

POLK CITY

December 17, 2018

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

7:00 P.M.

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

ESTABLISHMENT OF A QUORUM

APPROVE CONSENT AGENDA

PRESENTATIONS AND RECOGNITIONS

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

AGENDA

1. Ordinance 2018-16 – Alcoholic Beverage Sales
2. State Revolving Fund Amendment 1 to Loan Agreement WW531400 & Grant Agreement SG531401 (FDEP)
3. Resolution 2018-04 - Declaring Certain Personal Property As Surplus
4. Sludge Hauling Savings Project at Cardinal Hill WWTF – Concrete Pad
5. Sludge Hauling Savings Project at Cardinal Hill WWTF – Sludge Mate System

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

COMMISSIONER ITEMS

Vice Mayor Kimsey
Commissioner Blethen
Commissioner Carroll
Commissioner Harper
Mayor LaCascia

ANNOUNCEMENTS

ADJOURNMENT

CONSENT AGENDA
December 17, 2018

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 – November 19, 2018 – Regular Meeting Minutes
2. Accept minutes – November 26, 2018 – Special City Commission Meeting

B. REPORTS

1. Building Report – November 2018
2. Code Enforcement Report – November 2018
3. Financial Report – November 2018
4. Library Report – November 2018
5. Polk Sheriff's Report – November 2018
6. Public Works Report – November 2018
7. Utilities Report – November 2018

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.

**City Commission Meeting
December 17, 2018**

CONSENT AGENDA ITEM: Accept minutes for:

1. Accept minutes – November 19, 2018 – Regular Meeting Minutes
2. Accept minutes – November 26, 2018 – Special City Commission Meeting

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

- November 19, 2018 – Regular Meeting Minutes
- November 26, 2018 – Special City Commission Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION MINUTES

November 19, 2018

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

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

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

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Commissioner Mike Blethen, Commissioner Don Kimsey, Commissioner Randy Carroll, City Attorney Thomas Cloud and City Manager Patricia Jackson

APPROVE CONSENT AGENDA

City Manager Jackson clarified the Financial Statement included in the meeting packet was for October 2018, not September 2018.

Unanimously approved by voice vote.

PRESENTATIONS AND RECOGNITIONS

Mayor LaCascia presented City Manager Jackson with a plaque in recognition of ten years of service to Polk City.

City Manager Jackson thanked the City Commission for the recognition.

PUBLIC COMMENT

- 1) Susan Ketterman (583 Marklen Loop) – Complimented painting at Activity Center. All businesses in Polk City lighting and reflective painting on pavement and improved signage.

ORDER OF BUSINESS

Interview/Select City Commissioner to fill Vacancy

Mayor LaCascia stated a vacancy was created on the City Commission upon the resignation of Wanda Harris. The vacancy was posted on the City's Website and in the Newsletter for approximately two months; the requirements were included in that posting. Two letters of interest were received, but only one is qualified to serve on the Commission.

- 1) Wayne Harper (209 South Hydrangea Avenue) - has been a resident over 20 years and an elector.
- 2) Lisa Broccoletti (8585 Rindge Road) – has been a resident of Polk City since July 3, 2018 (4 months) and is an elector.

Wayne Harper addressed the Commission as to why he wanted to be a part of Polk City's Commission.

Motion by Commissioner Kimsey to selection Wayne Harper as the City Commissioner to fill the seat vacated by Wanda Harris; this motion was seconded by Commissioner Blethen.

Roll Call Vote: Commissioner Blethen-aye, Mayor LaCascia – aye,
Commissioner Kimsey – aye, Commissioner Carroll – aye

Motion carried unanimously.

City Manager Jackson administered the Oath of Office to Commissioner Harper.

Elect Vice Mayor

Mayor LaCascia stated the position of Vice Mayor needs to be selected due to the resignation of Wanda Harris.

Motion by Commissioner Carroll to approve Commissioner Kimsey to serve a one year term as Vice Mayor; this motion was seconded by Commissioner Harper.

Roll Call Vote: Commissioner LaCascia – aye, Commissioner Blethen – aye,
Commissioner Carroll – aye, Commissioner Kimsey – aye,
Commissioner Harper - aye

Motion carried unanimously.

PUBLIC HEARING - Ordinance 2018-12 - Correcting Ordinance readopting FY 2019 Budget, Second and Final Reading

AN ORDINANCE OF POLK CITY, POLK COUNTY, FLORIDA, CORRECTING ORDINANCE NO. 2018-09; READOPTING THE (TENTATIVE/FINAL) LEVYING OF AD VALOREM TAXES FOR POLK CITY FOR FISCAL YEAR 2018-2019; PROVIDING AN EFFECTIVE DATE.

City Attorney Cloud read the Ordinance by title only. Mayor LaCascia opened the Public Hearing; hearing no comments, Mayor LaCascia closed the Public Hearing.

Motion by Vice Mayor Kimsey to approve Ordinance 2018-12 - Correcting Ordinance readopting FY 2019 Budget on Second and Final Reading; this motion was seconded by Commissioner Carroll.

No Discussion.

Roll Call Vote: Mayor LaCascia–aye, Commissioner Carroll–aye, Vice Mayor Kimsey–aye Commissioner Blethen–aye, Commissioner Harper-aye

Motion carried unanimously.

PUBLIC HEARING - Ordinance 2018-13 - Amend FY 2017-18 Budget, Second and Final Reading

AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE FINAL BUDGET; REALLOCATING AND REAPPROPRIATING MONIES WITHIN THE BUDGET FOR FISCAL YEAR 2017-2018; PROVIDING FOR ALL OTHER ITEMS IN THE BUDGET OF EXPENSES TO REMAIN UNCHANGED; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

City Attorney Cloud read the Ordinance by title only. Mayor LaCascia opened the Public Hearing; hearing no comments, Mayor LaCascia closed the Public Hearing.

Motion by Vice Mayor Kimsey to approve Ordinance 2018-13 - Amend FY 2017-18 Budget on Second and Final Reading; this motion was seconded by Commissioner Blethen.

No Discussion.

Roll Call Vote: Commissioner Carroll – aye, Commissioner Blethen – aye, Vice Mayor Kimsey – aye, Mayor LaCascia – aye, Commissioner Harper - aye

Motion carried unanimously.

Planning Commission Board Appointment

Mayor LaCascia discussed the Planning Commission vacancy created by the resignation of Charles Wilson; and City Manager Jackson reiterated that one alternate position remains vacant.

Mayor LaCascia read Matt Brown's letter of interest to serve on the Planning Commission Board.

Motion by Commissioner Blethen to approve the appointment of Matt Brown to the Planning Commission; this motion was seconded by Commissioner Harper.

Roll Call Vote: Commissioner Carroll – aye, Vice Mayor Kimsey – aye,
Commissioner Blethen – aye, Mayor LaCascia – aye,
Commissioner Harper-aye

Motion carried unanimously.

Mayor LaCascia stated that Ms. Broccoletti submitted a letter of interest for the City Commission vacancy, but did not meet the qualifications due to her short time as a Polk City resident; however, he inquired with her about the Planning Commission alternate vacancy.

Ms. Broccoletti declined.

Renewal of Work Squad Contract #W1031 – Polk Corrections

City Manager Jackson discussed the Renewal of the Work Squad Contract #W1031 with Polk Corrections. The contract price has remained the same - \$57,497.00

Motion by Commissioner Blethen to approve the Contract Renewal of Work Squad Contract #W1031 – Polk Corrections; this motion was seconded by Vice Mayor Kimsey.

No Discussion.

Motion carried unanimously by Voice Vote.

Approval to Purchase Utility Trucks

Mayor LaCascia discussed the City Commission previously approved the purchase of two (2) Utility Trucks for the Utilities' Department (Water and Wastewater). The Public Works Director requested permission to "piggy-back" off the Charlotte County Bid and purchase two F250 Utility Trucks from Bartow Ford at a cost of \$31,544.27 each; for a total of \$63,088.54 (\$60,000 is what was requested, but there is a difference of \$3,088.54).

One truck will be used in the Wastewater Department allowing the Crane Truck to be used only when needed rather than everyday use, which has been more expensive to Polk City. The second truck will be used in the Water Department.

The two older trucks are still in use.

Lengthy discussion ensued regarding the efficiency of the Ford F150 versus Ford F250.

Motion by Commissioner Harper to approve the Purchase of two F250 Utility Trucks from Bartow Ford in the amount of \$63,088.54; this motion was seconded by Commissioner Carroll.

Roll Call Vote: Commissioner Carroll – aye, Commissioner Blethen – nay, Vice Mayor Kimsey – aye, Mayor LaCascia – aye, Commissioner Harper - aye

Motion carried 4/1.

CITY MANAGER ITEMS

Polk City Elementary – Donation of \$1,500 for upgrades to the Media Center.

Motion by Vice Mayor Kimsey to approve the donation of \$1,500 to Polk City Elementary for upgrades to the Media Center; this motion was seconded by Commissioner Blethen. **Motion carried unanimously.**

Grand Marshal – Commissioner Carroll nominated Emma Smith; this motion was seconded by Commissioner Harper. **Motion carried unanimously.**

Update on Grimes Road – Project is complete.

Fountain Park Phase 3 – Construction plans have been approved, so the work has begun.

Sludge Box – Information will be coming next week.

Thanksgiving Holiday – Offices and Library closed Thursday, November 22 and Friday, November 23.

Christmas Parade – Saturday, December 1, 2018

Special Planning Commission Meeting – Monday, November 26, 2018 – 6 pm

Special City Commission Meeting – Monday, November 26, 2018 – 7 pm

City Manager Vacation – Tuesday, November 20 and Wednesday, November 21

CITY ATTORNEY ITEMS - None

COMMISSIONER ITEMS

Commissioner Blethen – Suggested an Open House for the new Public Works Facility. Thanked everyone for coming.

Commissioner Carroll – The new Code Enforcement Officer is working out well. Thanked everyone for coming.

Vice Mayor Kimsey – Thanked everyone for coming.

Commissioner Harper - Nothing

Mayor LaCascia – Provided an update on the Polk Regional Water Cooperative.

ANNOUNCEMENTS - None

ADJOURNMENT – 8:13 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**CONSENT AGENDA
November 19, 2018**

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 – October 15, 2018 – Regular Meeting Minutes
2. Accept minutes – September 24, 2018 – Special City Commission Meeting

B. REPORTS

1. Building Report – October 2018
2. Code Enforcement Report – September 2018
3. Financial Report – September 2018
4. Library Report – October 2018
5. Polk Sheriff's Report – October 2018
6. Public Works Report – April-October 2018
7. Utilities Report – March, June, July 2018

C. OTHER

SPECIAL CITY COMMISSION MEETING MINUTES

November 26, 2018

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

Keith Prestage, Public Works Director gave the invocation.

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

ROLL CALL –City Manager Patricia Jackson

Present: Mayor Joe LaCascia, Commissioner Mike Blethen, Commissioner Randy Carroll, Vice Mayor Don Kimsey, Commissioner Wayne Harper, City Attorney Thomas Cloud and City Manager Patricia Jackson

ORDER OF BUSINESS

PUBLIC HEARING – ORDINANCE 2018-14 - AN ORDINANCE OF POLK CITY, FLORIDA, PROVIDING FOR THE AMENDMENT OF THE FUTURE LAND USE MAP OF THE COMPREHENSIVE PLAN OF POLK CITY, FLORIDA, SPECIFICALLY, CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 26.07 ACRES LOCATED AT 0 STATE ROAD 33 (PARCEL NUMBER 24-27-01-000000-012020) FROM CONVENIENCE CENTER-X (CC-X) TO BUSINESS PARK CENTER-X (BPC-X) AND RETAINING APPROXIMATELY 2.08 ACRES IN CONSERVATION-X IN THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; AND TRANSMITTING SAID AMENDMENT TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR FINDING OF COMPLIANCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE, first reading.

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

Motion by Vice Mayor Kimsey to approve Ordinance 2018-14 on First Reading; this motion was seconded by Commissioner Blethen.

Roll Call Vote: Mayor LaCascia – aye, Commissioner Carroll – aye, Vice Mayor Kimsey – aye, Commissioner Blethen – aye, Commissioner Harper – aye

Motion carried unanimously.

Jennifer Codo-Salisbury and Ramon Ramos (CFRPC) provided a brief update on Ordinance 2018-14 which is a city-initiated Future Land Use map amendment and rezoning going from a Convenience Center to a Business Park Center. Changing in zoning matches the Future Land Use while retaining conservation two acres. Examples of typical tenants of a convenient center would be convenient stores, laundry/dry cleaners, barbers, restaurants or gas stations.

Changing to a Business Park Center in which typical tenants are light assembly plants and office distribution centers, also provides employment opportunities. This change allows for 15% to be used for commercial activity. The analysis is compatible to the Comprehensive Plan and Future Land Use, with no impacts projected.

Vice Mayor Kimsey asked if the zoning would be the same for the surrounding land.

Mr. Ramos responded yes.

City Attorney Cloud reiterated that any changes coming to Polk City have to abide by Polk City's Land Development Code.

Lengthy discussion ensued.

PUBLIC HEARING – ORDINANCE 2018-15 - AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF POLK CITY, FLORIDA TO CHANGE THE ZONING FOR APPROXIMATELY 26.07 ACRES LOCATED AT 0 STATE ROAD 33 (PARCEL NUMBER 24-27-01-000000-012020) FROM CONVENIENCE CENTER-X (CC-X) TO BUSINESS PARK CENTER-1X (BPC-1X) AND RETAINING APPROXIMATELY 2.08 ACRES IN CONSERVATION-X IN THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE, first reading.

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

Motion by Vice Mayor Kimsey to approve Ordinance 2018-15 on First Reading; this motion was seconded by Commissioner Harper.

Commissioner Blethen inquired about sufficient traffic evaluations.

City Attorney Cloud stated there will be FDOT reviews which will include specific conditions. This is typical of the Site Plan Review Process.

Roll Call Vote: Mayor LaCascia – aye, Commissioner Carroll – aye, Vice Mayor Kimsey – aye, Commissioner Blethen – aye, Commissioner Harper – aye

Motion carried unanimously.

CITY MANAGER ITEMS

Christmas Parade – Saturday, December 1, 2018

CITY ATTORNEY ITEMS

City Attorney Cloud shared with Commission that the spouse of Attorney Eddie Delaparte (PRWC) passed away.

COMMISSIONER ITEMS

Commissioner Blethen – inquired about methods other cities use to plan for warehouses, hospitals and housing.

City Attorney Cloud stated the Comprehensive Plan is still in place, which provides a framework so the Commission and the residents can have input on the kind of development coming into an area.

City Manager Jackson stated the Comprehensive Plan leads into the creation of the Unified Land Development Code.

Commissioner Carroll – Thanked CFRPC for their work with Polk City.

Commissioner Harper – Thanked the Commission for their confidence in inviting him to be a part of the City Commission. Encouraged everyone to invite others to City Commission Meeting.

Vice Mayor Kimsey – Spoke about all the changes coming to Polk City. Wished everyone a Merry Christmas.

Mayor Lacascia – none

ANNOUNCEMENTS - None

ADJOURNMENT – 7:45 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
December 17, 2018**

CONSENT AGENDA ITEM: Department Monthly Reports

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Department Reports attached for review and approval.

