS:  
POLK CITY  
RONALD REAGAN PKWY E OF  
DAVENPORT, FL 33836

RENTAL DAYS: 28  
INVOICE FROM DATE: 5/30/17  
INVOICE THRU DATE: 6/27/17

PO# :  
JOB NUMBER : 1 - SORRENTO  
RENTAL START DATE: 5/02/17 15:30  
DELIVERED BY: HERC  
ORDERED BY: KEVIN ODOM  
SIGNED BY: BRIAN S.  
SALES REP: VINCENT PENICHERT  
CLOSED BY:

	<u>Original</u>	<u>Adjustments</u>	<u>Total</u>
RENTAL CHARGES	2322.00		2322.00
OTHER CHARGES	32.91		32.91
RPP 15% of Rent Chgs	348.30		348.30
TAXABLE CHARGES	2354.91		2354.91
TAX	164.84		164.84
TOTAL CHARGES	2868.05		2868.05
NET DUE			2868.05

QTY	EQUIPMENT #	HRS/	MIN	HOUR	DAY	WEEK	4 WEEK	AMOUNT
1	PUMP VAC ASSIST 6IN DSL 800085847 Make: CORNELL Model: 6NNT Ser #: 1P9BP1385FV591018 8011230 HR OUT: 715.00 HR IN: HR CHG: EMISSIONS & ENV SURCHARGE EMISSIONS	8/	275.00	45.83	275.00	571.00	1662.00	1662.00
3	RUBBER SUCTION HOSE CAM CPLNG 6X20 9206412	8/	15.00	2.50	15.00	35.00	95.00	285.00
3	ORAFLEX DISCHARGE HOSE CAM CPLNG 6X50 9207118	8/	15.00	2.50	15.00	35.00	95.00	285.00
1	HDPE FLOAT TEE PIPE W/ STRAINER 6 9212152	8/	10.00	1.67	10.00	30.00	90.00	90.00

Customer Number: 2939101 Res/Quote Number: 50920556 Invoice Number: 29268766-002 Invoice Date: 6/27/17

For GREAT DEALS on USED EQUIPMENT - Visit us at [HercRentals.com](http://HercRentals.com)





**CUSTOMER COPY ORIGINAL INVOICE**



7/25/17

Invoice Number: 29260430-003

Res/Quote Number: 50914697

AMOUNT DUE: \$ 4193.41

**PAYMENT TERMS ARE NET 10 DAYS**

**LATE CHARGES MAY APPLY**

**Customer is responsible for FUEL, FLATS,**

**DAMAGE and CLEANUP FEES.**

AMOUNT ENCLOSED:	\$ _____
------------------	----------

ODOM CONTRACTING LLC  
PO BOX 92019  
LAKELAND, FL 33804-3444

CUSTOMER NUMBER: 2939101

MAIL PAYMENT TO:  
HERC RENTALS INC.  
P.O. BOX 650280  
DALLAS, TX 75265-0280

To insure accurate and timely posting, detach and send top portion with your payment

RENTED FROM:  
HERC RENTALS (301)  
4710 DRANE FIELD RD  
LAKELAND, FL 33811  
Ph: 863-644-2782  
Fax: 863-648-2039

SHIPPING ADDRESS:  
VOYLES LOOP LS  
COMMONWEALTH AVE & VOYLES LOOP  
POLK CITY, FL 33868

RENTAL DAYS: 28  
INVOICE FROM DATE: 6/22/17 20:01  
INVOICE THRU DATE: 7/20/17 20:28

PO# :  
JOB NUMBER : 1 - VOYLES LOOP LS  
RENTAL START DATE: 4/27/17 20:00  
DELIVERED BY: HERTZ  
ORDERED BY: KEVIN ODOM  
SIGNED BY: KEVIN ODOM  
SALES REP: JASON BRYANT  
CLOSED BY: CHRISTOPHER J. WRIGHT

