

# POLK CITY

July 17, 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** - None

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

## **AGENDA**

1. Offer to purchase vacant property from Polk City – Joseph and Kristi Merritt
2. Discussion of City Manager Contract
3. Discussion of Debt Service and exploring options

## **CITY MANAGER ITEMS**

1. Discussion of Public Works / Utilities Facilities
2. Dates for workshop or Special Meeting in July to discuss FY 2017-2018 Budget
3. Library Summer Reading Program - Beauty and the Beast – July 13, 2017

## **CITY ATTORNEY ITEMS**

1. Use of Public Right-of-Way - Mr. Jack Campbell – corner of S.R. 33 and Commonwealth Blvd., (new construction)

## **COMMISSIONER ITEMS**

Vice Mayor Harris  
Commissioner Blethen  
Commissioner Carroll  
Commissioner Kimsey  
Mayor LaCascia

## **ANNOUNCEMENTS**

## **ADJOURNMENT**

**CONSENT AGENDA**  
**July 17, 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 – May 22, 2017 – City Commission Workshop
2. Accept minutes – June 19, 2017 – Regular City Commission Meeting

**B. REPORTS**

1. Building Report – June 2017
2. Code Enforcement – June 2017
3. Finance Report – June 2017
4. Polk Sheriff's Report – June 2017
5. Public Works Report – May/June 2017

**C. OTHER**

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: July 17, 2017  
Item Number: Consent Agenda

<b>Subject:</b> Accept minutes for: May 22, 2017 – City Commission Workshop June 19, 2017 – City Commission Regular Meeting	
<b>Department:</b> Administrative	
<b>Summary:</b>	
<b>Requested Commission Action:</b> Approval of Minutes	
<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> 7/13/2017
<b>Approved by City Manager:</b>	<b>Date:</b>

## CITY COMMISSION WORKSHOP MINUTES

May 22, 2017

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Mayor Joe LaCascia called the meeting to order at 6:00 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

#### **Discussion for the planning of Water, Wastewater, Debt Service, Public Works and Recreation**

City Manager Jackson discussed the purpose of this workshop was for planning for FY 2018-2019. Keith Burge (Aquarina) showed what we are looking at over the next couple of years. Discussion on Voyles Loop LS 1 & 2. Discussed the number of homes in Fountain Park. There are approximately 60 homes remaining to be built. Holly Cove has 426 homes scheduled to be built and MOSN has at least 25. There are 746 homes dumping into the Voyles Loop LS. In 2018 a second 20 hp pump will need to be purchased. Fountain Park may be fully developed in five years. Phase three of Voyles Loop LS would be revamping the control panel (electrical). No matter the size of the home, Polk City has to be ready to provide the sewer service.

Development Process – Upgrade the process to tie in under SR 33. Will be planned and at the cost of the developer.

Commissioner Blethen inquired about the size pipe at LS #6.

Mr. Burge responded 12". LS #6 are 20 hp pumps that push the affluent to Voyles Loop.

Mr. Burge stated currently at Fountain Park there are 80 rooftops and 9 under construction. Voyles Loop LS covers MOSN and MOSS.

Commissioner Kimsey inquired about the time frame for Phase two and three.

Keith Prestage, PW Director responded five years.

Mayor LaCascia reiterated we are here to discuss 3-5 year wastewater plans.

City Manager Jackson stated we have to look at everything. Holly Cove and Fountain Park are inside the city limits.

At the May 15 meeting we had the discussion. Everything being designed will handle that growth.

Vice Mayor Harris stated this is jumping the gun with the 30 hp and we don't have the money to get that.

City Manager Jackson stated that Holly Cove is on the market, but may not happen for a while.

LS #12 (Ruth Road) dumps into Fountain Park and has major issues. We are treating ground water and sand.

There are two quotes coming to the bid process to get the lift station fixed.

Stabilizing the ground @ the LS and this is done using bypass pumping.

Lengthy discussion ensued.

### **WWTP Painting**

Keith Burge discussed the quoted price of \$18,000 for painting the interior and exterior of the tank. Mr. Burge also explained the process to be followed when painting the inside of the surge tank, using the specifications from the original installation.

The newest tank was installed in 2012. The Cardinal Hill tank was installed in 2007-2008 and that was not a new system when we got it.

### **Wastewater 3-5 years**

Keith Burge stated based on what we see coming down the development pipe in regards to Fountain Park in the Development Phase two and three; we need to look at how we would handle that influx of sewer at Cardinal Hill. 150,000 gallon tank would be twice the size of the current tank used for aeration and more digested capacity.

City Manager Jackson stated the current plant as it stands now will handle an additional 1,200 homes. We can give an additional 50,000 gpd to make the current plant 350,000 gpd. Once we reach the 80% level of capacity, we have to start putting plans in place to handle additional city growth. The tank being discussed will handle that growth.

City Manager Jackson provided history. When MOSN came on board, there were no pre-paid impact fee guidelines in place, so those fees were paid as they went along. Fountain Park paid for 75 homes up front on water and wastewater impact fees. This is funded by Reservation of Capacity, which is entering into an agreement with Polk City and the fees are pre-paid for water and wastewater so they city can make the

necessary improvements. Growth pays for itself through prepaid impact fees. We enter into a five-year agreement with the developer and there is no refunding of fees. If in five years, the developer has not built anything, they must come before the City Commission to request an extension. If there is a lift station on site where the building is being done, the developer is responsible for those fees as well.

In 2004 when the developers of MOSN annexed in Polk City, the agreement was to not pay anything up front until 2014. There was a ten-year deal of forbearance. This is a perfect example of what was not done prior to 2004. Planning must be done.

#### **Drying Beds at Cardinal Hill WWTP (3-5 years)**

Keith Burge explained that Polk City needs its own drying beds as they are an integral part of a Wastewater facility. Once this digester has no more room left, we have a tanker truck that comes and drains the tank and takes the liquid sludge away at a cost of approximately \$3,000 - \$6,000 per occurrence. This is done five times a year. This could cost up to \$35,000 for sludge hauling. Two 60 x 20 drying beds will need to be installed at a time. Modification for the permit would have to be done to build the drying beds. Purchasing and constructing drying beds would save an average of \$15,000 - \$20,000 per year on sludge hauling cost. The bottom of the bed would be clay, a series of pipe under the bed. The clay would be virtually impervious. It is ideal to put two drying beds in at a time. Mr. Burge provided lengthy explanation on the actual construction of the drying beds.

#### **Water 1-2 years**

Keith Burge provided brief history on Jacobs Road water tank replacement. Hydro Tanks must be inspected every 3-5 years. In 2014 inspectors came in and tanks one and two failed inspection. The inspectors recommended the tanks be taken out of service and new ones installed. A second professional opinion was received which stated with proper sandblasting on the interior of the tanks, they could go another 3-5 years. The end of that time frame for replacement is approaching in December 2019. Therefore, it is imperative at this time to plan for replacement of the Jacobs Road WTP tank at an approximate cost of \$120,000. Two tanks, two wells go out of one pipe.

Commissioner Kimsey suggested turning the tanks 90 degrees.

Mr. Burge stated that would not work.

Mayor LaCascia referred to the upcoming budget to keep the millage the same. May have to take money from the Enterprise Fund to go into the General Fund.

Three WTP controls upgrades (FY \$72,000) Matt Williams, Commonwealth, Electrical Panel is antiquated. Be proactive and replace the controls slow start. There are no soft starts anywhere except Jacobs. \$72,500 in the budget right now. Not replacing pumps, but getting soft starts.

Citrus Grove – currently has a 2” line. Will get some definite cost and come back to the City Commission.

Stevens Drive – Discussion regarding impact fees and annexation agreements to get water

Commissioner Blethen inquired about what it would take to annex.

City Manager Jackson suggested doing a voluntary annexation.

Lengthy discussion ensued.

**Public Works/Utilities Complex**

Keith Prestage, PW Director discussed building a new complex on five acres of land that Polk City currently owns.

City Commission was shown three pieces of property that could be sold. This property is of no use to the City and we’re interested in selling. This item will be placed on the June City Commission Meeting Agenda. Lengthy discussion ensued.

**Audio/Video in the Commission Chambers**

Keith Prestage briefly discussed the proposed audio/video project in the Commission Chamber, which can be done in three phases.

Mayor LaCascia suggested working on the audio first and visual later on down the line.

**Skate Park**

City Manager Jackson stated in 2009 the Skate Park was vandalized and the equipment purchased was destroyed and had to be removed. Kathy Delp brought it to the City Commission’s attention on several occasions. It was the consensus of the Commission if the equipment was destroyed again, they would not approve it being replaced. Commissioner Blethen is very passionate about a skate park for the kids; however, direction is given from five commissioners and this will be brought forward for the City Commission to make a decision.

Polk City currently has an agreement with the State of Florida for the property that is used for the Skate Park. From day one and as part of the contract with the State of Florida, Polk City was supposed to have a fence and lighting installed for safety purposes. If the State decides to do something else with that property, they (State of Florida) will send us ample notification and Polk City will have to remove the park equipment, as it does not own the property. We cannot apply for a FRDAP grant for that reason, because the agreement in the FRDAP grant is the park has to remain a Skate Park and we cannot make that guarantee when we don’t own that property.

City Staff has researched skate park equipment and the cost is approximately \$42,500 just for the equipment. This item will be brought to the City Commission for a decision.

It was the consensus of the City Commission that if it was torn up again, the City Commission would not approve for it to be replaced again. However, fencing and lighting does need to be done. The cost is approximately \$42,500 for equipment only.

Mayor LaCascia asked Commissioner Blethen what he based his passion for the skateboard park upon.

Commissioner Blethen stated 60-80 kids/parents.

Mayor LaCascia stated he's found just the opposite and the kids are more into football and baseball.

City Manager Jackson stated the Skate Park would be brought forth at the regular City Commission Meeting.

**ANNOUNCEMENTS** - None

**Adjournment** – 8:05 pm

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Patricia R. Jackson, City Manager

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Joe LaCascia, Mayor



## CITY COMMISSION MINUTES

June 19, 2017

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

Invocation by Keith Prestage, Public Works Director, Polk City.

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, City Attorney Thomas Cloud and City Manager Patricia Jackson

### **APPROVE CONSENT AGENDA**

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

### **PRESENTATIONS AND RECOGNITIONS**

- 1) Mayor LaCascia read a Proclamation for Pledge to Slow Down Month and presented it to Julia Harris, Senior Safety Transportation Planner for TPO.

### **PUBLIC COMMENT**

- 1) Joel Vann and Melissa Sarchez (Polk City BBQ) – Spoke in regard to the upcoming Watermelon Festival. Requested permission to sell beer and wine only at the event. Consensus by City Commission given.

**Motion by Vice Mayor Harris** to approve Polk City BBQ selling beer and wine at the upcoming Watermelon Festival with all the mandatory licenses in place; this motion was seconded by Commissioner Blethen

Motion carried unanimously by voice vote.

### **ORDER OF BUSINESS**

**Services Agreement for Financial Reporting Officer/Comptroller – George J. Cotellis - Pre-Audit Work**

City Manager Jackson advised that George Cotellis, Jr. has been assisting the City in preparation of the Fiscal Year Audit for the past several years and recommended approval of the Agreement for the FY 2017 Audit in the amount of \$11,900.

**Motion by Vice Mayor Harris** to approve the Financial Reporting Officer/Comptroller Services Agreement with George Cotellis, Jr. as presented; this motion was seconded by Commissioner Blethen.

**Motion carried unanimously by Voice Vote.**

**Interest in acquiring a portion of city property – at corner of Broadway Blvd., NE and S.R. 33**

Mr. Jack Campbell came forward expressing interest in purchasing this property or have the right to use it while maintaining it. It is 37.5 feet of city's right-of-way on the north side of the property. This will enable two additional parking spaces.

City Attorney Cloud stated the City's Charter has a provision relating to abandonment or vacating right-of-way. One part of the provision states that you can't do this and the other states that you can only do this by posting it with all property owners that live within 300 feet. There is the Law of Access, the City could only do this by Ordinance and hold two public hearings, a considerable amount of information to be reviewed, along with a survey to be performed. This is a typical process all over the United States.

The City would have to analyze if there would be a potential need for future facilities within that right-of-way. This is not impossible, but the City cannot provide an answer for you tonight.

Commissioner Kimsey asked if we can lease the property to Mr. Campbell for a reasonable fee.

City Attorney Cloud stated no.

Mayor LaCascia asked if the City could give Mr. Campbell an Easement.

City Attorney Cloud would research granting an Easement for setbacks. There is nothing in the City's Charter prohibiting such.

Mayor LaCascia reiterated that the City wants to work with Mr. Campbell on the betterment of this property.

After lengthy discussion and City Commission consensus, City Attorney Cloud will work up an agreement and present to the City Commission for approval in July.

Sandra Cutts (315 Central Avenue) expressed concerns about entering into a twenty-year commitment to loan a piece of land when Polk City will grow and may need that space. Inquired about the location of the two parking places?

Mr. Campbell responded with clarity on the location of the two additional spaces.

Vice Mayor Harris concurred there will be a need for additional parking spaces.

Lengthy discussion ensued.

**Voting Delegate – Annual Florida League of Cities Conference**

The Florida League of Cities will be held in Orlando August 17–19, 2017. Polk City needs to designate one official to be the voting delegate. Mayor Joe LaCascia stated he has been the voting delegate for the past several years and would like to nominate Vice Mayor Wanda Harris as the voting delegate for the 2017 Annual Florida League of Cities Conference.

City Commission provided consensus for Vice Mayor Harris to be the voting delegate at the Florida League of Cities Conference.

**Paving Project – Haynes Circle, Sunset Blvd., Sunshine Blvd., Sunrise Blvd.**

Keith Prestage, PW Director discussed several roadway areas throughout the City that are in bad shape and in need of milling and resurfacing.

Lengthy discussion ensued.

Sandra Cutts (315 Central Avenue) asked what would be done with the old millings.

Keith Prestage, PW Director stated the City will keep those millings.

Commissioner Blethen asked if Polk City has funds for these projects?

City Manager Jackson we will be using our funds since we've done two other projects with our road funds on other road projects. We will use all monies from the gas tax and less than \$5,000 from General Fund.

Once these paving projects are completed, Polk City's road work will be complete. At that time, we can begin an overlay program for upkeep to help them last longer.

**Motion by Commissioner Kimsey** to approve the paving projects under the Seminole County's Asphalt Term Contract using Ranger Construction at a cost of \$117,413.00; this motion was seconded by Vice Mayor Harris.

**Motion carried unanimously by Voice Vote.**

**Discussion of Skate Park**

City Manager Jackson stated at the May 22, 2017 City Commission Workshop, there was discussion regarding the existing skate park and what direction the City wants to go. City Manager Jackson provided history on the skate park and the vandalism. The cost for upgrades at the Skate Park would be \$45,880.00. City Manager Jackson requests clarification on what the Commission desires to do at this time regarding the upgrades.

**Motion by Commissioner Kimsey** not to spend any money on the skate park; this motion was seconded by Commissioner Carroll.

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

**Motion carried 4/1.**

**Purchase of Playground Equipment at Freedom Park**

Keith Prestage, PW Director discussed the playground equipment at Freedom Park. Concerns have been expressed regarding the dilapidated equipment at Freedom Park. There are four items that are extremely unsafe. The equipment is plastic coated and damage may not be noticed immediately. The current equipment is beyond repair.

Staff recommended the City purchase a swing set and a play area.

**Motion by Commissioner Kimsey** to approve the purchase of new playground equipment from American Park and Recreation in the amount of \$14,635.00; this motion was seconded by Commissioner Carroll.

**Motion carried unanimously by Voice Vote.**

**CITY MANAGER ITEMS**

-Vehicle for City Hall Staff – City Commission instructed City Manager Jackson to find a vehicle for \$8,000 or less.

-Update on Crosswalks on SR 33 and FDOT Paving – Polk City is on FDOT's schedule for August for SR 33 and the cross bars.

-Workshop on Monday night, June 26, 2017 at 7 pm. Discussion from FL DEO on low impact design and development. SV/FWMD will also make a presentation.

-Workshop on Thursday, July 6, 2017 at 7pm. Discussion will be on Water, Wastewater and the City Manager's Contract.

**CITY ATTORNEY ITEMS**

Provided a brief history as well as an update on Medical Marijuana.

Dr. Kwame Fosu (Sunshine Pharmacy) discussed the pros and cons of Medical Marijuana.

**COMMISSIONER ITEMS**

**Vice Mayor Harris** – Thanked everyone for coming. Appreciated being nominated as the voting delegate representing Polk City at the Florida League of Cities Conference.

**Commissioner Blethen** – Complimented the Library staff on the Summer Reading Program.

**Commissioner Kimsey** – Stressed the importance of Education. Thanked everyone for coming

**Commissioner Carroll** – Thanked everyone for coming.

**Mayor LaCascia** – The PA System seems to be working fine.

**ANNOUNCEMENTS** - None

**ADJOURNMENT** – 8:50 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

**CONSENT AGENDA**  
**May 15, 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 – April 17, 2017 – City Commission Workshop
2. Accept minutes – May 11, 2017 – City Commission Workshop
3. Accept minutes – May 15, 2017 – Regular City Commission Meeting
4. Accept minutes – June 5, 2017 – City Commission Workshop

**B. REPORTS**

1. Building Report – May 2017
2. Code Enforcement – April/May 2017
3. Finance Report – May 2017
4. Library Report – May 2017
5. Polk Sheriff's Report – May 2017
6. Utilities Report – May 2017

**C. OTHER**



## Polk City City Commission Agenda Form

Meeting Date: July 17, 2017  
Item Number: Consent Agenda

<b>Subject:</b> Departmental Monthly Reports	
<b>Department:</b> Various Departments	
<b>Summary:</b> Monthly Department Reports for Building, Code Enforcement, Finance, Library, Public Works, Sheriff's Office	
<b>Requested Commission Action:</b> Approval of Department Reports via Consent Agenda	
<b>Financial Impact:</b> None	
<b>Attachments:</b> <input checked="" type="checkbox"/>	<b>Supporting Documents Reviewed</b> <input checked="" type="checkbox"/>
<b>Submitting Department Head:</b> Patricia R. Jackson, City Manager	<b>Date:</b> 7/13/2017
<b>Approved by City Manager:</b>	<b>Date:</b>

## Polk City Permits Added

*June 2017*

<u>Worktype &amp; Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
<b>1 &amp; 2 FAMILY</b>			
389156	8719 HINSDALE HEIGHTS DR POLK CITY	\$200,000.00	06/05/2017
389860	8886 HINSDALE HEIGHTS DR POLK CITY	\$200,000.00	06/08/2017
392685	8893 HINSDALE HEIGHTS DR POLK CITY	\$200,000.00	06/26/2017
389850	8905 HINSDALE HEIGHTS DR POLK CITY	\$200,000.00	06/08/2017
389538	549 HOMECOMING WAY POLK CITY	\$115,000.00	06/07/2017
390937	721 MEANDERING WAY POLK CITY	\$320,000.00	06/15/2017
391080	8529 RINDGE RD POLK CITY	\$200,000.00	06/15/2017
391091	8532 RINDGE RD POLK CITY	\$200,000.00	06/15/2017
389181	8540 RINDGE RD POLK CITY	\$200,000.00	06/06/2017
389865	8865 SUNAPEE LOOP POLK CITY	\$200,000.00	06/08/2017
391096	8883 SUNAPEE LOOP POLK CITY	\$200,000.00	06/15/2017
		<b>2,235,000.00</b>	
<b>COMMERCIAL ADDITION/REMODEL</b>			
392878	120 COMMONWEALTH AVE #101 N POLK CITY	\$35,000.00	06/26/2017
		<b>\$35,000.00</b>	
<b>ELECTRIC STAND ALONE/COMMERCL</b>			
388421	108 COMMONWEALTH AVE N POLK CITY	\$2,000.00	06/01/2017
		<b>\$2,000.00</b>	
<b>POLK CITY MISCELLANEOUS</b>			
392328	10500 STEVEN DR POLK CITY	\$2,000.00	06/22/2017
		<b>\$2,000.00</b>	
<b>RESIDENTIAL ADDITION/REMODEL</b>			
389769	509 EDGEWATER DR POLK CITY	\$15,000.00	06/08/2017
389153	642 GORDON RD POLK CITY	\$24,000.00	06/05/2017
390948	652 MEANDERING WAY POLK CITY	\$140,000.00	06/15/2017
		<b>\$179,000.00</b>	
<b>RE-ROOF RESIDENTIAL</b>			
388499	218 BAYBERRY DR POLK CITY	\$18,500.00	06/01/2017
388486	218 BAYBERRY DR POLK CITY	\$2,550.00	06/01/2017
		<b>\$21,050.00</b>	
<b>RESIDENTIAL ACCESSORY STRUCTRE</b>			
390821	414 ROSEWOOD LN POLK CITY	\$2,000.00	06/14/2017
		<b>\$2,000.00</b>	
<b>SCREEN CAGE/SCREEN ROOM</b>			
391114	456 ASHLEY RD POLK CITY	\$7,610.00	06/15/2017
		<b>\$7,610.00</b>	
<b>SLAB/FOOTER</b>			
389942	232 BOUGAINVILLEA AVE POLK CITY	\$1,400.00	06/08/2017
		<b>\$1,400.00</b>	

*61 SFR to Date*



Worktype & Permit Number

Address

Declared Value

Date Added

2,485,060.00

# Code Enforcement Report

## JUNE 2017

1]

DATE	ADDRESS	VIOLATION	STATUS
6/15/2017	0 Commonwealth Av SW ID#252632-29600-002210	Vacant lot - Commercial Parking Violation	6/15/17 Sent Violation letter to owner of address.
6/15/2017	111 Central Av	Unauthorized Business Violation	6/15/17 Sent Violation letter to owner of address.