ATTACHMENTS:

Monthly Department Reports for:

- Building Report – November 2018
- Code Enforcement Report – November 2018
- Financial Report – November 2018
- Library Report – Library 2018
- Polk Sheriff's Report – November 2018
- Public Works Report – November 2018
- Utilities Report – November 2018

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added
From: 11/01/18 To: 11/30/2018

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2018-12228	148 HONEY BEE LN, POLK CITY, FL 33868	9,655.00	11/06/2018
BT-2018-12364	140 HONEY BEE LN, POLK CITY, FL 33868	6,000.00	11/08/2018
BT-2018-12650	474 MARKLEN LOOP, POLK CITY, FL 33868	12,700.00	11/14/2018
Subtotal:		\$28,355.00	

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2018-6651	8850 CONWAY RD, POLK CITY, FL 33868	108,900.00	11/07/2018
BR-2018-6653	8717 RINDGE RD, POLK CITY, FL 33868	108,900.00	11/07/2018
BR-2018-6654	8838 CONWAY RD, POLK CITY, FL 33868	101,200.00	11/07/2018
BR-2018-6656	8878 CONWAY RD, POLK CITY, FL 33868	108,900.00	11/07/2018
BR-2018-6982	9835 N HWY 33 POLK CITY, FL 33868	4,000.00	11/20/2018
Subtotal:		\$431,900.00	

Grand Total: \$460,255.00

98 SFR to Date

Code Enforcement Report NOVEMBER 2018

DATE	ADDRESS	VIOLATION	STATUS	OWNER
11/6/2018	1503 Barfield Rd	Nuisance property; D/A vehicles, Junk & debris, Overgrowth	11/6/2018 Met with resident and walked property. Violations were discussed, Re-inspection 11/20/18	
11/7/2018	111 Railroad Ave	Nuisance property; D/A vehicles, Junk & debris, Overgrowth	11/7/2018 Met with one of the owners in office, All violations were discussed, Re-inspection for this add. 12/18/18	
11/7/2018	219 Carter Blvd	Nuisance property; D/A vehicles, Junk & debris, Overgrowth	11/7/2018 Met with one of the owners in office, All violations were discussed, Re-inspection for this add. 1/29/19	
11/7/2018	104/106 Oak Ave	Nuisance property; D/A vehicles, Junk & debris, Overgrowth	11/7/2018 Met with one of the owners in office, All violations were discussed, Re-inspection for this add. 12/4/18	
11/7/2018	556 Marklen Loop	Nuisance property; D/A vehicles, Junk & debris, Overgrowth	11/7/2018 Met with one of the owners in office, All violations were discussed, Re-inspection for this add. 1/29/19	
11/7/2018	456 Marklen Loop	Nuisance property; D/A vehicles, Junk & debris, Overgrowth	11/7/2018 Met with one of the owners in office, All violations were discussed, Re-inspection for this add. 1/29/19	
11/15/2018	CITY WIDE	SNIP SIGNS	33 SIGNS REMOVED	
11/20/2018	1503 Barfield Rd recheck	Nuisance property; D/A vehicles, Junk & debris, Overgrowth	Grass cut, Debris hauled but more to go, making good progress.	
11/20/2018	441 Marklen Loop	Nuisance property/Overgrowth	Letter Sent Date to comply 12/11/2018	
11/20/2018	CITY WIDE	SNIPE SIGNS	23 Signs Removed	
11/21/2018	426 Bascom Ct	Nuisance property; Junk & debris	Letter Sent Date to comply 12/12/2018	
11/21/2018	423 Marklen Loop	Nuisance property/Overgrowth	Letter Sent Date to comply 12/12/2018	
11/27/2018	CITY WIDE	SNIPE SIGNS	11 Signs Removed	
11/28/2018	111 Palmetto Ln	Nuisance property/Overgrowth	Letter Sent Date to comply 12/12/2018	
11/28/2018	130 Citrus Grove Blvd	Nuisance property/D/A Vehicle & Building W/O Permit	Letter Sent Date to comply 12/12/2018	
11/28/2018	233 Sunshine Blvd	Nuisance property/Outside Storage Junk, Debris	Letter Sent Date to comply 12/12/2018	
11/28/2018	230 Sunshine Blvd	Nuisance property/Outside Storage Junk, Debris	Letter Sent Date to comply 12/12/2018	
11/28/2018	188 Sunshine Blvd	Nuisance property; D/A vehicles, Outside Storage Junk & debris.	Letter Sent Date to comply 12/12/2018	
11/28/2018	194 Sunshine Blvd	Nuisance property; Overgrowth, Outside Storage Junk & debris.	Letter Sent Date to comply 12/12/2018	
11/28/2018	Citrus Grove Blvd	Parking/Comm. Vehicle on Right of Way	Photos and Arial given to Deputy Poindexter for assistance.	
11/29/2018	CITY WIDE	SNIPE SIGNS	25 Signs Removed	
11/29/2018	303 Broadway Blvd	Nuisance property/Outside Storage Junk, Debris	Letter Sent Date to comply 12/14/2018	
11/29/2018	321 Broadway Blvd	Nuisance property/Outside Storage Junk, Debris	Letter Sent Date to comply 12/14/2018	
11/29/2018	9610 SR 33	Nuisance property Building W/O Permit	Letter Sent Date to comply 12/17/2018	

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2019 thru Fiscal Month: Nov, for Fund: 01

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	1,693,748.90	
01-101-800	Cash - GF Police Public Safety Impact Fees	120,723.25	
01-101-801	Cash - GF Fire Public Safety Impact Fees	86,577.38	
01-101-802	Cash - GF Recreation Impact Fees	260,039.84	
01-101-803	Cash - GF Gen Gov't Facilities Impact Fees	208,416.73	
01-101-990	Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	32,183.48	
01-115-110	Accounts Receivable - NSF	25.00-	
01-115-120	Accounts Receivable - Local Bus Licenses	3,276.00	
01-115-130	Accounts Receivable - Readiness to Serve	2,476.98	
01-115-200	Accounts Receivable - Year End	58,441.28-	
01-117-100	Allowance for Bad Debt	8,857.17-	
01-117-200	Allowance for Uncollectible A/R	2,476.98-	
01-153-302	Restricted Cash - New Local Opt Gas Tax	62,401.46	
01-153-303	Restricted Cash - Building and Codes	2,000.00	
01-155-100	Prepaid Expenses	9,309.19	
01-160-902	Reserve Account	177,764.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		2,653,475.46
01-202-100	Accounts Payable	98,359.09-	
01-202-200	Accounts Payable - Year End	6,416.20-	
01-202-900	Customer Deposits	2,500.00	
01-207-800	Due to Enterprise Fund	12,437.00-	
01-208-300	Due to County - Impact Fees	222,793.68	
01-208-310	Due to DCA - Bldg Permit Surcharge	543.01	
01-208-320	Due to Dept of Business - License Fees	1,582.04	
01-208-330	Due to PCSO - Police Education Revenue	68.00	
01-216-100	Accrued Payroll	8,582.88-	
01-217-200	Accrued Sales Tax	132.99	
01-218-050	Payroll Liabilities	87.80	
01-218-100	Payroll Taxes Payable	5,478.26-	
01-218-200	FRS Retirement Payable	3,012.73-	
01-218-300	Health Plan Payable	3,929.38	
01-218-310	Long Term Disability Payable	140.64	
01-218-320	Supplemental Insurance Payable	128.30	
01-218-327	CHL- Child Support	463.85	
01-218-400	Dental Plan Payable	740.00-	
01-218-410	Vision Plan Payable	349.76	
01-218-700	ICMA-RC	20.00-	
	** TOTAL LIABILITY**		97,673.29
01-243-100	Encumbrances Placed	2,497.48	
01-245-100	Reserved for Encumbrances	2,497.48-	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	2,675,127.71	
	** TOTAL EQUITY**		2,675,127.71
	** TOTAL REVENUE**		232,622.35
	** TOTAL EXPENSE**		351,947.89
	TOTAL LIABILITY AND EQUITY		2,653,475.46

POLK CITY
NOVEMBER 2018 MONTHLY FINANCIALS

GENERAL FUND REVENUES

16.66 % Yr Complete For Fiscal Year: 2019 / 11

G/L	ACCOUNT DESCRIPTION	2018 PRIOR YR REVENUE	2019 ANTICIPATED REVENUE	ADJ ANTICIPATED	2019 CURRENT REVENUE	2019 YTD REVENUE	2019 (EXCESS)/DEFICIT	2019 % REA
01-311-100	Ad Valorem Taxes	603,369.50	735,076.00	735,076.00	10,470.91	10,470.91	724,605.09	1.42 %
01-312-300	9th Cent Gas Tax	14,594.37	14,500.00	14,500.00	0.00	0.00	14,500.00	0.00 %
01-312-400	Local Option Gas Tax	81,004.82	82,534.00	82,534.00	6,896.09	6,896.09	75,637.91	8.36 %
01-312-410	New Local Option Gas Tax	50,528.73	50,775.00	50,775.00	4,093.83	4,093.83	46,681.17	8.06 %
01-314-100	Electric - Utility Tax	102,386.61	86,200.00	86,200.00	11,276.16	11,276.16	74,923.84	13.08 %
01-314-300	Water - Utility Tax	52,280.10	54,630.00	54,630.00	5,099.11	5,099.11	49,530.89	9.33 %
01-314-301	Water - Utility Tax - Readiness to Ser	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-314-400	Gas - Utility Tax	5,226.08	4,100.00	4,100.00	463.60	463.60	3,636.40	11.31 %
01-315-100	Communications Services Tax	208,573.77	206,035.00	206,035.00	17,367.92	17,367.92	188,667.08	8.43 %
01-316-100	Local Business Licenses	17,852.66	7,800.00	7,800.00	128.86	2,208.86	5,591.14	1.65 %
01-322-100	Building Permits	175,413.07	100,000.00	100,000.00	5,869.18	11,393.74	88,606.26	5.87 %
01-322-101	Bldg Permit - Plan Checking	102,905.22	47,747.00	47,747.00	1,681.00	4,580.50	43,166.50	3.52 %
01-322-102	Bldg Permit - Admin Fee	5,078.00	2,000.00	2,000.00	380.00	740.00	1,260.00	19.00 %
01-322-103	Bldg Permit - Electrical	16,770.00	12,000.00	12,000.00	875.00	1,875.00	10,125.00	7.29 %
01-322-104	Bldg Permit - Plumbing	3,185.00	12,000.00	12,000.00	875.00	1,875.00	10,125.00	7.29 %
01-322-105	Bldg Permit - Mechanical	14,788.00	12,000.00	12,000.00	875.00	1,875.00	10,125.00	7.29 %
01-322-107	Bldg Permit - Cert of Occupancy	14,900.00	12,000.00	12,000.00	1,000.00	2,000.00	10,000.00	8.33 %
01-322-108	Bldg Permit - Inspections	139,603.65	390.00	390.00	300.00	450.00	(60.00)	76.92 %
01-323-100	Electric	68,314.25	58,732.00	58,732.00	8,960.00	13,790.00	136,210.00	5.97 %
01-323-300	Solid Waste	30,157.38	31,050.00	31,050.00	0.00	0.00	58,732.00	0.00 %
01-324-100	Police - Public Safety Impact Fee	62,564.03	66,434.00	66,434.00	2,250.00	2,250.00	28,800.00	7.25 %
01-324-110	Fire/Rescue - Public Safety Impact Fee	33,475.67	35,546.00	35,546.00	3,869.94	9,029.86	57,404.14	5.83 %
01-324-610	Parks & Recreation Impact Fee	100,895.52	107,136.00	107,136.00	2,070.66	4,831.54	30,714.46	5.83 %
01-324-710	Public Facilities Impact Fee	159,556.97	180,045.00	180,045.00	6,240.96	14,562.24	92,573.76	5.83 %
01-329-220	Site Plan Reviews	1,600.00	0.00	0.00	10,488.06	24,472.14	155,572.86	5.83 %
01-331-510	CDBG	15,860.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-334-201	Justice Assistance Grant (JAG)	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-334-910	DEO GRANT	57,000.00	5,113.00	5,113.00	0.00	0.00	5,113.00	0.00 %
01-335-120	MRS - State Sales Tax	57,403.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	17,888.27	57,580.00	57,580.00	4,765.30	9,530.61	48,049.39	8.28 %
01-335-123	MRS - Municipal Fuel Tax	16.21	17,260.00	17,260.00	1,467.02	2,934.04	14,325.96	8.50 %
01-335-140	Mobile Home License	5,485.35	8.00	8.00	4.99	9.97	(1.97)	62.38 %
01-335-150	Alcoholic Beverage License	1,125.71	4,800.00	4,800.00	211.35	501.10	4,298.90	4.40 %
01-335-180	Half-Cent Sales Tax	107,782.73	114,645.00	114,645.00	0.00	0.00	1,125.00	0.00 %
01-337-100	Library Coop Funding	31,990.11	31,990.00	31,990.00	9,191.96	9,191.96	105,453.04	8.02 %
01-340-400	Solid Waste	280,018.50	281,000.00	281,000.00	23,969.72	47,512.24	31,990.00	0.00 %
01-340-700	Stormwater Utility Fees	23,879.67	24,922.00	24,922.00	2,482.41	4,952.32	233,487.76	8.53 %
01-340-900	Notary Fees	25.00	0.00	0.00	0.00	10.00	19,969.68	9.96 %
01-344-500	FDOT Maintenance Agreement	16,303.82	16,303.00	16,303.00	0.00	0.00	(10.00)	0.00 %
							16,303.00	0.00 %

POLK CITY
NOVEMBER 2018 MONTHLY FINANCIALS

GENERAL FUND REVENUES
16.66 % Yr Complete For Fiscal Year: 2019 / 11

G/L ACCOUNT	DESCRIPTION	2018 PRIOR YR REVENUE	2019 ANTICIPATED REVENUE	ADJ ANTICIPATED	2019 CURRENT REVENUE	2019 YTD REVENUE	2019 (EXCESS)/DEFICIT	2019 % REAL
01-347-100	Library Income	8,394.78	6,000.00	6,000.00	446.96	1,141.81	4,858.19	7.45 %
01-351-200	Fines, Penalties, and Forfeitures	7,305.73	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-359-300	Late Fees	466.75	200.00	200.00	6.00	6.00	194.00	3.00 %
01-361-100	Interest Income	390.85	200.00	200.00	0.00	0.00	200.00	0.00 %
01-362-100	Activity Center Rentals	2,300.00	1,500.00	1,500.00	150.00	500.00	1,000.00	10.00 %
01-362-200	Donald Bronson Community Center Rental	4,000.00	2,500.00	2,500.00	600.00	900.00	1,600.00	24.00 %
01-365-100	Sales of Surplus Property	3,586.39	500.00	500.00	0.00	0.00	500.00	0.00 %
01-366-101	Private Donations - Christmas	1,800.00	1,000.00	1,000.00	0.00	2,000.00	(1,000.00)	0.00 %
01-366-102	Private Donations - Halloween	1,450.00	200.00	200.00	0.00	1,000.00	(800.00)	0.00 %
01-366-104	Private Donations - Music Festival	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-366-110	Private Donations - Library	836.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-369-100	Misc. Income	5,656.02	300.00	300.00	1.00	1.00	299.00	0.33 %
01-369-101	Misc Income - Copies and Faxes	53.50	0.00	0.00	0.00	1.00	(1.00)	0.00 %
01-369-102	Misc Income - Collection Allowance	13,124.05	5,000.00	5,000.00	38.64	38.64	4,961.36	0.77 %
01-369-120	Misc Income - Christmas	160.00	100.00	100.00	100.00	160.00	(60.00)	100.00 %
01-369-130	Misc Income - Halloween	140.00	100.00	100.00	0.00	240.00	(140.00)	0.00 %
01-369-400	Insurance Proceeds	4,451.63	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-401	Insurance - Claims	0.00	0.00	0.00	0.00	2,265.16	(2,265.16)	0.00 %
01-369-500	Refund of State Gas Tax	489.56	200.00	200.00	0.00	0.00	200.00	0.00 %
01-381-400	Transfer From Enterprise Fund	183,591.50	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-381-500	Cash Carry Forward	0.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
01-387-100	Loan Proceeds	1,389,020.56	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTALS		4,317,019.09	2,782,476.00	2,782,476.00	144,091.63	232,622.35	2,549,853.65	5.18 %

