

POLK CITY

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

December 16, 2019

Polk City Government Center
123 Broadway Blvd., SE

CALL TO ORDER – Mayor Joe LaCascia

INVOCATION – Pastor Walter Lawlor, New Life Community Church

PLEDGE OF ALLEGIANCE – Mayor Joe LaCascia

ROLL CALL – City Manager Patricia Jackson

ESTABLISHMENT OF A QUORUM

APPROVE CONSENT AGENDA

PRESENTATIONS AND RECOGNITIONS

1. Proclamation – School Choice Week

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

AGENDA

1. **DEP Project Contingencies**
 - a. Irrigation System -- \$13,041.97 (Central Florida Irrigation)
 - b. Well Abandonment (1) – \$23, 250.00 -- Subcontractor to Hartman Consultants,
 - c. Mower -- \$10,687.20 (will be able to mow 1 to 3 ft. slopes)
2. **Purchase of Truck for Work Squad**
4. **Proposals – Grant Writer -- CDBG**

CITY MANAGER ITEMS

COMMISSIONER ITEMS

Vice Mayor Kimsey
Commissioner Blethen
Commissioner Carroll
Commissioner Harper
Mayor LaCascia

ANNOUNCEMENTS

ADJOURNMENT

CONSENT AGENDA
December 16, 2019

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.

2. CITY CLERK

1. Accept minutes – November 7, 2019 – City Commission Workshop
2. Accept minutes – November 16, 2019 – Special City Commission Meeting
3. Accept minutes – November 18, 2019 – City Commission Workshop
4. Accept minutes – November 18, 2019 – City Commission Meeting

REPORTS

1. Building Permits Report – November 2019
2. Code Enforcement Report – November 2019
3. Financial Report – November 2019
4. Library Report – November 2019
5. Polk County Fire Rescue – November 2019
6. Polk Sheriff's Report – November 2019
7. Public Works Report – November 2019
8. Utilities Report – N/A

3. 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 16, 2019**

CONSENT AGENDA ITEM: Accept minutes for:

1. Accept minutes – November 7, 2019 – City Commission Workshop
2. Accept minutes – November 16, 2019 – Special City Commission Meeting
3. Accept minutes – November 18, 2019 – City Commission Meeting
4. Accept minutes – November 18, 2019 – City Commission Workshop

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

1. Accept minutes – November 7, 2019 – City Commission Workshop
2. Accept minutes – November 16, 2019 – Special City Commission Meeting
3. Accept minutes – November 18, 2019 – City Commission Meeting
4. Accept minutes – November 18, 2019 – City Commission Workshop

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION WORKSHOP MINUTES

November 7, 2019

Mayor LaCascia called the Workshop to order at 6:00 p.m.

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

Present: Mayor Joe LaCascia, Vice Mayor Don Kimsey, Commissioner Wayne Harper and City Manager Patricia Jackson

Absent: Commissioner Mike Blethen, City Attorney Tom Cloud

Agenda Review - City Commission Meeting – November 7, 2019

Mayor LaCascia stated the purpose of the Workshop is to discuss items being presented on the Regular Meeting Agenda and address any questions or concerns and ultimately be able to proceed in a more efficient manner at the Regular Meeting.

Prior to the order of business, Mayor LaCascia discussed the records request from Commissioner Blethen. The information requested was previously provided to the City Commission. Reiterating the importance of being mindful of staffs time, and the money wasted printing documents that were already distributed.

ORDER OF BUSINESS

City Manager Jackson's Salary and Employment Contract

Mayor LaCascia opened the discussion sharing information from the Florida League of Cities table of salaries for the City Managers and City Clerks in Polk County.

Mayor LaCascia provided a brief history back to 2011 when Mrs. Jackson came to Polk City and her salary at that time; compared to former City Manager Cori Carrier's salary ten years ago of \$80,000, versus Mrs. Jackson's current salary of \$86,000.

Commissioner Harper spoke in regards to the positive direction the City has gone into since Mrs. Jackson came on board. Would like to keep Mrs. Jackson in Polk City. He does not think \$100,000 is out of line at this time.

Vice Mayor Kimsey is in favor of increasing Mrs. Jackson's salary.

Mayor LaCascia stated the Commission has to come up with a plan to retain Mrs. Jackson, thus the importance of this dialogue.

Commissioner Carroll stated he is in favor of a five year plan.

Mayor LaCascia wants more than five years as Polk City is growing. Recommending ten years. Brief discussion regarding different cities and population size.

Commissioner Carroll stated Mrs. Jackson has brought Polk City back to life.

Commissioner Harper stated the audits are a positive reflection on the work of the City Manager.

Mayor LaCascia discussed figures for the raise. Five percent (5%) would take her to \$92,250 which should go to \$100,000 for starters. Then 2.5% automatic increases for the next seven (7) years.

Vice Mayor Kimsey stated this would be a \$13,000 raise.

The 2.5% comes in October 2020 which will be \$102,000 approximately.

Commissioner Harper asked if there was money in the budget to increase salary for her Assistant?

City Manager Jackson stated we can find the money.

City Manager Jackson spoke about other City Manager contracts and in particular on her bereavement and vacation days.

The City Manager salary will be presented on the Regular meeting Agenda in November.

Vice Mayor Kimsey is not in favor of building up sick and vacation.

The only action of the City Commission can take is to pay City Manager Jackson out for her vacation.

The increase should be based on merit as well.

Put in the contract for a \$100,000 and a 2.5 % merit after evaluation.

Commissioner Harper discussed Mrs. Jackson's most recent evaluation.

Mayor LaCascia briefly discussed the City Clerk position.

City Manager Jackson stated if Polk City wants to hire a City Clerk, the Charter would need to be changed because the two offices were combined a few years ago.

Mayor LaCascia wants to creep up on the \$50,000 for saving money for the City Clerk work. Save \$7,000 for seven years.

City Manager Jackson proposed \$110,000 and a 2.5% increase per year.

After lengthy discussion, the final proposal \$100,000 now and \$7,000 until 2030 with 2.5% per year.

City Manager Jackson stated there is \$53,826 in Reserves now.

Commissioner Harper spoke about the car allowance

The car allowance is adequate.

City Attorney Cloud will provide a draft contract to reflect the updates.

The \$107,000 will be effective October 1, 2019 (retroactive).

ADJOURNMENT – 8:26 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

SPECIAL CITY COMMISSION MINUTES

November 16, 2019

Mayor Joe LaCascia called the meeting to order at 10:00 am.

Commissioner Wayne Harper 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, Vice Mayor Don Kimsey, Commissioner Mike Blethen, Commissioner Randy Carroll (10:15 am), Commissioner Wayne Harper and City Manager Patricia Jackson

Absent: City Attorney Thomas Cloud

PUBLIC COMMENT

Joan Ames (341 Crape Myrtle) inquired about the criteria for the employment agreement.

Mayor LaCascia responded those questions would be answered during the discussion.

ORDER OF BUSINESS

City Manager Patricia Jackson Employment Agreement

Mayor LaCascia discussed the Workshop held on Thursday, November 7, 2019. Commissioner Blethen was not present, therefore, he was given the opportunity to voice his concerns regarding the City Manager's Employment Agreement.

Commissioner Blethen stated this information should have been in the budget. Needs justification for the pay increase. This is excessive. A pay raise is determined by the job performance. There is no justification.

Mayor LaCascia reiterated to Commissioner Blethen that this discussion is about the City Manager's Employment Agreement, not the debt of the City. There is no relevance. There is an increase each year in Reserves. Polk City paid down the debt when the 2011 Bond was refinanced in the 2017 Bond.

City Manager Jackson explained that the Commission decided the last two years not to put any money aside.

Mayor LaCascia provided an overview from the Workshop on November 7, 2019 where the City Manager Employment Agreement was discussed in great detail.

The City Commission agreed to give Mrs. Jackson a full 5% increase.

Mrs. Ames came to the meeting to express her displeasure about the Bryant Property Purchase.

Mayor LaCascia responded the Bryant property was purchased with Impact fees.

David Evans (265 Bayberry) questioned the pay breakdown.

Mayor LaCascia explained the breakdown of the City Manager and the City Clerk.

City Manager Jackson explained the combined offices were done by Referendum.

Mayor LaCascia explained how the Commission came up with the ten year contract.

City Manager Jackson responded that her current contract is through 2023.

If the City Manager gets terminated, the contract does not pay out, she will receive a severance package.

Vice Mayor Kimsey prefers five years, not ten.

The term of the contract is the only thing being amended.

Motion by Vice Mayor Kimsey for approval of City Manager Patricia Jackson's Employment Agreement to include amending the term of the contract to seven years instead of ten as stated in the draft Agreement; this motion was seconded by Mayor LaCascia.

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

Motion carried 3/2.

ADJOURNMENT – 11:15 am

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CITY COMMISSION WORKSHOP MINUTES

November 18, 2019

Mayor LaCascia called the Workshop to order at 6:00 p.m.

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

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

Absent: Commissioner Randy Carroll

ORDER OF BUSINESS

Agenda Review - City Commission Meeting – November 18, 2019

Mayor LaCascia stated the purpose of the Workshop is to discuss items being presented on the 7pm Regular Meeting Agenda and address any questions or concerns and ultimately be able to proceed in a more efficient manner at the Regular Meeting.

Resolution 2019-06

A Resolution of the City Commission of Polk City, Florida; supporting closure of sidewalk gaps within one mile of Public Schools in Polk County, Florida; providing an effective date.

Sarah Case, Planner (Next Level Planning and Permitting) made a presentation on the sidewalk initiative and addressed any questions or concerns from the City Commission.

City Attorney Cloud explained that this project has no financial impact on Polk City and this is already a part of Polk City's Land Development Code. The developers are now required to do sidewalks among new developments.

Public Hearing – Ordinance 2019-12

AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE POLK CITY CODE OF ORDINANCES AND THE UNIFIED LAND DEVELOPMENT CODE OF POLK CITY, FLORIDA; AMENDING ARTICLE 3, DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS, TO ADD A NEW SECTION 3.08.00, WATER CONSERVATION FOR LANDSCAPE IRRIGATION, IRRIGATION SYSTEM DESIGN AND INSTALLATION STANDARDS, AND EFFICIENT PLUMBING REQUIREMENTS; PROVIDING FOR APPLICABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

Commissioner Blethen inquired about the construction.

City Attorney Cloud reiterated this is for new construction. This requires the new developers to abide by the landscape standards.

Cindy Rodriguez (SWFWMD) also provided clarification.