POLK CITY  
GENERAL FUND  
BALANCE SHEET  
AS OF: 06/30/2017

Account Id	Account Description	2017
<b>Assets</b>		
01-101-100	Cash - Checking	1,258,845.81
01-101-800	Cash - Impact Fee Account	426,944.35
01-101-911	USDA - Loan Payments - Sinking Fund	85,073.92
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
01-115-120	Accounts Receivable - Local Bus Licenses	1,666.58
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	57,287.12
01-153-302	Restricted Cash - New Local Opt Gas Tax	113,572.33
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</b>	<b>2,277,173.99</b>
<b>ACCOUNTS RECEIVABLE</b>		
01-115-100	Accounts Receivable - Utilities	21,979.36
01-115-130	Accounts Receivable - Readiness to Serve	2,503.93
	<b>Total ACCOUNTS RECEIVABLE</b>	<b>24,483.29</b>
	<b>Total Assets</b>	<b>2,301,657.28</b>
<b>Liabilities &amp; Fund Balance</b>		
01-202-100	Accounts Payable	179.69
01-202-900	Customer Deposits	2,350.00
01-207-800	Due to Enterprise Fund	489.09
01-208-300	Due to County - Impact Fees	117,475.00
01-208-305	Due to County - Public Srv Tax	4,247.68
01-208-310	Due to DCA - Bldg Permit Surcharge	1,663.49
01-208-320	Due to Dept of Business - License Fees	315.38
01-208-330	Due to PCSO - Police Education Revenue	124.00
01-217-100	Accrued Payroll Taxes	1,074.37
01-217-200	Accrued Sales Tax	80.00
01-218-010	Payroll Clearing	893.50
01-218-200	FRS Retirement Payable	1,361.89
01-218-320	Supplemental Insurance Payable	299.24
01-218-400	Dental Plan Payable	509.55
01-218-410	Vision Plan Payable	178.94
01-243-100	Encumbrances Payable	-25,182.78
	<b>Total Liabilities</b>	<b>106,059.04</b>
01-245-100	Reserved for Encumbrances	25,182.78
01-271-100	Fund Balance Unreserved	2,170,415.46
	<b>Total Fund Balance</b>	<b>2,195,598.24</b>
	<b>Total Liabilities &amp; Fund Balance</b>	<b>2,301,657.28</b>

GENERAL FUND  
BALANCE SHEET  
AS OF: 06/30/17

POLK CITY  
Statement of Revenue and Expenditures

Revenue Account Range: 01-000-00 to 01-999-999 Include Non-Anticipated: Yes  
 Expend Account Range: 01-000-000 to 01-999-999 Include Non-Budget: No  
 Print Zero YTD Activity: No Year To Date As Of: 06/30/17  
 Current Period: 06/01/17 to 06/30/17  
 Prior Year: 06/01/16 to 06/30/16

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
01-311-100	Ad Valorem Taxes	24,239.74	550,828.00	27,021.25	555,549.08	0.00	4,721.08	101
01-312-300	9th Cent Gas Tax	1,275.77	13,568.00	1,252.95	8,017.93	0.00	5,550.07-	59
01-312-400	Local Option Gas Tax	6,099.42	77,425.00	6,192.99	50,729.84	0.00	26,695.16-	66
01-312-410	New Local Option Gas Tax	3,822.80	47,147.00	4,091.47	32,594.30	0.00	14,552.70-	69
	Account Total	11,197.99	138,140.00	11,537.41	91,342.07	0.00	46,797.93-	66
01-314-100	Electric - Utility Tax	7,186.06	74,847.00	8,059.12	51,298.77	0.00	23,548.23-	69
01-314-300	Water - Utility Tax	3,712.14	43,773.00	5,270.19	35,848.39	0.00	7,924.61-	82
01-314-301	Water - Utility Tax - Readiness to Serve	0.00	4,904.00	124.80-	3,914.09	0.00	989.91-	80
01-314-400	Gas - Utility Tax	126.48	3,300.00	329.09	3,027.52	0.00	272.48-	92
	Account Total	11,024.68	126,824.00	13,533.60	94,088.77	0.00	32,735.23-	74
01-315-100	Communications Services Tax	6,579.68	140,000.00	14,826.10	117,124.39	0.00	22,875.61-	84
01-316-100	Local Business Licenses	39.12-	11,800.00	40.89-	96.44	0.00	11,703.56-	1
01-322-100	Building Permits	3,902.00	30,000.00	22,895.75	80,001.32	0.00	50,001.32	267
01-322-101	Bldg Permit - Plan Checking	2,055.00	15,000.00	12,007.75	41,883.84	0.00	26,883.84	279
01-322-102	Bldg Permit - Admin Fee	140.00	1,500.00	600.00	2,500.00	0.00	1,000.00	167
01-322-103	Bldg Permit - Electrical	625.00	5,200.00	3,075.00	10,315.00	0.00	5,115.00	198
01-322-104	Bldg Permit - Plumbing	750.00	5,000.00	2,825.00	9,680.00	0.00	4,680.00	194
01-322-105	Bldg Permit - Mechanical	500.00	4,900.00	2,700.00	9,970.00	0.00	5,070.00	203
01-322-107	Bldg Permit - Cert of Occupancy	120.00	1,000.00	330.00	1,860.00	0.00	860.00	186
01-322-108	Bldg Permit - Inspections	2,955.00	20,000.00	9,170.00	54,670.00	0.00	34,670.00	273
	Account Total	11,047.00	82,600.00	53,603.50	210,880.16	0.00	128,280.16	255
01-323-100	Electric - Franchise Fee	0.00	55,000.00	0.00	18,350.91	0.00	36,649.09-	33
01-323-300	Solid Waste - Franchise Fee	2,250.00	30,149.00	2,250.00	19,306.33	0.00	10,842.67-	64
	Account Total	2,250.00	85,149.00	2,250.00	37,657.24	0.00	47,491.76-	44
01-324-100	Police - Public Safety Impact Fee	0.00	0.00	10,964.83	41,924.35	0.00	41,924.35	0

POLK CITY  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
01-324-110	Fire/Rescue - Public Safety Impact Fee	3,960.40	17,822.00	5,866.87	22,432.15	0.00	4,610.15	126
01-324-610	Parks & Recreation Impact Fee	4,160.64	18,723.00	17,682.72	67,610.24	0.00	48,887.24	361
01-324-710	Public Facilities Impact Fee	6,992.04	31,464.00	29,716.17	113,620.65	0.00	82,156.65	361
	Account Total	15,113.08	68,009.00	64,230.59	245,587.39	0.00	177,578.39	361
01-331-510	CDBG	0.00	15,402.00	0.00	0.00	0.00	15,402.00-	0
01-331-700	FRDAP Grants	0.00	50,000.00	46,748.14	46,748.14	0.00	3,251.86-	94
	Account Total	0.00	65,402.00	46,748.14	46,748.14	0.00	18,653.86-	71
01-334-201	Justice Assistance Grant (JAG)	0.00	5,113.00	0.00	4,412.85	0.00	700.15-	86
01-335-120	MRS - State Sales Tax	4,702.36	57,116.00	4,700.10	42,294.79	0.00	14,821.21-	74
01-335-122	SRS - 8th Cent. Motor Fuel Tax	1,460.82	17,832.00	1,467.40	13,204.67	0.00	4,627.33-	74
01-335-123	MRS - Municipal Fuel Tax	0.61	7.00	0.61	5.50	0.00	1.50-	79
01-335-140	Mobile Home License	89.75	5,000.00	136.75	4,383.04	0.00	616.96	88
01-335-150	Alcoholic Beverage License	0.00	1,028.00	0.00	1,101.24	0.00	73.24	107
01-335-180	Half-Cent Sales Tax	8,295.97	100,496.00	8,721.44	67,964.42	0.00	32,531.58-	68
	Account Total	14,549.51	181,479.00	15,026.30	128,953.66	0.00	52,525.34-	71
01-337-100	Library Coop Funding	0.00	28,712.00	0.00	36,028.60	0.00	7,316.60	125
01-337-800	Municipal Board of Examiners Funds	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0
	Account Total	0.00	28,712.00	0.00	37,028.60	0.00	8,316.60	129
01-340-400	Solid Waste	20,493.66	251,735.00	21,842.19	172,839.80	0.00	78,895.20-	69
01-340-700	Stormwater Utility Fees	1,495.06	18,194.00	1,603.76	12,564.95	0.00	5,629.05-	69
01-340-900	Notary Fees	0.00	0.00	0.00	5.00	0.00	5.00	0
	Account Total	21,988.72	269,929.00	23,445.95	185,409.75	0.00	84,519.25-	69
01-344-900	FDOT Maintenance Agreement	0.00	16,303.00	0.00	11,714.07	0.00	4,588.93-	72
01-347-100	Library Income	483.50	6,500.00	437.67	4,092.99	0.00	2,407.01-	63
01-351-200	Fines, Penalties, and Forfeitures	36.94	200.00	219.98	2,580.84	0.00	2,380.84	***
01-359-200	Non Sufficient Funds	0.00	0.00	0.00	30.00	0.00	30.00	0

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Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
01-359-300	Late Fees	0.00	126.00	10.50	126.00	0.00	0.00	100
	Account Total	0.00	126.00	10.50	156.00	0.00	30.00	124
01-361-100	Interest Income	0.00	62.00	0.00	181.58	0.00	119.58	293
01-362-100	Activity Center Rentals	0.00	500.00	100.00	1,200.00	0.00	700.00	240
01-362-200	Donald Bronson Community Center Rentals	800.00	2,000.00	250.00	2,550.00	0.00	550.00	128
	Account Total	800.00	2,500.00	350.00	3,750.00	0.00	1,250.00	150
01-365-100	Sales of Surplus Property	0.00	500.00	780.40	1,698.83	0.00	1,198.83	340
01-366-101	Private Donations - Christmas	150.00	1,000.00	0.00	1,200.00	0.00	200.00	120
01-366-102	Private Donations - Halloween	100.00	700.00	0.00	1,250.00	0.00	550.00	179
01-366-104	Private Donations - Music Festival	0.00	1,500.00	0.00	2,900.00	0.00	1,400.00	193
01-366-110	Private Donations - Library	300.00	600.00	440.00	717.25	0.00	117.25	120
	Account Total	550.00	3,800.00	440.00	6,067.25	0.00	2,267.25	83
01-369-100	Misc. Income	25.00	1,000.00	152.98	228.18	0.00	771.82-	23
01-369-102	Misc Income - Collection Allowance	998.79	2,000.00	1,318.26	9,995.18	0.00	7,995.18	500
01-369-120	Misc Income - Christmas	0.00	100.00	0.00	80.00	0.00	20.00-	80
01-369-130	Misc Income - Halloween	0.00	60.00	0.00	100.00	0.00	40.00	167
01-369-140	Misc Income - City Wide Yard Sale	0.00	100.00	0.00	0.00	0.00	100.00-	0
01-369-150	Misc Income - Music Festival	0.00	0.00	0.00	506.00	0.00	506.00	0
01-369-500	Refund of State Gas Tax	0.00	250.00	0.00	154.23	0.00	95.77-	62
	Account Total	1,023.79	3,510.00	1,471.24	11,063.59	0.00	7,553.59	301
01-381-400	Transfer From Enterprise Fund	0.00	25,000.00	25,000.00	25,000.00	0.00	0.00	100
01-381-900	Cash Carry Forward	0.00	161,000.00	0.00	0.00	0.00	161,000.00-	0
	Account Total	0.00	186,000.00	25,000.00	25,000.00	0.00	161,000.00-	13
	GENERAL FUND Revenue Total	120,845.51	1,973,486.00	300,891.74	1,821,183.69	0.00	152,362.31-	92

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Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-000-000	GENERAL FUND EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-500-000	GENERAL FUND EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-511-100	LEGISLATIVE - PERSONNEL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-511-120	Regular Salary - Wages - Legislative	451.25	5,415.00	451.25	3,930.97	0.00	1,484.03	73
01-511-160	Bonuses and Gift Certificates - Legislat	0.00	2,331.00	0.00	2,165.65	0.00	165.35	93
01-511-210	Fica Taxes - Legislative	34.52	491.00	34.52	466.37	0.00	24.63	95
01-511-240	Worker's Compensation - Legislative	0.00	15.00	0.00	12.45	0.00	2.55	83
01-511-300	LEGISLATIVE - OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-511-310	Professional Services - Legislative	0.00	450.00	0.00	0.00	0.00	450.00	0
01-511-400	Travel and Training - Legislative	44.00	4,500.00	110.00	246.00	0.00	4,254.00	5
01-511-470	Printing and Reproduction - Legislative	0.00	0.00	27.95	27.95	0.00	27.95	0
01-511-480	Promo Activities & Legal Ads - Legislati	0.00	2,500.00	0.00	704.27	0.00	1,795.73	28
01-511-490	Other Current Charges - Legislative	0.00	2,500.00	0.00	1,209.22	0.00	1,290.78	48
01-511-510	Office Supplies - Legislative	0.00	200.00	0.00	94.00	0.00	106.00	47
01-511-520	Operating Supplies - Legislative	0.00	1,000.00	5,184.87	5,239.56	0.00	4,239.56	524
01-511-540	Books, Pub., Sub., & Memberships - Legis	0.00	5,840.00	0.00	4,604.60	0.00	1,236.00	79
01-511-600	LEGISLATIVE - CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0
01-511-640	Machinery & Equipment - Legislative	0.00	0.00	4,401.37	4,401.37	0.00	4,401.37	0
	Department Total	529.77	25,242.00	10,209.96	23,101.81	0.00	2,140.19	92
01-512-100	EXECUTIVE - PERSONNEL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-512-120	Regular Salary - Wages - Executive	9,077.52	119,500.00	9,192.30	85,124.54	0.00	34,375.46	71
01-512-130	Other Salaries and Wages - Executive	400.00	4,800.00	369.24	3,507.78	0.00	1,292.22	73
01-512-140	Overtime - Executive	0.00	837.00	0.00	395.51	0.00	441.49	47
01-512-160	Bonuses and Gift Certificates - Executiv	0.00	12,650.00	0.00	12,344.32	0.00	305.68	98
01-512-210	Fica Taxes - Executive	713.92	11,552.00	719.66	7,816.46	0.00	3,735.54	68
01-512-220	Retirement Contribution - Executive	1,487.42	19,879.00	1,524.35	14,469.57	0.00	5,409.43	73
01-512-230	Life & Health Insurance - Executive	72.58	20,889.00	1,634.79	15,579.67	0.00	5,309.33	75
01-512-240	Worker's Compensation - Executive	0.00	310.00	0.00	287.81	0.00	22.19	93
01-512-300	EXECUTIVE - OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-512-310	Professional Services - Executive	0.00	0.00	0.00	142.75	0.00	142.75	0
01-512-400	Travel and Training - Executive	22.00	3,200.00	17.10	2,235.43	0.00	964.57	70
01-512-410	Communication Services - Executive	0.00	0.00	46.29	138.87	0.00	138.87	0
01-512-470	Printing and Reproduction - Executive	0.00	250.00	0.00	0.00	0.00	250.00	0
01-512-480	Promo Activities & Legal Ads - Executive	0.00	1,000.00	0.00	69.84	0.00	930.16	7
01-512-490	Other Current Charges - Executive	0.00	2,500.00	0.00	1,322.33	0.00	1,177.67	53
01-512-510	Office Supplies - Executive	50.98	550.00	0.00	638.34	0.00	88.34	116
01-512-520	Operating Supplies - Executive	0.00	300.00	16.99	181.68	0.00	118.32	61

POLK CITY  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-512-540	Books, Pub., Sub., & Memberships - Execu	14.99	1,200.00	25.98	764.25	0.00	435.75	64
	Department Total	11,839.41	199,417.00	13,546.70	145,019.15	0.00	54,397.85	73
01-513-300	CITY CLERK - OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-513-400	Travel and Training - City Clerk	11.20	2,500.00	774.44	774.44	0.00	1,725.56	31
01-513-470	Printing and Reproduction - City Clerk	158.00	3,000.00	430.80	1,726.51	0.00	1,273.49	58
01-513-490	Other Current Charges - City Clerk	0.00	3,000.00	0.00	550.48	0.00	2,449.52	18
01-513-492	Recording & Other Fees - City Clerk	0.00	600.00	0.00	700.00	0.00	100.00-	117
01-513-510	Office Supplies - City Clerk	0.00	800.00	0.00	131.40	0.00	668.60	16
01-513-520	Operating Supplies - City Clerk	0.00	200.00	559.96	559.96	0.00	359.96-	280
01-513-540	Books, Pub., Sub., & Memberships - City	0.00	725.00	0.00	175.00	0.00	550.00	24
	Department Total	169.20	10,825.00	1,765.20	4,617.79	0.00	6,207.21	43
01-514-300	LEGAL COUNSEL - OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-514-310	Professional Services - Legal Counsel	1,570.05	55,000.00	8,270.71	32,045.39	0.00	22,954.61	58
01-514-480	Promo Activities & Legal Ads - Legal Cou	26.50	6,000.00	0.00	3,864.12	0.00	2,135.88	64
	Department Total	1,596.55	61,000.00	8,270.71	35,909.51	0.00	25,090.49	59
01-515-300	COMPREHENSIVE PLANNING - OPERATING EXPEN	0.00	0.00	0.00	0.00	0.00	0.00	0
01-515-310	Professional Services - Comp Planning	4,500.00	18,000.00	0.00	4,500.00	0.00	13,500.00	25
01-515-312	Professional Services-Other- Comp Planni	0.00	3,500.00	0.00	2,625.00	0.00	875.00	75
	Department Total	4,500.00	21,500.00	0.00	7,125.00	0.00	14,375.00	33
01-516-100	FINANCE AND ACCOUNTING - PERSONNEL EXPE	0.00	0.00	0.00	0.00	0.00	0.00	0
01-516-120	Regular Salary - Wages - Fin & Acctng	3,889.42	53,224.00	4,132.67	38,116.12	0.00	15,107.88	72
01-516-140	Overtime - Fin & Acctng	0.00	920.00	0.00	481.77	0.00	438.23	52
01-516-210	Fica Taxes - Fin & Acctng	281.67	4,142.00	299.76	2,851.43	0.00	1,290.57	69
01-516-220	Retirement Contribution - Fin & Acctng	251.60	3,931.00	310.78	2,878.60	0.00	1,052.40	73
01-516-230	Life & Health Insurance - Fin & Acctng	22.12	10,285.00	807.31	7,723.27	0.00	2,561.73	75
01-516-240	Worker's Compensation - Fin & Acctng	0.00	210.00	0.00	124.53	0.00	85.47	59
01-516-300	FINANCE AND ACCOUNTING - OPERATING EXPEN	0.00	0.00	0.00	0.00	0.00	0.00	0
01-516-310	Professional Services - Fin & Acctng	0.00	0.00	0.00	945.95	0.00	945.95-	0
01-516-400	Travel and Training - Fin & Acctng	0.00	3,321.00	0.00	0.00	0.00	3,321.00	0
01-516-470	Printing and Reproduction - Fin & Acctng	0.00	500.00	0.00	364.12	0.00	135.88	73
01-516-510	Office Supplies - Fin & Acctng	0.00	1,200.00	41.69	926.17	0.00	273.83	77
01-516-520	Operating Supplies - Fin & Acctng	0.00	1,000.00	0.00	165.75	0.00	834.25	17