POLK CITY
NOVEMBER 2018 MONTHLY FINANCIALS

General Fund Expenditures

16.66 % Yr Complete For Fiscal Year: 2019 / 11

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	2019 % REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Legislative	5,415.00	5,415.00	5,415.00	386.11	772.22	4,642.78	7.13 %
01-511-160	Bonuses and Gift Certificates - Legislat	2,165.66	2,500.00	2,500.00	2,165.65	2,165.65	334.35	86.63 %
01-511-210	Fica Taxes - Legislative	579.92	1,020.00	1,020.00	195.18	224.75	795.25	19.14 %
01-511-240	Worker's Compensation - Legislative	15.20	16.00	16.00	0.00	11.00	5.00	0.00 %
01-511-400	Travel and Training - Legislative	2,305.49	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00 %
01-511-470	Printing and Reproduction - Legislativ	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-511-480	Promo Activities & Legal Ads - Legisla	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-511-490	Other Current Charges - Legislative	171.28	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-511-510	Office Supplies - Legislative	0.00	400.00	400.00	0.00	56.68	343.32	0.00 %
01-511-520	Operating Supplies - Legislative	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-511-540	Books, Pub., Sub., & Memberships - Leg	2,041.00	6,000.00	6,000.00	821.00	1,071.00	4,929.00	13.68 %
DEPARTMENT TOTAL		12,693.55	26,851.00	26,851.00	3,567.94	4,301.30	22,549.70	13.29 %
EXECUTIVE								
01-512-120	Regular Salary - Executive	128,486.14	136,760.00	136,760.00	10,520.09	18,147.15	118,612.85	7.69 %
01-512-130	Other Salaries and Wages - Executive	4,707.81	4,800.00	4,800.00	369.24	738.48	4,061.52	7.69 %
01-512-160	Bonuses and Gift Certificates - Execut	15,538.72	22,750.00	22,750.00	20,736.34	20,736.34	2,013.66	91.15 %
01-512-210	Fica Taxes - Executive	11,092.93	14,600.00	14,600.00	2,406.45	3,184.78	11,415.22	16.48 %
01-512-220	Retirement Contribution - Executive	22,476.63	25,100.00	25,100.00	1,926.08	3,755.85	21,344.15	7.67 %
01-512-230	Life & Health Insurance - Executive	16,911.53	18,489.00	18,489.00	1,522.24	1,640.34	16,848.66	8.23 %
01-512-240	Worker's Compensation - Executive	233.41	315.00	315.00	0.00	194.00	121.00	0.00 %
01-512-310	Professional Services - Executive	0.00	300.00	300.00	32.00	32.00	268.00	10.67 %
01-512-400	Travel and Training - Executive	1,983.13	3,500.00	3,500.00	0.00	540.00	2,960.00	0.00 %
01-512-410	Communication Services - Executive	1,278.40	680.00	680.00	61.65	119.80	560.20	9.07 %
01-512-470	Printing and Reproduction - Executive	54.69	200.00	200.00	0.00	0.00	200.00	0.00 %
01-512-480	Promo Activities & Legal Ads - Executi	0.00	800.00	800.00	0.00	0.00	800.00	0.00 %
01-512-490	Other Current Charges - Executive	1,494.42	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-512-510	Office Supplies - Executive	463.67	900.00	900.00	0.00	0.00	900.00	0.00 %
01-512-520	Operating Supplies - Executive	137.36	500.00	500.00	0.00	539.95	(39.95)	0.00 %
01-512-540	Books, Pub., Sub., & Memberships - Exe	1,204.65	2,000.00	2,000.00	170.00	419.99	1,580.01	8.50 %
01-512-640	Machinery & Equipment - Executive	2,719.97	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		208,783.46	234,194.00	234,194.00	37,744.09	50,048.68	184,145.32	16.12 %

POLK CITY
NOVEMBER 2018 MONTHLY FINANCIALS

General Fund Expenditures

16.66 % Yr Complete For Fiscal Year: 2019 / 11

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	2019 % REALIZED
CITY CLERK								
01-513-310	Professional Services - City Clerk	373.00	1,000.00	1,000.00	0.00	120.00	880.00	0.00 %
01-513-400	Travel and Training - City Clerk	1,333.50	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-513-470	Printing and Reproduction - City Clerk	1,583.90	4,000.00	4,000.00	1,173.21	2,123.21	1,876.79	29.33 %
01-513-480	Promo Activities & Legal Ads - City Cl	1,210.16	0.00	0.00	0.00	0.00	0.00	0.00 %
01-513-490	Other Current Charges - City Clerk	1,880.80	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-513-492	Recording & Other Fees - City Clerk	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-513-510	Office Supplies - City Clerk	307.00	700.00	700.00	0.00	0.00	700.00	0.00 %
01-513-520	Operating Supplies - City Clerk	0.00	800.00	800.00	0.00	0.00	800.00	0.00 %
01-513-540	Books, Pub., Sub., & Memberships - Cit	175.00	500.00	500.00	110.00	110.00	390.00	22.00 %
DEPARTMENT TOTAL		6,863.36	13,000.00	13,000.00	1,283.21	2,353.21	10,646.79	9.87 %
LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	42,952.86	60,000.00	60,000.00	6,887.28	6,887.28	53,112.72	11.48 %
01-514-480	Promo Activities & Legal Ads - Legal C	8,588.77	7,500.00	7,500.00	432.20	864.40	6,635.60	5.76 %
DEPARTMENT TOTAL		51,541.63	67,500.00	67,500.00	7,319.48	7,751.68	59,748.32	10.84 %
COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	74,875.00	22,000.00	22,000.00	11,875.00	11,875.00	10,125.00	53.98 %
01-515-312	Professional Services-Other- Comp Plan	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-515-320	DEO - Grants	0.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
DEPARTMENT TOTAL		74,875.00	50,000.00	50,000.00	11,875.00	11,875.00	38,125.00	23.75 %
FINANCE AND ACCOUNTING								

POLK CITY
NOVEMBER 2018 MONTHLY FINANCIALS

General Fund Expenditures

16.66 % Yr Complete For Fiscal Year: 2019 / 11

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	2019 % REALIZED
01-516-120	Regular Salary - Wages - Fin & Acctng	66,123.78	78,915.00	78,915.00	5,791.40	9,772.20	69,142.80	7.34 %
01-516-140	Overtime - Fin & Acctng	0.00	495.00	495.00	0.00	0.00	495.00	0.00 %
01-516-210	Fica Taxes - Fin & Acctng	4,642.87	6,075.00	6,075.00	413.14	790.66	5,284.34	6.80 %
01-516-220	Retirement Contribution - Fin & Acctng	5,173.42	6,559.00	6,559.00	478.38	918.32	5,640.68	7.29 %
01-516-230	Life & Health Insurance - Fin & Acctng	8,596.79	18,201.00	18,201.00	2,970.70	3,040.84	15,160.16	16.32 %
01-516-240	Worker's Compensation - Fin & Acctng	122.40	183.00	183.00	0.00	124.00	59.00	0.00 %
01-516-400	Travel and Training - Fin & Acctng	44.19	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-516-420	Education Reimbursement - Fin & Acctng	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-516-470	Printing and Reproduction - Fin & Acctng	180.39	700.00	700.00	0.00	0.00	700.00	0.00 %
01-516-510	Office Supplies - Fin & Acctng	742.71	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00 %
01-516-520	Operating Supplies - Fin & Acctng	180.92	2,500.00	2,500.00	360.00	360.00	2,140.00	14.40 %
01-516-540	Books, Pub., Sub., & Memberships - Fin	35.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-516-640	Machinery & Equipment - Fin & Acctng	1,099.99	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		90,442.46	118,278.00	118,278.00	10,013.62	15,006.02	103,271.98	8.47 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	46,613.43	74,088.00	74,088.00	6,039.80	12,187.71	61,900.29	8.15 %
01-517-711	Principal - USDA Pay Off	1,371,789.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-517-720	Interest - CB&T Debt Service Pmts	33,260.25	45,722.00	45,722.00	3,944.41	7,780.71	37,941.29	8.63 %
01-517-721	Interest - USDA Pay Off	17,231.56	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		1,468,894.24	119,810.00	119,810.00	9,984.21	19,968.42	99,841.58	8.33 %
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	97,363.00	99,310.00	99,310.00	0.00	24,827.50	74,482.50	0.00 %
01-521-310	Professional Services - Law Enf	0.00	28,288.00	28,288.00	2,688.00	4,744.00	23,544.00	9.50 %
01-521-460	Repairs and Maintenance - Law Enf	598.95	300.00	300.00	0.00	0.00	300.00	0.00 %
01-521-510	Office Supplies - Law Enf	168.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-521-520	Operating Supplies - Law Enf	0.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-521-649	Machinery & Equip - JAG Grant - Law En	0.00	5,113.00	5,113.00	0.00	0.00	5,113.00	0.00 %

POLK CITY
NOVEMBER 2018 MONTHLY FINANCIALS

General Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2019 / 11

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	2019 % REALIZED
DEPARTMENT TOTAL		98,129.95	133,211.00	133,211.00	2,688.00	29,571.50	103,639.50	2.02 %
=====								
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zoning	46,975.41	82,243.00	82,243.00	6,327.27	10,394.40	71,848.60	7.69 %
01-524-140	Overtime - Bldg & Zoning	0.00	433.00	433.00	92.07	92.07	340.93	21.26 %
01-524-210	Fica Taxes - Bldg & Zoning	3,419.14	6,325.00	6,325.00	477.48	846.08	5,478.92	7.55 %
01-524-220	Retirement Contribution - Bldg & Zoning	3,679.53	4,312.00	4,312.00	530.24	940.83	3,371.17	12.30 %
01-524-230	Life & Health Insurance - Bldg & Zoning	8,405.81	18,244.00	18,244.00	1,491.45	1,547.97	16,696.03	8.18 %
01-524-240	Worker's Compensation - Bldg & Zoning	1,121.16	1,266.00	1,266.00	0.00	912.00	354.00	0.00 %
01-524-310	Professional Services - Bldg & Zoning	159,662.55	150,000.00	150,000.00	11,724.60	11,724.60	138,275.40	7.82 %
01-524-311	Engineering Services - Bldg & Zoning	440.15	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-524-400	Travel and Training - Bldg & Zoning	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-524-410	Communication Services - Bldg & Zoning	46.45	0.00	0.00	0.00	0.00	0.00	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	229.29	400.00	400.00	0.00	0.00	400.00	0.00 %
01-524-520	Operating Supplies - Bldg & Zoning	417.04	350.00	350.00	0.00	74.99	275.01	0.00 %
01-524-540	Books, Pub., Sub., & Memberships - Bld	0.00	0.00	0.00	0.00	14.99	(14.99)	0.00 %
01-524-640	Machinery & Equipment - Bldg & Zoning	2,499.99	0.00	0.00	0.00	0.00	0.00	0.00 %

DEPARTMENT TOTAL		226,896.52	265,073.00	265,073.00	20,643.11	26,547.93	238,525.07	7.79 %
=====								
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	0.00	22,824.00	22,824.00	900.00	900.00	21,924.00	3.94 %
01-529-210	Fica Taxes - Code Enf	0.00	1,746.00	1,746.00	68.85	68.85	1,677.15	3.94 %
01-529-220	Retirement Contribution - Code Enf	0.00	1,885.00	1,885.00	74.34	74.34	1,810.66	3.94 %
01-529-230	Life & Health Insurance - Code Enf	0.00	243.00	243.00	0.00	0.00	243.00	0.00 %
01-529-240	Worker's Compensation - Code Enf	0.00	523.00	523.00	0.00	372.00	151.00	0.00 %
01-529-310	Professional Services - Code Enf	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-529-400	Travel and Training - Code Enf	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-529-464	Vehicle Fuel - Code Enf	0.00	400.00	400.00	0.00	0.00	400.00	0.00 %
01-529-470	Printing and Reproduction - Code Enf	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-529-480	Promo Activities & Legal Ads - Code En	0.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-529-492	Recording & Other Fees	0.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-529-510	Office Supplies - Code Enf	0.00	600.00	600.00	0.00	0.00	600.00	0.00 %

POLK CITY
NOVEMBER 2018 MONTHLY FINANCIALS

General Fund Expenditures

16.66 % Yr Complete For Fiscal Year: 2019 / 11

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MYD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	2019 % REALIZED
01-529-520	Operating Supplies - Code Enf	0.00	400.00	400.00	14.46	14.46	385.54	3.62 %
DEPARTMENT TOTAL								
		0.00	32,521.00	32,521.00	1,057.65	1,429.65	31,091.35	3.25 %
REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refuse	141,971.04	157,930.00	157,930.00	0.00	0.00	157,930.00	0.00 %
01-534-342	Refuse Disposal - Commercial - Refuse/	72,039.20	80,440.00	80,440.00	0.00	13,412.98	67,027.02	0.00 %
DEPARTMENT TOTAL								
		214,010.24	238,370.00	238,370.00	0.00	13,412.98	224,957.02	0.00 %
STORMWATER								
01-538-310	PROFESSIONAL SERVICES - STORMWATER	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-538-315	Inmate Labor - Stormwater	5,749.68	0.00	0.00	0.00	0.00	0.00	0.00 %
01-538-400	Travel and Training - Stormwater	1,377.41	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-538-460	Repairs and Maintenance - Stormwater	16,627.51	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00 %
01-538-492	Recording & Other Fees - Stormwater	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-538-540	Books, Pub., Sub., & Memberships - Sto	500.00	500.00	500.00	0.00	500.00	0.00	0.00 %
DEPARTMENT TOTAL								
		24,254.60	20,000.00	20,000.00	0.00	500.00	19,500.00	0.00 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't Bldg	23,669.74	22,000.00	22,000.00	1,108.75	7,820.63	14,179.37	5.04 %
01-539-312	Professional Services - Other - Gen Co	330.00	5,000.00	5,000.00	0.00	348.34	4,651.66	0.00 %
01-539-315	Inmate Labor - Gen Gov't Bldgs	5,749.68	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-411	City Hall - Communication - Gen Gov't	12,085.93	15,500.00	15,500.00	1,101.44	3,384.74	12,115.26	7.11 %
01-539-413	Public Works - Communication - Gen Gov	1,400.11	2,000.00	2,000.00	169.81	508.51	290.01	8.49 %
01-539-414	Community Center-Communication-Gen Gov	1,519.15	2,000.00	2,000.00	138.25	414.21	1,585.79	6.91 %
01-539-431	City Hall - Utilities - Gen Gov't Bldg	17,869.70	25,000.00	25,000.00	2,530.06	3,613.44	21,386.56	10.12 %
01-539-432	Activity Center - Utilities - Gen Gov't	2,307.70	3,000.00	3,000.00	301.12	485.60	2,514.40	10.04 %
01-539-433	Public Works - Utilities - Gen Gov't B	2,306.72	3,000.00	3,000.00	458.23	668.80	2,331.20	15.27 %
01-539-434	Community Center-Utilities-Gen Gov't B	4,272.30	5,000.00	5,000.00	678.58	1,056.97	3,943.03	13.57 %

POLK CITY
NOVEMBER 2018 MONTHLY FINANCIALS

General Fund Expenditures

16.66 % Yr Complete For Fiscal Year: 2019 / 11

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	2019 % REALIZED
01-539-440	Rentals and Leases - Gen Gov't Bldgs	5,044.15	5,000.00	5,000.00	250.64	670.75	4,329.25	5.01 %
01-539-461	City Hall - Repairs & Maint - Gen Gov'	11,553.50	25,000.00	25,000.00	1,227.82	3,445.81	21,554.19	4.91 %
01-539-462	Activity Center - Repairs & Maint - Ge	17,203.32	1,500.00	1,500.00	9.99	9.99	1,490.01	0.67 %
01-539-463	Public Works I - Repairs & Maint - Gen	1,373.71	500.00	500.00	4.98	36.54	463.46	1.00 %
01-539-464	Community Center-Repairs & Maint-Gen G	826.90	3,500.00	3,500.00	41.50	41.50	3,458.50	1.19 %
01-539-466	Public Works/Utilities Oper - Repairs	1,422.45	3,000.00	3,000.00	1,410.72	1,989.36	1,010.64	47.02 %
01-539-510	Office Supplies - Gen Gov't Bldgs	495.20	600.00	600.00	0.00	0.00	600.00	0.00 %
01-539-521	City Hall - Operating Supplies - Gen G	11,602.98	6,000.00	6,000.00	0.00	1,118.31	4,881.69	0.00 %
01-539-522	Activity Center - Operating Supplies -	515.77	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-539-523	Public Works - Operating Supplies - Ge	67.98	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-524	Community Center-Operating Supplies-Ge	463.38	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00 %
01-539-526	Public Works/Utilities Oper - Operatin	1,051.12	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00 %
01-539-631	City Hall - Improv. O/T Bldgs - Gen Go	9,986.26	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-640	Public Works - Bldgs/Property - Gen Go	326,092.84	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		459,210.59	131,400.00	131,400.00	9,431.89	25,613.50	104,585.02	7.18 %