Public Hearing - Ordinance 2019-13

An Ordinance of Polk City, Florida; amending the Final Budget; Reallocating and Reappropriating monies within the budget for Fiscal Year 2018-2019; providing for all other items in the budget of expenses to remain unchanged; providing for severability; providing for an effective date. **Second and Final Reading**

Mayor LaCascia read the title and provided a brief explanation.

City Attorney Cloud stated this is a Statutory requirement to “True-Up” last years’ budget.

No questions or comments.

Resolution 2019-07

A RESOLUTION OF POLK CITY, FLORIDA, RELATING TO THE FLORIDA STATE REVOLVING FUND LOAN PROGRAM; MAKING FINDINGS; AUTHORIZING THE EXECUTION AND FILING OF A LOAN APPLICATION; APPROVING AND AUTHORIZING EXECUTION OF THE LOAN AGREEMENT; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCES; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

City Attorney stated this Resolution simply updates the amount of the loan with the State Revolving Loan Program. This will also authorize the City Manager to sign the loan documents.

Commissioner Blethen inquired about the Contingency monies of \$84,000 and where that money is being spent.

City Manager Jackson provided a thorough explanation and reiterated this information is in the monthly financials that the Commission receives which reflects where the money is being spent.

Paving of Hydrangea

City Manager Jackson discussed Hydrangea Avenue North and South has shown evidence of aged asphalt cracking and separation which leads to many pothole repairs. Hydrangea Avenue South is a heavy traffic street as it is used for student car rider pick up daily. Resurfacing these streets will resolve the issue. **Cost - \$50,338.50.**

Bronson Center Parking Lot Paving

The Bronson Center parking lot is unpaved on one side. As a result, it is unstable during the rainy season, and causing parking conflicts. Also, during disaster relief, this area is used for parking of semi-truck trailers transporting water and other disaster relief items. Paving the lot will rectify all of these concerns. **Cost - \$96,398.40.**

Library Parking Lot Paving Overlay

The Polk City Library parking lot has shown evidence of aged asphalt, cracking and separation which leads to many pothole repairs. Overlaying this parking lot with 1-1/4 asphalt will resolve the issue. **Cost - \$12,510.00.**

Staff is recommending approval to Piggy Back off of Lake Alfred's existing Contract with Odom Contracting for the Paving projects for Hydrangea Avenue North and South, the Bronson Center and the Library.

Kevin Odom (Odom Contractor) spoke briefly on the three projects and discussed other city projects that his company has done. These paving projects will have a one year guarantee on everything.

Other Business

Mayor LaCascia discussed the Bronson Center having a flag pole installed with electricity.

ADJOURNMENT – 6:58 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CITY COMMISSION MINUTES

November 18, 2019

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

Pastor Walter Lawlor 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, Vice Mayor Don Kimsey, Commissioner Mike Blethen, Commissioner Wayne Harper, City Attorney Thomas Cloud and City Manager Patricia Jackson

Absent: Commissioner Randy Carroll

APPROVE CONSENT AGENDA

Motion by Commissioner Blethen to approve the Consent Agenda; this motion was seconded by Commissioner Harper. **Motion carried unanimously by Voice Vote.**

PRESENTATIONS AND RECOGNITIONS - None

PUBLIC COMMENT - None

ORDER OF BUSINESS

Resolution 2019-06

A Resolution of the City Commission of Polk City, Florida; supporting closure of sidewalk gaps within one mile of Public Schools in Polk County, Florida; providing an effective date.

Mayor LaCascia read the Resolution by title only.

Motion by Vice Mayor Kimsey for approval of Resolution 2019-06; this motion was seconded by Commissioner Harper.

No discussion.

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

Motion carried 4/0.

Public Hearing – Ordinance 2019-12

AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE POLK CITY CODE OF ORDINANCES AND THE UNIFIED LAND DEVELOPMENT CODE OF POLK CITY, FLORIDA; AMENDING ARTICLE 3, DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS, TO ADD A NEW SECTION 3.08.00, WATER CONSERVATION FOR LANDSCAPE IRRIGATION, IRRIGATION SYSTEM DESIGN AND INSTALLATION STANDARDS, AND EFFICIENT PLUMBING REQUIREMENTS; PROVIDING FOR APPLICABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE. **Second and Final Reading**

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

Motion by Commissioner Harper for approval of Ordinance 2019-12 on Second and Final Reading; this motion was seconded by Vice Mayor Kimsey.

Commissioner Blethen requested clarity on page 6, #9 distribution equipment

City Attorney Cloud clarified this is regarding Irrigation to include distribution facilities defined on page 2. There are many such ordinances across the United States.

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

Motion carried 4/0.

Public Hearing - Ordinance 2019-13

An Ordinance of Polk City, Florida; amending the Final Budget; Reallocating and Reappropriating monies within the budget for Fiscal Year 2018-2019; providing for all other items in the budget of expenses to remain unchanged; providing for severability; providing for an effective date. **Second and Final Reading**

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

Motion by Commissioner Harper for approval of Ordinance 2019-13 on Second and Final Reading; this motion was seconded by Vice Mayor Kimsey.

City Attorney Cloud stated this is simply a Statutory requirement to “True-Up” last years’ budget.

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

Motion carried 4/0.

Resolution 2019-07

A RESOLUTION OF POLK CITY, FLORIDA, RELATING TO THE FLORIDA STATE REVOLVING FUND LOAN PROGRAM; MAKING FINDINGS; AUTHORIZING THE EXECUTION AND FILING OF A LOAN APPLICATION; APPROVING AND AUTHORIZING EXECUTION OF THE LOAN AGREEMENT; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCES; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

City Attorney stated this Resolution simply updates the amount of the loan with the state revolving loan program. This will also authorize the City Manager to sign the loan documents.

Motion by Vice Mayor Kimsey for adoption of Resolution 2019-07; this motion was seconded by Commissioner Blethen.

No discussion.

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

Motion carried 4/0.

Paving of Hydrangea

City Manager Jackson discussed Hydrangea Avenue North and South has shown evidence of aged asphalt cracking and separation which leads to many pothole repairs. Hydrangea Avenue South is a heavy traffic street as it is used for student car rider pick up daily. Resurfacing these streets will resolve the issue. **Cost to Polk City - \$50,338.50.**

Bronson Center Parking Lot Paving

The Bronson Center parking lot is unpaved on one side. As a result, it is unstable during the rainy season, and causing parking conflicts. Also, during disaster relief, this area is used for parking of semi-truck trailers transporting water and other disaster relief items. Paving the lot will rectify all of these concerns. **Cost to Polk City - \$96,398.40.**

Library Parking Lot Paving Overlay

The Polk City Library parking lot has shown evidence of aged asphalt, cracking and separation which leads to many pothole repairs. Overlaying this parking lot with 1-1/4 asphalt will resolve the issue. **Cost to Polk City - \$12,510.00.**

Staff recommended approval to Piggy Back off of Lake Alfred’s existing Contract with Odom Contracting for the Paving projects for Hydrangea Avenue North and South, the Bronson Center and the Library.

City Attorney Cloud provided verbage for the Motion to approve and prepare a contract that piggy backs off the Lake Alfred contract for the paving of Hydrangea Avenue North

and South, the Bronson Center parking lot and the Library parking lot.

Motion carried unanimously by Voice Vote.

CITY MANAGER ITEMS

Holiday Closings – City Hall and the Library will be closed on Thursday and Friday in observance of Thanksgiving.

Christmas Party – Friday, December 13, 2019.

CITY ATTORNEY ITEMS – None

COMMISSIONER ITEMS

Vice Mayor Kimsey – Inquired about the Mechanic position status.

City Manager replied the ad will be done this week.

Commissioner Blethen – None

Commissioner Harper – Clarified that his “nay” vote for the City Manager’s Employment Agreement was strictly about the term limit, not the contract itself.

Mayor LaCascia – Complimented the PCSO Thanksgiving Luncheon held today. Had a great time.

ANNOUNCEMENTS - None

ADJOURNMENT – 7:20 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CONSENT AGENDA
November 18, 2019

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 21, 2019 – City Commission Meeting
2. Accept minutes – October 21, 2019 – City Commission Workshop

B. REPORTS

1. Building Permits Report – October 2019
2. Code Enforcement Report –August/October 2019
3. Financial Report – October 2019
4. Polk Sheriff's Report – October 2019
5. Public Works Report – October 2019

C. OTHER

**City Commission Meeting
December 16, 2019**

CONSENT AGENDA ITEM: Department Monthly Reports

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Department Reports attached for review and approval.

ATTACHMENTS:

Monthly Department Reports for:

1. Building Permits Report – November 2019
2. Code Enforcement Report – November 2019
3. Finance Report – November 2019
4. Library Report – November 2019
5. Polk County Fire Rescue – November 2019
6. Polk County Sheriff's Office – November 2019
7. Public Works Report – November 2019
8. Utilities Report – N/A

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added
From: 11/01/19 To: 11/30/2019

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2019-14923	10439 STEVEN DR, POLK CITY, FL 33868	2,000.00	11/07/2019
Subtotal:		\$2,000.00	

MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2019-15808	118 BAYBERRY DR, POLK CITY, FL 33868	7,400.00	11/25/2019
Subtotal:		\$7,400.00	

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2019-10030	8750 HINSDALE HEIGHTS DR, POLK CITY, FL 33868	8,462.00	11/05/2019
BR-2019-10065	8827 Fox DR, Polk City, FL 33868	135,300.00	11/06/2019
BR-2019-10222	8723 Conoy AVE, Polk City, FL 33868	96,800.00	11/11/2019
BR-2019-10223	5461 Animosh CT, Polk City, FL 33868	127,600.00	11/11/2019
BR-2019-10224	8813 Fox DR, Polk City, FL 33868	108,900.00	11/11/2019
BR-2019-10225	8835 Fox DR, Polk City, FL 33868	108,900.00	11/11/2019
BR-2019-10259	300 BAYBERRY DR, POLK CITY, FL 33868	560,000.00	11/12/2019
BR-2019-10310	429 ROSEWOOD LN, POLK CITY, FL 33868	9,228.65	11/13/2019
BR-2019-10652	994 CROSS ROADS DR, POLK CITY, FL 33868	300,000.00	11/22/2019
BR-2019-10709	372 NOLANE LN, POLK CITY, FL 33868	20,000.00	11/25/2019
BR-2019-10805	410 EDGEWATER DR, POLK CITY, FL 33868	16,957.00	11/18/2019
Subtotal:		\$1,492,147.65	