POLK CITY  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-529-400	Travel and Training - Code Enf	0.00	500.00	0.00	0.00	0.00	500.00	0
01-529-464	Vehicle Fuel - Code Enf	0.00	250.00	0.00	0.00	0.00	250.00	0
01-529-480	Promo Activities & Legal Ads - Code Enf	0.00	150.00	0.00	0.00	0.00	150.00	0
01-529-490	Other Current Charges - Code Enf	0.00	100.00	0.00	0.00	0.00	100.00	0
01-529-510	Office Supplies - Code Enf	0.00	100.00	0.00	0.00	0.00	100.00	0
01-529-520	Operating Supplies - Code Enf	0.00	100.00	0.00	0.00	0.00	100.00	0
01-529-540	Books, Pub., Sub., & Memberships - Code	14.99	0.00	0.00	0.00	0.00	0.00	0
	Department Total	14.99	1,200.00	0.00	0.00	0.00	1,200.00	0
01-534-300	REFUSE/SANITATION - OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-534-341	Refuse Disposal - Residential - Refuse/S	9,785.40	121,256.00	10,521.04	88,091.52	0.00	33,164.48	73
01-534-342	Refuse Disposal - Commercial - Refuse/Sa	6,679.55	79,740.00	13,792.24	53,847.47	0.00	25,892.53	68
	Department Total	16,464.95	200,996.00	24,313.28	141,938.99	0.00	59,057.01	71
01-538-300	STORMWATER - OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-538-311	Engineering Services - Stormwater	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
01-538-315	Inmate Labor - Stormwater	1,437.42	5,750.00	1,437.42	5,749.68	0.00	0.32	100
01-538-400	Travel and Training - Stormwater	0.00	500.00	0.00	0.00	0.00	500.00	0
01-538-460	Repairs and Maintenance - Stormwater	0.00	14,000.00	4,010.00	15,301.38	0.00	1,301.38	109
01-538-492	Recording & Other Fees - Stormwater	0.00	500.00	0.00	100.00	0.00	400.00	20
01-538-540	Books, Pub., Sub., & Memberships - Storm	0.00	366.00	0.00	500.00	0.00	134.00	137
	Department Total	1,437.42	26,116.00	5,447.42	21,651.06	0.00	4,464.94	83
01-539-300	GEN GOV'T BUILDINGS - OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-539-310	Professional Services - Gen Gov't Bldgs	294.73	14,000.00	3,805.00	14,167.82	0.00	167.82	101
01-539-312	Professional Services - Other - Gen Gov'	0.00	600.00	0.00	300.00	0.00	300.00	50
01-539-315	Inmate Labor - Gen Gov't Bldgs	1,437.42	5,750.00	1,437.42	5,749.68	0.00	0.32	100
01-539-411	City Hall - Communication - Gen Gov't Bld	1.65	12,700.00	4.37	9,524.64	0.00	3,175.36	75
01-539-414	Bronson Community Center-Communications	0.00	1,680.00	0.00	1,410.21	0.00	269.79	84
01-539-431	City Hall - Utilities - Gen Gov't Bldgs	1,146.38	12,800.00	1,250.49	8,396.46	0.00	4,403.54	66
01-539-432	Activity Center - Utilities - Gen Gov't	221.26	2,800.00	234.86	1,389.70	0.00	1,410.30	50
01-539-433	Public Works - Utilities - Gen Gov't Bld	378.74	2,200.00	223.67	1,332.04	0.00	867.96	61
01-539-434	Bronson Community Center-Utilities	91.45	6,250.00	492.45	2,751.78	0.00	3,498.22	44
01-539-440	Rentals and Leases - Gen Gov't Bldgs	712.43	6,600.00	683.62	4,793.87	0.00	1,806.13	73
01-539-461	City Hall - Repairs & Maint - Gen Gov't	256.46	4,500.00	3,428.79	7,449.88	0.00	2,949.88	166
01-539-462	Activity Center - Repairs & Maint - Gen	0.00	800.00	349.43	2,222.51	0.00	1,422.51	278
01-539-463	Public Works - Repairs & Maint - Gen Gov	0.00	1,000.00	89.97	379.83	0.00	620.17	38



POLK CITY  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-541-630	Improvements Other than Building - Roads	0.00	122,147.00	0.00	13,935.50	0.00	108,211.50	11
01-541-640	Machinery & Equipment - Roads & Streets	0.00	22,400.00	106.65	48,982.01	0.00	26,582.01	219
Department Total		16,736.46	434,597.00	22,015.23	234,723.50	0.00	199,873.50	54
01-571-100	LIBRARY - PERSONNEL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-571-120	Regular Salary - Wages - Library	4,284.65	51,400.00	3,796.08	36,678.65	0.00	14,721.35	71
01-571-140	Overtime - Library	0.00	950.00	0.00	786.83	0.00	163.17	83
01-571-210	Fica Taxes - Library	320.54	4,005.00	277.54	2,816.64	0.00	1,188.36	70
01-571-220	Retirement Contribution - Library	311.06	3,176.00	228.01	2,322.93	0.00	853.07	73
01-571-230	Life & Health Insurance - Library	147.48	21,839.60	1,603.35	15,287.30	0.00	6,552.30	70
01-571-240	Worker's Compensation - Library	0.00	150.00	0.00	115.81	0.00	34.19	77
01-571-300	LIBRARY - OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-571-310	Professional Services - Library	0.00	800.00	0.00	371.00	0.00	429.00	46
01-571-312	Professional Services - Other - Library	125.00	3,200.00	1,200.00	1,720.00	0.00	1,480.00	54
01-571-400	Travel and Training - Library	29.36	1,200.00	0.00	151.31	0.00	1,048.69	13
01-571-410	Communication Services - Library	0.00	2,200.00	0.00	90.84	0.00	2,109.16	4
01-571-430	Utilities - Library	298.92	5,000.00	298.95	1,899.91	0.00	3,100.09	38
01-571-460	Repairs and Maintenance - Library	256.27	1,000.00	0.18	237.51	0.00	762.49	24
01-571-480	Promo Activities & Legal Ads - Library	867.96	1,500.00	0.00	716.84	0.00	783.16	48
01-571-510	Office Supplies - Library	0.00	950.00	40.89	833.05	0.00	116.95	88
01-571-520	Operating Supplies - Library	385.18	9,400.00	407.25	1,670.65	0.00	7,729.35	18
01-571-540	Books, Pub., Sub., & Memberships - Libra	62.91	800.00	0.00	394.99	0.00	405.01	49
01-571-600	LIBRARY - CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0
01-571-630	Improvements Other than Building - Libra	0.00	0.00	0.00	920.09	0.00	920.09	0
01-571-660	Books, Pub. & Library Materials - Library	491.07	13,000.00	475.52	6,912.91	0.00	6,087.09	53
Department Total		7,580.40	120,570.60	8,327.77	73,927.26	0.00	46,643.34	61
01-572-300	PARKS - OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-572-310	Professional Services	0.00	0.00	60.00	480.00	0.00	480.00	0
01-572-315	Inmate Labor - Parks	1,437.43	5,750.00	1,437.43	5,749.72	0.00	0.28	100
01-572-430	Utilities - Parks	1,117.24	8,000.00	1,424.36	11,929.56	0.00	3,929.56	149
01-572-460	Repairs and Maintenance - Parks	60.00	58,000.00	71.53	51,944.48	0.00	6,055.52	90
01-572-520	Operating Supplies - Parks	27.52	1,200.00	15.74	347.97	0.00	852.03	29
01-572-600	PARKS - CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0
01-572-630	Improvements Other than Building - Parks	0.00	11,000.00	0.00	0.00	0.00	11,000.00	0
Department Total		2,642.19	83,950.00	3,009.06	70,451.73	0.00	13,498.27	84

POLK CITY  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
01-574-300	SPECIAL EVENTS - OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-574-310	Professional Services - Spec Events	0.00	800.00	0.00	1,853.00	0.00	1,053.00-	232
01-574-440	Rentals and Leases - Spec Events	0.00	1,300.00	0.00	475.04	0.00	824.96	37
01-574-470	Printing and Reproduction - Spec Events	0.00	900.00	0.00	891.78	0.00	8.22	99
01-574-480	Promo Activities & Legal Ads - Spec Even	0.00	200.00	0.00	815.75	0.00	615.75-	408
01-574-520	Operating Supplies - Spec Events	0.00	6,000.00	0.00	3,025.63	0.00	2,974.37	50
	Department Total	0.00	9,200.00	0.00	7,061.20	0.00	2,138.80	77
01-590-300	NON-DEPARTMENTAL - OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-590-310	Professional Services - Non-Dept	0.00	5,318.00	0.00	5,391.00	0.00	73.00-	101
01-590-311	Engineering Services - Non-Dept	4,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0
01-590-312	Professional Services - Other - Non-Dept	0.00	5,000.00	3,666.63	5,681.68	0.00	681.68-	114
01-590-320	Accounting and Auditing - Non-Dept	0.00	13,682.00	0.00	12,347.40	0.00	1,334.60	90
01-590-450	Liability Insurance - Non-Dept	0.00	32,209.00	0.00	35,336.50	0.00	3,127.50-	110
01-590-528	Postage - Non-Dept	782.55	3,000.00	0.00	203.34	0.00	2,796.66	7
01-590-900	NON-DEPARTMENTAL - OTHER USES	0.00	0.00	0.00	0.00	0.00	0.00	0
01-590-940	Reserves - Unrestricted Reserves - Non-D	0.00	22,477.00	0.00	0.00	0.00	22,477.00	0
01-590-941	Reserves - Emergencies & Contingencies -	0.00	0.00	0.00	2,211.19	0.00	2,211.19-	0
01-590-991	Aids to Private Organizations - Non-Dept	0.00	500.00	0.00	1,250.00	0.00	750.00-	250
01-590-992	Unemployment Claims - Non-Dept	0.00	2,500.00	0.00	1,375.00	0.00	1,125.00	55
01-590-996	Bad Debt - Non-Dept	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
01-590-997	Other - Employee Settlements - Non Dept	0.00	0.00	3,000.00	3,000.00	0.00	3,000.00-	0
01-590-999	Other - Non-Operating Charges - Non-Dept	40.03	5,500.00	2,973.00-	2,386.11	0.00	3,113.89	43
	Department Total	4,822.58	98,186.00	3,693.63	69,182.22	0.00	29,003.78	70
	GENERAL FUND Expend Total	84,779.24	1,850,321.60	145,254.00	1,172,979.52	0.00	677,342.08	63

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
01	GENERAL FUND	120,845.51	300,891.74	1,821,183.69	84,779.24	145,254.00	1,172,979.52	648,204.17

POLK CITY  
Statement of Revenue and Expenditures

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
	Final Total	120,845.51	300,891.74	1,821,183.69	84,779.24	145,254.00	1,172,979.52	648,204.17

POLK CITY  
ENTERPRISE FUND  
BALANCE SHEET  
AS OF: 06/30/2017

Account Id	Account Description	2017
<b>Assets</b>		
05-101-100	Cash - Checking	1,113,669.88
05-101-710	Cash - Enterprise Fund Capital Imprvmnts	52,898.45
05-101-800	Cash - Sewer Impact Fee Account	668,907.63
05-101-900	Cash - Water Impact Fee Account	332,163.29
05-101-913	DEP Loan - Sinking Fund	43,552.02
05-101-914	Fifth Third Bank - Sinking Fund	379,319.85
05-101-915	Tax Exempt Leasing - Sinking Fund	17,613.53
05-101-920	Cash - Customer Deposits	258,140.68
05-101-934	Fifth Third Bank - Reserves	610,967.73
05-101-935	Fifth Third Bank - Renewal & Replacement	150,000.00
05-117-100	Allowance for Bad Debt	-46,609.45
05-117-200	Allowance for Uncollectible A/R	-88,994.53
05-131-100	Due from General Fund	489.09
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	Accumulated Depreciation - Equipment	-3,196,588.95
	<b>Total</b>	<b>15,716,792.16</b>
<b>ACCOUNTS RECEIVABLE</b>		
05-115-100	Accounts Receivable - Utilities	77,773.57
05-115-130	Accounts Receivable - Readiness to Serve	67,336.68
	<b>Total ACCOUNTS RECEIVABLE</b>	<b>145,110.25</b>
	<b>Total Assets</b>	<b>15,861,902.41</b>
<b>Liabilities &amp; Fund Balance</b>		
05-202-100	Accounts Payable	38,541.67
05-202-900	Customer Deposits	258,140.68
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	-133,730.00
05-207-400	Due to General Fund	57,393.76
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
05-243-100	Encumbrances Payable	-17,918.39
	<b>Total Liabilities</b>	<b>12,133,457.07</b>
05-245-100	Reserved for Encumbrances	17,918.39
05-250-100	Contributed Capital	598,715.40

05-255-100	Change in Fund Balance	36,514.20
05-271-100	Fund Balance Unreserved	2,350,816.76
05-271-200	Net Asset Adjustment Account	-10,071.23
05-272-100	Retained Earnings	734,552.82
	<b>Total Fund Balance</b>	<b>3,728,416.34</b>
	<b>Total Liabilities &amp; Fund Balance</b>	<b>15,861,903.41</b>

ENTERPRISE FUND  
BALANCE SHEET  
AS OF: 06/30/17



POLK CITY  
Statement of Revenue and Expenditures

Revenue Account Range: 05-000-00  
Expend Account Range: 05-000-000  
Print Zero YTD Activity: No

to 05-999-999  
to 05-999-999

Include Non-Anticipated: Yes  
Include Non-Budget: No

Year To Date As Of: 06/30/17  
Current Period: 06/01/17 to 06/30/17  
Prior Year: 06/01/16 to 06/30/16

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
05-324-210	Water Impact Fees	7,134.00	34,940.00	17,144.00	72,761.00	0.00	37,821.00	208
05-324-220	Sewer Impact Fees	23,530.00	88,300.00	63,955.00	241,860.00	0.00	153,560.00	274
	Account Total	30,664.00	123,240.00	81,099.00	314,621.00	0.00	191,381.00	255
05-325-111	Connection Fees - Wtr:Permits Cash Basis	3,915.00	16,965.00	14,355.00	55,745.00	0.00	38,780.00	329
05-325-112	Connection Fees - Wtr:Utlty Bill Accrual	870.00	0.00	0.00	1,305.00	0.00	1,305.00	0
05-325-210	Readiness to Serve Charge - Sewer	0.00	94,452.00	1,943.12	67,040.54	0.00	27,411.46	71
05-325-211	Readiness to Serve Charge - Water	0.00	49,014.00	2,085.95	38,196.91	0.00	10,817.09	78
	Account Total	4,785.00	160,431.00	10,325.93	162,287.45	0.00	1,856.45	101
05-329-200	Other Lic./Fees/Permits	15.00	1,000.00	0.00	4,632.27	0.00	3,632.27	403
05-340-300	Water Utility Revenue	76,855.28	914,428.00	98,174.00	694,860.66	0.00	219,567.34	76
05-340-500	Sewer Utility Revenue	70,785.95	896,848.00	74,764.38	625,813.39	0.00	271,034.61	70
	Account Total	147,641.23	1,811,276.00	172,938.38	1,320,674.05	0.00	490,601.95	73
05-359-100	Other Fines and/or Forfeitures	2,730.00	30,038.00	2,585.00	26,415.00	0.00	3,623.00	88
05-359-200	Non Sufficient Funds	115.00	900.00	0.00	700.00	0.00	200.00	78
05-359-300	Late Fees	2,121.00	30,000.00	2,383.50	22,575.00	0.00	7,425.00	75
	Account Total	4,966.00	60,938.00	4,968.50	49,690.00	0.00	11,248.00	82
05-369-100	Misc. Income	0.00	500.00	0.00	381.64	0.00	118.36	76
05-369-700	Misc Income - Reimbursement - Invoiced	114.40	0.00	0.00	784.54	0.00	784.54	0
	Account Total	114.40	500.00	0.00	1,166.18	0.00	666.18	76
05-381-900	Cash Carry Forward	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
	ENTERPRISE FUND Revenue Total	188,185.63	2,162,385.00	269,331.81	1,853,070.95	0.00	309,314.05	86