	Original	Adjustments	Total
RENTAL CHARGES	3274.00		3274.00
SALES ITEMS	45.92		45.92
RPP 15% of Rent Chgs	491.10		491.10
DELIVERY/PICK UP	150.00		150.00
TAXABLE CHARGES	3319.92		3319.92
TAX	232.39		232.39
TOTAL CHARGES	4193.41		4193.41
NET DUE			4193.41

QTY	EQUIPMENT #	HRS/	MIN	HOURLY	DAY	WEEK	4 WEEK	AMOUNT
1	PUMP VAC ASSIST SND ATT 8IN DSL 616840007 Make: PREMIER Model: SASNNT Ser #: 172027 8021360 Hours Free: HR OUT: 5791.000 HR IN: 6028.000 TOTAL: 237.000 FREE: 480.000 EXCESS: 0 HRS CHG: 7.247 310/825/2319 //SUB 8" FOR 6" QP VAC //	8/	310.00	51.67	310.00	825.00	2319.00	2319.00
	EMISSIONS & ENV SURCHARGE EMISSIONS							45.92
8	RUBBER SUCTION HOSE CAM CPLNG 6X20 9206412	8/	15.00	2.50	15.00	35.00	95.00	760.00
2	WATER PUMP FLOAT SWITCH SINGLE 9203640	8/	15.00	2.50	15.00	35.00	75.00	150.00
1	INCREASER / REDUCER 8X6 9201039	8/	10.00	1.67	10.00	15.00	25.00	25.00
	***** ***** 6" FEMALE X FEM CAMLOCK ***** *****							
1	SUCTION HOSE STRAINER 6 9203312	8/	5.00	.83	5.00	10.00	20.00	20.00

CONTINUED

Customer Number: 2939101 Res/Quote Number: 50914697 Invoice Number: 29260430-003 Invoice Date: 7/25/17

For GREAT DEALS on USED EQUIPMENT - Visit us at [HercRentals.com](http://HercRentals.com)



CUSTOMER COPY ORIGINAL INVOICE



Res/Quote Number: 50914697

7/25/17

Invoice Number: 29260430-003

Customer Number: 2939101

ODOM CONTRACTING LLC  
PO BOX 92019  
LAKELAND, FL 33804-3444

Customer is responsible for FUEL, FLATS, DAMAGE and CLEANUP FEES.

QTY	EQUIPMENT #	HRS/	MIN	HOUR	DAY	WEEK	4 WEEK	AMOUNT
	//6" LARGE HOLE POLY STARINER //							



CUSTOMER COPY ORIGINAL INVOICE



8/16/17

Invoice Number: 29328624-003

Res/Quote Number: 50969698
PAYMENT TERMS ARE NET 10 DAYS
LATE CHARGES MAY APPLY
Customer is responsible for FUEL, FLATS, DAMAGE and CLEANUP FEES.

AMOUNT DUE: \$ 1123.59

AMOUNT ENCLOSED: \$

ODOM CONTRACTING LLC
PO BOX 92019
LAKELAND, FL 33804-3444

CUSTOMER NUMBER: 2939101

MAIL PAYMENT TO:
HERC RENTALS INC.
P.O. BOX 650280
DALLAS, TX 75265-0280

To insure accurate and timely posting, detach and send top portion with your payment

RENTED FROM:
HERC RENTALS (301)
4710 DRANE FIELD RD
LAKELAND, FL 33811
Ph: 863-644-2782
Fax: 863-648-2039

SHIPPING ADDRESS:
POLK CITY
COMMONWEALTH
POLK CITY, FL 33868

RENTAL DAYS: 10
INVOICE FROM DATE: 7/27/17 14:46
INVOICE THRU DATE: 8/06/17 15:00

PO#:
JOB NUMBER: POLK CITY
RENTAL START DATE: 6/01/17 14:45
DELIVERED BY: HERTZ
ORDERED BY: STEVE
SIGNED BY: REY ENRIQUEZ
SALES REP: JASON BRYANT
CLOSED BY: DAVID JONAS

Table with 4 columns: Original, Adjustments, Total. Rows include RENTAL CHARGES, OTHER CHARGES, RPP 15% of Rent Chgs, DELIVERY/PICK UP, TAXABLE CHARGES, TAX, TOTAL CHARGES, and NET DUE.