ROADS AND STREETS

01-541-120	Regular Salary - Wages - Roads & Stree	156,300.67	181,296.00	181,296.00	13,579.49	22,376.17	158,919.83	7.49 %
01-541-140	Overtime - Roads & Streets	487.00	2,824.00	2,824.00	132.40	284.31	2,539.69	4.69 %
01-541-210	Fica Taxes - Roads & Streets	11,685.48	14,085.00	14,085.00	1,036.91	1,939.17	12,145.83	7.36 %
01-541-220	Retirement Contribution - Roads & Stre	12,071.97	15,208.00	15,208.00	1,132.61	2,115.99	13,092.01	7.45 %
01-541-230	Life & Health Insurance - Roads & Stre	27,680.55	26,037.00	26,037.00	4,109.33	4,258.70	21,778.30	15.78 %
01-541-240	Worker's Compensation - Roads & Street	10,695.95	17,073.00	17,073.00	0.00	14,034.00	3,039.00	0.00 %
01-541-310	Professional Services - Roads & Street	1,371.02	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-311	Engineering Services - Roads & Streets	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-541-315	Inmate Labor - Roads & Streets	17,249.12	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-400	Travel and Training - Roads & Streets	15.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-541-410	Communication Services - Roads & Stree	2,616.35	3,500.00	3,500.00	157.79	483.88	2,997.12	4.51 %
01-541-430	Utilities - Roads & Streets	25,220.78	30,000.00	30,000.00	2,076.26	3,852.35	26,147.65	6.92 %
01-541-460	Repairs and Maintenance - Roads & Stre	9,723.48	10,000.00	10,000.00	998.27	1,326.78	8,956.22	9.98 %
01-541-461	Repairs & Maintenance-Equipment - Road	5,656.79	8,000.00	8,000.00	214.23	461.98	7,538.02	2.68 %
01-541-464	Vehicle Fuel - Roads & Streets	8,260.41	7,000.00	7,000.00	0.00	1,361.75	5,638.25	0.00 %
01-541-465	Vehicle Maintenance - Roads & Streets	5,163.24	7,000.00	7,000.00	372.53	393.09	6,606.91	5.32 %
01-541-466	Public Works/Utilities Facility - Repa	1,058.32	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-480	Promo Activities & Legal Ads - Roads &	0.00	0.00	0.00	34.99	34.99	(34.99)	0.00 %

POLK CITY
NOVEMBER 2018 MONTHLY FINANCIALS

General Fund Expenditures

16.66 % Yr Complete For Fiscal Year: 2019 / 11

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	2019 % REALIZED
01-541-493	Equipment Rental - Roads & Streets	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-541-510	Office Supplies - Roads & Streets	846.77	1,000.00	1,000.00	9.99	9.99	841.14	1.00 %
01-541-520	Operating Supplies - Roads & Streets	7,232.03	10,000.00	10,000.00	286.96	890.60	9,109.40	2.87 %
01-541-524	Chemicals - Roads & Streets	0.00	1,000.00	1,000.00	70.00	70.00	930.00	7.00 %
01-541-525	Uniforms - Roads & Streets	358.65	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & St	1,034.90	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
01-541-540	Books, Pub., Sub., & Memberships - Roa	420.44	500.00	500.00	0.00	14.99	485.01	0.00 %
01-541-620	Buildings - Roads & Streets	500.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-630	Improvements Other than Building - Roa	9,600.01	150,000.00	150,000.00	0.00	0.00	150,000.00	0.00 %
01-541-640	Machinery & Equipment - Roads & Street	20,697.08	30,000.00	30,000.00	0.00	1,023.33	28,976.67	0.00 %
DEPARTMENT TOTAL		335,946.01	539,023.00	539,023.00	24,211.76	54,932.07	483,606.06	4.49 %
=====								
LIBRARY								
01-571-120	Regular Salary - Wages - Library	53,011.22	76,245.00	76,245.00	5,401.60	8,687.00	67,558.00	7.08 %
01-571-140	Overtime - Library	240.29	917.00	917.00	86.94	86.94	830.06	9.48 %
01-571-210	Fica Taxes - Library	3,880.55	5,903.00	5,903.00	405.39	719.55	5,183.45	6.87 %
01-571-220	Retirement Contribution - Library	4,173.77	6,374.00	6,374.00	453.35	808.19	5,565.81	7.11 %
01-571-230	Life & Health Insurance - Library	16,563.41	18,377.00	18,377.00	1,493.23	1,553.31	16,823.69	8.13 %
01-571-240	Worker's Compensation - Library	79.65	177.00	177.00	0.00	0.00	177.00	0.00 %
01-571-310	Professional Services - Library	1,559.50	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-571-312	Professional Services - Other - Librar	1,700.00	2,500.00	2,500.00	150.00	237.50	2,262.50	6.00 %
01-571-400	Travel and Training - Library	175.00	700.00	700.00	0.00	0.00	700.00	0.00 %
01-571-410	Communication Services - Library	2,075.91	6,100.00	6,100.00	408.12	748.52	5,469.08	6.69 %
01-571-420	Education Reimbursement - Library	0.00	2,040.00	2,040.00	0.00	0.00	2,040.00	0.00 %
01-571-430	Utilities - Library	6,339.15	7,500.00	7,500.00	367.47	589.70	6,910.30	4.90 %
01-571-460	Repairs and Maintenance - Library	5,201.54	2,500.00	2,500.00	283.13	1,700.24	799.76	11.33 %
01-571-480	Promo Activities & Legal Ads - Library	1,268.82	2,500.00	2,500.00	5.00	5.00	2,495.00	0.20 %
01-571-510	Office Supplies - Library	1,142.42	1,300.00	1,300.00	0.00	0.00	1,239.27	0.00 %
01-571-520	Operating Supplies - Library	7,873.96	7,500.00	7,500.00	54.90	625.03	6,874.97	0.73 %
01-571-540	Books, Pub., Sub., & Memberships - Lib	808.94	600.00	600.00	0.00	0.00	600.00	0.00 %
01-571-630	Improvements Other than Building - Lib	2,775.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-571-660	Books, Pub. & Library Materials - Libra	12,423.07	16,000.00	16,000.00	1,270.99	2,236.93	13,763.07	7.94 %
DEPARTMENT TOTAL		121,292.20	159,233.00	159,233.00	10,380.12	17,997.91	141,291.96	6.52 %
=====								

POLK CITY
NOVEMBER 2018 MONTHLY FINANCIALS

General Fund Expenditures

16.66 % Yr Complete For Fiscal Year: 2019 / 11

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	2019 % REALIZED
PARKS								
01-572-310	Professional Services - Parks	806.00	0.00	0.00	0.00	124.50	(124.50)	0.00 %
01-572-315	Inmate Labor - Parks	5,749.72	0.00	0.00	0.00	0.00	0.00	0.00 %
01-572-400	Travel and Training - Parks	15.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-572-430	Utilities - Parks	17,676.88	23,000.00	23,000.00	785.10	1,000.98	21,999.02	3.41 %
01-572-460	Repairs and Maintenance - Parks	26,486.80	15,000.00	15,000.00	787.56	4,222.12	10,777.88	5.25 %
01-572-520	Operating Supplies - Parks	1,020.72	1,200.00	1,200.00	92.45	99.44	1,100.56	7.70 %
01-572-620	Buildings - Parks	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-572-630	Improvements Other than Building - Par	6,570.00	0.00	0.00	0.00	0.00	0.00	0.00 %

DEPARTMENT TOTAL		64,325.12	39,200.00	39,200.00	1,665.11	5,447.04	33,752.96	4.25 %
=====								
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	888.00	2,000.00	2,000.00	600.00	600.00	1,400.00	30.00 %
01-574-440	Rentals and Leases - Spec Events	125.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-470	Printing and Reproduction - Spec Event	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-574-480	Promo Activities & Legal Ads - Spec Ev	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-520	Operating Supplies - Spec Events	5,066.80	7,500.00	7,500.00	233.81	2,249.51	4,840.49	3.12 %

DEPARTMENT TOTAL		6,079.80	13,000.00	13,000.00	833.81	2,849.51	9,740.49	6.41 %
=====								
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	3,495.61	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-590-311	Engineering Services - Non-Dept	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-590-312	Professional Services - Other - Non-De	2,310.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
01-590-315	Inmate Labor - GF Non - Dept	0.00	28,749.00	28,749.00	0.00	0.00	28,749.00	0.00 %
01-590-320	Accounting and Auditing - Non-Dept	18,790.41	15,000.00	15,000.00	1,321.32	5,774.00	9,226.00	8.81 %
01-590-450	Liability Insurance - Non-Dept	37,729.00	39,900.00	39,900.00	9,692.50	55,429.00	(15,529.00)	24.29 %
01-590-464	Vehicle Fuel - Non- Departmental	436.25	400.00	400.00	0.00	52.05	347.95	0.00 %
01-590-465	Vehicle Maintenance - Non-Departmental	21.24	500.00	500.00	0.00	0.00	500.00	0.00 %

POLK CITY
NOVEMBER 2018 MONTHLY FINANCIALS

General Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2019 / 11

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	2019 % REALIZED
01-590-520	Operating Supplies - Non-Dept	248.65	1,000.00	1,000.00	237.18	237.18	304.82	23.72 %
01-590-521	Emergencies & Contingencies - Operatin	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
01-590-525	Uniforms - Non Dept	0.00	4,000.00	4,000.00	0.00	90.94	3,909.06	0.00 %
01-590-528	Postage - Non-Dept	3,277.15	3,000.00	3,000.00	11.50	131.25	2,868.75	0.38 %
01-590-930	Transfer - Police Public Safety Impact	0.00	66,434.00	66,434.00	0.00	0.00	66,434.00	0.00 %
01-590-931	Transfer to Fire Public Safety Impact	0.00	35,546.00	35,546.00	0.00	0.00	35,546.00	0.00 %
01-590-932	Transfer - Parks & Rec Impact Reserves	0.00	107,136.00	107,136.00	0.00	0.00	107,136.00	0.00 %
01-590-933	Transfer -Public Facility Impact Reser	0.00	180,045.00	180,045.00	0.00	0.00	180,045.00	0.00 %
01-590-940	Reserves - Unrestricted Reserves - Non	0.00	24,101.00	24,101.00	0.00	0.00	24,101.00	0.00 %
01-590-941	Reserves - Emergencies & Contingencies	363.92	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-991	Aids to Private Organizations - Non-De	742.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-590-992	Unemployment Claims - Non-Dept	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-590-996	Bad Debt - Non-Dept	(3,210.22)	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-590-999	Other - Non-Operating Charges - Non-De	2,402.69	5,500.00	5,500.00	318.76	627.07	4,872.93	5.80 %
DEPARTMENT TOTAL		66,606.70	581,811.00	581,811.00	11,581.26	62,341.49	519,011.51	1.99 %

Total GF Revenues	\$4,317,019.09	\$2,782,476.00	\$2,782,476.00	\$144,091.63	\$232,622.35	\$2,549,853.65	5.18 %
Total GF Expenditures	\$3,524,765.63	\$2,782,476.00	\$2,782,476.00	\$164,280.26	\$351,947.89	\$2,428,029.63	5.90 %
	\$792,253.46	0.00	0.00	\$(20,188.63)	\$(119,325.54)	\$121,824.02	

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2019 thru Fiscal Month: Nov, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	564,261.11	
05-101-710	Cash - Enterprise Fund Capital Imprvmnts	52,898.45	
05-101-800	Cash - Sewer Impact Fee Account	1,278,971.88	
05-101-900	Cash - Water Impact Fee Account	287,010.55	
05-101-913	DEP Loan - Sinking Fund	29,034.68	
05-101-915	Tax Exempt Leasing - Sinking Fund	50,883.72	
05-101-916	US Bank - Sink Fund	194,549.75	
05-101-920	Cash - Customer Deposits	291,787.43	
05-101-934	Fifth Third Bank - Reserves	610,967.73	
05-101-935	Fifth Third Bank - Renewal & Replacement	150,000.00	
05-115-100	Accounts Receivable - Utilities	251,204.27	
05-115-105	Accounts Receivable - Invoicing	505.68	
05-115-130	Accounts Receivable - Readiness to Serve	57,398.98	
05-117-100	Allowance for Bad Debt	42,672.50-	
05-117-200	Allowance for Uncollectible A/R	57,398.98-	
05-131-100	Due from General Fund	12,437.00-	
05-155-100	Prepaid Expenses	5,765.66	
05-159-100	Deferred Outflows - Related to Pension	25,662.51	
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	
05-161-900	Fixed Assets - Land	2,730,735.50	
05-164-100	Utility Plant in Service	12,077,204.12	
05-164-900	Improvements Other than Buildings	33,331.74-	
05-164-910	Improvements Other than Buildings - MOSN	33,331.74	
05-165-900	Acc.Dep. - Improvements Other than Build	316,892.74-	
05-166-900	Equipment & Furniture	314,396.69	
05-167-900	Accumulated Depreciation - Equipment	3,196,588.95-	
	** TOTAL ASSET**		15,646,463.32
05-202-100	Accounts Payable	57,585.88	
05-202-900	Customer Deposits	294,642.43	
05-203-100	Accumulated Interest Payable	71,583.17	
05-203-600	SRF Loan	2,301,486.71	
05-203-710	US Bank 2017 Bond Note	8,555,000.00	
05-203-750	Tax Exempt Leasing Loan	87,735.83	
05-203-900	Unamortized Bond Premiums	124,778.15-	
05-203-910	Unamortized Bond Premiums - US Bank	530,870.86-	
05-208-305	Taxes Payable	9,715.71	
05-216-100	Accrued Payroll	4,159.90-	
05-225-100	Deferred Inflows - Related to Pension	3,598.03	
05-234-100	L-T-D - Current Portion	365,494.72	
05-234-901	Less: Current Portion of LTD	365,494.72-	
05-235-900	Net Pension Liability	53,149.24	
	** TOTAL LIABILITY**		10,774,688.09
05-243-100	Encumbrances Placed	16,650.50-	
05-245-100	Reserved for Encumbrances	16,650.50	
	** TOTAL ENCUMBRANCE**		0.00
05-250-100	Contributed Capital	598,715.40	
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	3,253,657.45	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		4,613,368.64

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2019 thru Fiscal Month: Nov, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
	** TOTAL REVENUE**		470,155.88
	** TOTAL EXPENSE**		211,749.29
	TOTAL LIABILITY AND EQUITY		15,646,463.32

POLK CITY
NOVEMBER 2018 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE
16.66 % Yr Complete For Fiscal Year: 2019 / 11

G/L ACCOUNT	DESCRIPTION	2018 PRIOR YR REVENUE	2018 ANTICIPATED REVENUE	2019 ANTICIPATED REVENUE	ADJ ANTICIPATED	2019 CURRENT REVENUE	2019 YTD REVENUE	2019 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
05-324-210	Water Impact Fees	222,302.01	139,760.00	139,760.00		10,482.00	24,458.00	115,302.00	7.50 %
05-324-220	Sewer Impact Fees	616,545.00	353,200.00	353,200.00		26,490.00	61,810.00	291,390.00	7.50 %
05-325-111	Connection Fees - Water - Cash Basis	94,787.56	69,600.00	69,600.00		5,220.00	12,180.00	57,420.00	7.50 %
05-325-112	Connection Fees - Water - Accrual Bas	435.00	0.00	0.00		0.00	0.00	0.00	0.00 %
05-325-210	Readiness to Serve Charge - Sewer	51,286.41	28,696.00	28,696.00		984.01	984.01	27,711.99	3.43 %
05-325-211	Readiness to Serve Charge - Water	0.00	26,000.00	26,000.00		0.00	0.00	26,000.00	0.00 %
05-329-200	Other Lic./Fees/Permits	1,839.80	2,000.00	2,000.00		100.00	200.00	1,800.00	5.00 %
05-331-350	Sewer/Wastewater Grants	160,000.00	0.00	0.00		0.00	0.00	0.00	0.00 %
05-340-300	Water Utility Revenue	1,096,000.10	1,135,299.00	1,135,299.00		96,749.32	189,872.71	945,426.29	8.52 %
05-340-500	Sewer Utility Revenue	982,047.76	1,032,993.00	1,032,993.00		88,374.82	172,385.66	860,607.34	8.56 %
05-359-100	Other Fines and/or Forfeitures	20,095.50	20,000.00	20,000.00		1,840.00	3,155.00	16,845.00	9.20 %
05-359-200	Non Sufficient Funds	1,285.00	1,000.00	1,000.00		190.00	270.00	730.00	19.00 %
05-359-300	Late Fees	26,460.00	20,000.00	20,000.00		2,331.00	4,840.50	15,159.50	11.66 %
05-369-100	Misc. Income	9.67	0.00	0.00		0.00	0.00	0.00	0.00 %
05-369-700	Misc Income - Reimbursement - Invoice	781.42	0.00	0.00		0.00	0.00	0.00	0.00 %
05-381-900	Cash Carry Forward	0.00	205,677.00	205,677.00		0.00	0.00	205,677.00	0.00 %
05-385-100	Bond Proceeds	110,466.51	0.00	0.00		0.00	0.00	0.00	0.00 %
DEPARTMENT TOTALS		3,384,341.74	3,034,225.00	3,034,225.00		232,761.15	470,155.88	2,564,069.12	7.67 %