POLK CITY  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
05-530-400		0.00	0.00	0.00	0.00	0.00	0.00	0
05-533-100	WATER OPERATIONS - PERSONNEL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
05-533-120	Regular Salary - Wages - Water Oper	4,666.23	60,824.00	4,678.81	43,108.94	0.00	17,715.06	71
05-533-140	Overtime - Water Oper	0.00	1,170.00	0.00	441.83	0.00	728.17	38
05-533-210	Fica Taxes - Water Oper	349.73	4,744.00	350.24	3,348.01	0.00	1,395.99	71
05-533-220	Retirement Contribution - Water Oper	338.77	4,663.00	351.86	3,417.08	0.00	1,245.92	73
05-533-230	Life & Health Insurance - Water Oper	1,526.39	20,321.00	2,010.65	16,124.24	0.00	4,196.76	79
05-533-240	Worker's Compensation - Water Oper	0.00	210.00	0.00	142.59	0.00	67.41	68
05-533-300	WATER OPERATIONS - OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
05-533-305	Contract Labor - Water Oper	17,708.34	231,250.00	19,270.83	192,814.36	0.00	38,435.64	83
05-533-310	Professional Services - Water Oper	0.00	4,100.00	1,005.00	2,609.90	0.00	1,490.10	64
05-533-311	Engineering Services - Water Oper	0.00	25,000.00	0.00	325.00	0.00	24,675.00	1
05-533-312	Professional Services - Other - Water Op	77.74	20,000.00	140.70	3,479.22	0.00	16,520.78	17
05-533-315	Inmate Labor - Water Oper	2,874.85	11,499.00	2,874.85	11,499.40	0.00	0.40	100
05-533-400	Travel and Training - Water Oper	73.56	500.00	0.00	0.00	0.00	500.00	0
05-533-410	Communication Services - Water Oper	16.58	1,500.00	17.11	650.30	0.00	849.70	43
05-533-431	Mt. Olive WTP - Utilities - Water Oper	397.26	6,600.00	379.69	3,260.52	0.00	3,339.48	49
05-533-432	Commonwealth WTP - Utilities - Water Ope	15.81	4,650.00	128.86	347.48	0.00	4,302.52	7
05-533-433	V.Matt Williams WTP - Utilities - Water	679.25	11,000.00	830.63	6,779.51	0.00	4,220.49	62
05-533-460	Repairs and Maintenance - Water Oper	0.00	30,000.00	0.00	13,286.04	0.00	16,713.96	44
05-533-461	Mt. Olive WTP - Repairs and Maint - Wate	0.00	0.00	0.00	571.64	0.00	571.64	0
05-533-462	Commonwealth WTP - Repairs and Maint - W	0.00	22,000.00	0.00	6.95	0.00	21,993.05	0
05-533-463	V.Matt Williams WTP - Repairs and Maint	0.00	35,000.00	0.00	639.80	0.00	34,360.20	2
05-533-464	Vehicle Fuel - Water Oper	96.84	6,600.00	97.35	579.88	0.00	6,020.12	9
05-533-465	Vehicle Maintenance - Water Oper	0.00	4,000.00	0.00	2,857.13	0.00	1,142.87	71
05-533-470	Printing and Reproduction - Water Oper	0.00	600.00	0.00	0.00	0.00	600.00	0
05-533-492	Recording & Other Fees - Water Oper	4,300.00	2,500.00	0.00	0.00	0.00	2,500.00	0
05-533-493	Equipment Rental - Water Oper	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
05-533-510	Office Supplies - Water Oper	0.00	500.00	31.95	295.71	0.00	204.29	59
05-533-520	Operating Supplies - Water Oper	3,888.78	20,000.00	98.90	46,890.56	0.00	26,890.56	234
05-533-540	Books, Pub., Sub., & Memberships - Water	560.00	2,500.00	0.00	210.86	0.00	2,289.14	8
05-533-600	WATER OPERATIONS - CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0
05-533-640	Machinery & Equipment - Water Oper	0.00	7,500.00	0.00	9,694.33	0.00	2,194.33	129
05-533-700	WATER OPERATIONS - DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0
05-533-710	Principal - Water Oper	0.00	69,529.00	0.00	20,466.06	0.00	49,062.94	29
05-533-720	Interest - Water Oper	0.00	100,966.00	0.00	51,992.55	0.00	48,973.45	52
05-533-733	Mandated Reserve - Water Oper	570.50	0.00	0.00	0.00	0.00	0.00	0
	Department Total	38,140.63	713,726.00	32,267.43	435,839.89	0.00	277,886.11	61

POLK CITY  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
05-535-300	SEWER OPERATIONS - OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
05-535-305	Contract Labor - Sewer Oper	17,708.33	231,250.00	19,270.84	192,708.34	0.00	38,541.66	83
05-535-310	Professional Services - Sewer Oper	0.00	2,500.00	1,005.00	4,170.00	0.00	1,670.00	167
05-535-311	Engineering Services - Sewer Oper	4,210.00	18,000.00	4,606.00	16,033.00	0.00	1,967.00	89
05-535-312	Professional Services - Other - Sewer Op	950.00	14,000.00	0.00	2,190.00	0.00	11,810.00	16
05-535-315	Inmate Labor - Sewer Oper	2,874.85	11,499.00	2,874.85	11,499.40	0.00	0.40	100
05-535-400	Travel and Training - Sewer Oper	0.00	500.00	0.00	0.00	0.00	500.00	0
05-535-410	Communication Services - Sewer Oper	0.00	900.00	0.00	535.80	0.00	364.20	60
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sewer	0.00	1,000.00	0.00	312.01	0.00	687.99	31
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer Oper	0.00	2,400.00	0.00	1,786.10	0.00	613.90	74
05-535-430	Utilities - Sewer Oper	228.53	3,300.00	77.10	2,309.37	0.00	990.63	70
05-535-431	Cardinal Hill WWTP - Utilities - Sewer O	1,504.52	18,000.00	1,454.43	13,480.20	0.00	4,519.80	75
05-535-432	Mt. Olive WWTP - Utilities - Sewer Opera	665.46	10,000.00	673.57	6,324.12	0.00	3,675.88	63
05-535-440	Rentals and Leases - Sewer Oper	0.00	0.00	0.00	4,033.05	0.00	4,033.05	0
05-535-460	Repairs and Maintenance - Sewer Oper	2,593.56	70,000.00	2.49	49,540.51	0.00	20,459.49	71
05-535-461	Cardinal Hill - Repairs and Maint - Sewe	0.00	20,000.00	0.00	1,701.04	0.00	18,298.96	9
05-535-464	Vehicle Fuel - Sewer Oper	96.89	5,000.00	97.43	580.19	0.00	4,419.81	12
05-535-465	Vehicle Maintenance - Sewer Oper	0.00	3,400.00	0.00	4,717.51	0.00	1,317.51	139
05-535-492	Recording & Other Fees - Sewer Oper	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
05-535-493	Equipment Rental - Sewer Oper	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
05-535-510	Office Supplies - Sewer Oper	0.00	550.00	31.95	159.76	0.00	390.24	29
05-535-520	Operating Supplies - Sewer Oper	65.83	2,000.00	98.97	946.22	0.00	1,053.78	47
05-535-600	SEWER OPERATIONS - CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0
05-535-640	Machinery & Equipment - Sewer Oper	0.00	13,317.00	15,744.00	23,861.37	0.00	10,544.37	179
05-535-641	Cardinal Hill - Mach & Equip - Sewer Ope	0.00	7,500.00	0.00	0.00	0.00	7,500.00	0
05-535-700	SEWER OPERATIONS - DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0
05-535-710	Principal - Sewer Oper	0.00	282,566.00	0.00	57,965.74	0.00	224,600.26	21
05-535-720	Interest - Sewer Oper	0.00	388,848.00	0.00	194,773.33	0.00	194,074.67	50
05-535-733	Mandated Reserve - Sewer Oper	1,929.50	0.00	0.00	0.00	0.00	0.00	0
	Department Total	32,827.47	1,112,030.00	45,936.63	589,627.06	0.00	522,402.94	53
05-536-000		0.00	0.00	0.00	0.00	0.00	0.00	0
05-590-300	NON-DEPARTMENTAL - OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
05-590-310	Professional Services - Non-Dept	646.20	0.00	495.37	9,837.73	0.00	9,837.73	0
05-590-312	Professional Services - Other - Non-Dept	0.00	24,300.00	7,444.37	7,539.88	0.00	16,760.12	31
05-590-320	Accounting and Auditing - Non-Dept	0.00	13,880.00	0.00	25,068.85	0.00	11,188.85	181
05-590-420	Education Reimbursement - Non-Dept	0.00	27,306.00	0.00	0.00	0.00	27,306.00	0
05-590-440	Rentals and Leases - Non-Dept	492.31	4,074.00	331.05	2,775.33	0.00	1,298.67	68

POLK CITY  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
05-590-450	Liability Insurance - Non-Dept	0.00	45,841.00	0.00	35,042.50	0.00	10,798.50	76
05-590-492	Recording & Other Fees - Non-Dept	0.00	2,300.00	0.00	2,300.00	0.00	0.00	100
05-590-528	Postage - Non-Dept	750.00	3,000.00	0.00	0.00	0.00	3,000.00	0
05-590-600	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0
05-590-630	Improvements Other than Bldg - Non-Dept	0.00	34,638.00	348.40	2,874.30	0.00	31,763.70	8
05-590-900	NON-DEPARTMENTAL - OTHER USES	0.00	0.00	0.00	0.00	0.00	0.00	0
05-590-920	Transfer to General Fund - Non-Dept	0.00	25,000.00	25,000.00	25,000.00	0.00	0.00	100
05-590-930	Transfer to Water Impact Fee Reserves	0.00	34,940.00	0.00	0.00	0.00	34,940.00	0
05-590-931	Transfer to Sewer Impact Fee Reserves	0.00	78,300.00	0.00	0.00	0.00	78,300.00	0
05-590-992	Unemployment Claims - Non-Dept	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
05-590-994	Bank Fees - Non-Dept	0.00	1,550.00	0.00	0.00	0.00	1,550.00	0
05-590-996	Bad Debt - Non-Dept	0.00	40,000.00	0.00	0.00	0.00	40,000.00	0
05-590-999	Other - Non-Operating Charges - Non-Dept	0.00	0.00	0.00	478.37	0.00	478.37	0
Department Total		1,888.51	336,629.00	33,619.19	110,916.96	0.00	225,712.04	33
ENTERPRISE FUND Expend Total		72,856.61	2,162,385.00	111,823.25	1,136,383.91	0.00	1,026,001.09	53

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
05	ENTERPRISE FUND	188,185.63	269,331.81	1,853,070.95	72,856.61	111,823.25	1,136,383.91	716,687.04

POLK CITY  
Statement of Revenue and Expenditures

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
	Final Total	188,185.63	269,331.81	1,853,070.95	72,856.61	111,823.25	1,136,383.91	716,687.04

## 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	Sep-17	Totals
<b>Circulation</b>													
Adult Books	926	964	933	974	998	991	927	1008	1043				8,764
Juvenile Books	730	633	518	501	808	671	706	706	1206				6,479
DVD'S	1024	992	936	898	982	1103	853	1076	1214				9,078
<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>24,321</b>
<b>New Borrowers</b>													
In City	5	15	7	12	12	7	7	15	21				101
In County	1	1	4	3	7	2	5	4	8				35
<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>136</b>
<b>Number of Programs</b>													
Adult	1	1	0	1	1	1	2	1	1				9
Juvenile	1	2	2	2	2	1	2	7	6				25
Young Adult	1	1	0	1	1	0	1	1	2				8
<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>42</b>
<b>Program Attendance</b>													
Adult	7	7	98	12	9	7	51	46	198				435
Juvenile	60	17	163	19	12	11	37	253	295				867
Young Adult	10	8	28	2	9	0	21	4	92				174
<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>1,476</b>
<b>Reference Questions</b>													
<i>Phone Calls</i>	237	254	213	292	201	190	175	196	221				1,979
<b>Number of Computer Users</b>													
	425	436	349	378	315	399	402	422	448				3,574
<b>Total Patrons</b>													
	1613	1484	1566	1324	1383	1424	1453	1831	1924				14,002

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

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

*STATISTICAL DATA*

West Division

July 3, 2017

Northwest District

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

ACTIVITY	
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	4
NARCOTICS SEIZED	\$.00
ASSETS SEIZED	\$.00
PATROL NOTICES	0
FOXTROT REPORTS	2
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	225
TRAFFIC STOPS	2
TOTAL DISPATCHED CALLS FOR SERVICE	32

In June 2017, there were one (1) PROCAP captured crimes as compared to seven (7) in 2016. During the month one Conveyance Burglary was reported, 2 known suspects entered the victims conveyance and removed items. This case is ongoing at this time, it is possible the case is civil in nature between family members. Further investigation needed.

CaseNo	Inc From	Inc To	DOW	Location	Narrative	PRINTS	CASE STATUS	DET
PCSO-170029582	2017-06-22 / 1700hrs	2017-06-26 / 1854hrs	Mon	718 3RD ST	<b>BURGLARY CONVEYANCE</b> unlocked veh; unk susp entered victs veh & removed 2 wrist watches, black plastic piece for radio dash kit, & vehicle title for Chevy Trailblazer / reportee advised she saw James Simpson WM080494 and Andre Durham leaning up against veh & they stated you know vict's veh is unlocked correct shortly they left on foot		pending	Thomas

	Jan		Feb		Mar		Apr		May		June		July		Aug		Sept		Oct		Nov		Dec		YTD Totals		Monthly	YTD Average		
	B	T	B	T	B	T	B	T	B	T	B	T	B	T	B	T	B	T	B	T	B	T	B	T	B	T	Change	B	T	
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	0	1	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	0%	0.0	0.0
Burg. Residence	0	2	0	0	0	0	1	0	0	2	2	0	0	0	0	0	1	0	0	0	0	0	0	3	0	3	4	0%	0.5	0.7
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	0.2
Burg. Conveyance	0	1	0	0	0	0	2	0	3	0	2	1	0	0	0	0	0	0	0	1	0	0	0	0	0	7	2	200%	1.2	0.3
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	100%	0.5	0.2	
Grand Theft	0	0	0	1	0	2	1	1	0	3	0	0	0	0	1	0	0	0	3	0	0	0	1	0	1	7	-300%	0.2	1.2	
Petit Theft	0	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	3	0%	0.0	0.5
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%	0.2	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	0	3	0	100%	0.5	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	1	1	100%	0.2	0.2	
<b>Totals</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>5</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>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>40%</b>	<b>3.3</b>	<b>3.3</b>	
<b>% Change</b>	<b>50%</b>	<b>500%</b>	<b>300%</b>	<b>-67%</b>	<b>25%</b>	<b>-86%</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>0%</b>					<b>0%</b>	



# PUBLIC WORKS

## MONTHLY REPORT

### REPORT PERIOD

May 1 - 31

### PREPARED BY

Keith Prestage  
*Public Works Director*

### STATUS SUMMARY

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

### PROJECT OVERVIEW

TASK	% COMPLETE	DATE	NOTES
Cleaned and/or replaced street signs throughout City Limits	Ongoing	May 1 <sup>st</sup>	
Stripped and waxed floor at activity center	100%	May 8 <sup>th</sup>	
Cleaned and sealed brick pavers at Government Center	100%	May 10 <sup>th</sup>	
Mowed and trimmed spray field SR 33 and Cardinal Hill WWTP	100%	May 15 <sup>th</sup>	
Cut, cleaned and patched pot holes throughout city	100%	May 17 <sup>th</sup>	
Mowed cleaned and mulched Government Center	100%	May 25 <sup>th</sup>	
Installed landscape mulch at city hall and streetscape SR 33 north	100%	May 30 <sup>th</sup>	
Changed bulbs in streetscape decorative lighting	100%		

# PUBLIC WORKS

## MONTHLY REPORT

### REPORT PERIOD

June 1 - 30

### PREPARED BY

Keith Prestage  
Public Works Director

### STATUS SUMMARY

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

### PROJECT OVERVIEW

TASK	% COMPLETE	DATE	NOTES
Installed public notice bulletin board display cabinet at the Polk City Post Office lobby.	100%	June 5th	
Repaired City Hall A/C unit	100%	June 6th	
Electric upgrade repairs for Freedom Park restrooms, stage, and on the public grounds area.	100%	June 6th	
Removed old playground equipment at Freedom Park.	100%	June 12th	
Mowed and trimmed right-of-way locations, fishing pier, parks, public buildings, lift stations, water treatment plants, retention ponds, ditches, and medians.	Ongoing	June 1 <sup>st</sup> - June 29th	
Cleaned and organized the Waste Water Treatment Plant.	100%	June 15th	
Replaced streetscape bulbs for the decorative lighting	100%	June 21st	
Haines City Fire Alarm Testing Inspection for Government Center and the Bronson Building	100%	June 22nd	
Installed and upgraded the podium, audio and video equipment in the Commission Chamber	100%	June 8 <sup>th</sup> - June 30th	
Delivery and set up a 20' x 20' Streamline Polar Building at Steven Drive	100%	June 28th	



## Polk City City Commission Agenda Form

Meeting Date: July 17, 2017

Item Number: 1

<b>Subject:</b> Offer to purchase vacant property owned by Polk City – Joseph and Kristi Merritt	
<b>Department:</b> Executive	
<b>Summary:</b> The City Manager has received a vacant land contract from Joseph & Kristi Merritt to purchase vacant property owned by Polk City. The property is located off Citrus Grove Blvd., North. This is an unsolicited offer to purchase.	
<b>Requested Commission Action:</b> Discuss the offer and what the requirements are of the City, if any.	
<b>Financial Impact:</b>	
<b>Attachments:</b> X	<b>Supporting Documents Reviewed</b> X
<b>Submitting Department Head:</b>  Patricia R. Jackson, City Manager	<b>Date:</b>  7/13/2017
<b>Approved by City Manager:</b>  Patricia R. Jackson, City Manager	<b>Date:</b>  7/13/2017

Vacant Land Contract



1. Sale and Purchase: Town of Polk City ("Seller") and Joseph W. Merritt & Kristi R. Merritt ("Buyer") (the "parties") agree to sell and buy on the terms and conditions specified below the property ("Property") described as: Address: 0 N Citrus Grove Blvd, Polk City, 33868 Legal Description: Parcel ID #'s 252629295302005010, 252629295302008010, 252629295302001010, 252629295302006010 and All road right of ways within these properties to be closed and included in this sale .

SEC \_\_\_/TWP \_\_\_/RNG \_\_\_ of \_\_\_ County, Florida. Real Property ID No.: \_\_\_ including all improvements existing on the Property and the following additional property: \_\_\_

2. Purchase Price: (U.S. currency).....\$ 8,532.00

All deposits will be made payable to "Escrow Agent" named below and held in escrow by: Escrow Agent's Name: \_\_\_ Escrow Agent's Contact Person: \_\_\_ Escrow Agent's Address: \_\_\_ Escrow Agent's Phone: \_\_\_ Escrow Agent's Email: \_\_\_

(a) Initial deposit (\$0 if left blank) (Check if applicable) [ ] accompanies offer [X] will be delivered to Escrow Agent within \_\_\_ days (3 days if left blank) after Effective Date .....\$ 500.00

(b) Additional deposit will be delivered to Escrow Agent (Check if applicable) [ ] within \_\_\_ days (10 days if left blank) after Effective Date [ ] within \_\_\_ days (3 days if left blank) after expiration of Feasibility Study Period .....\$

(c) Total Financing (see Paragraph 5) (express as a dollar amount or percentage).....\$

(d) Other: .....\$

(e) Balance to close (not including Buyer's closing costs, prepaid items, and prorations) to be paid at closing by wire transfer or other Collected funds .....\$ 8,032

(f) [ ] (Complete only if purchase price will be determined based on a per unit cost instead of a fixed price.) The unit used to determine the purchase price is [ ] lot [ ] acre [ ] square foot [ ] other (specify): \_\_\_ prorating areas of less than a full unit. The purchase price will be \$ \_\_\_ per unit based on a calculation of total area of the Property as certified to Seller and Buyer by a Florida licensed surveyor in accordance with Paragraph 7(c). The following rights of way and other areas will be excluded from the calculation: \_\_\_

3. Time for Acceptance; Effective Date: Unless this offer is signed by Seller and Buyer and an executed copy delivered to all parties on or before ASAP, this offer will be withdrawn and Buyer's deposit, if any, will be returned. The time for acceptance of any counter offer will be 3 days after the date the counter offer is delivered. The "Effective Date" of this contract is the date on which the last one of the Seller and Buyer has signed or initialed and delivered this offer or the final counter offer.

4. Closing Date: This transaction will close on ASAP ("Closing Date"), unless specifically extended by other provisions of this contract. The Closing Date will prevail over all other time periods including, but not limited to, Financing and Feasibility Study periods. However, if the Closing Date occurs on a Saturday, Sunday, or national legal holiday, it will extend to 5:00 p.m. (where the Property is located) of the next business day. In the event insurance underwriting is suspended on Closing Date and Buyer is unable to obtain property insurance, Buyer may postpone closing for up to 5 days after the insurance underwriting suspension is lifted. If this transaction does not close for any reason, Buyer will immediately return all Seller provided documents and other items.