Table with 10 columns: QTY, EQUIPMENT #, HRS/, MIN, HOUR, DAY, WEEK, 4 WEEK, AMOUNT. Contains equipment details for PUMP WELL POINT ROTARY SO ATTN 8IN DSL and ORAFLEX DISCHARGE HOSE CAM CPLNG 6X50.



CUSTOMER COPY  
SALES RECEIPT



8/16/17

Invoice Number: 29486693-001

Res/Quote Number:

PAYMENT TERMS ARE NET 10 DAYS  
LATE CHARGES MAY APPLY  
Customer is responsible for FUEL, FLATS,  
DAMAGE and CLEANUP FEES.

AMOUNT DUE: \$ 365.33

AMOUNT ENCLOSED: \$ \_\_\_\_\_

CUSTOMER NUMBER: 2939101

ODOM CONTRACTING LLC  
PO BOX 92019  
LAKELAND, FL 33804-3444

MAIL PAYMENT TO:  
HERC RENTALS INC.  
P.O. BOX 650280  
DALLAS, TX 75265-0280

To insure accurate and timely posting, detach and send top portion with your payment

RENTED FROM:  
HERC RENTALS (301)  
4710 DRANE FIELD RD  
LAKELAND, FL 33811  
Ph: 863-644-2782  
Fax: 863-648-2039

SHIPPING ADDRESS:  
POLK CITY  
COMMONWEALTH  
POLK CITY, FL 33868

INVOICE FROM DATE: 8/16/17 16:40  
INVOICE THRU DATE: 8/16/17 16:38

PO#:  
JOB NUMBER: POLK CITY  
RENTAL START DATE:  
DELIVERED BY: CUSTOMER  
ORDERED BY: KEVIN  
SIGNED BY: KEVIN  
SALES REP: VINCENT PENICHER  
CLOSED BY: DAVID JONAS

	<u>Original</u>	<u>Adjustments</u>	<u>Total</u>
FUEL CHARGES	341.43		341.43
TAXABLE CHARGES	341.43		341.43
SALES TAX	23.90		23.90
TOTAL CHARGES	365.33		365.33
NET DUE			365.33

QTY	ITEM NUMBER	UNIT	PRICE	AMOUNT
57	3741000001 - REFUEL SERVICE FEE - REVENU REFUEL //REFUEL 8" ROTARY I/C# 800010342 // RETURNED EMPTY 57 GALS	EA	5.990	341.43

Print Customer Name \_\_\_\_\_ Title \_\_\_\_\_ Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Customer Number: 2939101 Res/Quote Number: Invoice Number: 29486693-001 Invoice Date: 8/16/17

For GREAT DEALS on USED EQUIPMENT - Visit us at [HercRentals.com](http://HercRentals.com)



CUSTOMER COPY ORIGINAL INVOICE



8/24/17

Invoice Number: 29328624-004

Res/Quote Number: 50969698

AMOUNT DUE: \$ 623.93

PAYMENT TERMS ARE NET 10 DAYS

LATE CHARGES MAY APPLY

Customer is responsible for FUEL, FLATS, DAMAGE and CLEANUP FEES.