Grand Total: \$1,501,547.65

62 SFR to Date

Code Enforcement Report

NOVEMBER 2019

DATE	ADDRESS	VIOLATION	STATUS/ LOCATION
11/5/2019	188 Sunshine Blvd	RE-INSPECTED	COMPLIED AT THIS TIME
11/5/2019	CITY WIDE	SNIPE SIGNS	REMOVED 5
11/5/2019	MT OLIVE N	SNIPE SIGNS	FOUND THE HOA COMMITTEE AND LET THEM KNOW THE SIGNS COULD NOT BE OUT IN THE RIGHT OF WAYS
11/5/2019	CITY HALL	MET WITH TENANT OF A VIOLATION PROPERTY	OFFICE
11/5/2019	FIELD	RE INSPECTED 401 HONEY BEE	VIOLATION STILL EXISTS
11/6/2019	CITY HALL	RETURNED CALLS FR MESSAGES	OFFICE
11/6/2019	CITY WIDE	RECEIVED A CALL FROM THE 2ND HOA AND EXPLAINED WHY I HAD LEFT MY INFO	OFFICE
11/6/2019	304 CITRUS GROVE	IN VIOLATION	LETTER
11/6/2019	CITY HALL	FILED COMPLIED CASES ON PC AND SOME IN FILE CABINET	OFFICE
11/6/2019	CITY HALL	UPLOADED TODAYS PHOTOS INTO CASES	OFFICE
11/7/2019	CITY HALL	RETURNED CALLS AND MADE APPOINTMENTS	OFFICE
11/7/2019	647 1ST ST	MET W/ TENANT	TOOK PHOTOS AND NOTES
11/7/2019	637 1ST ST	IN VIOLATION	LETTER
11/7/2019	325 PINE	IN VIOLATION	LETTER
11/7/2019	223 CARTER	IN VIOLATION	LETTER
11/7/2019	504 EDGEWATER	IN VIOLATION	LETTER
11/7/2019	217 LARKSPUR	IN VIOLATION	LETTER
11/7/2019	305 CITRUS GROVE	IN VIOLATION	LETTER
11/7/2019	304 POPE AVE	RE INSPECTED COMPLIED	C/O
11/7/2019	213 HONEY BEE	RE INSPECTED COMPLIED	C/O

11/7/2019	411 ASHLEY	RE INSPECTED COMPLIED	C/O
11/7/2019	CITY WIDE	SNIFE SIGNS	REMOVED 13
11/12/2019	321 BROADWAY BLVD	Nuisance property/Outside Storage Junk, Debris	Letter Sent Date to comply 12/14/2018
11/12/2019	9610 SR 33	Nuisance property Building W/O Permit	Letter Sent Date to comply 12/17/2018
11/12/2019	304 CITRUS GROVE	INSPECTED TO FIND IT COMPLIED	C/O
11/12/2019	CITY HALL	MET WITH THE OWNER OF RV PARK	OFFICE
11/12/2019	631 3RD	INSPECTED TO FIND IT COMPLIED	C/O
11/12/2019	520 2ND	INSPECTED TO FIND IT COMPLIED	C/O
11/13/2019	WINTER HAVEN	P.A.C.E.	
11/13/2019	636 3RD	INSPECTED TO FIND IT COMPLIED	C/O
11/13/2019	504 EDGEWATER	INSPECTED TO FIND IT COMPLIED	C/O
11/14/2019	CITY WIDE	SNIFE SIGNS	14 REMOVED
11/14/2019	SM CASES	INSPECTED AND TOOK PHOTOS FOR SM	PRINTED PHOTOS
11/19/2019	PAPERWORK	AGENDA	ALL SM FILES
11/19/2019	RE INSPECTED ALL SM CASES	ADDED NOTES TO FILES	OFFICE
11/19/2019	MET WITH CITIZEN	ANSWERED QUESTIONS ON PROPERTY	OFFICE
11/20/2019	325 PINE	INSPECTED AND TOOK PHOTOS FOR SM	C/O
11/20/2019	CITY HALL	PREPARED PAPERWORK FOR THE SM	OFFICE
11/20/2019	CITY HALL	PRESENTED CASES	COMMISSION CHAMBER
11/21/2019	CITY HALL	EMAILED THE FINDING OF FACTS FOR SM	OFFICE
11/21/2019	411 COMMONWEALTH	INSPECTED THE PROGRESS MADE	ADDED TO CASE NOTES
11/21/2019	OFFICE/CELL	RETURNED PHONE CALLS	CITY HALL
11/26/2019	CITY HALL	SNIFE SIGNS	17 REMOVED
11/26/2019	CITY HALL	MET WITH CITIZEN IN OFFICE	OFFICE
11/26/2019	CITY HALL	WORKED WITH CHRISTMAS DECO	COMMISSION CHAMBER
11/26/2019	FIELD	INSPECTIONS	CITY WIDE

For Fiscal Year: 2020 thru Fiscal Month: Nov, for Fund: 01

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	1,935,358.46	
01-101-800	Cash - GF Police Public Safety Impact Fees	160,249.83	
01-101-801	Cash - GF Fire Public Safety Impact Fees	105,903.54	
01-101-802	Cash - GF Recreation Impact Fees	317,248.64	
01-101-803	Cash - GF Gen Gov't Facilities Impact Fees	304,557.28	
01-101-990	Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	23,188.74-	
01-115-110	Accounts Receivable - NSF	50.00-	
01-115-120	Accounts Receivable - Local Bus Licenses	7,100.00	
01-115-130	Accounts Receivable - Readiness to Serve	2,476.98	
01-115-200	Accounts Receivable - Year End	171,090.91-	
01-117-100	Allowance for Bad Debt	8,857.17-	
01-117-200	Allowance for Uncollectible A/R	2,476.98-	
01-133-100	Due From Other Governmental Units	86,142.26	
01-133-101	Due from Others (Franchise & Public Serv. Tax)	7,282.75	
01-153-302	Restricted Cash - New Local Opt Gas Tax	111,387.96	
01-153-303	Restricted Cash - Building and Codes	160,917.77	
01-160-902	Reserve Account	177,764.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		3,235,084.35
01-202-100	Accounts Payable	41,236.79-	
01-202-200	Accounts Payable - Year End	24,155.56	
01-202-900	Customer Deposits	3,935.00	
01-208-200	Due to BCAIB - Builder's Surcharge	6.00	
01-208-300	Due to County - Impact Fees	82,271.08	
01-208-310	Due to DCA - Bldg Permit Surcharge	1,281.11	
01-208-320	Due to Dept of Business - License Fees	777.84	
01-208-330	Due to PCSO - Police Education Revenue	342.25	
01-216-100	Accrued Payroll	12,712.66-	
01-217-200	Accrued Sales Tax	332.84	
01-218-050	Payroll Liabilities	87.80	
01-218-100	Payroll Taxes Payable	7,429.93	
01-218-200	FRS Retirement Payable	6,517.70	
01-218-310	Long Term Disability Payable	964.00	
01-218-320	Supplemental Insurance Payable	2,396.86	
01-218-327	CHL- Child Support	242.78-	
01-218-400	Dental Plan Payable	328.24-	
01-218-410	Vision Plan Payable	413.13	
	** TOTAL LIABILITY**		76,390.63
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	3,134,062.37	
	** TOTAL EQUITY**		3,134,062.37
	** TOTAL REVENUE**		388,247.08
	** TOTAL EXPENSE**		363,615.73
	TOTAL LIABILITY AND EQUITY		3,235,084.35

POLK CITY
NOVEMBER 2019 MONTHLY FINANCIALS

GENERAL FUND REVENUES
16.66 % Yr Complete For Fiscal Year: 2020 / 11

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-311-100	Ad Valorem Taxes	782,473.21	927,853.00	927,853.00	119,561.64	119,561.64	808,291.36	12.89 %
01-312-300	9th Cent Gas Tax	15,347.53	14,594.00	14,594.00	0.00	0.00	14,594.00	0.00 %
01-312-400	Local Option Gas Tax	85,233.57	84,702.00	84,702.00	7,044.42	7,044.42	77,657.58	8.32 %
01-312-410	New Local Option Gas Tax	53,778.65	52,721.00	52,721.00	4,183.62	4,183.62	48,537.38	7.94 %
01-314-100	Electric - Utility Tax	118,047.79	102,387.00	102,387.00	11,167.24	11,167.24	91,219.76	10.91 %
01-314-300	Water - Utility Tax	65,509.85	57,258.00	57,258.00	5,845.92	5,845.92	51,412.08	10.21 %
01-314-301	Water - Utility Tax - Readiness to Se	0.00	2,171.00	2,171.00	0.00	0.00	2,171.00	0.00 %
01-314-400	Gas - Utility Tax	7,883.91	5,800.00	5,800.00	383.29	383.29	5,416.71	6.61 %
01-315-100	Communications Services Tax	214,000.60	215,244.00	215,244.00	16,615.36	16,615.36	198,628.64	7.72 %
01-316-100	Local Business Licenses	7,424.00	17,500.00	17,500.00	1,015.00	6,990.20	10,509.80	39.94 %
01-316-102	County Business Tax	1,260.08	0.00	0.00	92.07	92.07	(92.07)	0.00 %
01-322-100	Building Permits	39,808.62	54,075.00	54,075.00	7,766.75	20,070.33	34,004.67	37.12 %
01-322-101	Bldg Permit - Plan Checking	19,077.94	26,780.00	26,780.00	3,783.00	9,219.51	17,560.49	34.43 %
01-322-102	Bldg Permit - Admin Fee	5,120.00	2,060.00	2,060.00	520.00	1,140.00	920.00	55.34 %
01-322-103	Bldg Permit - Electrical	8,895.00	12,875.00	12,875.00	1,875.00	4,375.00	8,500.00	33.98 %
01-322-104	Bldg Permit - Plumbing	7,900.00	12,875.00	12,875.00	1,750.00	3,875.00	9,000.00	30.10 %
01-322-105	Bldg Permit - Mechanical	8,725.00	12,875.00	12,875.00	1,875.00	4,750.00	8,125.00	36.89 %
01-322-107	Bldg Permit - Cert of Occupancy	3,450.00	3,090.00	3,090.00	0.00	30.00	3,060.00	0.97 %
01-322-108	Bldg Permit - Inspections	137,495.65	100,000.00	100,000.00	980.00	8,519.35	91,480.65	8.52 %
01-322-109	Bldg Permit - Demolition	57.50	0.00	0.00	0.00	0.00	0.00	0.00 %
01-323-100	Electric	74,157.26	76,492.00	76,492.00	0.00	0.00	76,492.00	0.00 %
01-323-300	Solid Waste	33,627.76	65,640.00	65,640.00	0.00	0.00	65,640.00	0.00 %
01-324-100	Police - Public Safety Impact Fee	27,089.58	59,984.00	59,984.00	8,841.89	19,161.73	40,822.27	31.94 %
01-324-110	Fire/Rescue - Public Safety Impact Fe	14,494.62	32,095.00	32,095.00	3,796.21	9,317.97	22,777.03	29.03 %
01-324-310	Transportation Impact Fee	(995.10)	0.00	0.00	0.00	0.00	0.00	0.00 %
01-324-610	Parks & Recreation Impact Fee	42,646.56	96,734.00	96,734.00	11,441.76	28,084.32	68,649.68	29.03 %
01-324-710	Public Facilities Impact Fee	73,416.42	162,564.00	162,564.00	19,228.11	47,196.27	115,367.73	29.03 %
01-329-220	Site Plan Reviews	10,835.00	1,600.00	1,600.00	0.00	0.00	1,600.00	0.00 %
01-331-400	FEMA Federal Reimb. - Irma 2017	60,999.44	0.00	0.00	0.00	0.00	0.00	0.00 %
01-334-201	Justice Assistance Grant (JAG)	0.00	5,113.00	5,113.00	0.00	0.00	5,113.00	0.00 %
01-334-400	FEMA State Reimb. - Irma 2017	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-334-910	DEO GRANT	30,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-335-120	MRS - State Sales Tax	58,081.06	58,720.00	58,720.00	4,893.36	9,786.72	48,933.28	16.67 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	17,725.70	17,888.00	17,888.00	1,432.27	2,864.54	15,023.46	16.01 %
01-335-123	MRS - Municipal Fuel Tax	51.70	50.00	50.00	0.62	1.24	48.76	2.48 %
01-335-140	Mobile Home License	5,455.30	5,486.00	5,486.00	1,642.21	1,985.95	3,500.05	36.20 %
01-335-150	Alcoholic Beverage License	1,125.71	1,126.00	1,126.00	0.00	0.00	1,126.00	0.00 %
01-335-180	Half-Cent Sales Tax	121,829.13	143,520.00	143,520.00	10,691.81	10,691.81	132,828.19	7.45 %
01-337-100	Library Coop Funding	33,876.08	31,990.00	31,990.00	0.00	0.00	31,990.00	0.00 %