Buyer (Signature) and Seller ( ) ( ) acknowledge receipt of a copy of this page, which is 1 of 7 pages. VAC-10 Rev 8/14 © Florida Association of Realtors®

- 51 **5. Financing: (Check as applicable)**
- 52 • (a)  **Buyer** will pay cash for the Property with no financing contingency.
- 53 • (b)  This contract is contingent on **Buyer** qualifying for and obtaining the commitment(s) or approval(s)
- 54 • specified below ("Financing") within \_\_\_\_\_ days after Effective Date (Closing Date or 30 days after Effective
- 55 • Date, whichever occurs first, if left blank) ("Financing Period"). **Buyer** will apply for Financing within \_\_\_\_\_
- 56 • days after Effective Date (5 days if left blank) and will timely provide any and all credit, employment, financial,
- 57 • and other information required by the lender. If **Buyer**, after using diligence and good faith, cannot obtain the
- 58 • Financing within the Financing Period, either party may terminate this contract and **Buyer's** deposit(s) will be
- 59 • returned.
- 60 • (1)  **New Financing:** **Buyer** will secure a commitment for new third party financing for \$ \_\_\_\_\_
- 61 • or \_\_\_\_\_% of the purchase price at (Check one)  a fixed rate not exceeding \_\_\_\_\_%  an
- 62 • adjustable interest rate not exceeding \_\_\_\_\_% at origination (a fixed rate at the prevailing interest rate
- 63 • based on **Buyer's** creditworthiness if neither choice is selected). **Buyer** will keep **Seller** and Broker fully
- 64 • informed of the loan application status and progress and authorizes the lender or mortgage broker to
- 65 • disclose all such information to **Seller** and Broker.
- 66 • (2)  **Seller Financing:** **Buyer** will execute a  first  second purchase money note and mortgage to
- 67 • **Seller** in the amount of \$ \_\_\_\_\_, bearing annual interest at \_\_\_\_\_% and payable as
- 68 • follows: \_\_\_\_\_
- 69 • The mortgage, note, and any security agreement will be in a form acceptable to **Seller** and will follow
- 70 • forms generally accepted in the county where the Property is located; will provide for a late payment fee
- 71 • and acceleration at the mortgagee's option if **Buyer** defaults; will give **Buyer** the right to prepay without
- 72 • penalty all or part of the principal at any time(s) with interest only to date of payment; will be due on
- 73 • conveyance or sale; will provide for release of contiguous parcels, if applicable; and will require **Buyer** to
- 74 • keep liability insurance on the Property, with **Seller** as additional named insured. **Buyer** authorizes **Seller**
- 75 • to obtain credit, employment, and other necessary information to determine creditworthiness for the
- 76 • financing. **Seller** will, within 10 days after Effective Date, give **Buyer** written notice of whether or not
- 77 • **Seller** will make the loan.
- 78 • (3)  **Mortgage Assumption:** **Buyer** will take title subject to and assume and pay existing first mortgage to
- 79 • \_\_\_\_\_
- 80 • LN# \_\_\_\_\_ in the approximate amount of \$ \_\_\_\_\_ currently payable at
- 81 • \$ \_\_\_\_\_ per month, including principal, interest,  taxes and insurance, and having a
- 82 •  fixed  other (describe) \_\_\_\_\_
- 83 • interest rate of \_\_\_\_\_% which  will  will not escalate upon assumption. Any variance in the
- 84 • mortgage will be adjusted in the balance due at closing with no adjustment to purchase price. **Buyer** will
- 85 • purchase **Seller's** escrow account dollar for dollar. If the interest rate upon transfer exceeds \_\_\_\_\_% or
- 86 • the assumption/transfer fee exceeds \$ \_\_\_\_\_, either party may elect to pay the excess,
- 87 • failing which this contract will terminate; and **Buyer's** deposit(s) will be returned. If the lender disapproves
- 88 • **Buyer**, this contract will terminate; and **Buyer's** deposit(s) will be returned.
- 89 • **6. Assignability: (Check one) Buyer**  may assign and thereby be released from any further liability under this
- 90 • contract,  may assign but not be released from liability under this contract, or  may not assign this contract.
- 91 • **7. Title: Seller** has the legal capacity to and will convey marketable title to the Property by  statutory warranty
- 92 • deed  special warranty deed  other (specify) \_\_\_\_\_, free of liens, easements,
- 93 • and encumbrances of record or known to **Seller**, but subject to property taxes for the year of closing; covenants,
- 94 • restrictions, and public utility easements of record; existing zoning and governmental regulations; and (list any
- 95 • other matters to which title will be subject) \_\_\_\_\_,
- 96 • provided there exists at closing no violation of the foregoing.
- 97 • (a) **Title Evidence:** The party who pays for the owner's title insurance policy will select the closing agent and
- 98 • pay for the title search, including tax and lien search if performed, and all other fees charged by closing agent.
- 99 • **Seller** will deliver to **Buyer**, at
- 100 • (Check one)  **Seller's**  **Buyer's** expense and
- 101 • (Check one)  within \_\_\_\_\_ days after Effective Date  at least \_\_\_\_\_ days before Closing Date,
- 102 • (Check one)
- 103 • (1)  a title insurance commitment by a Florida licensed title insurer setting forth those matters to be
- 104 • discharged by **Seller** at or before closing and, upon **Buyer** recording the deed, an owner's policy in the
- 105 • amount of the purchase price for fee simple title subject only to the exceptions stated above. If **Buyer** is
- 106 • paying for the owner's title insurance policy and **Seller** has an owner's policy, **Seller** will deliver a copy to
- 107 • **Buyer** within 15 days after Effective Date.

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108 • (2)  an abstract of title, prepared or brought current by an existing abstract firm or certified as correct by an  
109 existing firm. However, if such an abstract is not available to **Seller**, then a prior owner's title policy  
110 acceptable to the proposed insurer as a base for reissuance of coverage may be used. The prior policy  
111 will include copies of all policy exceptions and an update in a format acceptable to **Buyer** from the policy  
112 effective date and certified to **Buyer** or **Buyer's** closing agent together with copies of all documents  
113 recited in the prior policy and in the update. If such an abstract or prior policy is not available to **Seller**,  
114 then (1) above will be the title evidence.

115 • (b) **Title Examination:** After receipt of the title evidence, **Buyer** will, within \_\_\_\_\_ days (10 days if left blank)  
116 but no later than Closing Date, deliver written notice to **Seller** of title defects. Title will be deemed acceptable  
117 to **Buyer** if (i) **Buyer** fails to deliver proper notice of defects or (ii) **Buyer** delivers proper written notice and  
118 • **Seller** cures the defects within \_\_\_\_\_ days (30 days if left blank) ("Cure Period") after receipt of the notice. If  
119 the defects are cured within the Cure Period, closing will occur within 10 days after receipt by **Buyer** of notice  
120 of such cure. **Seller** may elect not to cure defects if **Seller** reasonably believes any defect cannot be cured  
121 within the Cure Period. If the defects are not cured within the Cure Period, **Buyer** will have 10 days after  
122 receipt of notice of **Seller's** inability to cure the defects to elect whether to terminate this contract or accept  
123 title subject to existing defects and close the transaction without reduction in purchase price.

124 (c) **Survey:** **Buyer** may, at **Buyer's** expense, have the Property surveyed and must deliver written notice to  
125 **Seller**, within 5 days after receiving survey but not later than 5 days before Closing Date, of any  
126 encroachments on the Property, encroachments by the Property's improvements on other lands, or deed  
127 restriction or zoning violations. Any such encroachment or violation will be treated in the same manner as a  
128 title defect and **Seller's** and **Buyer's** obligations will be determined in accordance with Paragraph 7(b).  
129

(d) **Ingress and Egress:** **Seller** warrants that the Property presently has ingress and egress.

130 8. **Property Condition:** **Seller** will deliver the Property to **Buyer** at closing in its present "as is" condition, with  
131 conditions resulting from **Buyer's** Inspections and casualty damage, if any, excepted. **Seller** will not engage in or  
132 permit any activity that would materially alter the Property's condition without the **Buyer's** prior written consent.

133 (a) **Inspections: (Check (1) or (2))**

134 • (1)  **Feasibility Study:** **Buyer** will, at **Buyer's** expense and within \_\_\_\_\_ days (30 days if left blank)  
135 ("Feasibility Study Period") after Effective Date and in **Buyer's** sole and absolute discretion, determine  
136 whether the Property is suitable for **Buyer's** intended use. During the Feasibility Study Period, **Buyer**  
137 may conduct a Phase 1 environmental assessment and any other tests, analyses, surveys, and  
138 investigations ("Inspections") that **Buyer** deems necessary to determine to **Buyer's** satisfaction the  
139 Property's engineering, architectural, and environmental properties; zoning and zoning restrictions;  
140 subdivision statutes; soil and grade; availability of access to public roads, water, and other utilities;  
141 consistency with local, state, and regional growth management plans; availability of permits, government  
142 approvals, and licenses; and other inspections that **Buyer** deems appropriate. If the Property must be  
143 rezoned, **Buyer** will obtain the rezoning from the appropriate government agencies. **Seller** will sign all  
144 documents **Buyer** is required to file in connection with development or rezoning approvals. **Seller** gives  
145 **Buyer**, its agents, contractors, and assigns, the right to enter the Property at any time during the  
146 Feasibility Study Period for the purpose of conducting Inspections, provided, however, that **Buyer**, its  
147 agents, contractors, and assigns enter the Property and conduct Inspections at their own risk. **Buyer** will  
148 indemnify and hold **Seller** harmless from losses, damages, costs, claims, and expenses of any nature,  
149 including attorneys' fees, expenses, and liability incurred in application for rezoning or related  
150 proceedings, and from liability to any person, arising from the conduct of any and all Inspections or any  
151 work authorized by **Buyer**. **Buyer** will not engage in any activity that could result in a construction lien  
152 being filed against the Property without **Seller's** prior written consent. If this transaction does not close,  
153 **Buyer** will, at **Buyer's** expense, (i) repair all damages to the Property resulting from the Inspections and  
154 return the Property to the condition it was in before conducting the Inspections and (ii) release to **Seller**  
155 all reports and other work generated as a result of the Inspections.

156 Before expiration of the Feasibility Study Period, **Buyer** must deliver written notice to **Seller** of **Buyer's**  
157 determination of whether or not the Property is acceptable. **Buyer's** failure to comply with this notice  
158 requirement will constitute acceptance of the Property as suitable for **Buyer's** intended use in its "as is"  
159 condition. If the Property is unacceptable to **Buyer** and written notice of this fact is timely delivered to  
160 **Seller**, this contract will be deemed terminated, and **Buyer's** deposit(s) will be returned.

161 • (2)  **No Feasibility Study:** **Buyer** is satisfied that the Property is suitable for **Buyer's** purposes, including  
162 being satisfied that either public sewerage and water are available to the Property or the Property will be  
163 approved for the installation of a well and/or private sewerage disposal system and that existing zoning

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164 and other pertinent regulations and restrictions, such as subdivision or deed restrictions, concurrency,  
 165 growth management, and environmental conditions, are acceptable to **Buyer**. This contract is not  
 166 contingent on **Buyer** conducting any further investigations.

167 **(b) Government Regulations:** Changes in government regulations and levels of service which affect **Buyer's**  
 168 intended use of the Property will not be grounds for terminating this contract if the Feasibility Study Period has  
 169 expired or if Paragraph 8(a)(2) is selected.

170 **(c) Flood Zone:** **Buyer** is advised to verify by survey, with the lender, and with appropriate government  
 171 agencies which flood zone the Property is in, whether flood insurance is required, and what restrictions apply  
 172 to improving the Property and rebuilding in the event of casualty.

173 **(d) Coastal Construction Control Line ("CCCL"):** If any part of the Property lies seaward of the CCCL as  
 174 defined in Section 161.053, Florida Statutes, **Seller** will provide **Buyer** with an affidavit or survey as required  
 175 by law delineating the line's location on the Property, unless **Buyer** waives this requirement in writing. The  
 176 Property being purchased may be subject to coastal erosion and to federal, state, or local regulations that  
 177 govern coastal property, including delineation of the CCCL, rigid coastal protection structures, beach  
 178 nourishment, and the protection of marine turtles. Additional information can be obtained from the Florida  
 179 Department of Environmental Protection, including whether there are significant erosion conditions associated  
 180 with the shore line of the Property being purchased.

181  **Buyer** waives the right to receive a CCCL affidavit or survey.

182 **9. Closing Procedure; Costs:** Closing will take place in the county where the Property is located and may be  
 183 conducted by mail or electronic means. If title insurance insures **Buyer** for title defects arising between the title  
 184 binder effective date and recording of **Buyer's** deed, closing agent will disburse at closing the net sale proceeds  
 185 to **Seller** (in local cashier's check if **Seller** requests in writing at least 5 days before closing) and brokerage fees to  
 186 Broker as per Paragraph 19. In addition to other expenses provided in this contract, **Seller** and **Buyer** will pay the  
 187 costs indicated below.

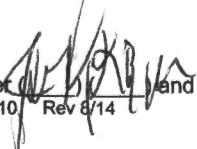
188 **(a) Seller Costs:**  
 189 Taxes on deed  
 190 Recording fees for documents needed to cure title  
 191 Title evidence (if applicable under Paragraph 7)  
 192 Other: \_\_\_\_\_

193 **(b) Buyer Costs:**  
 194 Taxes and recording fees on notes and mortgages  
 195 Recording fees on the deed and financing statements  
 196 Loan expenses  
 197 Title evidence (if applicable under Paragraph 7)  
 198 Lender's title policy at the simultaneous issue rate  
 199 Inspections  
 200 Survey  
 201 Insurance  
 202 Other: \_\_\_\_\_

203 **(c) Prorations:** The following items will be made current and prorated as of the day before Closing Date: real  
 204 estate taxes (including special benefit tax liens imposed by a CDD), interest, bonds, assessments, leases,  
 205 and other Property expenses and revenues. If taxes and assessments for the current year cannot be  
 206 determined, the previous year's rates will be used with adjustment for any exemptions.

207 **(d) Special Assessment by Public Body:** Regarding special assessments imposed by a public body, **Seller**  
 208 will pay (i) the full amount of liens that are certified, confirmed, and ratified before closing and (ii) the amount  
 209 of the last estimate of the assessment if an improvement is substantially completed as of Effective Date but  
 210 has not resulted in a lien before closing; and **Buyer** will pay all other amounts. If special assessments may be  
 211 paid in installments,  **Seller**  **Buyer** (**Buyer** if left blank) will pay installments due after closing. If **Seller** is  
 212 checked, **Seller** will pay the assessment in full before or at the time of closing. Public body does not include a  
 213 Homeowners' or Condominium Association.

214 **(e) PROPERTY TAX DISCLOSURE SUMMARY: BUYER SHOULD NOT RELY ON THE SELLER'S CURRENT**  
 215 **PROPERTY TAXES AS THE AMOUNT OF PROPERTY TAXES THAT BUYER MAY BE OBLIGATED TO**  
 216 **PAY IN THE YEAR SUBSEQUENT TO PURCHASE. A CHANGE OF OWNERSHIP OR PROPERTY**  
 217 **IMPROVEMENTS TRIGGERS REASSESSMENTS OF THE PROPERTY THAT COULD RESULT IN**  
 218 **HIGHER PROPERTY TAXES. IF YOU HAVE ANY QUESTIONS CONCERNING VALUATION, CONTACT**  
 219 **THE COUNTY PROPERTY APPRAISER'S OFFICE FOR FURTHER INFORMATION.**

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- 220 (f) **Foreign Investment in Real Property Tax Act ("FIRPTA"):** If Seller is a "foreign person" as defined by  
221 FIRPTA, Seller and Buyer will comply with FIRPTA, which may require Seller to provide additional cash at  
222 closing.
- 223 (g) **1031 Exchange:** If either Seller or Buyer wish to enter into a like-kind exchange (either simultaneously with  
224 closing or after) under Section 1031 of the Internal Revenue Code ("Exchange"), the other party will  
225 cooperate in all reasonable respects to effectuate the Exchange including executing documents, provided,  
226 however, that the cooperating party will incur no liability or cost related to the Exchange and that the closing  
227 will not be contingent upon, extended, or delayed by the Exchange.
- 228 **10. Computation of Time:** Calendar days will be used when computing time periods, except time periods of 5 days  
229 or less. Time periods of 5 days or less will be computed without including Saturday, Sunday, or national legal  
230 holidays specified in 5 U.S.C. 6103(a). Any time period ending on a Saturday, Sunday, or national legal holiday  
231 will extend until 5:00 p.m. (where the Property is located) of the next business day. **Time is of the essence in  
232 this contract.**
- 233 **11. Risk of Loss; Eminent Domain:** If any portion of the Property is materially damaged by casualty before closing  
234 or Seller negotiates with a governmental authority to transfer all or part of the Property in lieu of eminent domain  
235 proceedings or an eminent domain proceeding is initiated, Seller will promptly inform Buyer. Either party may  
236 terminate this contract by written notice to the other within 10 days after Buyer's receipt of Seller's notification,  
237 and Buyer's deposit(s) will be returned, failing which Buyer will close in accordance with this contract and  
238 receive all payments made by the governmental authority or insurance company, if any.
- 239 **12. Force Majeure:** Seller or Buyer will not be required to perform any obligation under this contract or be liable to  
240 each other for damages so long as the performance or non-performance of the obligation is delayed, caused, or  
241 prevented by an act of God or force majeure. An "act of God or "force majeure" is defined as hurricanes,  
242 earthquakes, floods, fire, unusual transportation delays, wars, insurrections, and any other cause not reasonably  
243 within the control of Seller or Buyer and which by the exercise of due diligence the non-performing party is  
244 unable in whole or in part to prevent or overcome. All time periods, including Closing Date, will be extended for  
245 the period that the act of God or force majeure is in place. However, in the event that such act of God or force  
246 majeure event continues beyond 30 days, either party may terminate this contract by delivering written notice to  
247 the other; and Buyer's deposit(s) will be returned.
- 248 **13. Notices:** All notices will be in writing and delivered to the parties and Broker by mail, personal delivery, or  
249 electronic means. Buyer's failure to timely deliver written notice to Seller, when such notice is required by  
250 this contract, regarding any contingency will render that contingency null and void, and this contract will  
251 be construed as if the contingency did not exist. Any notice, document, or item delivered to or received  
252 by an attorney or licensee (including a transactions broker) representing a party will be as effective as if  
253 delivered to or received by that party.
- 254 **14. Complete Agreement; Persons Bound:** This contract is the entire agreement between Seller and Buyer.  
255 Except for brokerage agreements, no prior or present agreements will bind Seller, Buyer, or Broker  
256 unless incorporated into this contract. Modifications of this contract will not be binding unless in writing, signed  
257 or initialed, and delivered by the party to be bound. Electronic signatures will be acceptable and binding. This  
258 contract, signatures, initials, documents referenced in this contract, counterparts, and written modifications  
259 communicated electronically or on paper will be acceptable for all purposes, including delivery, and will be  
260 binding. Handwritten or typewritten terms inserted in or attached to this contract prevail over preprinted terms. If  
261 any provision of this contract is or becomes invalid or unenforceable, all remaining provisions will continue to be  
262 fully effective. Seller and Buyer will use diligence and good faith in performing all obligations under this contract.  
263 This contract will not be recorded in any public record. The terms "Seller," "Buyer," and "Broker" may be singular  
264 or plural. This contract is binding on the heirs, administrators, executors, personal representatives, and assigns, if  
265 permitted, of Seller, Buyer, and Broker.
- 266 **15. Default and Dispute Resolution:** This contract will be construed under Florida law. This Paragraph will survive  
267 closing or termination of this contract.
- 268 (a) **Seller Default:** If Seller fails, neglects, or refuses to perform Seller's obligations under this contract, Buyer  
269 may elect to receive a return of Buyer's deposit(s) without thereby waiving any action for damages resulting  
270 from Seller's breach and may seek to recover such damages or seek specific performance. Seller will also  
271 be liable for the full amount of the brokerage fee.