POLK CITY
NOVEMBER 2018 MONTHLY FINANCIALS

Enterprise Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2019 / 11

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	2019 PERCENTAGE REALIZED
	Water							
05-533-120	Regular Salary - Wages - Water Oper	99,153.31	187,341.00	187,341.00	12,475.72	15,805.12	171,535.88	6.66 %
05-533-140	Overtime - Water Oper	837.90	4,529.00	4,529.00	299.05	383.33	4,145.67	6.60 %
05-533-210	Fica Taxes - Water Oper	7,379.29	14,678.00	14,678.00	952.88	1,361.48	13,316.52	6.49 %
05-533-220	Retirement Contribution - Water Oper	7,642.13	15,848.00	15,848.00	991.70	1,696.33	14,151.67	6.26 %
05-533-230	Life & Health Insurance - Water Oper	25,340.47	49,859.00	49,859.00	1,924.53	2,117.01	47,741.99	3.86 %
05-533-240	Worker's Compensation - Water Oper	124.26	9,199.00	9,199.00	0.00	3,530.00	5,669.00	0.00 %
05-533-305	Contract Labor - Water Oper	59,148.75	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-310	Professional Services - Water Oper	114,491.54	20,000.00	20,000.00	8,368.50	8,368.50	11,631.50	41.84 %
05-533-311	Engineering Services - Water Oper	14,870.00	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
05-533-312	Professional Services - Other - Water	3,441.17	20,000.00	20,000.00	12,581.32	12,702.15	7,297.85	62.91 %
05-533-313	Professional Services - Polk Regional	233.21	5,000.00	5,000.00	221.19	533.99	4,466.01	4.42 %
05-533-315	Inmate Labor - Water Oper	11,499.40	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-400	Travel and Training - Water Oper	280.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-533-410	Communication Services - Water Oper	2,826.49	3,500.00	3,500.00	284.40	975.89	912.63	8.13 %
05-533-430	Utilities - Water Oper	146.76	1,500.00	1,500.00	97.60	174.93	1,325.07	6.51 %
05-533-431	Mt. Olive WTP - Utilities - Water Oper	3,820.97	6,900.00	6,900.00	39.86	76.22	6,823.78	0.58 %
05-533-432	Commonwealth WTP - Utilities - Water	1,409.27	4,620.00	4,620.00	291.82	525.12	4,094.88	6.32 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	10,271.92	12,000.00	12,000.00	1,217.89	2,270.60	9,729.40	10.15 %
05-533-460	Repairs and Maintenance - Water Oper	21,916.83	40,000.00	40,000.00	4,079.99	4,556.33	35,726.67	10.20 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	6,320.07	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
05-533-462	Commonwealth WTP - Repairs and Maint	6,560.56	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	3,983.04	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-533-464	Vehicle Fuel - Water Oper	4,414.28	7,000.00	7,000.00	0.00	1,105.24	5,894.76	0.00 %
05-533-465	Vehicle Maintenance - Water Oper	12,559.15	8,000.00	8,000.00	1,801.89	1,833.24	6,166.76	22.52 %
05-533-466	Public Works/Utilities Facility - Rep	2,586.07	0.00	0.00	0.00	83.87	(83.87)	0.00 %
05-533-490	Other Current Charges - Water Oper	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-492	Recording & Other Fees - Water Oper	5,490.00	4,300.00	4,300.00	(200.00)	(200.00)	4,500.00	(4.65) %
05-533-493	Equipment Rental - Water Oper	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
05-533-510	Office Supplies - Water Oper	567.87	1,000.00	1,000.00	14.94	14.94	830.79	1.49 %
05-533-520	Operating Supplies - Water Oper	14,215.85	30,000.00	30,000.00	403.70	2,514.89	27,485.11	1.35 %
05-533-521	Mt.Olive WTP - Operating Supplies - W	155.56	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-522	Commonwealth WTP - Operating Supplies	155.55	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-523	V.Matt Williams WTP - Operating Suppl	155.55	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-524	Chemicals - Water Oper	3,275.91	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00 %
05-533-525	Uniforms - Water Oper	910.44	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-526	Meter Supplies - New Installs - Water	113,898.27	69,600.00	69,600.00	25,041.77	25,041.77	63,764.23	35.98 %
05-533-527	Meter Supplies - Repairs & Maintenc	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %

POLK CITY
NOVEMBER 2018 MONTHLY FINANCIALS

Enterprise Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2019 / 11

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	2019 PERCENTAGE REALIZED
05-533-540	Books, Pub., Sub., & Memberships - Wa	1,098.92	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-620	Buildings - Water Oper	50,910.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-630	Improvements Other than Building - Wa	11,953.60	0.00	0.00	18,149.75	18,149.75	(18,149.75)	0.00 %
05-533-640	Machinery & Equipment - Water Oper	28,688.77	30,000.00	30,000.00	0.00	1,023.33	28,976.67	0.00 %
05-533-641	Mt. Olive WTP - Machinery & Equipment	0.00	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00 %
05-533-650	Construction In Progress - Water Oper	0.00	0.00	0.00	23,505.00	23,505.00	(23,505.00)	0.00 %
05-533-660	Other Capital Assets - Water Operatio	3,452.23	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-710	Principal - Water Oper	50,703.06	76,392.00	76,392.00	0.00	0.00	76,392.00	0.00 %
05-533-720	Interest - Water Oper	46,872.24	74,490.00	74,490.00	0.00	0.00	74,490.00	0.00 %
05-533-920	Transfer to General Fund - Water Oper	79,295.75	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-999	Other Non-Operating Charges - Water O	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		838,156.41	924,256.00	924,256.00	112,543.50	128,149.03	813,830.22	12.18 %
Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	84,565.66	115,606.00	115,606.00	8,108.76	9,666.51	105,939.49	7.01 %
05-535-130	Other Salaries and Wages - Sewer Oper	4.37	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-140	Overtime - Sewer Oper	923.00	3,109.00	3,109.00	92.70	216.34	2,892.66	2.98 %
05-535-210	Fica Taxes - Sewer Oper	6,009.12	9,082.00	9,082.00	618.02	888.44	8,193.56	6.80 %
05-535-220	Retirement Contribution - Sewer Oper	6,136.78	9,806.00	9,806.00	613.93	1,237.02	8,568.98	6.26 %
05-535-230	Life & Health Insurance - Sewer Oper	19,056.36	27,149.00	27,149.00	905.26	928.38	26,220.62	3.33 %
05-535-240	Worker's Compensation - Sewer Oper	0.00	9,794.00	9,794.00	0.00	3,659.00	6,135.00	0.00 %
05-535-305	Contract Labor - Sewer Oper	59,148.75	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-310	Professional Services - Sewer Oper	84,041.58	25,000.00	25,000.00	1,945.00	3,206.00	21,794.00	7.78 %
05-535-311	Engineering Services - Sewer Oper	18,070.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-535-312	Professional Services - Other - Sewer	2,190.00	14,000.00	14,000.00	0.00	95.83	13,904.17	0.00 %
05-535-315	Inmate Labor - Sewer Oper	11,499.40	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-400	Travel and Training - Sewer Oper	1,686.96	2,500.00	2,500.00	0.00	20.00	2,480.00	0.00 %
05-535-410	Communication Services - Sewer Oper	2,659.79	3,500.00	3,500.00	253.01	948.64	1,349.88	7.23 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	1,396.78	1,500.00	1,500.00	119.11	238.22	1,261.78	7.94 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,180.40	2,500.00	2,500.00	198.00	594.00	1,906.00	7.92 %
05-535-430	Utilities - Sewer Oper	15,610.94	7,000.00	7,000.00	536.42	958.82	6,041.18	7.66 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	17,756.34	21,000.00	21,000.00	1,536.47	2,903.75	18,096.25	7.32 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	7,849.08	11,000.00	11,000.00	753.05	1,134.04	9,865.96	6.85 %
05-535-460	Repairs and Maintenance - Sewer Oper	96,540.19	90,000.00	90,000.00	6,143.59	6,701.99	83,581.01	6.83 %
05-535-461	Cardinal Hill - Repairs and Maint - S	52,129.78	90,000.00	90,000.00	0.00	0.00	90,000.00	0.00 %

POLK CITY
NOVEMBER 2018 MONTHLY FINANCIALS

Enterprise Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2019 / 11

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	2019 PERCENTAGE REALIZED
05-535-464	Vehicle Fuel - Sewer Oper	3,200.22	4,000.00	4,000.00	0.00	3,440.81	559.19	0.00 %
05-535-465	Vehicle Maintenance - Sewer Oper	12,490.89	8,000.00	8,000.00	582.84	605.88	7,394.12	7.29 %
05-535-466	Public Works/Utilities Facility - Rep	2,275.16	0.00	0.00	0.00	83.52	(83.52)	0.00 %
05-535-470	Printing and Reproduction - Sewer Oper	54.69	60.00	60.00	0.00	0.00	60.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	113.09	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	100.00	350.00	350.00	0.00	0.00	350.00	0.00 %
05-535-493	Equipment Rental - Sewer Oper	337.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	412.13	1,000.00	1,000.00	3.59	3.59	842.14	0.36 %
05-535-520	Operating Supplies - Sewer Oper	12,246.40	8,000.00	8,000.00	173.38	373.68	7,626.32	2.17 %
05-535-521	Cardinal Hill WTRP - Operating Suppli	0.00	0.00	0.00	0.00	27.34	(27.34)	0.00 %
05-535-522	Cardinal Hill WTRP - Sludge Hauling	0.00	16,000.00	16,000.00	2,560.00	5,120.00	10,880.00	16.00 %
05-535-524	Chemicals - Sewer Oper	23,374.71	17,000.00	17,000.00	2,939.00	6,667.00	10,333.00	17.29 %
05-535-525	Uniforms - Sewer Oper	709.04	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-530	Road Materials & Supplies - Sewer Oper	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-535-540	Books, Pub., Sub., & Memberships - Se	469.57	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-535-620	Buildings - Sewer Oper	80,363.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-630	Improvements Other than Building - Se	43,373.47	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	50,749.75	50,000.00	50,000.00	0.00	5,023.34	44,976.66	0.00 %
05-535-641	Cardinal Hill - Mach & Equip - Sewer	0.00	104,000.00	104,000.00	0.00	0.00	104,000.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	149,783.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-710	Principal - Sewer Oper	219,791.66	307,586.00	307,586.00	0.00	0.00	307,586.00	0.00 %
05-535-720	Interest - Sewer Oper	204,999.14	303,789.00	303,789.00	0.00	0.00	303,789.00	0.00 %
05-535-920	Transfer to General Fund - Sewer Oper	79,295.75	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		1,373,593.95	1,288,331.00	1,288,331.00	28,082.13	54,742.14	1,232,516.11	2.18 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	21,891.06	24,300.00	24,300.00	1,587.01	3,035.11	21,264.89	6.53 %
05-590-312	Professional Services - Other - Non-D	8,240.00	18,500.00	18,500.00	0.00	0.00	18,500.00	0.00 %
05-590-315	Inmate Labor - EF Non - Dept	0.00	28,749.00	28,749.00	0.00	0.00	28,749.00	0.00 %
05-590-320	Accounting and Auditing - Non-Dept	33,055.84	27,306.00	27,306.00	654.93	7,796.00	19,510.00	2.40 %
05-590-440	Rentals and Leases - Non-Dept	4,118.91	4,074.00	4,074.00	250.60	570.04	3,503.96	6.15 %
05-590-450	Liability Insurance - Non-Dept	36,702.00	50,000.00	50,000.00	9,692.50	16,659.00	33,341.00	19.39 %
05-590-492	Recording & Other Fees - Non-Dept	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-590-520	Operating Supplies - Non-Dept	179.88	0.00	0.00	565.16	565.16	(565.16)	0.00 %
05-590-521	Emergencies & Contingencies - Operati	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %

POLK CITY
NOVEMBER 2018 MONTHLY FINANCIALS

Enterprise Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2019 / 11

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL. BUDGET	2019 PERCENTAGE REALIZED
05-590-525	Uniforms - Non Dept	0.00	4,000.00	4,000.00	100.00	200.00	3,800.00	2.50 %
05-590-528	Postage - Non-Dept	1,000.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-530	Improvements Other than Bldg - Non-Dept	20,275.16	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
05-590-930	Transfer to Water Impact Fee Reserves	0.00	139,760.00	139,760.00	0.00	0.00	139,760.00	0.00 %
05-590-931	Transfer to Sewer Impact Fee Reserves	0.00	353,200.00	353,200.00	0.00	0.00	353,200.00	0.00 %
05-590-940	Reserves - Unrestricted Reserves NON-	0.00	72,686.00	72,686.00	0.00	0.00	72,686.00	0.00 %
05-590-941	Reserves - Emergencies & Contingencie	255.70	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-942	Reserves - Capital Outlay Purchases -	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
05-590-993	Transfer to Reserve - Non-Dept	0.00	7,013.00	7,013.00	0.00	0.00	7,013.00	0.00 %
05-590-994	Bank Fees - Non-Dept	0.00	1,550.00	1,550.00	0.00	0.00	1,550.00	0.00 %
05-590-996	Bad Debt - Non-Dept	2,170.57	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00 %
05-590-999	Other - Non-Operating Charges - Non-D	1,252.82	0.00	0.00	0.00	32.81	(32.81)	0.00 %
DEPARTMENT TOTAL		179,141.94	821,638.00	821,638.00	12,850.20	28,858.12	792,779.88	1.56 %

Total EF Revenue	\$3,384,341.74	\$3,034,225.00	\$3,034,225.00	\$232,761.15	\$470,155.88	\$2,564,069.12	15.50%
Total EF Expenditures	\$2,390,892.30	\$3,034,225.00	\$3,034,225.00	\$153,475.83	\$211,749.29	\$2,839,126.21	6.98%
	\$993,449.44	0.00	0.00	\$79,285.32	\$258,406.59	\$(275,057.09)	

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

STATISTICAL DATA

West Division

December 10, 2018

Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical report for November, 2018

ACTIVITY	
FELONY ARREST	4
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	8
AFFIDAVITS MISDEMEANOR	1
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	13
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	13
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	\$0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	29
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	12
FOXTROT REPORTS	27
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	2200
TRAFFIC STOPS	38
TOTAL DISPATCHED CALLS FOR SERVICE	73

Public Works/Utilities Report **November 2018**

Public Works

Summary: Public Works completed renovations at the Library, new Public Works/Utilities Facilities

- **Library** - Built and installed shelving at Library
- Mowed and trimmed all City facilities
- Inspected Freedom Park, Recreation Courts, Fishing Pier, and McManigle Park, pressure washed and painted stage area at Freedom Park, repaired Bathroom facility at Freedom
- **Activity Center** – Set up and tear down of facility for Rental of Building
- Monitored and serviced storm drains throughout Polk City.
- Completed Work Orders-30 (Repairs and Maintenance of Equipment, Electrical, plumbing, etc.)
- Prepared Freedom Park for Annual Parade and Santa event- Pressure washed and Painted Stage

December Objectives: Install new stretching exercise equipment along City maintained portion of Van Fleet trail, continue maintaining the mowing and preventive maintenance of all City facilities, service equipment.