AMOUNT ENCLOSED: \$ \_\_\_\_\_

ODOM CONTRACTING LLC
PO BOX 92019
LAKELAND, FL 33804-3444

CUSTOMER NUMBER: 2939101

MAIL PAYMENT TO:
HERC RENTALS INC.
P.O. BOX 650280
DALLAS, TX 75265-0280

To insure accurate and timely posting, detach and send top portion with your payment

RENTED FROM:
HERC RENTALS (301)
4710 DRANE FIELD RD
LAKELAND, FL 33811
Ph: 863-644-2782
Fax: 863-648-2039

SHIPPING ADDRESS:
POLK CITY
COMMONWEALTH
POLK CITY, FL 33868

RENTAL DAYS/HOURS: 9/15.25
INVOICE FROM DATE: 7/27/17 14:46
INVOICE THRU DATE: 8/06/17 7:00

PO# :
JOB NUMBER : POLK CITY
RENTAL START DATE: 6/01/17 14:45
DELIVERED BY: HERTZ
ORDERED BY: STEVE
SIGNED BY: REY ENRIQUEZ
SALES REP: JASON BRYANT
CLOSED BY: CHRISTOPHER J. WRIGHT

Table with 4 columns: Original, Adjustments, Total. Rows include RENTAL CHARGES, OTHER CHARGES, RPP 15% of Rent Chgs, DELIVERY/PICK UP, TAXABLE CHARGES, TAX, TOTAL CHARGES, and NET DUE.

QTY EQUIPMENT # HRS/ MIN HOUR DAY WEEK 4 WEEK AMOUNT

5 ORAFLEX DISCHARGE HOSE CAM CPLNG 6X50 8/ 15.00 2.50 15.00 35.00 95.00 350.00

9207118
// (1) DAMAGED FEMALE CAMLOCK FITTING //

SALES ITEMS:

Table with 5 columns: QTY, ITEM NUMBER, UNIT, PRICE, AMOUNT. Row: 1 MISCELLANEOUS EA 43.860 43.86

4480000001 - EXPENSE
// REPLACEMENT OF DAMAGED FITTING //



# Polk City Commission Agenda Form

Meeting Date: October 16, 2017

Item Number: C(2)

<b>Subject:</b> Approval of Aquarina Expenses during Hurricane IRMA	
<b>Department:</b> Executive	
<b>Summary:</b>  Per the contract with Aquarina in an emergency affecting the safety of persons or property, CONTRACTOR may act, at its discretion, to prevent threatened damage, injury or loss. Any increase in the monthly fee or extension of time claimed by CONTRACTOR on account of acts taken in connect with such emergency may be paid to CONTRACTOR in accordance with Section 7.02, which states: In the event changes in the work result in increased work to which the CITY mutually agrees, the CITY will pay CONTRACTOR for hours worked, equipment used, and materials expended in accordance with Section 3, Compensation.  Due to Hurricane IRMA and the City's operations, Aquarina performed necessary duties to ensure the water system(s) and wastewater systems were being manned and under full operation. We are asking approval under the Consent Agenda based on the contract; they also used additional equipment.	
<b>Requested Commission Action:</b>  Move to approve cost of emergency expenditures during Hurricane IRMA by Aquarina.	
<b>Financial Impact:</b>  \$13,130.50 (FY 2016-1017)	
Attachments:           X	Supporting Documents Reviewed           X
Submitting Department Head:  Patricia R Jackson, City Manager	Date:  10/13/17
Approved by City Manager:  Patricia R Jackson, City Manager	Date:  10/13/17
Commission Action: <input type="checkbox"/> Approved as Recommended	
<input type="checkbox"/> Approved with Modifications	
<input type="checkbox"/> Tabled to Time Certain     Date: _____	
<input type="checkbox"/> Denied	



# Aquarina Waterworks, Inc.

2517 Elm Circle

Lake Wales, FL 33898

Kevin Burge (772) 708-7946

Keith Burge (772) 201-3299

aquarinawaterworks@bellsouth.net (Kevin Burge)

burkimwater@aol.com (Keith Burge)

FY 17

October 5, 2017

City of Polk City  
City Manager's Office  
123 Broadway Blvd., SE  
Polk City, FL 33823  
Attn: Patricia Jackson, City Manager

Reference: Invoice #26

Hurricane Irma preparation and recovery for September 2017 .....\$13,130.50

Total Amount Due: \$13,130.50

Bill is due upon receipt.  
Thank You For Your Business!