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272 (b) **Buyer Default:** If Buyer fails, neglects, or refuses to perform Buyer's obligations under this contract,  
273 including payment of deposit(s), within the time(s) specified, Seller may elect to recover and retain the  
274 deposit(s), paid and agreed to be paid, for the account of Seller as agreed upon liquidated damages,  
275 consideration for execution of this contract, and in full settlement of any claims, whereupon Seller and Buyer  
276 will be relieved from all further obligations under this contract; or Seller, at Seller's option, may proceed in  
277 equity to enforce Seller's rights under this contract.

278 **16. Escrow Agent; Closing Agent:** Seller and Buyer authorize Escrow Agent and closing agent (collectively  
279 "Agent") to receive, deposit, and hold funds and other items in escrow and, subject to Collection, disburse them  
280 upon proper authorization and in accordance with Florida law and the terms of this contract, including disbursing  
281 brokerage fees. "Collection" or "Collected" means any checks tendered or received have become actually and  
282 finally collected and deposited in the account of Agent. The parties agree that Agent will not be liable to any  
283 person for misdelivery of escrowed items to Seller or Buyer, unless the misdelivery is due to Agent's willful  
284 breach of this contract or gross negligence. If Agent interpleads the subject matter of the escrow, Agent will pay  
285 the filing fees and costs from the deposit and will recover reasonable attorneys' fees and costs to be paid from the  
286 escrowed funds or equivalent and charged and awarded as court costs in favor of the prevailing party.

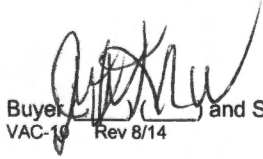
287 **17. Professional Advice; Broker Liability:** Broker advises Seller and Buyer to verify all facts and representations  
288 that are important to them and to consult an appropriate professional for legal advice (for example, interpreting  
289 this contract, determining the effect of laws on the Property and this transaction, status of title, foreign investor  
290 reporting requirements, the effect of property lying partially or totally seaward of the CCCL, etc.) and for tax,  
291 property condition, environmental, and other specialized advice. Buyer acknowledges that Broker does not reside  
292 in the Property and that all representations (oral, written, or otherwise) by Broker are based on Seller  
293 representations or public records. Buyer agrees to rely solely on Seller, professional inspectors, and  
294 government agencies for verification of the Property condition and facts that materially affect Property  
295 value. Seller and Buyer respectively will pay all costs and expenses, including reasonable attorneys' fees at all  
296 levels, incurred by Broker and Broker's officers, directors, agents, and employees in connection with or arising  
297 from Seller's or Buyer's misstatement or failure to perform contractual obligations. Seller and Buyer hold  
298 harmless and release Broker and Broker's officers, directors, agents, and employees from all liability for loss or  
299 damage based on (i) Seller's or Buyer's misstatement or failure to perform contractual obligations; (ii) the use or  
300 display of listing data by third parties, including, but not limited to, photographs, images, graphics, video  
301 recordings, virtual tours, drawings, written descriptions, and remarks related to the Property; (iii) Broker's  
302 performance, at Seller's or Buyer's request, of any task beyond the scope of services regulated by Chapter 475,  
303 Florida Statutes, as amended, including Broker's referral, recommendation, or retention of any vendor; (iv)  
304 products or services provided by any vendor; and (v) expenses incurred by any vendor. Seller and Buyer each  
305 assume full responsibility for selecting and compensating their respective vendors. This Paragraph will not relieve  
306 Broker of statutory obligations. For purposes of this Paragraph, Broker will be treated as a party to this contract.  
307 This Paragraph will survive closing.

308 **18. Commercial Real Estate Sales Commission Lien Act:** If the Property is commercial real estate as defined by  
309 Section 475.701, Florida Statutes, the following disclosure will apply: The Florida Commercial Real Estate Sales  
310 Commission Lien Act provides that when a broker has earned a commission by performing licensed services  
311 under a brokerage agreement with you, the broker may claim a lien against your net sales proceeds for the  
312 broker's commission. The broker's lien rights under the act cannot be waived before the commission is earned.

313 **19. Brokers:** The brokers named below are collectively referred to as "Broker." **Instruction to closing agent:**  
314 Seller and Buyer direct closing agent to disburse at closing the full amount of the brokerage fees as specified in  
315 separate brokerage agreements with the parties and cooperative agreements between the Brokers, except to the  
316 extent Broker has retained such fees from the escrowed funds. This Paragraph will not be used to modify any  
317 MLS or other offer of compensation made by Seller or Seller's Broker to Buyer's Broker.

318 (a) \_\_\_\_\_ (Seller's Broker)  
319 will be compensated by  Seller  Buyer  both parties pursuant to  a listing agreement  other  
320 (specify): \_\_\_\_\_

321 (b) C Buddy Johnson Realty, LLC (Buyer's Broker)  
322 will be compensated by  Seller  Buyer  both parties  Seller's Broker pursuant to  a MLS offer of  
323 compensation  other (specify): \_\_\_\_\_



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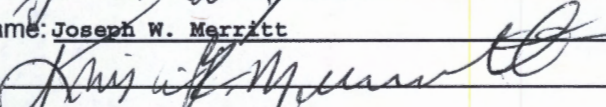
324\* **20. Additional Terms:**

325  
326  
327  
328  
329  
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331  
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333  
334  
335  
336  
337  
338  
339  
340

341 **This is intended to be a legally binding contract. If not fully understood, seek the advice of an attorney before**  
342 **signing.**

343\* **Buyer:**  **Date:** 6/14/2017

344\* **Print name:** Joseph W. Merritt

345\* **Buyer:**  **Date:** 6/15/2017

346\* **Print name:** Kristi R. Merritt

347 **Buyer's address for purpose of notice:**

348\* **Address:** \_\_\_\_\_

349\* **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

350\* **Seller:** \_\_\_\_\_ **Date:** \_\_\_\_\_

351\* **Print name:** Town of Polk City

352\* **Seller:** \_\_\_\_\_ **Date:** \_\_\_\_\_

353\* **Print name:** \_\_\_\_\_

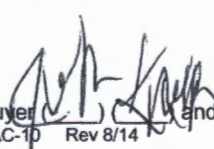
354 **Seller's address for purpose of notice:**

355\* **Address:** \_\_\_\_\_

356\* **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

357\* **Effective Date:** \_\_\_\_\_ **(The date on which the last party signed or initialed and delivered the**  
358 **final offer or counter offer.)**

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TRANSMISSION VERIFICATION REPORT

TIME : 05/01/2017 08:55PM  
NAME : C BUDDY JOHNSON REAL  
FAX : 8639652300  
TEL :  
SER.# : U63479J4J470350

DATE, TIME  
FAX NO./NAME  
DURATION  
PAGE(S)  
RESULT  
MODE

05/01 08:53PM  
8639843480  
00:02:05  
09  
OK  
STANDARD  
ECM

Buyer Joseph W Merritt  
Kristi ~~R~~ Merritt

Seller City of Ark City

Parcel FO #s 252029 295302 005010  
" " 008010  
" " 001010  
" " 006010  
"

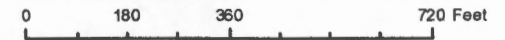
And All Road Right of ways  
within these properties to be closed and  
included in this sale



# polk city2



- |                 |                       |                         |                      |
|-----------------|-----------------------|-------------------------|----------------------|
| Selected Parcel | Subdivisions          | Municipal Boundaries    | Separated Right      |
| PLSS Townships  | Conservation Easement | Dimensions_ParcelFabric | Surrounding Counties |
| PLSS Sections   | Roads                 | Railroads               |                      |
| PLSS Boundaries | Water lines           | <b>Parcels</b>          |                      |
| Gov't Lots      | Waterbodies           | Tax                     |                      |



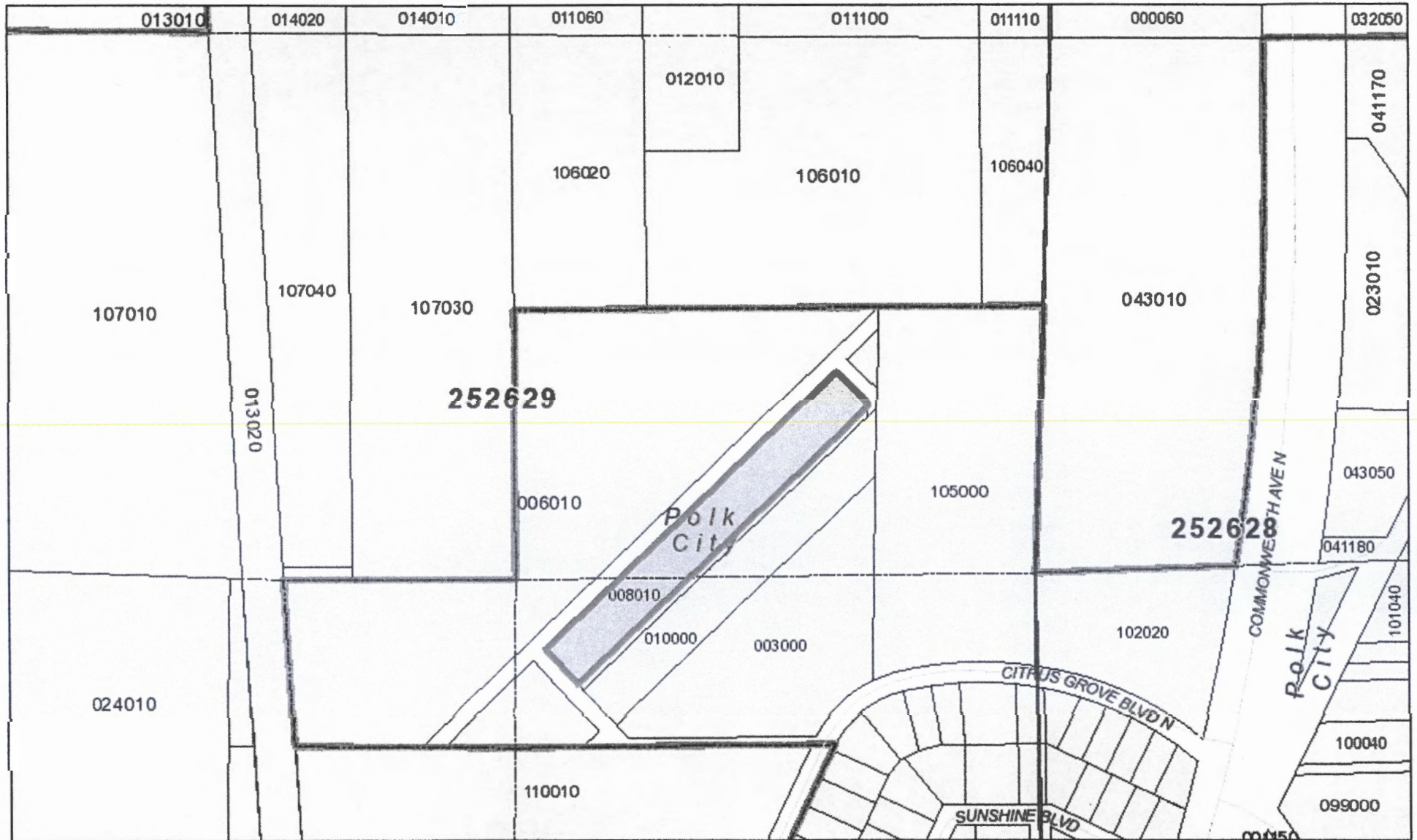
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Marsha M. Faux, CFA, ASA  
 Property Appraiser  
 Polk County, Florida  
 July 13, 2017



# City property off sunshine



- |                 |                         |                      |
|-----------------|-------------------------|----------------------|
| Selected Parcel | Roads                   | Railroads            |
| PLSS Townships  | Water lines             | <b>Parcels</b>       |
| PLSS Sections   | Waterbodies             | Tax                  |
| PLSS Boundaries | Municipal Boundaries    | Separated Right      |
| Gov't Lots      | Dimensions_ParcelFabric | Surrounding Counties |

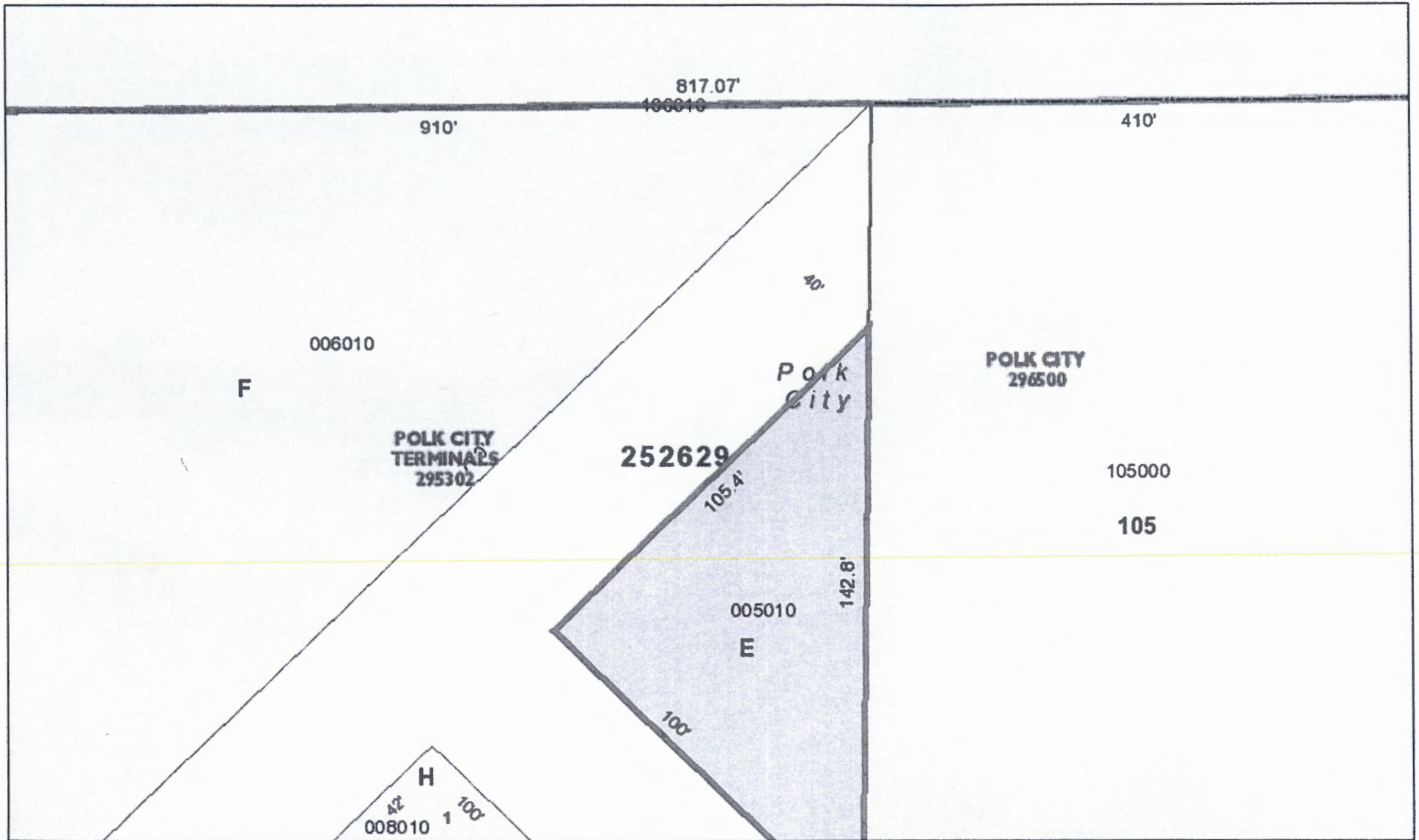
0 180 360 720 Feet

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Marsha M. Faux, CFA, ASA  
 Property Appraiser  
 Polk County, Florida  
 June 26, 2017





- |                       |                      |                         |                      |
|-----------------------|----------------------|-------------------------|----------------------|
| Selected Parcel       | Roads                | Blocks                  | Railroads            |
| PLSS Townships        | Water lines          | Tiers                   | <b>Arrows</b>        |
| PLSS Sections         | Waterbodies          | Dimensions_ParcelFabric | Arrows               |
| PLSS Boundaries       | Municipal Boundaries | Dimensions_CartoDist    | <b>Parcels</b>       |
| Gov't Lots            | Lots                 | Dimensions_LabelText    | Tax                  |
| Subdivisions          | Lot and Block Text   | Misc Text               | Separated Right      |
| Conservation Easement |                      |                         | Surrounding Counties |



All maps are worksheets used for illustrative purposes only, they are not surveys. The Polk County Property Appraiser assumes no responsibility for errors in the information and does not guarantee the data is free from error or inaccuracy. The information is provided "as is".



Marsha M. Faux, CFA, ASA  
 Property Appraiser  
 Polk County, Florida  
 July 13, 2017





## Polk City City Commission Agenda Form

Meeting Date: July 17, 2017

Item Number: 2

<b>Subject:</b> Discussion of City Manager Contract	
<b>Department:</b> Executive	
<b>Summary:</b> The City Manager's contract will expire October 1, 2017. A workshop was held July 6, 2017 to discuss the contract and at that time it was requested to move the discussion to a Regular Meeting. A copy of the 2011 Employment Contract is attached as well as an amendment done in March 2015.	
<b>Requested Commission Action:</b>  Discuss the contract and take action.	
<b>Financial Impact:</b>	
<b>Attachments:</b> X	<b>Supporting Documents Reviewed</b> X
<b>Submitting Department Head:</b>  Patricia R. Jackson, City Manager	<b>Date:</b>  7/13/2017
<b>Approved by City Manager:</b>  Patricia R. Jackson, City Manager	<b>Date:</b>  7/13/2017



## EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this 11th day of October 2011, by and between the **City of Polk City, Florida**, a municipal corporation, ( hereafter "City") and **Patricia Jackson**, an individual (hereafter "Ms. Jackson") both of whom agree as follows:

### RECITALS

WHEREAS, the City desires to employ the services of Ms. Jackson as the City Manager for the City, as provided by Article V, Section C-18, Section C-19, and Section C-20 of the Charter of the City of Council, Florida; and

WHEREAS, it is the desire, of the City to provide certain benefits and establish certain conditions of employment for Ms. Jackson; and,

WHEREAS, Ms. Jackson has accepted employment as City Manager of the City of Polk City, Florida, as of October 11, 2011, in accordance with this Agreement, the City Charter and the applicable policies and procedures of the City;

ACCORDINGLY, in consideration of the above stated Recitals, mutual covenants contained herein, and other good and valuable consideration the receipt and sufficiency of which are acknowledged by the parties, the parties agree as follows:

Section 1. Recitals. The above Recitals are true and correct, and form a material part of this Agreement.

Section 2. Duties; Term. The City hereby agrees to employ Ms. Jackson as City Manager of the City, to perform the functions and duties specified in the Charter of the City and by the Code of Ordinances of the City, and to perform other legally permissible and proper duties and functions as the Council shall from time to time assign. The term of this Agreement shall be from October 11, 2011, to October, 11, 2017.

Section 3. Consideration. For and in consideration of the mutual promises and covenants contained in this Agreement and made by and to each other, the parties hereto, intending to be legally bound, agree that the City agrees to hire Ms. Jackson subject to this Agreement and Ms. Jackson agrees to perform services for the City upon the terms and conditions stated in this Agreement. Ms. Jackson will perform the duties and responsibilities of City Manager as specified in the City's Charter and as may be assigned by the Council from time to time.

Section 4. Employee's Devotion of Full-Time to Duties.

A. Ms. Jackson agrees to remain in the exclusive employ of the City and neither to accept other employment nor to become employed by any other employer except as provided herein.

B. The term "employed" shall not be construed to include occasional teaching, writing or consulting performed on Ms. Jackson's time off.