POLK CITY
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GENERAL FUND REVENUES
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G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-340-400	Solid Waste	303,419.35	326,479.00	326,479.00	25,827.27	26,122.25	300,356.75	8.00 %
01-340-700	Stormwater Utility Fees	31,540.17	24,019.00	24,019.00	2,753.91	2,765.91	21,253.09	11.52 %
01-340-900	Notary Fees	175.00	0.00	0.00	15.00	50.00	(50.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	16,303.82	16,304.00	16,304.00	0.00	0.00	16,304.00	0.00 %
01-347-100	Library Income	7,209.99	6,000.00	6,000.00	529.85	1,082.45	4,917.55	18.04 %
01-351-200	Fines, Penalties, and Forfeitures	11,166.63	6,500.00	6,500.00	340.23	340.23	6,159.77	5.23 %
01-359-100	Other Fines and/or Forfeitures	902.50	0.00	0.00	115.00	290.00	(290.00)	0.00 %
01-359-300	Late Fees	204.08	200.00	200.00	43.50	72.00	128.00	36.00 %
01-361-100	Interest Income	1,009.22	900.00	900.00	0.00	0.00	900.00	0.00 %
01-362-100	Activity Center Rentals	3,150.00	2,700.00	2,700.00	0.00	250.00	2,450.00	9.26 %
01-362-200	Donald Bronson Community Center Renta	8,450.00	5,000.00	5,000.00	600.00	1,400.00	3,600.00	28.00 %
01-365-100	Sales of Surplus Property	136.10	0.00	0.00	0.00	0.00	0.00	0.00 %
01-366-100	Private Donations	740.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-366-101	Private Donations - Christmas	2,000.00	2,000.00	2,000.00	0.00	575.00	1,425.00	28.75 %
01-366-102	Private Donations - Halloween	1,000.00	1,000.00	1,000.00	0.00	605.00	395.00	60.50 %
01-366-110	Private Donations - Library	7,145.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-369-100	Misc. Income	325.20	100.00	100.00	0.00	0.00	100.00	0.00 %
01-369-101	Misc Income - Copies and Faxes	105.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-369-102	Misc Income - Collection Allowance	8,443.98	5,000.00	5,000.00	1,400.74	1,400.74	3,599.26	28.01 %
01-369-120	Misc Income - Christmas	180.00	160.00	160.00	240.00	280.00	(120.00)	175.00 %
01-369-130	Misc Income - Halloween	320.00	240.00	240.00	0.00	60.00	180.00	25.00 %
01-369-400	Insurance Proceeds	2,214.91	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-369-401	Insurance - Claims	2,265.16	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-500	Refund of State Gas Tax	1,273.76	500.00	500.00	0.00	0.00	500.00	0.00 %
01-381-400	Transfer From Enterprise Fund	0.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-381-900	Cash Carry Forward	0.00	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
DEPARTMENT TOTALS		2,596,834.99	2,944,564.00	2,944,564.00	278,292.05	388,247.08	2,556,316.92	13.19 %

POLK CITY
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General Fund Expenditures
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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	7,863.60	10,800.00	10,800.00	900.00	1,800.00	9,000.00	16.67 %
01-511-160	Bonuses and Gift Certificates - Legis	2,165.65	2,500.00	2,500.00	2,707.11	2,707.11	(207.11)	108.28 %
01-511-210	Fica Taxes - Legislative	767.21	1,033.00	1,033.00	275.98	344.81	688.19	33.38 %
01-511-240	Worker's Compensation - Legislati	11.00	25.00	25.00	0.00	13.61	11.39	54.44 %
01-511-400	Travel and Training - Legislative	5,034.30	5,500.00	5,500.00	0.00	25.00	5,475.00	0.45 %
01-511-470	Printing and Reproduction - Legislati	54.69	500.00	500.00	0.00	0.00	500.00	0.00 %
01-511-480	Promo Activities & Legal Ads - Legisl	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-511-490	Other Current Charges - Legislative	150.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-511-510	Office Supplies - Legislative	142.22	400.00	400.00	0.00	0.00	400.00	0.00 %
01-511-520	Operating Supplies - Legislative	857.40	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-511-540	Books, Pub., Sub., & Memberships - Le	3,670.00	4,000.00	4,000.00	0.00	2,000.00	2,000.00	50.00 %
DEPARTMENT TOTAL		20,716.07	31,258.00	31,258.00	3,883.09	6,890.53	24,367.47	22.04 %
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EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	137,526.06	139,276.00	139,276.00	13,234.26	20,669.81	118,606.19	14.84 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	738.48	4,061.52	15.39 %
01-512-140	Overtime - Executive	71.80	0.00	0.00	0.00	0.00	0.00	0.00 %
01-512-160	Bonuses and Gift Certificates - Execu	21,056.34	22,750.00	22,750.00	25,663.26	25,663.26	(2,913.26)	112.81 %
01-512-210	Fica Taxes - Executive	12,249.92	11,022.00	11,022.00	2,989.20	3,811.17	7,210.83	34.58 %
01-512-220	Retirement Contribution - Executive	25,392.26	26,529.00	26,529.00	2,697.97	4,728.47	21,800.53	17.82 %
01-512-230	Life & Health Insurance - Executive	17,890.94	18,868.00	18,868.00	1,588.42	3,176.84	15,691.16	16.84 %
01-512-240	Worker's Compensation - Executive	194.00	320.00	320.00	0.00	175.49	144.51	54.84 %
01-512-310	Professional Services - Executive	32.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-512-400	Travel and Training - Executive	4,132.50	5,500.00	5,500.00	0.00	642.00	4,858.00	11.67 %
01-512-410	Communication Services - Executive	738.89	700.00	700.00	0.00	0.00	700.00	0.00 %
01-512-470	Printing and Reproduction - Executive	0.00	200.00	200.00	133.50	133.50	66.50	66.75 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	800.00	800.00	0.00	0.00	800.00	0.00 %
01-512-490	Other Current Charges - Executive	2,780.48	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
01-512-510	Office Supplies - Executive	362.73	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-512-520	Operating Supplies - Executive	1,534.19	1,000.00	1,000.00	0.00	63.97	936.03	6.40 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	889.33	2,000.00	2,000.00	0.00	184.99	1,815.01	9.25 %
DEPARTMENT TOTAL		229,651.56	238,565.00	238,565.00	46,675.85	59,987.98	178,577.02	25.15 %

POLK CITY
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General Fund Expenditures
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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
CITY CLERK								
01-513-310	Professional Services - City Clerk	120.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-513-400	Travel and Training - City Clerk	2,467.10	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-513-460	Repairs and Maintenance - City Clerk	160.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-513-470	Printing and Reproduction - City Cler	3,585.75	3,500.00	3,500.00	0.00	1,175.00	2,325.00	33.57 %
01-513-490	Other Current Charges - City Clerk	7,580.01	4,500.00	4,500.00	0.00	0.00	4,500.00	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	267.30	800.00	800.00	0.00	54.25	745.75	6.78 %
01-513-520	Operating Supplies - City Clerk	942.69	900.00	900.00	0.00	149.98	750.02	16.66 %
01-513-540	Books, Pub., Sub., & Memberships - Ci	701.00	500.00	500.00	0.00	110.00	390.00	22.00 %
DEPARTMENT TOTAL		15,823.85	15,700.00	15,700.00	0.00	1,489.23	14,210.77	9.49 %
LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	42,992.10	60,000.00	60,000.00	5,752.93	5,752.93	54,247.07	9.59 %
01-514-480	Promo Activities & Legal Ads - Legal	13,487.56	10,000.00	10,000.00	129.66	1,181.31	8,818.69	11.81 %
DEPARTMENT TOTAL		56,479.66	70,000.00	70,000.00	5,882.59	6,934.24	63,065.76	9.91 %
COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-515-312	Professional Services-Other- Comp Pla	3,000.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-515-320	DEO - Grants	30,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
DEPARTMENT TOTAL		58,000.00	53,000.00	53,000.00	0.00	0.00	53,000.00	0.00 %
FINANCE AND ACCOUNTING								