Utilities

Summary: Water/Wastewater operator continues to maintain sampling of Water and Wastewater Treatment Plants to keep Polk City in compliance with regulations with DEP. ALL samples were in compliance. Completed monthly DMR/MOR reports for DEP. Completed monthly SWFWMD report as required.

All lift stations continue to have preventive maintenance. We are continuing to get all Verbatim/auto dialers running properly. Generator maintenance is being maintained and ongoing.

Service completed monthly meter reading, no reads for Utility Billing, locates, and Work Orders completed for:

- October - 176
- Turn on- 38
- Turn off- 32
- Misc- (rereads, laptops, vacation turn on, TBO from shut-off) – 104
- No reads- 83
- 7 Installs
- Fire hydrant flushing is being maintained and ongoing.
- Mowed and maintained Water and Wastewater Treatment Facilities, and continue preventive maintenance/housekeeping.
- Wasting, decanting weekly at WWTP
- 5 Water leaks

December Objectives: Continue maintenance on Mt Olive Water Plant. Complete Inventory of Utilities vehicles, and Utilities Facility. Maintain all reporting, and sampling as required for compliance. Service will maintain work orders and locates.

**City Commission Meeting
December 17, 2018**

AGENDA ITEM #1: **ORDINANCE 2018-16** - AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE CODE OF ORDINANCES OF POLK CITY, FLORIDA; AMENDING SECTION 6-61 OF THE CODE OF ORDINANCES OF POLK CITY, FLORIDA; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

A local business owner inquired with Polk City about the possibility of changing its Sunday beer sale hours to match Polk County. After researching the concern, Polk City's beer sale hours did not line up with Polk County (*LDCT-2018-7 Part 1 and 2 as approved on August 7, 2018*). Therefore, staff presents the attached Ordinance for approval.

ATTACHMENTS:

Ordinance 2018-16

ANALYSIS:

STAFF RECOMMENDATION:

Approve Ordinance 2018-16

ORDINANCE 2018-16

AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE CODE OF ORDINANCES OF POLK CITY, FLORIDA; AMENDING SECTION 6-61 OF THE CODE OF ORDINANCES OF POLK CITY, FLORIDA; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

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

SECTION 1. MODIFICATION OF SECTION 6-61 OF THE CODE OF ORDINANCES OF POLK CITY. The City Commission hereby amends Section 6-61 of the Code of Ordinances of Polk City, Florida to read as follows:

"Sec. 6-61. - Generally.

- (a) ***Beer and wine.*** Alcoholic beverages may be sold, consumed or served, or permitted to be served or consumed, at any place holding a 1 APS, 2 APS, 1 COP or 2 COP license under the Florida Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco, within the city only between the following hours:
- (1) Monday, 7:00 a.m. until 2:00 a.m. the following Tuesday.
 - (2) Tuesday, 7:00 a.m. until 2:00 a.m. the following Wednesday.
 - (3) Wednesday, 7:00 a.m. until 2:00 a.m. the following Thursday.
 - (4) Thursday, 7:00 a.m. until 2:00 a.m. the following Friday.
 - (5) Friday, 7:00 a.m. until 2:00 a.m. the following Saturday.
 - (6) Saturday, 7:00 a.m. until 2:00 a.m. the following Sunday.
 - (7) Sunday, ~~7:00 a.m. until 2:00 a.m. the following Monday.~~ ~~12:00 noon until 12:00 midnight.~~

If New Year's Eve shall fall on a Sunday, the hours for sale of alcoholic beverages for on-premises consumption shall be extended until 2:00 a.m. the following Monday.

- (b) ***Others generally.*** Alcoholic beverages having an alcoholic content of greater than one percent by weight, except malt beverages and wine, may be sold, consumed or served, or permitted to be served or consumed, at any place holding a license under the Florida Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco, within the city only between the following hours:
- (1) Monday, ~~10:00~~ 7:00 a.m. until 2:00 a.m. ~~12:00 midnight~~ the following Tuesday.
 - (2) Tuesday, ~~10:00~~ 7:00 a.m. until 2:00 a.m. ~~12:00 midnight~~ the following Wednesday.
 - (3) Wednesday, ~~10:00~~ 7:00 a.m. until 2:00 a.m. ~~12:00 midnight~~ the following Thursday.
 - (4) Thursday, ~~10:00~~ 7:00 a.m. until 2:00 a.m. ~~12:00 midnight~~ the following Friday.
 - (5) Friday, ~~10:00~~ 7:00 a.m. until 2:00 a.m. ~~12:00 midnight~~ the following Saturday.
 - (6) Saturday, ~~10:00~~ 7:00 a.m. until 2:00 a.m. ~~12:00 midnight~~ the following Sunday.
 - (7) Sunday 7:00 a.m. until 2:00 a.m. the following Monday ~~sales shall not be permitted.~~

- (e) ~~Certain Sunday sales prohibited.~~ There shall not be sales or service on Sundays of beverages in sealed containers containing alcohol of more than 14 percent by weight for consumption off-premises.
- (cd) *Violation; penalty.* Violations of this section shall be punishable by a fine of not more than \$500.00 or imprisonment for not more than 60 days, or both such imprisonment and fine.”

SECTION 2. SEVERABILITY. If any portion or portions of this Ordinance are declared to be invalid, the remaining portions shall have the same force and effect as though such invalid portion or portions had not been included.

SECTION 3. CONFLICT. All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effective in accordance with general law.

PASSED ON FIRST READING this 17th day of December, 2018.

PASSED ON SECOND READING this ____ day of January, 2019.

POLK CITY, FLORIDA

Joe LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Clerk

APPROVED AS TO FORM & LEGALITY

Thomas A. Cloud, City Attorney

**City Commission Meeting
December 17, 2018**

**AGENDA ITEM #2: STATE REVOLVING FUND – AMENDMENT 1 TO LOAN AGREEMENT
 WW531400 & GRANT AGREEMENT SG531401 (FDEP)**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

State Revolving Fund – Amendment 1 to Loan Agreement WW531400 & Grant Agreement SG531401 – City of Polk City (FDEP)

ATTACHMENTS:

- Final Offer Letter
- State Revolving Fund Amendment 1 to Loan Agreement WW531400 & Grant Agreement SG531401 Document
- WW531400 Amortization Schedule Report

ANALYSIS:

Mr. Hartman gave an update of the “Effluent Disposal Project” at the August 20, 2018 meeting - Polk City received a Clean Water State Revolving Fund Design Loan Agreement (WW531400) and a Grant Agreement (SG531401) from the State of Florida Department of Environmental Protection. Mr. Hartman finished the design and permitting phase and has now submitted a request for Inclusion Site Certification and Request for Inclusion (RFI) for the Construction Phase Funding under the SRF Program (hearing in November 2018).

Polk City was approved for construction portion of this project (80% Grant and 20% Loan). Coming before the Commission tonight is the Proposed Amendment 1 to the City’s State Revolving Fund Loan Agreement. The amendment adjusts the project costs and reduces the semiannual loan payment. The adjustments are final unless further revisions become necessary as a result of an audit. An amortization schedule is also attached.

Mr. Hartman will be present to make the presentation.

STAFF RECOMMENDATION:

Staff recommends approval of the Amendment 1 to Loan Agreement WW53140 and Grant Agreement SG531401 Document.



FLORIDA DEPARTMENT OF Environmental Protection

Marjory Stoneman Douglas Building
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Rick Scott
Governor

Carlos Lopez-Cantera
Lt. Governor

Noah Valenstein
Secretary

December 5, 2018

Ms. Patricia Jackson
City Manager
City of Polk City
123 Broadway Boulevard Southeast
Polk City, Florida 33868

Re: WW53140/SG531401 – Polk City
Effluent Disposal

Dear Ms. Jackson:

Attached is a copy of proposed Amendment 1 to the City's State Revolving Fund loan agreement. The amendment adjusts the project costs and reduces the semiannual loan payment. The adjustments are final unless further revisions become necessary as a result of an audit. An amortization schedule is also attached.

Please have the appropriate officials sign and seal two copies and return them to us within **three** weeks at 3900 Commonwealth Boulevard, MS 3505, Tallahassee, Florida, 32399-3000. We will sign the documents and mail a fully executed original to you.

If you have any questions about this amendment, please call Amber Douglas at (850)245-2915.

Sincerely,

A handwritten signature in cursive script, appearing to read "Angela Knecht".

Angela Knecht, Program Administrator
State Revolving Fund Management

AK/ad

Attachment

cc: Gerald Hartman – Hartman Consultants, LLC

**STATE REVOLVING FUND
AMENDMENT 1 TO LOAN AGREEMENT WW531400
& GRANT AGREEMENT SG531401
CITY OF POLK CITY**

This amendment is executed by the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (Department) and the CITY OF POLK CITY, FLORIDA, (Local Government) existing as a local governmental entity under the laws of the State of Florida. Collectively, the Department and the Local Government shall be referred to as "Parties" or individually as a "Party".

The Department and the Local Government entered into a State Revolving Fund Loan Agreement, Number WW531400 authorizing a Loan amount of \$160,000, excluding Capitalized Interest, and Grant Agreement, Number SG531401, authorizing a Grant amount of \$128,000; and

Semiannual Loan Payment amount and Project costs need adjustment to reflect actual costs; and
Certain provisions of the Agreement need to be revised.

The Parties hereto agree as follows:

1. The total Loan amount awarded is \$160,000 and the Grant amount is \$128,000.
2. The Loan Service Fee is \$3,200. The fee represents two percent of the Loan amount excluding Capitalized Interest; that is, two percent of \$160,000.
3. The total amount of the Loan to be repaid is \$36,002.97. This consists of \$160,000.00 disbursed to the Local Government minus the Grant amount of \$128,000.00 plus accrued Capitalized Interest of \$802.97 and service fee charges of \$3,200.00, all at a Financing Rate of 0.76 percent per annum (the interest rate is 0.38 percent per annum, and the Grant Allocation Assessment rate is 0.38 percent per annum).
4. The Semiannual Loan Payment amount is hereby revised and shall be in the amount of \$985.00. Such payments shall be received by the Department on September 15, 2019 and semiannually thereafter on March 15 and September 15 of each year until all amounts due hereunder have been fully paid.
5. Project Costs are revised as follows:

The Local Government and the Department acknowledge that changes in Project costs may occur as a result of an audit. Unless this Agreement is amended subsequent to an audit, the following Project disbursements shall be final.

<u>CATEGORY</u>	<u>PROJECT COSTS (\$)</u>
Design Activities	160,000.00
Less Grant (SG531401) Funding	(128,000.00)
Capitalized Interest	802.97
TOTAL (Loan Principal Amount)	<u>32,802.97</u>

6. All other terms and provisions of the Loan Agreement shall remain in effect.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

This Amendment 1 to Loan Agreement WW531400 and Grant Agreement SG531401 may be executed in two or more counterparts, any of which shall be regarded as an original and all of which constitute but one and the same instrument.

IN WITNESS WHEREOF, the Department has caused this Agreement to be executed on its behalf by the Secretary or Designee and the Local Government has caused this Agreement to be executed on its behalf by its Authorized Representative and by its affixed seal. The effective date of this Agreement shall be as set forth below by the Department.

for
CITY OF POLK CITY

Mayor

Attest:

Approved as to form and legal sufficiency:

City Clerk

City Attorney

SEAL

for
STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Secretary or Designee

Date

Calculation of Semiannual Payment for Remaining Years

Sponsor: Polk City
 Beginning of Repayment Period: 03/15/2019

Funding Number: 531400
 Payments Remaining: 41

Original Loan Combined Rate: .76

Date	Balance Forward	Disbursement Or Serv. Fee	Comb. Int At 09/15/2019	Total Owed At 09/15/2019	Present Value* At 09/15/2019	Payment Amount
09/15/2019	36,626.30	0.00	0.00	36,626.30		
Totals:				36,626.30	36,487.65	985.00
Totals:				36,626.30	36,487.65	985.00

*Present value is the total owed divided by $(1 + (\text{Combined interest rate})/2)$
 The Payment Amount is computed using the present value.

Grant Present Value	Grant Future Value	Grant Total Paid	Grant Principal Paid
124,176.68	128,000.00	128,000.00	124,176.68

State Revolving Fund Loan
 *** Amortized Repayment Schedule ***

Sponsor: Polk City Funding Number: 531400

Original Loan	Interest: .38	GAA Rate: .38								
Pmt. No.	Payment	Serv. Fee Paid	SF Interest	Interest	Grt. All. Assmt.	Principal Paid	Total to Pay*			
09/15/2019 .1	128,000.00	3,200.00	12.26	305.53	305.53	124,176.68	36,626.30			
09/15/2019 1	985.00	0.00	0.00	0.00	0.00	985.00	35,641.30			
03/15/2020 2	985.00	0.00	0.00	67.72	67.72	849.56	34,791.74			
09/15/2020 3	985.00	0.00	0.00	66.10	66.10	852.80	33,938.94			
03/15/2021 4	985.00	0.00	0.00	64.48	64.48	856.04	33,082.90			
09/15/2021 5	985.00	0.00	0.00	62.86	62.86	859.28	32,223.62			
03/15/2022 6	985.00	0.00	0.00	61.22	61.22	862.56	31,361.06			
09/15/2022 7	985.00	0.00	0.00	59.59	59.59	865.82	30,495.24			
03/15/2023 8	985.00	0.00	0.00	57.94	57.94	869.12	29,626.12			
09/15/2023 9	985.00	0.00	0.00	56.29	56.29	872.42	28,753.70			
03/15/2024 10	985.00	0.00	0.00	54.63	54.63	875.74	27,877.96			
09/15/2024 11	985.00	0.00	0.00	52.97	52.97	879.06	26,998.90			
03/15/2025 12	985.00	0.00	0.00	51.30	51.30	882.40	26,116.50			

State Revolving Fund Loan
 *** Amortized Repayment Schedule ***

Sponsor: Polk City Funding Number: 531400

Original Loan		Interest: .38	GAA Rate: .38					
Date	Pmt. No.	Payment	Serv. Fee Paid	SF Interest	Interest	Grt. All. Assmt.	Principal Paid	Total to Pay*
09/15/2025	13	985.00	0.00	0.00	49.62	49.62	885.76	25,230.74
03/15/2026	14	985.00	0.00	0.00	47.94	47.94	889.12	24,341.62
09/15/2026	15	985.00	0.00	0.00	46.25	46.25	892.50	23,449.12
03/15/2027	16	985.00	0.00	0.00	44.55	44.55	895.90	22,553.22
09/15/2027	17	985.00	0.00	0.00	42.85	42.85	899.30	21,653.92
03/15/2028	18	985.00	0.00	0.00	41.14	41.14	902.72	20,751.20
09/15/2028	19	985.00	0.00	0.00	39.43	39.43	906.14	19,845.06
03/15/2029	20	985.00	0.00	0.00	37.71	37.71	909.58	18,935.48
09/15/2029	21	985.00	0.00	0.00	35.98	35.98	913.04	18,022.44
03/15/2030	22	985.00	0.00	0.00	34.24	34.24	916.52	17,105.92
09/15/2030	23	985.00	0.00	0.00	32.50	32.50	920.00	16,185.92
03/15/2031	24	985.00	0.00	0.00	30.75	30.75	923.50	15,262.42
09/15/2031	25	985.00	0.00	0.00	29.00	29.00	927.00	14,335.42
03/15/2032	26	985.00	0.00	0.00	27.24	27.24	930.52	13,404.90