C. Any personal business activities must occur and/or be performed during Ms. Jackson's personal time and not during working hours.

Section 5. Termination of Employment by the City.

A. Termination Without Cause.

The City may voluntarily elect to terminate the employment of Ms. Jackson under this Agreement "without cause" at any time upon delivery of written notice to Ms. Jackson by the Council. The City shall be entitled to deduct any and all amounts necessary, consistent with federal and state law, from any monies to be paid to Ms. Jackson at the time of Ms. Jackson's termination (including any vacation pay, sick leave pay and severance pay) to (i) satisfy all outstanding debts owed to the City by Ms. Jackson on the effective date of Ms. Jackson's termination or (ii) reimburse the City for all property of the City not returned by Ms. Jackson in accordance with the terms of Section 9 below. "Without cause" means for any reason that does not meet the definition of a "For Cause" termination (as defined below).

B. Termination For Cause. The employment of Ms. Jackson may be terminated by the City "For Cause" under any one of the following circumstances or as otherwise set out in this Agreement:

(i) Ms. Jackson commits a violation of the Code of Ethics contained in Chapter 112, Florida Statutes, or a violation of the City Charter or Code of Ordinances.

(ii) The commission of an act of fraud, misappropriation or theft against the City.

(iii) The breach of any material provision of this Agreement.

(iv) Failure to adequately perform her duties provided, that Ms. Jackson shall not be in default hereunder unless (a) he shall have failed to cure the situation to the satisfaction of the Council within thirty (30) days of written notice thereof by the Council to Ms. Jackson, or (b) Ms. Jackson shall have duly received notice of at least one (1) prior instance of such breach or default (whether or not cured by Ms. Jackson).

(v) The conviction (or plea of no contest) of a crime (not including driving while under the influence of alcohol unless Ms. Jackson is convicted on more than one occasion or if he is incarcerated for more than 15 days).

(vi) The violation of any nondiscrimination/unlawful harassment policy or law in effect.

(vii) Habitual use of illegal drugs or intoxication during work hours.

(viii) Ms. Jackson's failure or refusal to comply, on a timely basis, with any lawful direction or instruction of the Council.

A violation of any of the provisions of this Section cannot be based upon allegations alone, but must be established by conviction or other official findings of similar stature. A termination For Cause under this Section shall be effective upon the date set forth in a written notice of termination delivered by the Council to Ms. Jackson. If Ms. Jackson's employment is terminated "For Cause" then Ms. Jackson shall only be entitled to Ms. Jackson's earned base salary through the last day that he performs services for the City and shall not be entitled to any further compensation, benefits or severance. The City shall be entitled to deduct any and all amounts necessary, consistent with federal and state law, from any monies to be paid to Ms. Jackson at the time of Ms. Jackson's termination to (i) satisfy all outstanding debts owed to the City by Ms. Jackson on the effective date of Ms. Jackson's termination or (ii) reimburse the City for all property of the City not returned by Ms. Jackson in accordance with the terms of Section 9 below. If the City later determines to separate the position of city manager from the position of city clerk, then Ms. Jackson may continue in her position as city clerk subject to such rules, regulations, and policies now applicable to the position of city clerk; provided, however, that in such event, Ms. Jackson shall not be entitled to any severance payment under this Agreement.

Section 6. Termination of Employment by Ms. Jackson. Ms. Jackson may terminate her employment under this Agreement at any time provided that Ms. Jackson provides a one (1) month advance written notice ("Notice Period") of her intent to terminate her employment under this Agreement to the Council. The Council at its sole discretion will determine whether Ms. Jackson must work through some or all her Notice Period. If the Council determines that Ms. Jackson does not have to work through her Notice Period, then she will be entitled to receive her earned base salary and benefits through the Notice Period. Ms. Jackson shall be compensated for any accrued sick leave, vacation, holidays, and other accrued benefits in accordance with this Agreement or the City's policies. In the event of Ms. Jackson's death, Ms. Jackson's employment under this Agreement will be automatically terminated effective upon the date of her death, and neither Ms. Jackson, nor her heirs will be entitled to any further compensation, benefits or severance past the date of death.

Section 7. Severance Payments.

A. If Ms. Jackson's employment is terminated by the City "without cause" (as defined in Subsection 5A above, then, so long as Ms. Jackson complies with the terms of this Agreement and does not remain as city clerk, Ms. Jackson shall (shall meaning "mandatory" and not "discretionary") be eligible to receive severance compensation equivalent to Ms. Jackson's base salary at the rate in effect at the time of

termination for a period of up to six (6) months following the effective date of Ms. Jackson's termination ("Severance Compensation"). The initial Severance Compensation shall be for three (3) months as of October 11, 2011, and shall increase by one additional month per year on October 1, 2013, October 1, 2015, and October 1, 2017, up to the six months maximum. As a condition precedent to the City's obligation to Ms. Jackson to pay Severance Compensation, Ms. Jackson shall, upon or promptly following her last day of employment with the City, provide the City and the member of the Council, elected officials, employees, agents, attorneys and insurers (the "City's Released Parties"), with a valid, executed general release agreement (which will waive and releases all claims Ms. Jackson may have against the City's Released Parties for discrimination and retaliation under applicable federal, state and local laws as well as all other employment related claims (whether based on contract, statute or common law) arising out of Ms. Jackson's employment with the City) in a form to be prepared by and acceptable to the City. The release agreement must be executed upon Ms. Jackson's termination (in accordance with the time periods set forth in the release agreement). The City shall have no obligation to make any Severance Compensation payment unless and until the release agreement contemplated by this Section becomes irrevocable by Ms. Jackson in accordance with all applicable laws, rules and regulations. Notwithstanding anything contained herein to the contrary, the release agreement shall not release or affect, as applicable: (i) Ms. Jackson's receipt of benefits otherwise due terminated employees under group insurance coverage consistent with the terms of the applicable the City welfare benefit plan; (ii) Ms. Jackson's rights under the Consolidated Omnibus Budget Reconciliation Act to continue participation in medical, dental, hospitalization and life insurance coverage; (iii) Ms. Jackson's receipt of benefits from her pension fund otherwise due in accordance with the terms of this Agreement; (v) Ms. Jackson's ability to make a claim for unemployment compensation benefits; (vi) any statutory rights Ms. Jackson may have to indemnification from the City pursuant to all applicable laws, rules or regulations; or (iv) any right or claim of Ms. Jackson which accrues or arises after the effective date of the release agreement.

Any Severance Compensation due to Ms. Jackson will be paid subject to the conditions and limitations set out in this Agreement, according to the normal payroll practices of the City and less applicable federal income tax withholding, social security taxes and any other applicable payroll deductions.

B. In the event Ms. Jackson is terminated For Cause, she will not be entitled to any Severance Compensation.

C. In the event Ms. Jackson resigns her employment under this Agreement or in the event of Ms. Jackson's death, she will not be entitled to any Severance Compensation.

**Section 8. Papers and Other Properties.** Ms. Jackson agrees to return all property belonging to the City upon the termination of her employment or at such other time upon request of the City. Such property includes the original and all copies of the City-issued keys, business documents, computer software and programs, computer

records, printouts, manuals, notebooks, memoranda, notes, and any other record, document or tangible property belonging or relating to the City.

**Section 9. Salary.** The City agrees to pay Ms. Jackson for her services an annual salary of Seventy-Two Thousand Dollars and No/100s (\$72,000) per year for the fiscal year beginning October 11, 2011, payable as earned and in accordance with the City's regular payroll cycle and less applicable federal income tax withholding, social security taxes, and any other applicable payroll deductions until termination of this Agreement. The annual salary for each succeeding year under the Agreement until the end of the term of this Agreement shall be \$72,000 or such other greater amount as may be negotiated by the parties prior to October 11 of 2012 or each subsequent fiscal year.

**Section 10. Performance Evaluation.**

A. The Council shall review and evaluate the performance of Ms. Jackson at least once annually. Said criteria for the performance evaluation shall be developed by the Council and may be modified and revised as the Council may from time to time determine. Ms. Jackson will be permitted to discuss her evaluation with the Mayor

B. The Council will conduct Ms. Jackson's job performance evaluation in October of each year. After conducting the job performance evaluation, the Council at its sole discretion may adjust Ms. Jackson's salary. If, as a result of this evaluation, the Council determines that a salary increase is merited, the increase shall become effective on the first day of October. However, while the Council has the option to increase Ms. Jackson's salary, there is no guarantee that Ms. Jackson will receive a salary increase.

C. Annually, the Council and Ms. Jackson may define such goals and performance objectives which they may determine necessary for the proper operation of the City and in the attainment of the Council's policy objectives and may further establish a relative priority among those various goals and objectives with said goals and objectives to be reduced to writing. These goals and objectives shall generally be attainable within the time limitations specified. As part of Ms. Jackson's evaluation, the Council may take into account whether Ms. Jackson has accomplished the goals and performance objectives developed by the Council and Ms. Jackson.

**Section 11. Policies and Procedures: Residency.** Ms. Jackson agrees to comply with the policies and procedures of the City, so long as they are reasonable and do not violate any law, rule or regulation. In the event of an inconsistency or conflict between a policy or procedure and this Agreement, the terms of this Agreement will control. Ms. Jackson agrees to remain a resident of Polk County, Florida, for the life of this Agreement.

**Section 12. Automobile.** The City will provide Ms. Jackson a monthly automobile allowance of Four Hundred Dollars and No/00 (\$400.00.) The Council

agrees to annually review the automobile allowance and, and the Council may, at its sole discretion, increase the allowance, as necessary, to account for inflationary and economic factors which increase the cost of the items for which Ms. Jackson is receiving the allowance. Said monthly allowance shall be considered full reimbursement for use of Ms. Jackson's personal automobile within Polk County, Florida. Ms. Jackson shall receive the standard mileage allowance provided by the City for travel outside of Polk County, Florida on official City business if it is 150 miles or more one way. Ms. Jackson shall provide proof of insurance to the City on an annual basis.

Section 13. Benefits. Ms. Jackson is entitled to the same benefits that are provided to all fulltime employees of the City pursuant to the City's policies and procedures, except as modified and provided for in this Section of this Agreement. Rates of contribution to Ms. Jackson's benefits shall be at the same level as senior management and city managers specified in the Florida Retirement System, as modified from year to year.

A. Compensatory Time and Overtime.

(1) As City Manager, Ms. Jackson is an executive level employee and is exempt and is not entitled to any overtime wages pursuant to the Fair Labor Standards Act.

(2) Ms. Jackson is not entitled to any compensatory time and/or compensatory pay.

B. Vacation Benefits. Vacation benefits shall be accorded to Ms. Jackson's and shall accumulate in accordance with Section 317, pages 3-10 and 3-11, of the City's Employee Handbook as revised from time to time and will be credited to Ms. Jackson on the Ms. Jackson's anniversary date of employment and in advance of the vacation leave being accrued (earned). Should Ms. Jackson's mother die before she has obtained vacation days under the City's vacation benefits policies, Ms. Jackson may take up to three (3) business days of paid leave and an additional seven (7) business days of unpaid leave for bereavement and other related purposes.

C. Pension. Ms. Jackson will remain in the Florida Retirement System. The City shall contribute the amount specified in State Statute governing FRS of Ms. Jackson's earned salary under the FRS Plan.

D. Health Insurance and Cafeteria Plan. Ms. Jackson shall participate in the City's health plan which is available to general employees effective immediately.

E. Sick Leave. Sick benefits shall be accorded to Ms. Jackson and shall accumulate in accordance with Section 313, pages 3-8 and 3-9 of the City's Employee Handbook, or as revised from time to time.

F. Professional Dues. The City agrees to budget for and to pay the costs for professional dues and annual conferences for the Florida City and County Managers Association and the International City Managers Association. The City also

agrees to pay the cost for professional dues and conferences for the Florida Association of City Clerks and the International Institute of Municipal Clerks

Section 15. Fidelity Bonds. The City shall bear the full cost of any fidelity or other bonds required of Ms. Jackson under any law or ordinance.

Section 16. Notices. Notices pursuant to this Agreement shall be sent by deposit in the custody of the United States Postal Service, certified mail, postage pre-paid, addressed as follows:

- |               |  |
|---------------|--|
| (1) The City: | City of Polk City<br>123 Broadway Boulevard SE<br>Polk City, FL 33868-9225 |
| (2) Employee: | Patricia Jackson<br>1674 Belmont Woods Drive<br>Mulberry FL 33860          |

Alternatively, notices required pursuant to this Agreement may be personally served on the Mayor or Ms. Jackson. Notice shall be deemed sent as of the date of personal service or any notice sent by mail as shall be deemed to have been delivered on the third business day following the date of mailing.

Section 17. Governing Law and Jurisdiction, Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida without giving effect to conflicts of law provisions of the State of Florida. The parties hereby consent to the exclusive and personal jurisdiction of the federal or state courts located in Polk County, Florida, with venue in Polk County, Florida, to the exclusion of all other states' laws, venues and jurisdictions.

Section 18. Amendment. No change or modification of this Agreement shall be valid unless it is in writing and signed by the parties hereto, and expressly reference that it is amending this Agreement.

Section 19. Knowingly and Voluntarily. Ms. Jackson has read and fully understands and agrees with the provisions contained in this Agreement and Ms. Jackson is signing this Agreement of her own free will.

Section 20. General Provisions.

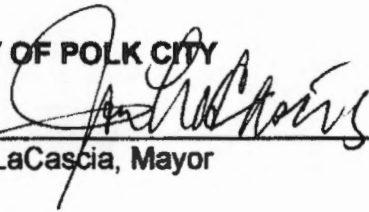
- A. The text herein shall constitute the entire agreement between the parties.
- B. This Agreement shall become effective commencing October 11, 2011.

- C. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, shall be deemed severable, shall not be affected and shall remain in full force and effect.

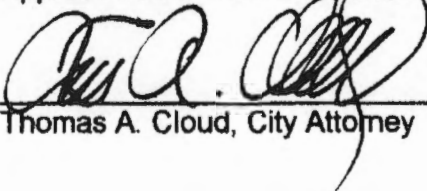
Section 21. Plain Meaning. This Agreement shall be interpreted in accordance with the plain meaning of its terms and not for or against the drafter.

IN WITNESS WHEREOF, the City has caused this Agreement to be signed and executed in its behalf by the Mayor and duly attested by its City Clerk, and Ms. Jackson has signed and executed this Agreement, both in duplicate, the day and year first above written.

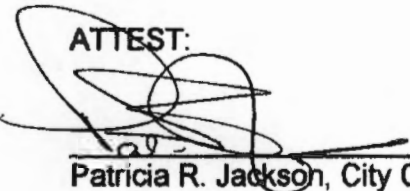
CITY OF POLK CITY

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

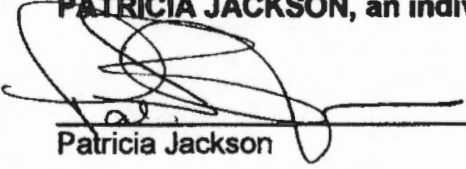
Approved as to form and correctness

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

ATTEST:

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

PATRICIA JACKSON, an individual

  
\_\_\_\_\_  
Patricia Jackson



## AMENDMENT TO EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this 30th day of March, 2015, by and between the **City of Polk City, Florida**, a municipal corporation, ( hereafter "City") and **Patricia Jackson**, an individual (hereafter "Ms. Jackson") both of whom agree as follows:

### RECITALS

WHEREAS, the City previously employed the services of Ms. Jackson as the City Manager for the City, as provided by Article V, Section C-18, Section C-19, and Section C-20 of the Charter of the City of Council, Florida; and

WHEREAS, the City Commission voted to increase Ms. Jackson's annual salary from \$72,000.00 to \$76,000.00;

ACCORDINGLY, in consideration of the above stated Recitals, mutual covenants contained herein, and other good and valuable consideration the receipt and sufficiency of which are acknowledged by the parties, the parties agree as follows:

Section 1. Recitals. The above Recitals are true and correct, and form a material part of this Agreement.

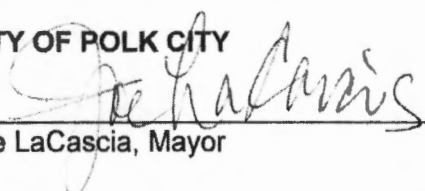
Section 2. Amendment to Section 9 of Employment Agreement. Section 9 of the Employment Agreement is hereby amended as follows:

"Section 9. Salary. The City agrees to pay Ms. Jackson for her services an annual salary of Seventy-Six Thousand Dollars and No/100s (\$76,000) per year effective March 30, 2015, payable as earned and in accordance with the City's regular payroll cycle and less applicable federal income tax withholding, social security taxes, and any other applicable payroll deductions until termination of this Agreement. The increase from what had been \$72,000 per year to \$76,000 per year shall be applied to those salary payments remaining for the calendar year 2015. The annual salary for each succeeding year under the Agreement until the end of the term of this Agreement shall be \$76,000 or such other greater amount as may be negotiated by the parties prior to October 11 of 2015 or each subsequent fiscal year.


Section 3. Effect of Amendment. Except as expressly amended by this Amendment, the terms and conditions of the original Employment Agreement dated October 11, 2011, shall remain the same and are hereby ratified, accepted, and confirmed.

IN WITNESS WHEREOF, the City has caused this Agreement to be signed and executed in its behalf by the Mayor and duly attested by its City Clerk, and Ms. Jackson has signed and executed this Agreement, both in duplicate, the day and year first above written.