POLK CITY
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General Fund Expenditures
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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-516-120	Regular Salary - Wages - Fin & Acctng	74,903.00	87,256.00	87,256.00	6,472.80	11,026.96	76,229.04	12.64 %
01-516-140	Overtime - Fin & Acctng	246.23	519.00	519.00	44.34	44.34	474.66	8.54 %
01-516-210	Fica Taxes - Fin & Acctng	5,329.03	6,715.00	6,715.00	480.16	939.10	5,775.90	13.99 %
01-516-220	Retirement Contribution - Fin & Acctn	6,216.66	7,435.00	7,435.00	552.01	1,086.13	6,348.87	14.61 %
01-516-230	Life & Health Insurance - Fin & Acctn	18,332.84	18,580.00	18,580.00	1,564.44	3,128.88	15,451.12	16.84 %
01-516-240	Worker's Compensation - Fin & Acc	124.00	202.00	202.00	0.00	109.94	92.06	54.43 %
01-516-310	Professional Services - Fin & Acctng	1,500.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-516-400	Travel and Training - Fin & Acctng	2,003.39	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	586.72	600.00	600.00	0.00	0.00	600.00	0.00 %
01-516-470	Printing and Reproduction - Fin & Acc	410.40	700.00	700.00	0.00	0.00	700.00	0.00 %
01-516-510	Office Supplies - Fin & Acctng	731.34	1,200.00	1,200.00	0.00	25.57	1,174.43	2.13 %
01-516-520	Operating Supplies - Fin & Acctng	2,947.21	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	463.74	450.00	450.00	0.00	0.00	450.00	0.00 %
DEPARTMENT TOTAL		113,794.56	131,657.00	131,657.00	9,113.75	16,360.92	115,296.08	12.43 %
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DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	74,323.84	76,922.00	76,922.00	6,258.02	12,617.04	64,304.96	16.40 %
01-517-720	Interest - CB&T Debt Service Pmts	45,486.61	42,865.00	42,865.00	3,726.19	7,351.38	35,513.62	17.15 %
DEPARTMENT TOTAL		119,810.45	119,787.00	119,787.00	9,984.21	19,968.42	99,818.58	16.67 %
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LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	99,374.00	101,500.00	101,500.00	25,324.25	25,324.25	76,175.75	24.95 %
01-521-310	Professional Services - Law Enf	27,920.00	28,000.00	28,000.00	952.00	3,552.00	24,448.00	12.69 %
01-521-460	Repairs and Maintenance - Law Enf	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-521-510	Office Supplies - Law Enf	0.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-521-520	Operating Supplies - Law Enf	0.00	150.00	150.00	0.00	0.00	150.00	0.00 %
01-521-649	Machinery & Equip - JAG Grant - Law E	0.00	5,113.00	5,113.00	0.00	0.00	5,113.00	0.00 %
DEPARTMENT TOTAL		127,294.00	135,363.00	135,363.00	26,276.25	28,876.25	106,486.75	21.33 %
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POLK CITY
 NOVEMBER 2019 MONTHLY FINANCIALS

General Fund Expenditures
 16.66 % Yr Complete For Fiscal Year: 2020 / 11

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	82,135.82	87,048.00	87,048.00	6,540.35	11,146.42	75,901.58	12.80 %
01-524-140	Overtime - Bldg & Zoning	384.86	464.00	464.00	84.94	84.94	379.06	18.31 %
01-524-210	Fica Taxes - Bldg & Zoning	6,060.85	6,695.00	6,695.00	492.77	976.87	5,718.13	14.59 %
01-524-220	Retirement Contribution - Bldg & Zoni	6,780.09	7,412.00	7,412.00	561.17	1,113.24	6,298.76	15.02 %
01-524-230	Life & Health Insurance - Bldg & Zoni	17,615.24	18,623.00	18,623.00	1,568.05	3,136.10	15,486.90	16.84 %
01-524-240	Worker's Compensation - Bldg & Zo	912.00	1,331.00	1,331.00	0.00	977.40	353.60	73.43 %
01-524-310	Professional Services - Bldg & Zoning	154,070.83	100,000.00	100,000.00	2,182.85	14,637.85	85,362.15	14.64 %
01-524-311	Engineering Services - Bldg & Zoning	0.00	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 %
01-524-480	Promo Activities & Legal Ads - Bldg &	0.00	0.00	0.00	432.20	432.20	(432.20)	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	299.84	200.00	200.00	0.00	72.10	127.90	36.05 %
01-524-520	Operating Supplies - Bldg & Zoning	1,888.16	100.00	100.00	0.00	0.00	100.00	0.00 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	226.68	0.00	0.00	0.00	14.99	(14.99)	0.00 %
01-524-630	Improvements Other than Building - Bl	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
DEPARTMENT TOTAL		270,374.37	231,373.00	231,373.00	11,862.33	32,592.11	198,780.89	14.09 %
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CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	21,424.50	23,978.00	23,978.00	1,941.87	3,325.62	20,652.38	13.87 %
01-529-210	Fica Taxes - Code Enf	1,563.19	1,834.00	1,834.00	144.47	283.18	1,550.82	15.44 %
01-529-220	Retirement Contribution - Code Enf	1,742.87	2,031.00	2,031.00	164.48	322.85	1,708.15	15.90 %
01-529-230	Life & Health Insurance - Code Enf	6,695.86	9,267.00	9,267.00	758.02	1,516.04	7,750.96	16.36 %
01-529-240	Worker's Compensation - Code Enf	372.00	549.00	549.00	0.00	403.08	145.92	73.42 %
01-529-310	Professional Services - Code Enf	4,000.00	6,000.00	6,000.00	500.00	1,000.00	5,000.00	16.67 %
01-529-400	Travel and Training - Code Enf	1,030.86	500.00	500.00	75.00	75.00	425.00	15.00 %
01-529-410	Communication Services - Code Enf	558.72	0.00	0.00	0.00	0.00	0.00	0.00 %
01-529-470	Printing and Reproduction - Code Enf	330.69	0.00	0.00	0.00	0.00	0.00	0.00 %
01-529-480	Promo Activities & Legal Ads - Code E	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-492	Recording & Other Fees	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-510	Office Supplies - Code Enf	167.44	200.00	200.00	0.00	33.45	166.55	16.73 %
01-529-520	Operating Supplies - Code Enf	1,611.39	100.00	100.00	0.00	0.00	100.00	0.00 %
01-529-540	Books, Pub., Sub., & Memberships - Co	0.00	1,584.00	1,584.00	0.00	80.00	1,504.00	5.05 %

POLK CITY
 NOVEMBER 2019 MONTHLY FINANCIALS

General Fund Expenditures
 16.66 % Yr Complete For Fiscal Year: 2020 / 11

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-529-630	Improvements Other than Building - Co	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
DEPARTMENT TOTAL		39,497.52	52,443.00	52,443.00	3,583.84	7,039.22	45,403.78	13.42 %
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REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	147,475.32	176,840.00	176,840.00	0.00	14,003.76	162,836.24	7.92 %
01-534-342	Refuse Disposal - Commercial - Refuse	85,664.63	85,722.00	85,722.00	0.00	14,575.25	71,146.75	17.00 %
DEPARTMENT TOTAL		233,139.95	262,562.00	262,562.00	0.00	28,579.01	233,982.99	10.88 %
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STORMWATER								
01-538-310	PROFESSIONAL SERVICES - STORMWATER	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-538-311	Engineering Services - Stormwater	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-538-400	Travel and Training - Stormwater	812.28	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-538-460	Repairs and Maintenance - Stormwater	0.00	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00 %
01-538-492	Recording & Other Fees - Stormwater	100.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-538-540	Books, Pub., Sub., & Memberships - St	1,000.00	500.00	500.00	0.00	0.00	500.00	0.00 %
DEPARTMENT TOTAL		1,912.28	21,000.00	21,000.00	0.00	0.00	21,000.00	0.00 %
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GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't	18,033.01	22,000.00	22,000.00	0.00	1,512.00	20,488.00	6.87 %
01-539-312	Professional Services - Other - Gen G	1,807.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
01-539-411	City Hall - Communication - Gen Gov&#	13,566.49	15,500.00	15,500.00	0.00	2,279.69	13,220.31	14.71 %
01-539-413	Public Works - Communication - Gen Go	1,866.91	2,200.00	2,200.00	0.00	343.44	1,856.56	15.61 %
01-539-414	Community Center-Communication-Gen Go	1,686.78	2,000.00	2,000.00	0.00	315.77	1,684.23	15.79 %
01-539-431	City Hall - Utilities - Gen Gov't	15,832.67	23,000.00	23,000.00	547.01	2,063.81	20,936.19	8.97 %
01-539-432	Activity Center - Utilities - Gen Gov	4,658.25	4,000.00	4,000.00	74.62	286.07	3,713.93	7.15 %
01-539-433	Public Works - Utilities - Gen Gov	2,466.57	3,000.00	3,000.00	113.79	366.41	2,633.59	12.21 %
01-539-434	Community Center-Utilities-Gen Gov	5,235.40	5,500.00	5,500.00	157.87	787.11	4,712.89	14.31 %

POLK CITY
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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-541-490	Other Current Charges - Roads & Stree	6.60	0.00	0.00	0.00	0.00	0.00	0.00 %
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	695.03	1,000.00	1,000.00	0.00	19.35	980.65	1.94 %
01-541-520	Operating Supplies - Roads & Streets	12,810.30	10,000.00	10,000.00	147.86	685.83	9,314.17	6.86 %
01-541-524	Chemicals - Roads & Streets	141.98	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & S	3,376.09	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	208.20	500.00	500.00	0.00	14.99	485.01	3.00 %
01-541-630	Improvements Other than Building - Ro	0.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	9,061.76	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
DEPARTMENT TOTAL		344,448.93	545,817.00	545,817.00	21,175.22	56,500.22	489,316.78	10.35 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	74,947.60	83,606.00	83,606.00	5,132.80	8,732.01	74,873.99	10.44 %
01-571-140	Overtime - Library	451.71	986.00	986.00	132.02	132.02	853.98	13.39 %
01-571-210	Fica Taxes - Library	5,542.34	6,471.00	6,471.00	383.62	757.81	5,713.19	11.71 %
01-571-220	Retirement Contribution - Library	6,229.31	7,165.00	7,165.00	445.94	878.05	6,286.95	12.25 %
01-571-230	Life & Health Insurance - Library	17,626.07	18,756.00	18,756.00	1,568.66	3,137.32	15,618.68	16.73 %
01-571-240	Worker's Compensation - Library	0.00	195.00	195.00	0.00	105.04	89.96	53.87 %
01-571-310	Professional Services - Library	4,938.44	2,000.00	2,000.00	0.00	446.00	1,554.00	22.30 %
01-571-312	Professional Services - Other - Libra	1,752.50	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-571-400	Travel and Training - Library	194.75	700.00	700.00	0.00	0.00	700.00	0.00 %
01-571-410	Communication Services - Library	3,741.50	6,200.00	6,200.00	0.00	520.25	5,679.75	8.39 %
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	3,015.20	4,500.00	4,500.00	115.28	384.40	4,115.60	8.54 %
01-571-460	Repairs and Maintenance - Library	3,617.00	4,100.00	4,100.00	0.00	0.00	4,100.00	0.00 %
01-571-480	Promo Activities & Legal Ads - Librar	583.48	2,500.00	2,500.00	0.00	25.64	2,474.36	1.03 %
01-571-510	Office Supplies - Library	449.83	1,300.00	1,300.00	0.00	131.85	1,168.15	10.14 %
01-571-520	Operating Supplies - Library	3,604.76	9,000.00	9,000.00	0.00	567.84	8,432.16	6.31 %
01-571-540	Books, Pub., Sub., & Memberships - Li	706.07	600.00	600.00	0.00	0.00	600.00	0.00 %
01-571-660	Books, Pub.& Library Materials - Libr	16,033.54	17,000.00	17,000.00	1,090.61	2,438.64	14,561.36	14.34 %
DEPARTMENT TOTAL		143,434.10	169,619.00	169,619.00	8,868.93	18,256.87	151,362.13	10.76 %