State Revolving Fund Loan
 *** Amortized Repayment Schedule ***

Sponsor: Polk City Funding Number: 531400

Original Loan		Interest: .38	GAA Rate: .38						
Date	Pmt. No.	Payment	Serv. Fee Paid	SF Interest	Interest	Grt. All. Assmt.	Principal Paid	Total to Pay*	
09/15/2032	27	985.00	0.00	0.00	25.47	25.47	934.06	12,470.84	
03/15/2033	28	985.00	0.00	0.00	23.69	23.69	937.62	11,533.22	
09/15/2033	29	985.00	0.00	0.00	21.91	21.91	941.18	10,592.04	
03/15/2034	30	985.00	0.00	0.00	20.12	20.12	944.76	9,647.28	
09/15/2034	31	985.00	0.00	0.00	18.33	18.33	948.34	8,698.94	
03/15/2035	32	985.00	0.00	0.00	16.53	16.53	951.94	7,747.00	
09/15/2035	33	985.00	0.00	0.00	14.72	14.72	955.56	6,791.44	
03/15/2036	34	985.00	0.00	0.00	12.90	12.90	959.20	5,832.24	
09/15/2036	35	985.00	0.00	0.00	11.08	11.08	962.84	4,869.40	
03/15/2037	36	985.00	0.00	0.00	9.25	9.25	966.50	3,902.90	
09/15/2037	37	985.00	0.00	0.00	7.42	7.42	970.16	2,932.74	
03/15/2038	38	985.00	0.00	0.00	5.57	5.57	973.86	1,958.88	
09/15/2038	39	985.00	0.00	0.00	3.72	3.72	977.56	981.32	
03/15/2039	40	985.04	0.00	0.00	1.86	1.86	981.32	0.00	

State Revolving Fund Loan
 *** Amortized Repayment Schedule ***

Sponsor: Polk City
 Funding Number: 531400

All Increments Combined

Pmt. Date	No.	Payment	Serv. Fee Paid	SF Interest	Interest	Grt. All. Assmt.	Principal Paid	Total to Pay*
*Total to pay may reflect activity during repayment term								

State Revolving Fund Loan
 *** Component Split Information ***

Sponsor: Polk City

Funding Number: 531400

Original Loan Interest: .38 GAA Rate: .38

Pmt. No.	Payment Type	Payment	Serv. Fee		SF Interest	Interest	Grt. All. Assmt.	Principal Paid	Total To Pay*
			Paid						
.1	Transfer	\$128,000.00	\$3,200.00		\$12.26	\$305.53	\$124,176.68	\$0.00	
1	Sponsor	\$985.00	\$0.00		\$0.00	\$0.00	\$985.00	\$35,641.30	
2	Sponsor	\$985.00	\$0.00		\$0.00	\$67.72	\$849.56	\$34,791.74	
3	Sponsor	\$985.00	\$0.00		\$0.00	\$66.10	\$852.80	\$33,938.94	
4	Sponsor	\$985.00	\$0.00		\$0.00	\$64.48	\$856.04	\$33,082.90	
5	Sponsor	\$985.00	\$0.00		\$0.00	\$62.86	\$859.28	\$32,223.62	
6	Sponsor	\$985.00	\$0.00		\$0.00	\$61.22	\$862.56	\$31,361.06	
7	Sponsor	\$985.00	\$0.00		\$0.00	\$59.59	\$865.82	\$30,495.24	
8	Sponsor	\$985.00	\$0.00		\$0.00	\$57.94	\$869.12	\$29,626.12	
9	Sponsor	\$985.00	\$0.00		\$0.00	\$56.29	\$872.42	\$28,753.70	
10	Sponsor	\$985.00	\$0.00		\$0.00	\$54.63	\$875.74	\$27,877.96	
11	Sponsor	\$985.00	\$0.00		\$0.00	\$52.97	\$879.06	\$26,998.90	
12	Sponsor	\$985.00	\$0.00		\$0.00	\$51.30	\$882.40	\$26,116.50	
13	Sponsor	\$985.00	\$0.00		\$0.00	\$49.62	\$885.76	\$25,230.74	
14	Sponsor	\$985.00	\$0.00		\$0.00	\$47.94	\$889.12	\$24,341.62	
15	Sponsor	\$985.00	\$0.00		\$0.00	\$46.25	\$892.50	\$23,449.12	
16	Sponsor	\$985.00	\$0.00		\$0.00	\$44.55	\$895.90	\$22,553.22	
17	Sponsor	\$985.00	\$0.00		\$0.00	\$42.85	\$899.30	\$21,653.92	
18	Sponsor	\$985.00	\$0.00		\$0.00	\$41.14	\$902.72	\$20,751.20	
19	Sponsor	\$985.00	\$0.00		\$0.00	\$39.43	\$906.14	\$19,845.06	
20	Sponsor	\$985.00	\$0.00		\$0.00	\$37.71	\$909.58	\$18,935.48	
21	Sponsor	\$985.00	\$0.00		\$0.00	\$35.98	\$913.04	\$18,022.44	
22	Sponsor	\$985.00	\$0.00		\$0.00	\$34.24	\$916.52	\$17,105.92	
23	Sponsor	\$985.00	\$0.00		\$0.00	\$32.50	\$920.00	\$16,185.92	
24	Sponsor	\$985.00	\$0.00		\$0.00	\$30.75	\$923.50	\$15,262.42	
25	Sponsor	\$985.00	\$0.00		\$0.00	\$29.00	\$927.00	\$14,335.42	
26	Sponsor	\$985.00	\$0.00		\$0.00	\$27.24	\$930.52	\$13,404.90	

State Revolving Fund Loan
 *** Component Split Information ***

Sponsor: Polk City

Funding Number: 531400

Original Loan Interest: .38 GAA Rate: .38

Pmt. No.	Payment Type	Payment	Serv. Fee		Interest	Grt. All. Assmt.	Principal Paid	Total To Pay*
			Paid	SF Interest				
27	Sponsor	\$985.00	\$0.00	\$0.00	\$25.47	\$934.06	\$12,470.84	
28	Sponsor	\$985.00	\$0.00	\$0.00	\$23.69	\$937.62	\$11,533.22	
29	Sponsor	\$985.00	\$0.00	\$0.00	\$21.91	\$941.18	\$10,592.04	
30	Sponsor	\$985.00	\$0.00	\$0.00	\$20.12	\$944.76	\$9,647.28	
31	Sponsor	\$985.00	\$0.00	\$0.00	\$18.33	\$948.34	\$8,698.94	
32	Sponsor	\$985.00	\$0.00	\$0.00	\$16.53	\$951.94	\$7,747.00	
33	Sponsor	\$985.00	\$0.00	\$0.00	\$14.72	\$955.56	\$6,791.44	
34	Sponsor	\$985.00	\$0.00	\$0.00	\$12.90	\$959.20	\$5,832.24	
35	Sponsor	\$985.00	\$0.00	\$0.00	\$11.08	\$962.84	\$4,869.40	
36	Sponsor	\$985.00	\$0.00	\$0.00	\$9.25	\$966.50	\$3,902.90	
37	Sponsor	\$985.00	\$0.00	\$0.00	\$7.42	\$970.16	\$2,932.74	
38	Sponsor	\$985.00	\$0.00	\$0.00	\$5.57	\$973.86	\$1,958.88	
39	Sponsor	\$985.00	\$0.00	\$0.00	\$3.72	\$977.56	\$981.32	
40	Sponsor	\$985.04	\$0.00	\$0.00	\$1.86	\$981.32	\$0.00	
*****End of Original Loan*****								

State Revolving Fund Loan
 *** Component Split Information ***

Funding Number: 531400

Sponsor: Polk City

All Increments Combined

Date	Pmt. No.	Payment Type	Payment	Serv. Fee		Interest	Grt. All. Assmt.	Principal Paid	Total To Pay *
				Paid	Interest				
09/15/2019	.1	Transfer	\$128,000.00	\$3,200.00	\$12.26	\$305.53	\$124,176.68	\$0.00	
09/15/2019	1	Sponsor	\$985.00	\$0.00	\$0.00	\$0.00	\$985.00	\$35,641.30	
		Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03/15/2020	2	Sponsor	\$985.00	\$0.00	\$0.00	\$67.72	\$849.56	\$34,791.74	
		Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
09/15/2020	3	Sponsor	\$985.00	\$0.00	\$0.00	\$66.10	\$852.80	\$33,938.94	
		Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03/15/2021	4	Sponsor	\$985.00	\$0.00	\$0.00	\$64.48	\$856.04	\$33,082.90	
		Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
09/15/2021	5	Sponsor	\$985.00	\$0.00	\$0.00	\$62.86	\$859.28	\$32,223.62	
		Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03/15/2022	6	Sponsor	\$985.00	\$0.00	\$0.00	\$61.22	\$862.56	\$31,361.06	
		Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
09/15/2022	7	Sponsor	\$985.00	\$0.00	\$0.00	\$59.59	\$865.82	\$30,495.24	
		Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03/15/2023	8	Sponsor	\$985.00	\$0.00	\$0.00	\$57.94	\$869.12	\$29,626.12	
		Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
09/15/2023	9	Sponsor	\$985.00	\$0.00	\$0.00	\$56.29	\$872.42	\$28,753.70	
		Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03/15/2024	10	Sponsor	\$985.00	\$0.00	\$0.00	\$54.63	\$875.74	\$27,877.96	
		Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
09/15/2024	11	Sponsor	\$985.00	\$0.00	\$0.00	\$52.97	\$879.06	\$26,998.90	
		Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03/15/2025	12	Sponsor	\$985.00	\$0.00	\$0.00	\$51.30	\$882.40	\$26,116.50	
		Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
09/15/2025	13	Sponsor	\$985.00	\$0.00	\$0.00	\$49.62	\$885.76	\$25,230.74	

State Revolving Fund Loan
 *** Component Split Information ***

Sponsor: Polk City

Funding Number: 531400

All Increments Combined

Date	Pmt. No.	Payment Type	Payment	Serv. Fee		Interest	Grt. All. Assmt.	Principal Paid	Total To Pay *
				Paid	SF Interest				
03/15/2026	14	Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Sponsor	\$985.00	\$0.00	\$0.00	\$47.94	\$889.12	\$24,341.62	\$0.00
09/15/2026	15	Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Sponsor	\$985.00	\$0.00	\$0.00	\$46.25	\$892.50	\$23,449.12	\$0.00
03/15/2027	16	Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Sponsor	\$985.00	\$0.00	\$0.00	\$44.55	\$895.90	\$22,553.22	\$0.00
09/15/2027	17	Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Sponsor	\$985.00	\$0.00	\$0.00	\$42.85	\$899.30	\$21,653.92	\$0.00
03/15/2028	18	Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Sponsor	\$985.00	\$0.00	\$0.00	\$41.14	\$902.72	\$20,751.20	\$0.00
09/15/2028	19	Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Sponsor	\$985.00	\$0.00	\$0.00	\$39.43	\$906.14	\$19,845.06	\$0.00
03/15/2029	20	Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Sponsor	\$985.00	\$0.00	\$0.00	\$37.71	\$909.58	\$18,935.48	\$0.00
09/15/2029	21	Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Sponsor	\$985.00	\$0.00	\$0.00	\$35.98	\$913.04	\$18,022.44	\$0.00
03/15/2030	22	Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Sponsor	\$985.00	\$0.00	\$0.00	\$34.24	\$916.52	\$17,105.92	\$0.00
09/15/2030	23	Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Sponsor	\$985.00	\$0.00	\$0.00	\$32.50	\$920.00	\$16,185.92	\$0.00
03/15/2031	24	Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Sponsor	\$985.00	\$0.00	\$0.00	\$30.75	\$923.50	\$15,262.42	\$0.00
09/15/2031	25	Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Sponsor	\$985.00	\$0.00	\$0.00	\$29.00	\$927.00	\$14,335.42	\$0.00
03/15/2032	26	Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Sponsor	\$985.00	\$0.00	\$0.00	\$27.24	\$930.52	\$13,404.90	\$0.00
09/15/2032	27	Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Sponsor	\$985.00	\$0.00	\$0.00	\$25.47	\$934.06	\$12,470.84	\$0.00

**City Commission Meeting
December 17, 2018**

**AGENDA ITEM #3: RESOLUTION 2018-04 - DECLARING CERTAIN PERSONAL
PROPERTY AS SURPLUS**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Resolution 2018-04 - a Resolution of the City Commission of Polk City, Florida, declaring certain personal property as surplus; providing for authorization for the public sale, subsequent donation or disposal of said personal property; providing for the prior advertisement of said sale; providing for all revenue to be placed in the General Fund; and providing an effective date

ATTACHMENTS:

Resolution 2018-04 and a list of items (Exhibit A) to be declared as surplus.

ANALYSIS:

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

There are a total of four (4) items, which is attached to Resolution 2018-04.

STAFF RECOMMENDATION:

Approve Resolution 2018-04

RESOLUTION 2018-04

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

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

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

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

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

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

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

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

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

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

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

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

RESOLVED, PASSED AND CERTIFIED AS TO PASSAGE THIS _____ DAY OF _____, 2018

CITY COMMISSION of Polk City

Mayor Joe LaCascia

ATTEST:

City Manager Patricia R. Jackson

APPROVED AS TO FORM AND LEGALITY:

Thomas A. Cloud, City Attorney

EXHIBIT A

SURPLUS ITEMS

December 17, 2018

Library

- 3-Section desk
- 1-Section desk

Streets and Roads

- 23 HP Kohler VTWIN 46" 27 Lawnmower (2012)

Public Works / Utilities Facility

- Fencing around small pole-barn (dog kennel) from the new Public Works/Utilities Facility

**City Commission Meeting
December 17, 2018**

**AGENDA ITEM #4: SLUDGE HAULING SAVINGS PROJECT AT CARDINAL HILL WWTF –
CONCRETE PAD**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Sludge Hauling Savings Project at Cardinal Hill WWTF – **Concrete Pad**

ATTACHMENTS:

- Letter from Gerry Hartman
- Memo with quotes from Public Works Director

ANALYSIS:

Staff has discussed a sludge hauling savings project with the City Commission, which is a polymer feed system; this system includes the polymer, a filtration system (bag) and a receiving container. In addition, a slab will need to be installed for the container to sit on while being filled.

The Public Works Director solicited three quotes for the concrete slab as follows: a 3 sided 6" x 6" containment curbing with water stop and one (1) 6" tall enter and exit containment hump. The concrete will be sloped to 4" CPVC pipe drain runoff with grating to a 4'x4'x5' deep sump complete with two (2) diverting valves. All concrete will be 4000 PSI, 6" thick with an 18" bell footer reinforced with one mat of #5 rebar on 12" centers both ways.

Two quotes were received as follows:

Corrosion Control Estimate # 18-420881.....	\$20,750.00
Odom Contracting.....	\$13,105.00

Section 2-132 (Purchases) *The City Manager is authorized to receive a minimum of three written quotes gathered by advertisement, telephone or facsimile contact for amounts exceeding \$10,000, but not to exceed \$25,000 and present the same to the City Commission with a recommendation.*

The Public Works Director was only able to obtain two quotes is requesting the City Commission to approve Odom Contracting in the amount of \$13,105.00

This is in the Fiscal Year 2018-2019 Budget for the Sewer Department under Capital Outlay.

STAFF RECOMMENDATION:

Staff recommends approval of Odom Contracting in the amount of \$13,105.00 for the concrete slab to hold the sludge container.

Hartman Consultants, LLC

www.hartmanconsultant.com

November 19, 2018

HC #14037.00

Mr. Keith Prestage, Public Works Director
City of Polk City
123 Broadway Blvd. SE
Polk City, FL 33868

Re: Sludge Hauling savings project

Dear Mr. Prestage:

I have reviewed the site layout, configuration, facilities needed as located on maps, the existing facilities and the current cost of over \$26,000 per year for sludge hauling costs to the City. As we have discussed, these costs will continue to increase in the future and at a more rapid rate than inflation.

Hauling approximately 0.5% liquid in tankers is a lot of water weight. Thickening with a polymer and gravity processes can increase the percent solids to 4 to 5% typically. To accomplish this a polymer feed system, the cost of the polymer, a filtration system (bag) and a receiving container are required. In addition a slab for the container to sit on while being filled would be needed to add to the paving on-site. Basically, the liquid hauling cost would decrease from \$26,000 to about \$3,000 dollars, but the bags, polymer and can rental would be extra costs.

You competitively solicited both the slab/site work and the sludge processing work. The lowest responsible bidder for the slab and apron was Odom Construction at \$13,105. The lowest responsible bidder for the sludge work was Petrotech Southeast, Inc. at \$16,900 as the one time set-up and start-up cost. The total improvements cost would be \$30,005.

The annual cost of operations was quoted at \$9,585 per year versus \$26,000 per year. The quoted savings per year is \$16,415 per year and increasing over time. This is a rational optimization of the bio-solids activities.