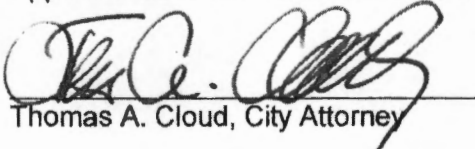
CITY OF POLK CITY

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

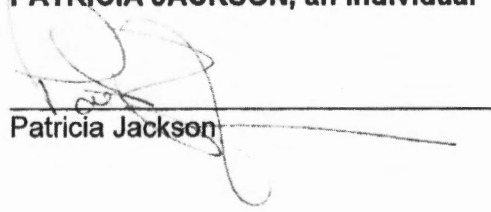
ATTEST:

  
\_\_\_\_\_  
Sheandolen Dunn, Deputy Clerk

Approved as to form and correctness

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

PATRICIA JACKSON, an individual

  
\_\_\_\_\_  
Patricia Jackson



## Polk City City Commission Agenda Form

Meeting Date: July 17, 2017

Item Number: 3

<b>Subject:</b>	
Discussion of Debt Service Contract and Explore Options	
<b>Department:</b>	
Executive	
<b>Summary:</b>	
The Debt Service was discussed at the July 6, 2017 Workshop, 2017; it was requested to move the discussion to a Regular Meeting. Discussion took place regarding the refinancing of the USDA Loan and the DEP (SRF) Debt. The Auditor supplied a breakdown of paying down the debt based on 5 years and 10 years; the possibility was also discussed to look at the USDA Loan only. The breakdown is attached, as well as a copy of the debt per capita provided by the Auditor.	
<b>Requested Commission Action:</b>	
Discuss and take action.	
<b>Financial Impact:</b>	
<b>Attachments:</b>	X
<b>Supporting Documents Reviewed</b>	X
<b>Submitting Department Head:</b>	<b>Date:</b>
Patricia R. Jackson, City Manager	7/13/2017
<b>Approved by City Manager:</b>	<b>Date:</b>
Patricia R. Jackson, City Manager	7/13/2017

**City of Polk City**  
**Comparison of the Current Debt Service Requirements to Alternate Scenarios**

FY	Total Debt Service including FDEP SRF Loan, USDA Loan (City Hall) and the 2011 Bonds					Change in Overall Debt Service per Scenario with break-even year in dark green			
	Current Debt	DEP Loan 51201	USDA Series 2007	DEP Loan 51201	USDA Series 2007	DEP Loan 51201	USDA Series 2007	DEP Loan 51201	USDA Series 2007
	Service to	Paid off in Ten	Paid off in Ten	Paid off in Five	Paid off in Five	Paid off in Ten	Paid off in Ten	Paid off in Five	Paid off in Five
	Maturity	Years	Years	Years	Years	Years	Years	Years	Years
2018	\$ 924,064.88	\$ 1,010,386.18	\$ 992,825.74	\$ 1,241,367.42	\$ 1,131,883.67	\$ 86,321.30	\$ 68,760.86	\$ 317,302.54	\$ 207,818.79
2019	\$ 922,314.88	\$ 1,008,636.18	\$ 991,075.74	\$ 1,239,617.42	\$ 1,130,133.67	\$ 86,321.30	\$ 68,760.86	\$ 317,302.54	\$ 207,818.79
2020	\$ 924,264.46	\$ 1,010,585.76	\$ 993,025.74	\$ 1,241,567.00	\$ 1,132,083.67	\$ 86,321.30	\$ 68,761.28	\$ 317,302.54	\$ 207,819.21
2021	\$ 924,664.43	\$ 1,010,985.73	\$ 993,425.74	\$ 1,241,966.97	\$ 1,132,483.67	\$ 86,321.30	\$ 68,761.31	\$ 317,302.54	\$ 207,819.24
2022	\$ 924,664.46	\$ 1,010,985.76	\$ 993,425.74	\$ 1,241,967.00	\$ 1,132,483.67	\$ 86,321.30	\$ 68,761.28	\$ 317,302.54	\$ 207,819.21
2023	\$ 924,264.08	\$ 1,010,585.38	\$ 993,025.74	\$ 750,056.00	\$ 822,175.58	\$ 86,321.30	\$ 68,761.66	\$ (174,208.08)	\$ (102,088.50)
2024	\$ 923,464.70	\$ 1,009,786.00	\$ 992,225.74	\$ 749,256.62	\$ 821,375.58	\$ 86,321.30	\$ 68,761.04	\$ (174,208.08)	\$ (102,089.12)
2025	\$ 921,914.53	\$ 1,008,235.83	\$ 990,675.74	\$ 747,706.45	\$ 819,825.58	\$ 86,321.30	\$ 68,761.21	\$ (174,208.08)	\$ (102,088.95)
2026	\$ 919,589.69	\$ 1,005,910.99	\$ 988,350.74	\$ 745,381.61	\$ 817,500.58	\$ 86,321.30	\$ 68,761.05	\$ (174,208.08)	\$ (102,089.11)
2027	\$ 921,464.10	\$ 1,007,785.40	\$ 990,225.74	\$ 747,256.02	\$ 819,375.58	\$ 86,321.30	\$ 68,761.64	\$ (174,208.08)	\$ (102,088.52)
2028	\$ 922,289.54	\$ 748,081.46	\$ 820,200.58	\$ 748,081.46	\$ 820,200.58	\$ (174,208.08)	\$ (102,088.96)	\$ (174,208.08)	\$ (102,088.96)
2029	\$ 922,439.57	\$ 748,231.49	\$ 820,350.58	\$ 748,231.49	\$ 820,350.58	\$ (174,208.08)	\$ (102,088.99)	\$ (174,208.08)	\$ (102,088.99)
2030	\$ 921,397.10	\$ 747,189.02	\$ 819,308.08	\$ 747,189.02	\$ 819,308.08	\$ (174,208.08)	\$ (102,089.02)	\$ (174,208.08)	\$ (102,089.02)
2031	\$ 924,297.36	\$ 750,089.28	\$ 822,208.08	\$ 750,089.28	\$ 822,208.08	\$ (174,208.08)	\$ (102,089.28)	\$ (174,208.08)	\$ (102,089.28)
2032	\$ 920,296.84	\$ 746,088.76	\$ 818,208.08	\$ 746,088.76	\$ 818,208.08	\$ (174,208.08)	\$ (102,088.76)	\$ (174,208.08)	\$ (102,088.76)
2033	\$ 920,547.39	\$ 746,339.32	\$ 818,458.07	\$ 746,339.32	\$ 818,458.07	\$ (174,208.07)	\$ (102,089.32)	\$ (174,208.07)	\$ (102,089.32)
2034	\$ 745,588.50	\$ 745,588.50	\$ 643,500.00	\$ 745,588.50	\$ 643,500.00	\$ -	\$ (102,088.50)	\$ -	\$ (102,088.50)
2035	\$ 748,838.74	\$ 748,838.74	\$ 646,750.00	\$ 748,838.74	\$ 646,750.00	\$ -	\$ (102,088.74)	\$ -	\$ (102,088.74)
2036	\$ 745,839.14	\$ 745,839.14	\$ 643,750.00	\$ 745,839.14	\$ 643,750.00	\$ -	\$ (102,089.14)	\$ -	\$ (102,089.14)
2037	\$ 745,936.60	\$ 745,936.60	\$ 644,750.00	\$ 745,936.60	\$ 644,750.00	\$ -	\$ (101,186.60)	\$ -	\$ (101,186.60)
2038	\$ 644,500.00	\$ 644,500.00	\$ 644,500.00	\$ 644,500.00	\$ 644,500.00	\$ -	\$ -	\$ -	\$ -
2039	\$ 648,000.00	\$ 648,000.00	\$ 648,000.00	\$ 648,000.00	\$ 648,000.00	\$ -	\$ -	\$ -	\$ -
2040	\$ 645,000.00	\$ 645,000.00	\$ 645,000.00	\$ 645,000.00	\$ 645,000.00	\$ -	\$ -	\$ -	\$ -
2041	\$ 645,750.00	\$ 645,750.00	\$ 645,750.00	\$ 645,750.00	\$ 645,750.00	\$ -	\$ -	\$ -	\$ -
	\$ 20,331,390.99	\$ 20,149,355.52	\$ 19,999,015.87	\$ 20,001,614.82	\$ 19,840,054.72	\$ (182,035.47)	\$ (332,375.12)	\$ (329,776.17)	\$ (491,336.27)
<b>Change in debt service</b>	\$ -	\$ (182,035.47)	\$ (332,375.12)	\$ (329,776.17)	\$ (491,336.27)				
<b>% reduction in debt service</b>		0.90%	1.63%	1.62%	2.42%				
<b>Years with increased debt service outflows</b> <b>Years with decreased debt service outflows</b> <b>Years where break even occurs (where the Town recognizes a net savings)</b>									

**City of Polk City  
Debt Service Summary**

Updated 05/31/2016

GL Acct #	Vendor	Loan	FY17 Debt Expense				FY18 Debt Expense			
			Principal	Interest	Mandated Reserves	Total	Principal	Interest	Mandated Reserves	Total
01-517.710	USDA	USDA Public Facilities Loan	\$43,700.00			\$43,700.00	\$45,503.00			\$45,503.00
<b>Total 01-517.710 (Principal Exp)</b>						<b>\$43,700.00</b>				<b>\$45,503.00</b>
01-517.720	USDA	USDA Public Facilities Loan		\$56,388.93		\$56,388.93		\$56,586.30		\$56,586.30
<b>Total 01-517.720 (Interest Exp)</b>						<b>\$56,388.93</b>		<b>\$56,586.30</b>		<b>\$56,586.30</b>
01-517.733	USDA	USDA Public Facilities Loan			\$0.00	\$0.00			\$0.00	\$0.00
<b>Total 01-517.733 (Mandated Reserves)</b>						<b>\$0.00</b>			<b>\$0.00</b>	<b>\$0.00</b>
05-535.710	DEP	DEP SRF Loan Payment	\$116,629.96			\$116,629.96	\$119,457.66			\$119,457.66
05-535.710	Wells Fargo	2011 Fifth Third Bank Bond	\$165,937.00			\$165,937.00	\$173,655.00			\$173,655.00
<b>Total 05-535.710 (Principal Exp)</b>						<b>\$282,566.96</b>				<b>\$293,112.66</b>
05-535.720	DEP	DEP SRF Loan Payment		\$57,578.12		\$57,578.12		\$54,750.42		\$54,750.42
05-535.720	Wells Fargo	2011 Fifth Third Bank Bond		\$331,270.07		\$331,270.07		\$326,291.96		\$326,291.96
<b>Total 05-535.720 (Interest Exp)</b>						<b>\$388,848.19</b>		<b>\$381,042.38</b>		<b>\$381,042.38</b>
05-535.733	Wells Fargo	2011 Fifth Third Bank Bond			\$0.00	\$0.00			\$0.00	\$0.00
<b>Total 05-535.733 (Mandated Reserves)</b>						<b>\$0.00</b>			<b>\$0.00</b>	<b>\$0.00</b>
05-533.710	Wells Fargo	2011 Fifth Third Bank Bond	\$49,063.00			\$49,063.00	\$51,345.00			\$51,345.00
05-533.710		Tax-Exempt Leasir 2014 Meter Replacement Program	\$20,466.06			\$20,466.06	\$21,037.06			\$21,037.06
<b>Total 05-533.710 (Principal Exp)</b>						<b>\$69,529.06</b>				<b>\$72,382.06</b>
05-533.720	Wells Fargo	2011 Fifth Third Bank Bond		\$97,947.43		\$97,947.43		\$96,475.54		\$96,475.54
05-533.720		Tax-Exempt Leasir 2014 Meter Replacement Program		\$3,018.83		\$3,018.83		\$2,447.83		\$2,447.83
<b>Total 05-533.720 (Interest Exp)</b>						<b>\$100,966.26</b>		<b>\$98,923.37</b>		<b>\$98,923.37</b>
05-533.733	Wells Fargo	2011 Fifth Third Bank Bond			\$0.00	\$0.00			\$0.00	\$0.00
<b>Total 05-533.733 (Mandated Reserves)</b>						<b>\$0.00</b>			<b>\$0.00</b>	<b>\$0.00</b>
			<b>\$395,796.02</b>	<b>\$548,203.38</b>	<b>\$0.00</b>	<b>\$943,999.40</b>	<b>\$410,997.72</b>	<b>\$536,552.05</b>	<b>\$0.00</b>	<b>\$947,549.77</b>
						<b>Grand Total</b>				<b>Grand Total</b>

FY17 Debt	Loan	FY18 Debt	Loan
\$102,088.93	USDA Loan Pymt	\$102,089.30	USDA Loan Pymt
\$0.00	USDA Reserves Requirement	\$0.00	USDA Reserves Requirement
\$174,208.08	DEP Loan Pymt	\$174,208.08	DEP Loan Pymt
\$644,217.50	5th 3rd Bond Loan Pymt	\$647,767.50	5th 3rd Bond Loan Pymt
\$0.00	5th 3rd Bond R&R Requirement	\$0.00	5th 3rd Bond R&R Requirement
\$23,484.89	Meter Replacement Program	\$23,484.89	Meter Replacement Program
<b>\$943,999.40</b>	<b>Total FY17 Debt Payments</b>	<b>\$947,549.77</b>	<b>Total FY18 Debt Payments</b>

Debt, Population and Taxable Property Value as of September 30, 2016

	Total Formal Debt	Total Long Term Obligations	Population	Formal Debt per Capita	Long Term Obligations per Capita	TPV	Formal Debt as % of PTV	Long Term Obligations as % of PTV
Bartow	30,473,615.00	57,847,718.00	18,888.00	1,613.38	3,062.67	588,213,228.00	5%	10%
Auburndale	55,684,060.00	74,329,611.00	15,450.00	3,604.15	4,810.98	960,868,974.00	6%	8%
Lakeland	611,284,028.00	873,105,730.00	102,507.00	5,963.34	8,517.52	5,480,288,393.00	11%	16%
Fort Meade	5,643,675.00	6,570,584.00	5,782.00	976.08	1,136.39	95,563,085.00	6%	7%
Winter Haven	77,433,640.00	124,509,815.00	39,524.00	1,959.15	3,150.23	1,934,969,231.00	4%	6%
Lake Alfred	4,528,810.00	5,243,759.00	5,728.00	790.64	915.46	162,715,038.00	3%	3%
Davenport	2,448,725.00	2,505,126.00	4,277.00	572.53	585.72	166,924,605.00	1%	2%
Eagle Lake	2,970,701.00	3,152,755.00	2,437.00	1,219.00	1,293.70	68,078,905.00	4%	5%
Haines City	56,533,460.00	63,992,342.00	23,252.00	2,431.34	2,752.12	944,103,405.00	6%	7%
Frostproof	3,551,403.00	4,276,714.00	3,096.00	1,147.09	1,381.37	120,455,325.00	3%	4%
Dundee	7,266,799.00	7,319,282.00	4,123.00	1,762.50	1,775.23	138,939,935.00	5%	5%
Mulberry	7,273,560.00	8,087,885.00	3,828.00	1,900.09	2,112.82	182,390,422.00	4%	4%
Lake Wales	20,864,040.00	28,372,734.00	15,362.00	1,358.16	1,846.94	641,350,463.00	3%	4%
Lake Hamilton	2,578,661.00	2,595,882.00	1,315.00	1,960.96	1,974.05	67,483,583.00	4%	4%
Polk City	10,551,759.00	13,584,038.00	1,670.00	6,318.42	8,134.15	72,477,319.00	15%	19%

Taxable property value (TPV) values from Polk Property Appraiser preliminary tax rolls for 2016 (as of 7-1-2016)

	Long Term Obligations per Capita		Formal Debt as % of PTV	
Davenport	585.72	[1]	Davenport	1%
Lake Alfred	915.46	[2]	Lake Alfred	3%
Fort Meade	1,136.39	[3]	Frostproof	3%
Eagle Lake	1,293.70	[4]	Lake Wales	3%
Frostproof	1,381.37	[5]	Lake Hamilton	4%
Dundee	1,775.23	[6]	Mulberry	4%
Lake Wales	1,846.94	[7]	Winter Haven	4%
Lake Hamilton	1,974.05	[8]	Eagle Lake	4%
Mulberry	2,112.82	[9]	Bartow	5%
Haines City	2,752.12	[10]	Dundee	5%
Bartow	3,062.67	[11]	Auburndale	6%
Winter Haven	3,150.23	[12]	Fort Meade	6%
Auburndale	4,810.98	[13]	Haines City	6%
Polk City	8,134.15	[14]	Lakeland	11%
Lakeland	8,517.52	[15]	Polk City	15%

	Formal Debt per Capita		Long Term Obligations as % of PTV	
Davenport	572.53	[1]	Davenport	2%
Lake Alfred	790.64	[2]	Lake Alfred	3%
Fort Meade	976.08	[3]	Frcstproof	4%
Frostproof	1,147.09	[4]	Lake Hamilton	4%
Eagle Lake	1,219.00	[5]	Lake Wales	4%
Lake Wales	1,358.16	[6]	Mulberry	4%
Bartow	1,613.38	[7]	Eagle Lake	5%
Dundee	1,762.50	[8]	Du rdee	5%
Mulberry	1,900.09	[9]	Winter Haven	6%
Winter Haven	1,959.15	[10]	Ha nes City	7%
Lake Hamilton	1,960.96	[11]	Fort Meade	7%
Haines City	2,431.34	[12]	Au rurdale	8%
Auburndale	3,604.15	[13]	Ba tow	10%
Lakeland	5,963.34	[14]	Lakeland	16%
Polk City	6,318.42	[15]	Polk City	19%



## Polk City City Commission Agenda Form

Meeting Date: July 17, 2017  
Item Number: City Manager Items (1)

<b>Subject:</b> Public Works / Utility Facility	
<b>Department:</b> Public Works Department	
<b>Summary:</b> <p>The Public Works/Utility Facility was discussed at a May 22, 2017 City Commission Workshop, and the floorplan was shown to the Commission. Please find attached a rendering of the building, the floor plan and estimated cost options.</p> <p>Staff is recommending that Polk City Construct a Public Works Facility on City-owned property and offer the following options:</p> <p><b><u>Option 1:</u></b> Office building including site General Contractor Construction Management - <b>\$623,868.00</b></p> <p><b><u>Option 2:</u></b> Office building including site and Self-Perform Construction Management - <b>\$505,059.00</b> <b>(Savings: \$118,809.00)</b></p> <p>The Commission may want to move this to a Special Meeting, which would be held in July to discuss the various options and funding of this project so that it can be a part of the FY 2017-2018 Budget moving forward.</p>	
<b>Requested Commission Action:</b> Discuss and take action, or move to a Special Meeting in July.	
<b>Financial Impact:</b> Option 1: \$623,868.00 Option 2: \$505,059.00	
<b>Attachments:</b>	<b>Supporting Documents Reviewed</b>
X	X
<b>Submitting Department Head:</b> Keith Prestage, Public Works Director	<b>Date:</b> 07/13/2017
<b>Approved by City Manager:</b> Patricia R. Jackson, City Manager	<b>Date:</b> 7/13/2017

<b>PEACHEE CONSTRUCTION</b>	<b>COST</b>	<b>OFFICE/WH</b>
<b>POLK CITY PUBLIC WORKS/ UTILITY FACILITY</b>	<b>BREAKDOWN</b>	<b>BUILDING</b>
GENERAL CONDITIONS	\$69,394.00	\$0.00
SITE WORK	\$167,139.00	\$0.00
LANDSCAPING, SOD, IRRIGATION	\$25,750.00	\$23,284.00
FENCING	\$22,500.00	\$0.00
CONCRETE	\$53,320.00	\$40,520.00
PRE-ENG. METAL BUILDINGS	\$140,962.00	\$61,430.00
MILLWORK	\$6,500.00	\$6,500.00
INSULATION	\$4,820.00	\$4,820.00
HARDWARE, DOORS AND FRAMES	\$18,029.00	\$18,029.00
OVERHEAD DOORS	\$4,140.00	\$4,140.00
GLASS & GLAZING	\$3,000.00	\$3,000.00
DRYWALL / METAL STUDS	\$27,590.00	\$27,590.00
ACOUSTICAL CEILINGS	\$7,260.00	\$7,260.00
FRP	\$5,400.00	\$5,400.00
VCT / CARPET / TILE	\$18,665.00	\$18,665.00
PAINTING	\$8,472.00	\$8,472.00
TOILET ACCESSORIES	\$1,500.00	\$1,500.00
SIGNAGE	\$500.00	\$500.00
FIRE EXTINGUISHERS	\$400.00	\$400.00
EQUIPMENT (REFRIGERATOR)	\$2,000.00	\$2,000.00
SEPTIC TANK	\$6,000.00	\$6,000.00
PLUMBING	\$10,100.00	\$9,200.00
FIRE SPRINKLERS	\$0.00	\$0.00
HVAC	\$10,500.00	\$10,500.00
ELECTRICAL	\$64,150.00	\$35,350.00
SUB TOTAL	\$678,091.00	\$294,560.00
OVERHEAD AND PROFIT (10%)	\$67,809.00	\$29,456.00
TOTAL	\$623,868.00	\$324,016.00

Building prices do not include General Conditions, Site Work or Fencing



<b>GENERAL CONDITIONS</b>	
SUPERVISION	\$24,000.00
PROJECT MANAGEMENT	\$3,900.00
CLEAN UP	\$1,600.00
BUILDERS RISK INSURANCE	\$2,400.00
PERMIT	\$9,000.00
WATER MEETER	\$2,500.00
PHONE	\$400.00
TEMPORARY TOILETS	\$800.00
JOB TRAILER	\$2,400.00
DUMPSTER	\$2,700.00
TEMPORARY UTILITIES	\$600.00
TRUCK EXPENSE	\$4,800.00
TESTING	\$3,000.00
MISC.	\$1,600.00
UNDERGROUND LOCATE	\$800.00
FINAL CLEAN	\$750.00
BOND	\$8,144.00
TOTAL	\$69,394.00