POLK CITY
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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
PARKS								
01-572-310	Professional Services - Parks	1,056.50	0.00	0.00	2,608.54	2,608.54	(2,608.54)	0.00 %
01-572-430	Utilities - Parks	7,026.15	23,000.00	23,000.00	393.84	1,053.66	21,946.34	4.58 %
01-572-460	Repairs and Maintenance - Parks	12,232.19	15,000.00	15,000.00	1,833.85	11,281.09	3,718.91	75.21 %
01-572-493	Equipment Rental - Parks	0.00	1,000.00	1,000.00	0.00	446.20	553.80	44.62 %
01-572-520	Operating Supplies - Parks	1,829.33	1,200.00	1,200.00	125.93	211.50	988.50	17.63 %
01-572-630	Improvements Other than Building - Pa	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
DEPARTMENT TOTAL		22,144.17	50,200.00	50,200.00	4,962.16	15,600.99	34,599.01	31.08 %
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	680.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
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 Even	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 E	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-520	Operating Supplies - Spec Events	8,652.46	11,000.00	11,000.00	1,223.37	3,376.23	7,623.77	30.69 %
DEPARTMENT TOTAL		9,457.46	16,500.00	16,500.00	1,223.37	3,376.23	13,123.77	20.46 %
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	9,785.28	25,000.00	25,000.00	31.25	802.50	24,197.50	3.21 %
01-590-311	Engineering Services - Non-Dept	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-590-312	Professional Services - Other - Non-D	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	28,748.50	28,749.00	28,749.00	0.00	7,187.13	21,561.87	25.00 %
01-590-320	Accounting and Auditing - Non-Dept	19,271.44	17,000.00	17,000.00	2,857.80	3,509.97	13,490.03	20.65 %
01-590-450	Liability Insurance - Non-Dept	65,121.50	70,000.00	70,000.00	10,039.50	36,479.50	33,520.50	52.11 %
01-590-464	Vehicle Fuel - Non- Departmental	443.55	500.00	500.00	41.81	41.81	458.19	8.36 %
01-590-465	Vehicle Maintenance - Non-Departmenta	823.41	500.00	500.00	0.00	0.00	500.00	0.00 %
01-590-510	Office Supplies - Non-Departmental	937.63	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-590-520	Operating Supplies - Non-Dept	2,625.27	3,000.00	3,000.00	0.00	319.24	2,680.76	10.64 %
01-590-521	Emergencies & Contingencies - Operati	3,676.27	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
01-590-525	Uniforms - Non Dept	2,899.14	4,500.00	4,500.00	100.00	100.00	4,400.00	2.22 %

POLK CITY
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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-590-528	Postage - Non-Dept	766.10	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-590-540	Books, Pub., Sub., & Memberships -NON	0.00	0.00	0.00	0.00	2,725.00	(2,725.00)	0.00 %
01-590-930	Transfer - Police Public Safety Impac	0.00	59,984.00	59,984.00	0.00	0.00	59,984.00	0.00 %
01-590-931	Transfer to Fire Public Safety Impact	0.00	32,095.00	32,095.00	0.00	0.00	32,095.00	0.00 %
01-590-932	Transfer - Parks & Rec Impact Reserve	0.00	96,734.00	96,734.00	0.00	0.00	96,734.00	0.00 %
01-590-933	Transfer -Public Facility Impact Rese	0.00	162,564.00	162,564.00	0.00	0.00	162,564.00	0.00 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	63,392.00	63,392.00	0.00	0.00	63,392.00	0.00 %
01-590-941	Reserves - Emergencies & Contingencie	5,191.76	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	2,340.00	5,000.00	5,000.00	0.00	0.00	5,000.00	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	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-590-999	Other - Non-Operating Charges - Non-D	3,642.75	5,500.00	5,500.00	20.00	451.34	5,048.66	8.21 %
DEPARTMENT TOTAL		148,582.60	621,018.00	621,018.00	13,090.36	51,616.49	569,401.51	8.31 %
General Fund Revenues Total		2,596,834.99	2,944,564.00	2,944,564.00	278,292.05	388,247.08	2,556,316.92	86.81%
General Fund Expenditures Total		-2,073,363.25	-2,944,564.00	-2,944,564.00	-149,015.97	-362,615.73	-2,585,430.48	87.80%
Total Revenue vs. Expenditures		523,471.74	0.00	0.00	129,276.08	25,631.35	-29,113.56	

For Fiscal Year: 2020 thru Fiscal Month: Nov, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	560,817.08	
05-101-710	Cash - Enterprise Fund Capital Imprvmnts	52,898.45	
05-101-800	Cash - Sewer Impact Fee Account	1,686,519.39	
05-101-900	Cash - Water Impact Fee Account	361,400.05	
05-101-913	DEP Loan - Sinking Fund	29,034.68	
05-101-915	Tax Exempt Leasing - Sinking Fund	50,883.67	
05-101-916	US Bank - Sink Fund	141,839.54	
05-101-917	US Bank - Renewal & Replacement Series	9,375.23	
05-101-920	Cash - Customer Deposits	363,060.31	
05-101-930	Restricted Cash - Reclass	737,400.48-	
05-101-934	Fifth Third Bank - Reserves	610,967.73	
05-101-935	Fifth Third Bank - Renewal & Replacement	150,000.00	
05-101-999	Restricted Class - Reclass	737,400.48	
05-115-100	Accounts Receivable - Utilities	130,167.54-	
05-115-130	Accounts Receivable - Readiness to Serve	63,585.29	
05-115-200	Accounts Receivable - Year End	344,321.00-	
05-117-100	Allowance for Bad Debt	42,672.50-	
05-117-200	Allowance for Uncollectible A/R	57,398.98-	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	37,363.62	
05-159-100	Deferred Outflows - Related to Pension	82,455.25	
05-159-200	Deferred Outflows - Loss on Refunding	810,157.03	
05-160-902	Reserve Account	225,392.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-160-904	Reserve Acct - CIP Purchases	25,778.78	
05-160-906	Reserve Acct - Cardinal Hill	25,000.00	
05-161-900	Fixed Assets - Land	2,730,735.50	
05-164-100	Utility Plant in Service	12,268,964.59	
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	400,049.61	
05-167-900	Accumulated Depreciation - Equipment	3,519,580.52-	
05-169-900	CIP - Construction Costs	161,736.60	
	** TOTAL ASSET**		16,485,025.12
05-202-100	Accounts Payable	209,906.32-	
05-202-900	Customer Deposits	314,823.76	
05-203-100	Accumulated Interest Payable	56,733.60	
05-203-600	SRF Loan WW51201P	2,059,675.11	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	35,641.30	
05-203-710	US Bank 2017 Bond Note	8,185,000.00	
05-203-750	Tax Exempt Leasing Loan	45,074.78	
05-203-910	Unamortized Bond Premiums - US Bank	602,902.93	
05-208-305	Taxes Payable	5,702.33-	
05-216-100	Accrued Payroll	5,931.77-	
05-225-100	Deferred Inflows - Related to Pension	15,306.77	
05-234-100	L-T-D - Current Portion	509,139.61	
05-234-901	Less: Current Portion of LTD	509,139.61-	
05-235-900	Net Pension Liability	151,555.85	
	** TOTAL LIABILITY**		11,245,173.68
05-243-100	Encumbrances Placed	103,670.90	
05-245-100	Reserved for Encumbrances	103,670.90-	
	** TOTAL ENCUMBRANCE**		0.00
05-250-100	Contributed Capital	598,715.40	

POLK CITY
 Simple Balance Sheet

For Fiscal Year: 2020 thru Fiscal Month: Nov, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	3,817,725.94	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		5,177,437.13
	** TOTAL REVENUE**		396,602.58
	** TOTAL EXPENSE**		336,300.76
	TOTAL LIABILITY AND EQUITY		16,482,912.63

POLK CITY
 NOVEMBER 2019 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE
 16.66 % Yr Complete For Fiscal Year: 2020 / 11

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTY T	2,112.49	0.00	0.00	0.00	0.00	0.00	0.00 %
05-324-210	Water Impact Fees	85,603.00	162,471.00	162,471.00	17,470.00	45,422.00	117,049.00	27.96 %
05-324-220	Sewer Impact Fees	211,920.00	410,595.00	410,595.00	48,565.00	119,205.00	291,390.00	29.03 %
05-325-111	Connection Fees - Water - Cash Basis	42,430.16	81,840.00	81,840.00	10,005.00	23,925.00	57,915.00	29.23 %
05-325-112	Connection Fees - Water - Accrual Bas	3,045.00	500.00	500.00	1,174.84	1,609.84	(1,109.84)	321.97 %
05-325-210	Readiness to Serve Charge - Sewer	30,892.30	29,148.00	29,148.00	0.00	0.00	29,148.00	0.00 %
05-325-211	Readiness to Serve Charge - Water	21,260.00	21,704.00	21,704.00	0.00	0.00	21,704.00	0.00 %
05-329-200	Other Lic./Fees/Permits	2,661.00	2,000.00	2,000.00	0.00	500.00	1,500.00	25.00 %
05-331-350	Sewer/Wastewater Grants	1,613,774.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-331-370	Small Community Wastewater Grant	128,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-340-300	Water Utility Revenue	1,165,225.74	1,214,879.00	1,214,879.00	102,442.35	101,547.97	1,113,331.03	8.36 %
05-340-500	Sewer Utility Revenue	1,091,753.54	1,149,532.00	1,149,532.00	93,201.03	93,219.27	1,056,312.73	8.11 %
05-359-100	Other Fines and/or Forfeitures	30,795.00	23,800.00	23,800.00	2,980.00	6,405.00	17,395.00	26.91 %
05-359-200	Non Sufficient Funds	1,560.00	1,300.00	1,300.00	70.00	180.00	1,120.00	13.85 %
05-359-300	Late Fees	30,996.00	29,000.00	29,000.00	2,992.50	4,588.50	24,411.50	15.82 %
05-369-100	Misc. Income	14,451.32	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-401	Insurance - Claims	7,023.45	0.00	0.00	0.00	0.00	0.00	0.00 %
05-381-900	Cash Carry Forward	0.00	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00 %
DEPARTMENT TOTALS		4,483,503.00	3,256,769.00	3,256,769.00	278,900.72	396,602.58	2,860,166.42	12.18 %