CK# \_\_\_\_\_ Date \_\_\_\_\_  
Department Approval \_\_\_\_\_  
Manager Approval \_\_\_\_\_  
Vendor# \_\_\_\_\_ Reviewed By *[Signature]*  
GL# \_\_\_\_\_  
GL# 05-590-941

# Aquarina Waterworks

*Updated* B

Project: Hurricane Irma Recovery  
 Manager: Keith Burge

E-mail: Burkimwater@aol.com  
 Phone: 772-201-3299

Regular hrs: 172  
 Overtime hrs: 188.5      Total: 360.5

Robbie Peters									
Logged	Regular	Overtime	Total						Due
09/11/17	Monday	0830-0100	8.0	8.5					
09/12/17	Tuesday	0800-1800	8.0	2.0					
09/13/17	Wednesday	0800-1900	8.0	3.0					
09/14/17	Thursday	0800-1800	8.0	2.0					
09/15/17	Friday	0800-1830	8.0	2.5					
09/16/17	Saturday	0830-1930		11.0					
09/17/17	Sunday								
Total weekly hours			40.0	29.0					
				29.0					35 \$1,015.00

Charles Sharp									
Logged	Regular	Overtime	Total						Due
09/09/17	Saturday	1800-1200		18					
09/10/17	Sunday	0000-0000		24					
09/11/17	Monday	0000-2000	8.0	0.0					
09/12/17	Tuesday	0800-2100	8.0	3.0					
09/13/17	Wednesday	0800-1800	8.0	2.0					
09/14/17	Thursday	0900-1900	8.0	2.0					
09/15/17	Friday	0900-1830	8.0	1.5					
09/16/17	Saturday	0800-1900		11.0					
09/17/17	Sunday								
Total weekly hours			40.0	61.5					
				61.5					25 \$1,537.50

Adam Heaney									
Logged	Regular	Overtime	Total						Due
09/11/17	Monday								
09/12/17	Tuesday	0800-1800	4.0	6.0					
09/13/17	Wednesday	0730-1730	4.0	6.0					
09/14/17	Thursday	0800-1800	4.0	6.0					
09/15/17	Friday	0700-1800	4.0	6.0					
09/16/17	Saturday	0800-1800	4.0	10.0					
09/17/17	Sunday								
Total weekly hours			20.0	34.0					
				34.0					20 \$680.00

Keith Burge									
Logged	Regular	Overtime	Total						Due
09/09/17	Saturday	1800-1200		18					
09/10/17	Sunday	0000-0000		24					
09/11/17	Monday	1200-2100	8.0	1.0					
09/12/17	Tuesday	0630-2100	8.0	6.5					
09/13/17	Wednesday	0700-2100	8.0	6.0					
09/14/17	Thursday	0700-1100	4.0	0.0					
09/15/17	Friday	0800-1800	8.0	2.0					
Total weekly hours			36.0	57.5					
				93.5					60 \$5,610.00

Nathan Eckstein									
Logged	Regular	Overtime	Total						Due
09/11/17	Monday	1300-0200	8.0	5					
09/12/17	Tuesday	1000-1900	8.0	1					
09/13/17	Wednesday	1200-1900	7.0						



09/14/2017	Thursday	0930-1800	8.0	0.5	
09/15/17	Friday	1330-1830	5.0		
09/16/17	Saturday		0.0		
09/17/17	Sunday		0.0		
Total weekly hours			36.0	6.5	
				42.5	50 \$2,125.00

Labor amount due: \$10,755.00

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Crane truck rental: \$1,689.00

Welder/generator: \$245.00

Fuel transfer tank: \$229.00

**Total Amount Due: \$13,130.50**