As an example, the City of Lake Alfred is very satisfied with the performance and savings derived from their agreement with Petrotech Southeast, Inc. That City highly recommended this vendor for the optimization of the sludge handling facilities for a small dry weight solids flow.

Using a 6% discount factor and a 20-year term results in a present value savings for this decision of \$188,300. It will pay itself off in slightly less than 2 years.

I recommend that the City pursue this option and implement the facilities program that is documented herein.

300 South Interlachen Ave • Unit #503 • Winter Park, FL 32789
Tel. 407-341-0970 • Fax 407-909-9882 • gerry@hartmanconsultant.com

If you have any questions or comments concerning the above, do not hesitate to call.

Very truly yours,
Hartman Consultants, LLC

A handwritten signature in dark ink, appearing to read "Gerald C. Hartman". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Gerald C. Hartman
PE, BCEE, ASA
FL PE # 27703

Polk City Utility Department



Memorandum

To: Patricia Jackson
From: Keith Prestage

SUBJECT: *Construct (1) 25' x 30' concrete containment slab.*

It is a recommendation of the utility department that the city use Odom Contracting to construct a concrete slab with a 3 sided 6" x 6" containment curbing with water stop and (1) 6" tall enter and exit containment hump. The concrete will be sloped to 4" CPVC pipe drain runoff with grating to a 4' x 4' x 5' deep sump complete with (2) diverting valves. All new concrete will be 4000 PSI, 6" thick with an 18" bell footer reinforced with one mat of #5 rebar on 12" centers both ways. This slab will hold the future Sludge containment system.

Corrision Controll Price: \$ 20,750.00

Odom Contracting Price \$ 13,105.00

Garner CompleteSite unresponsive



3/20/2018

Estimate # 18-420881

City of Polk City
 123 Broadway Blvd SE
 Polk City, FL 33868

Attention: K. Prestage

Reference: Waste Water Concrete Slab

Scope Of Work

Price

We are pleased to submit our quotation for all safety, labor, materials, equipment and supervision for the complete site/civil work for the installation of (1) 25' x 30' concrete containment slab. The slab will be complete with a 3 sided 6" x 6" containment curbing with water stop and (1) 6" tall enter and exit containment hump. The concrete will be sloped to 4" CPVC pipe drain runoff with grating to a 4' x 4' x 5' deep sump complete with (2) diverting valves. All new concrete will be 4000 PSI, 6" thick with an 18" bell footer reinforced with one mat of #5 rebar on 12" centers both ways. All work is estimated to be performed Monday-Friday. All work performed will be to the work scope provided by Polk City Utilities.

Total Price

20,750.00

Price does not include any applicable sales tax

Thank you for the opportunity to quote you on this project. If you have any questions, please contact us.

Regards,
 Kevin Matias
 Sales Tax

0.00



P.O. BOX 92019
LAKELAND, FL. 33804
863-967-5314 Office
863-967-5414 Fax

CITY OF POLK CITY
123 BROADWAY BLVD. SE
POLK CITY, FL 33868
PH: FAX:
EM: keith.prestage@mypolkcity.org

DATE: 11/14/18

PROPOSAL

ATTN: KEITH PRESTAGE

RE: SLUDGE BOX CONCRETE SLAB, POLK CITY

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
MISCELLANEOUS				
MOBILIZATION	1	LS	750.00	750.00
TOTAL MISCELLANEOUS				\$750.00
CONCRETE SLAB				
25 X 30 WITH 6" CURB ON 3 SIDES 6" CONCRETE WITH 18" FOOTER W/ #5 REBAR 1' EW O/C	1	LS	9075.00	9075.00
MODIFIED TYPE C INLET	1	EA	1400.00	1400.00
2" GRINDER PUMP W/2" D/C OUTSIDE OF SLAB	1	EA	1480.00	1480.00
GRADING OF SLAB	1	EA	400.00	400.00
TOTAL CONCRETE SLAB				\$12,355.00
TOTAL PROJECT				\$13,105.00

NOTES & CONDITIONS:

1. PER DRAWINGS DESIGN & PERMITTING BY OTHERS.
2. SPECIFICALLY EXCLUDED IS THE HANDLING OR REMOVAL OF ANY HAZARDOUS MATERIAL OR UNSUITABLE MATERIALS FOUND ON THIS SITE.
3. SLEEVES IF REQUIRED NOT INCLUDED IN THIS PRICE.
4. OWNER TO FURNISH ALL PERMITS, APPROVED PLANS, CONSTRUCTION EASEMENTS AND MAINTENANCE BONDS.
5. THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 CALENDAR DAYS.
6. WATER FOR TESTING BY OTHERS.
7. DEMOLITION PRICES ARE BASED ON A ROUGH ESTIMATE OF PIPE FOOTAGE QUANTITY.

EXCLUSIONS:

- CONCRETE TESTING
- IMPORT FILL
- ELECTRIC
- LAY OUT
- SOIL TESTING
- DEWATERING
- CONFLICTS
- ASBUILTS
- E.P.A. POLLUTION PLAN



P.O. BOX 92019
LAKELAND, FL. 33804
863-967-5314 Office
863-967-5414 Fax

CITY OF POLK CITY
123 BROADWAY BLVD. SE
POLK CITY, FL 33868
PH: FAX:
EM: keith.prestage@mypolkcity.org

DATE: 11/14/18

PROPOSAL

ATTN: KEITH PRESTAGE

RE: SLUDGE BOX CONCRETE SLAB, POLK CITY

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
IRRIGATION				
METERS & METER BOXES FOR POTABLE WATER				
REMOVAL OR REPLACEMENT OF TREES AND LANDSCAPING (INCLUDING SOD, SEED, MULCH)				
REPAIR OF ROAD				
TRAFFIC CONTROL				
ROOF DRAIN TIE-INS				

KENNETH FITZGERALD

KEITH PRESTAGE

ESTIMATOR
ODOM CONTRACTING LLC

CITY OF POLK CITY

**City Commission Meeting
December 17, 2018**

**AGENDA ITEM #5: SLUDGE HAULING SAVINGS PROJECT AT CARDINAL HILL WWTF –
SLUDGE MATE SYSTEM**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Sludge Hauling Savings Project at Cardinal Hill WWTF – **Sludge Mate System**

ATTACHMENTS:

- Letter from Gerry Hartman
- Memo with quotes from Public Works Director

ANALYSIS:

Staff has discussed a sludge hauling savings project with the City Commission, which is a polymer feed system; this system includes the polymer, a filtration system (bag) and a receiving container. The Public Works Director solicited quotes from two companies who are in the immediate area that deal with these types of systems.

Two quotes were received as follows:

Petrotech Southeast, Inc. (one time set-up fee).....	\$16,900
Flo Trend.....	\$51,750

Section 2-132 (Purchases) *The City Manager is authorized to receive a minimum of three written quotes gathered by advertisement, telephone or facsimile contact for amounts exceeding \$10,000 but not to exceed \$25,000 and present the same to the City Commission with a recommendation.*

This is in the Fiscal Year 2018-2019 Budget for the Sewer Department under Capital Outlay.

STAFF RECOMMENDATION:

Staff recommends approval of Petrotech Southeast, Inc. for the one time set-up fee for the sludge system in the amount of \$16,900.

Hartman Consultants, LLC

www.hartmanconsultant.com

November 19, 2010

HC #14035.00

Mr. Keith Prestage, Public Works Director
City of Polk City
123 Broadway Blvd. SE
Polk City, FL 33868

Re: Sludge Hauling savings project

Dear Mr. Prestage:

I have reviewed the site layout, configuration, facilities needed as located on maps, the existing facilities and the current cost of over \$26,000 per year for sludge hauling costs to the City. As we have discussed, these costs will continue to increase in the future and at a more rapid rate than inflation.

Hauling approximately 0.5% liquid in tankers is a lot of water weight. Thickening with a polymer and gravity processes can increase the percent solids to 4 to 5% typically. To accomplish this a polymer feed system, the cost of the polymer, a filtration system (bag) and a receiving container are required. In addition a slab for the container to sit on while being filled would be needed to add to the paving on-site. Basically, the liquid hauling cost would decrease from \$26,000 to about \$3,000 dollars, but the bags, polymer and can rental would be extra costs.

You competitively solicited both the slab/site work and the sludge processing work. The lowest responsible bidder for the slab and apron was Odom Construction at \$13,105. The lowest responsible bidder for the sludge work was Petrotech Southeast, Inc. at \$16,900 as the one time set-up and start-up cost. The total improvements cost would be \$30,005.

The annual cost of operations was quoted at \$9,585 per year versus \$26,000 per year. The quoted savings per year is \$16,415 per year and increasing over time. This is a rational optimization of the bio-solids activities.

As an example, the City of Lake Alfred is very satisfied with the performance and savings derived from their agreement with Petrotech Southeast, Inc. That City highly recommended this vendor for the optimization of the sludge handling facilities for a small dry weight solids flow.

Using a 6% discount factor and a 20-year term results in a present value savings for this decision of \$188,300. It will pay itself off in slightly less than 2 years.

I recommend that the City pursue this option and implement the facilities program that is documented herein.

300 South Interlachen Ave • Unit #503 • Winter Park, FL 32789
Tel. 407-341-0970 • Fax 407-909-9882 • gerry@hartmanconsultant.com

If you have any questions or comments concerning the above, do not hesitate to call.

Very truly yours,
Hartman Consultants, LLC

A handwritten signature in dark ink, appearing to read "Gerald C. Hartman". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Gerald C. Hartman
PE, BCEE, ASA
FL PE # 27703

Polk City Utility Department



Memorandum

To: Patricia Jackson
From: Keith Prestage

SUBJECT: *Install Bio-Solids Filtration System.*

It is a recommendation of the utility department that the city use **Petrotech Southeast inc.** to install a polymer injected geotube bag bio-solids (sludge) filtration system at the Cardinal Hill wastewater treatment plant.

\$ 16,900.00 onetime set up fee
\$ 750.00 per load (3) loads per year \$ 2,250.00
\$ 445.00 per geotube filtration bag (3) bags per year \$ 1,335.00
\$ 1,000.00 Polymer supply per year
\$ 5,000.00 can rental per year

Total cost for startup and first year **\$26,485.00**
Total cost second year **\$ 9,585.00**

Please see attached letter of recommendation from Gerald Hartman of Hartman Consultants, LLC



Flo Trend Systems, Inc.

WWW.FLOTREND.COM

Quote

02/24/2018
 Valid Till: 04/30/2018
 Quote Number : Q16Q11685-B
 Job Number:

1400 Kowis St | Houston, TX 77093 | ph: 713-699-0152 | fax: 713-699-8054 | email: marketing@fлотrend.com

BILL TO:

Polk City Florida
 Keith Prestige
 123 Broadway Blvd SE
 Polk City, FL 33868

SHIP TO:

Polk City
 1000 Steven Drive
 Polk City, FL 33868

Phone:

Fax:

Email: keith.prestige@mypolkcity.org

Engineered Drawing

Delivery

Please Note Our Terms Below:

Terms	FOB	Rep:	PO#	Ship Via
Net 30 Days	Flo Trend	Patrick Anthony		Flat Bed

#	Qty	Model #	Description	Unit Price (EA)	Ext Price
1.	1	SM-30-O-RB	<p>30cu yd Roll-Off style Sludge-Mate® General materials - A36 steel plate and structural members. All surfaces are sandblasted with a commercial blast. Exterior is 2-part epoxy primed and upper coated with polyurethane. Interior is coated with epoxy mastic. Designed to be unloaded by a standard "cable and hook" hoist truck. Removable expanded metal support filter panels installed on side walls and each side of center panel. Each panel gasketed and bolted to interior framework.</p> <p>Each panel covered with Poly 2000 Filter Media, Poly 2000: Fiber: Polyester Color: White Count: 19 x 18 (per inch) Weave: 1 x 1 Plain Warp Diameter: 700 Microns Weft Diameter: 700 Microns Weight: 26.7 (oz. per sq. yard) Tensile Strength: 750 (lbs/inch) Air Permeability: 748 CFM Thickness: .055" Micron Opening: 600 x 800 Micron Retention: 700 Open Area: 26%</p> <p>Filter Media Warranty: The filter media specified as "Poly 2000" herein is warranted to be free from defects in materials and workmanship for a period of Five (5) year from date of start-up.</p> <p>Internal fasteners securing media and panels are 316 stainless steel. 3" inlet connector. Panels drain to a common cavity with two 3" male cam connections with caps on each side at opposing ends. Two - 3" clean out ports with male cam locks and caps located at front end of box. Two - 5" sight glass eyes. Three - 2" x 12" removable clean out panels at door end.</p>	\$51,750.00	\$51,750.00

#	Qty	Model #	Description	Unit Price (EA)	Ext Price
			Three ladders - One located on each side and one on the door. Three Ratchets - Two on the side and one on the door. 4" x 3" rectangular tubing strut across top back end of box. Side hinged gasketed door uses EPDM gasket. Side to side rolling 22 ounce vinyl coated nylon tarp with galvanized tarp bows and tarp rolling hardware to fit a Sludge Mate container.		
2.	1	"INSTA-MIX" Polymer blending and injection system	INSTA-MIX-96 GPD- 400 "INSTA-MIX" 96 GPD Polymer Blending and Injection System Model: INSTA-MIX-96 GPD-400 24" L X 24 3/4" W X 48" H <ul style="list-style-type: none"> • System shall be red metallic powder coated aluminum. • Unit shall utilize 1" patented non-mechanical static mixer to blend polymer solution. • Water flow rate shall be 1-10 gpm acrylic adjustable roto-meter. • (2) 2" oil filled stainless steel pressure gauges. • Metered Polymer Pump shall be diaphragm high viscosity 96 gpd electro-mechanical. • Sludge mixer shall be Flo Trend's patented 2" "MIX-MATE- 400" a full flow non-clogging static mixer. • System shall be portable and weigh 40 lbs. not including "MIX-MATE" static mixer. • All plumbing fittings shall be schedule 80 p.v.c. • System shall have 18" proprietary clear static poly mixer. • System shall utilize (1) 3/4" industrial brass ball valve. • Unit shall utilize potable or non-potable water, 20-30 p.s.i. • System shall operate on 120 volt, 1 Phase, 5 amperage service. 	\$0.00	\$0.00
3.	1	Shipping and Operator Training		\$0.00	\$0.00
				Sub Total	\$51,750.00
				Tax	\$0.00
				Grand Total	\$51,750.00

* All prices are in U.S. dollars unless otherwise noted.

* This is a preliminary quote. Prices and description are subject to change upon receipt of final specifications.

* Specialty Parts must be specified at the time of order to avoid production delays and surcharges.

* This quote is valid for 30 days from the date that the quote is issued. If you desire to place an order and it is past the 30 day time limit you must obtain another valid quote.

* Transportation via contract truck; off-load equipment and labor by others; site preparation, electrical hookup. and sludge line connections by others. No cutoff valves, drainage hoses, or control hoses included.

* **Equipment Warranty/Rental Information:** begins upon the day of delivery. Rental period begins when equipment is loaded at Flo Trend Systems for delivery to job site and ends when loaded at job site for return to Flo Trend Systems. Failure to perform regular maintenance or use of the equipment in a way other than its intended purpose voids the manufacturer's warranty.

November 9, 2018

Keith Prestage
City of Polk City
Public Works Director
123 Broadway Blvd SE
Polk City, FL 33668



RE: Pump and bags for injection and disposal

Dear Mr. Prestage,

Petrotech Southeast, Inc. is a local family owned and operated environmental services company with over 25 years of experience in Central Florida. We appreciate this opportunity to work with you and hope it develops a partnership between our companies. The project will consist of:

- 1) Place a polymer injection pump in your building
- 2) Supply polymer
- 3) Provide 2 roll off cans and geotubes for 1 month on slab poured by others
- 4) Build a manifold and provide hose valves and stinger to fill bags
- 5) Provide start up support to get the system working properly

The price for this work is \$16,900 and it will take the crew up to 3 days to complete.

Depending on the analytical for the sludge, disposal is usually around \$750/load. The cans are \$30/day each and the geotube price fluctuate but currently they are \$445/bag plus delivery. Please call me if you have any further questions or concerns.

Thanks,
Jeff Michael
Petrotech Southeast Inc.