POLK CITY
NOVEMBER 2019 MONTHLY FINANCIALS

Enterprise Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2020 / 11

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
Water								
05-533-120	Regular Salary - Wages - Water Oper	171,811.75	205,272.00	205,272.00	13,052.67	22,133.67	183,138.33	10.78 %
05-533-140	Overtime - Water Oper	2,916.21	5,262.00	5,262.00	642.81	785.89	4,476.11	14.94 %
05-533-210	Fica Taxes - Water Oper	12,909.90	16,106.00	16,106.00	1,018.89	1,992.14	14,113.86	12.37 %
05-533-220	Retirement Contribution - Water Oper	14,565.97	17,832.00	17,832.00	1,160.00	2,268.80	15,563.20	12.72 %
05-533-230	Life & Health Insurance - Water Oper	44,296.51	54,105.00	54,105.00	4,237.57	8,807.97	45,297.03	16.28 %
05-533-240	Worker's Compensation - Water Ope	7,570.00	9,746.00	9,746.00	0.00	6,304.58	3,441.42	64.69 %
05-533-310	Professional Services - Water Oper	28,291.81	20,000.00	20,000.00	50.00	1,765.00	18,235.00	8.83 %
05-533-311	Engineering Services - Water Oper	(1,558.00)	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
05-533-312	Professional Services - Other - Water	3,952.02	20,000.00	20,000.00	681.60	681.60	19,318.40	3.41 %
05-533-313	Professional Services - Polk Regional	2,871.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-533-400	Travel and Training - Water Oper	872.95	500.00	500.00	0.00	0.00	500.00	0.00 %
05-533-410	Communication Services - Water Oper	4,160.22	3,500.00	3,500.00	18.21	426.12	3,073.88	12.17 %
05-533-420	Education Reimbursement - Water Oper	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-533-430	Utilities - Water Oper	1,266.22	0.00	0.00	59.00	181.81	(181.81)	0.00 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	3,191.68	6,900.00	6,900.00	4,650.00	4,977.10	1,922.90	72.13 %
05-533-432	Commonwealth WTP - Utilities - Water	1,501.25	4,620.00	4,620.00	0.00	20.80	4,599.20	0.45 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	12,853.99	12,000.00	12,000.00	0.00	1,039.13	10,960.87	8.66 %
05-533-460	Repairs and Maintenance - Water Oper	39,221.53	40,000.00	40,000.00	5.99	1,019.40	38,980.60	2.55 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	34,080.99	10,000.00	10,000.00	2,148.00	2,148.00	7,852.00	21.48 %
05-533-462	Commonwealth WTP - Repairs and Maint	0.00	8,000.00	8,000.00	2,586.00	2,586.00	5,414.00	32.33 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	0.00	8,000.00	8,000.00	3,861.41	4,061.41	3,938.59	50.77 %
05-533-464	Vehicle Fuel - Water Oper	10,665.49	7,000.00	7,000.00	774.55	774.55	6,225.45	11.07 %
05-533-465	Vehicle Maintenance - Water Oper	13,133.97	8,000.00	8,000.00	226.32	226.32	7,773.68	2.83 %
05-533-466	Public Works/Utilities Facility - Rep	4,265.01	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
05-533-470	Printing and Reproduction - Water Ope	0.00	0.00	0.00	0.00	155.00	(155.00)	0.00 %
05-533-492	Recording & Other Fees - Water Oper	5,300.00	4,300.00	4,300.00	0.00	0.00	4,300.00	0.00 %
05-533-510	Office Supplies - Water Oper	252.66	1,000.00	1,000.00	25.04	34.68	965.32	3.47 %
05-533-520	Operating Supplies - Water Oper	24,075.89	15,000.00	15,000.00	2,251.89	4,678.97	10,321.03	31.19 %
05-533-524	Chemicals - Water Oper	3,233.99	9,000.00	9,000.00	402.00	783.00	8,217.00	8.70 %
05-533-526	Meter Supplies - New Installs - Water	56,117.68	90,000.00	90,000.00	20,516.60	30,438.08	59,561.92	33.82 %
05-533-527	Meter Supplies - Repairs & Maintenanc	11,814.64	20,000.00	20,000.00	9,672.57	14,799.74	6,463.36	74.00 %
05-533-530	Road Materials & Supplies - Water Ope	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	1,403.78	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-630	Improvements Other than Building - Wa	22,275.35	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-640	Machinery & Equipment - Water Oper	34,242.72	120,000.00	120,000.00	0.00	0.00	120,000.00	0.00 %
05-533-641	Mt. Olive WTP - Machinery & Equipment	0.00	150,000.00	150,000.00	0.00	20,000.00	25,066.00	13.33 %
05-533-642	Commonwealth WTP - Machinery & Equipm	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %

POLK CITY
NOVEMBER 2019 MONTHLY FINANCIALS

Enterprise Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2020 / 11

G/L		2019	2020	2020	2020	2020	2020	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
05-533-643	V.Matt Williams WTP - Machinery & Equ	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-533-650	Construction In Progress - Water Oper	23,505.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-660	Other Capital Assets - Water Operatio	3,906.25	0.00	0.00	0.00	32,177.50	(32,177.50)	0.00 %
05-533-710	Principal - Water Oper	0.00	79,277.00	79,277.00	0.00	0.00	79,277.00	0.00 %
05-533-720	Interest - Water Oper	76,351.08	72,847.00	72,847.00	0.00	0.00	72,847.00	0.00 %
DEPARTMENT TOTAL		675,319.51	1,104,267.00	1,104,267.00	68,041.12	165,267.26	835,328.84	14.97 %
=====								
Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	104,971.70	130,319.00	130,319.00	7,580.40	12,913.34	117,405.66	9.91 %
05-535-140	Overtime - Sewer Oper	3,492.28	3,475.00	3,475.00	1,061.12	1,163.36	2,311.64	33.48 %
05-535-210	Fica Taxes - Sewer Oper	8,156.51	10,235.00	10,235.00	650.24	1,213.44	9,021.56	11.86 %
05-535-220	Retirement Contribution - Sewer Oper	9,269.89	11,332.00	11,332.00	731.95	1,367.22	9,964.78	12.07 %
05-535-230	Life & Health Insurance - Sewer Oper	23,930.52	30,744.00	30,744.00	2,292.49	4,917.81	25,826.19	16.00 %
05-535-240	Worker's Compensation - Sewer Ope	3,694.00	10,388.00	10,388.00	0.00	0.00	10,388.00	0.00 %
05-535-310	Professional Services - Sewer Oper	36,643.80	25,000.00	25,000.00	436.00	8,116.45	16,883.55	32.47 %
05-535-311	Engineering Services - Sewer Oper	(1,558.00)	20,000.00	20,000.00	0.00	6,061.25	13,938.75	30.31 %
05-535-312	Professional Services - Other - Sewer	4,566.06	14,000.00	14,000.00	0.00	50.00	13,950.00	0.36 %
05-535-400	Travel and Training - Sewer Oper	1,941.52	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-410	Communication Services - Sewer Oper	3,299.99	3,500.00	3,500.00	0.00	396.14	3,103.86	11.32 %
05-535-411	Cardinal Hill WWTP - Comm Srvcs - Sew	975.47	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
05-535-412	Mt. Olive WWTP - Comm Srvcs - Sewer O	2,376.00	2,500.00	2,500.00	0.00	437.95	2,062.05	17.52 %
05-535-430	Utilities - Sewer Oper	6,216.09	7,000.00	7,000.00	199.21	687.53	6,312.47	9.82 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	18,679.65	21,000.00	21,000.00	0.00	1,456.90	19,543.10	6.94 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	7,476.06	11,000.00	11,000.00	205.02	967.52	10,032.48	8.80 %
05-535-460	Repairs and Maintenance - Sewer Oper	53,550.80	100,000.00	100,000.00	622.89	12,458.63	87,541.37	12.46 %
05-535-461	Cardinal Hill - Repairs and Maint - S	4,887.70	40,000.00	40,000.00	1,494.00	1,494.00	38,506.00	3.74 %
05-535-464	Vehicle Fuel - Sewer Oper	12,007.80	4,000.00	4,000.00	864.76	864.76	3,135.24	21.62 %
05-535-465	Vehicle Maintenance - Sewer Oper	13,287.66	8,000.00	8,000.00	222.83	222.83	7,777.17	2.79 %
05-535-466	Public Works/Utilities Facility - Rep	4,420.68	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
05-535-470	Printing and Reproduction - Sewer Ope	0.00	60.00	60.00	0.00	0.00	60.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	168.22	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	125.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-535-493	Equipment Rental - Sewer Oper	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	262.98	1,000.00	1,000.00	25.04	34.69	965.31	3.47 %
05-535-520	Operating Supplies - Sewer Oper	11,207.82	8,000.00	8,000.00	1,082.92	1,442.32	6,557.68	18.03 %

POLK CITY
NOVEMBER 2019 MONTHLY FINANCIALS

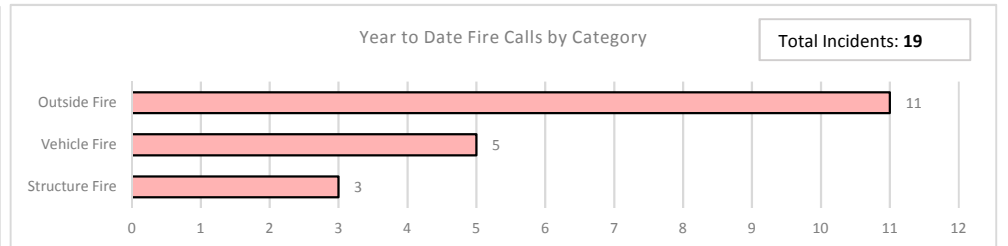
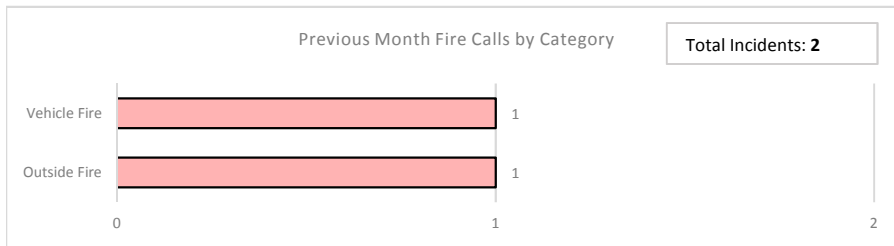
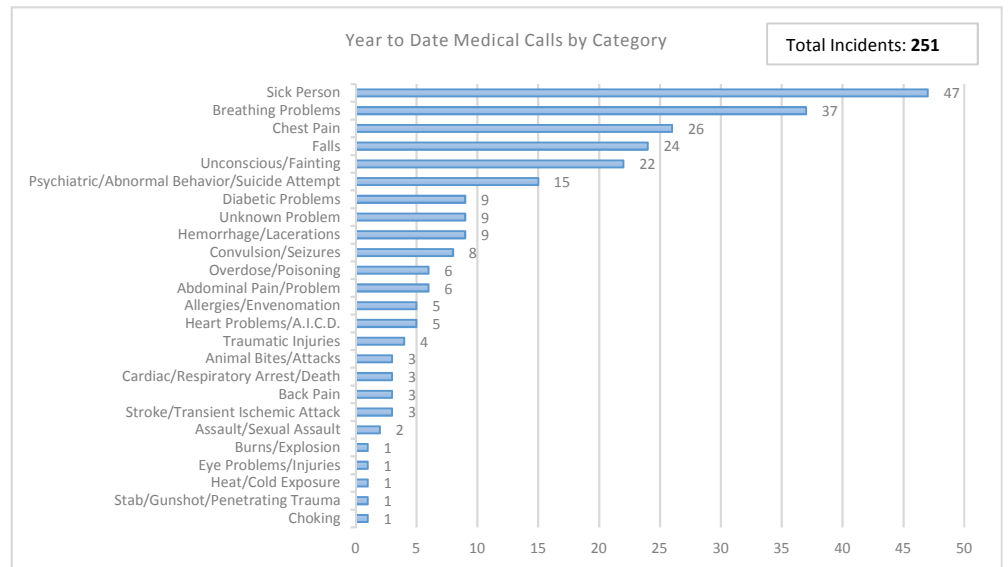
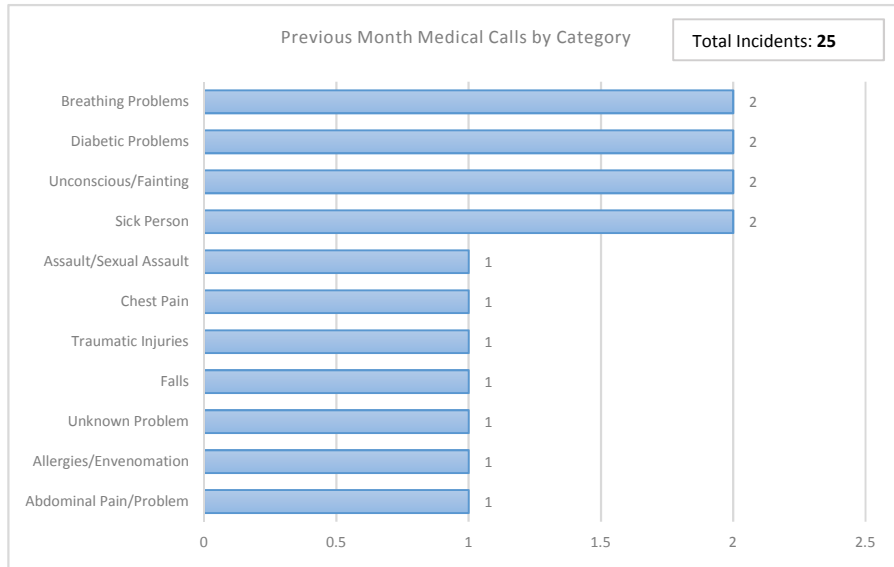
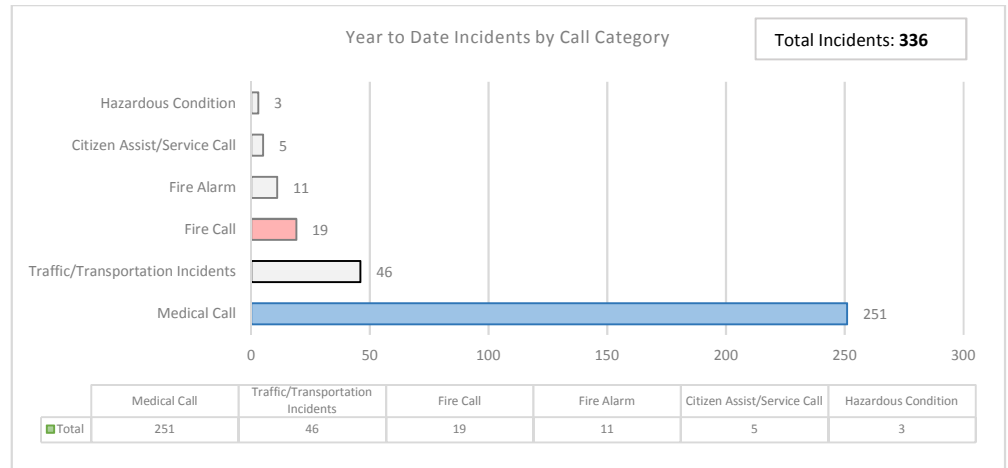
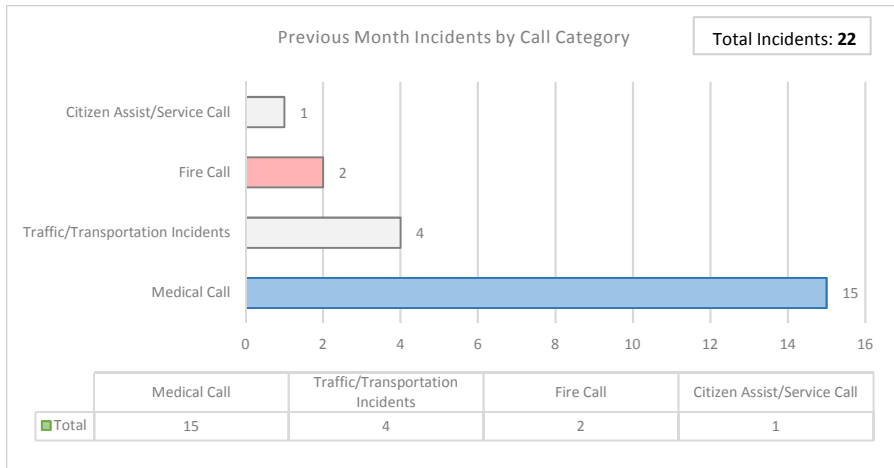
Enterprise Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2020 / 11

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
05-535-521	Cardinal Hill WWTP - Operating Suppli	27.34	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	15,360.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-524	Chemicals - Sewer Oper	30,789.99	17,000.00	17,000.00	1,564.00	2,463.00	14,537.00	14.49 %
05-535-530	Road Materials & Supplies - Sewer Ope	27.74	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-540	Books, Pub., Sub., & Memberships - Se	418.27	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-535-630	Improvements Other than Building - Se	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	37,497.61	80,000.00	80,000.00	0.00	0.00	80,000.00	0.00 %
05-535-641	Cardinal Hill - Mach & Equip - Sewer	34,355.00	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	1,825,510.54	410,595.00	410,595.00	41,125.00	57,210.10	353,384.90	13.93 %
05-535-710	Principal - Sewer Oper	0.00	319,972.00	319,972.00	0.00	0.00	319,972.00	0.00 %
05-535-720	Interest - Sewer Oper	302,312.44	295,533.00	295,533.00	0.00	0.00	295,533.00	0.00 %
05-535-722	Interest - DEP Effluent Disposal Loan	4,626.30	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		2,584,975.43	1,688,153.00	1,688,153.00	60,157.87	115,939.24	1,572,213.76	6.87 %
=====								
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	27,327.92	25,000.00	25,000.00	31.25	2,422.55	22,577.45	9.69 %
05-590-311	Engineering Services - Non-Dept	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-590-312	Professional Services - Other - Non-D	8,240.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-590-315	Inmate Labor - EF Non - Dept	28,748.50	28,749.00	28,749.00	0.00	7,187.12	21,561.88	25.00 %
05-590-320	Accounting and Auditing - Non-Dept	30,497.31	17,000.00	17,000.00	5,802.20	7,126.28	9,873.72	41.92 %
05-590-440	Rentals and Leases - Non-Dept	4,609.06	0.00	0.00	391.71	552.56	(552.56)	0.00 %
05-590-450	Liability Insurance - Non-Dept	26,351.50	70,000.00	70,000.00	10,039.50	36,479.50	33,520.50	52.11 %
05-590-510	Office Supplies - Non-Departmental	840.65	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-590-520	Operating Supplies - Non-Dept	843.76	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-521	Emergencies & Contingencies - Operati	9,197.82	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-590-525	Uniforms - Non Dept	1,493.52	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
05-590-528	Postage - Non-Dept	64.32	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-540	Books, Pub., Sub., & Memberships -NON	0.00	0.00	0.00	0.00	1,152.00	(1,152.00)	0.00 %
05-590-720	Interest - Bond 2017 Issue	(44,749.17)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	64,104.94	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	0.00	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	162,471.00	162,471.00	0.00	0.00	162,471.00	0.00 %
05-590-941	Reserves - Emergencies & Contingencie	0.00	83,077.00	83,077.00	0.00	0.00	83,077.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	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 %

Enterprise Fund Expenditures
 16.66 % Yr Complete For Fiscal Year: 2020 / 11

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
05-590-996	Bad Debt - Non-Dept	(187.62)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-999	Other - Non-Operating Charges - Non-D	401.92	0.00	0.00	95.00	174.25	(174.25)	0.00 %
DEPARTMENT TOTAL		157,784.43	464,347.00	464,347.00	16,359.66	55,094.26	409,252.74	11.86 %

Enterprise Fund Revenues Total		4,483,503.00	3,256,769.00	3,256,769.00	278,900.72	396,602.58	2,860,166.42	12.18%
Enterprise Fund Expenditures Total		-3,418,079.37	-3,256,769.00	-3,256,769.00	-144,558.65	-336,300.76	-2,816,795.34	10.33%
Total Revenue vs. Expenditures		1,065,423.63	0.00	0.00	134,342.07	60,301.82	43,371.08	



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

STATISTICAL DATA

West

Division

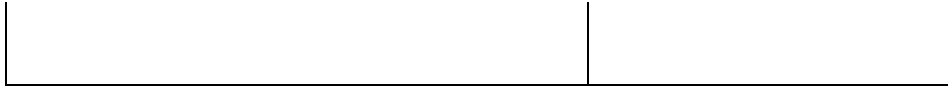
December 04, 2019

Northwest

District

To: Patricia Jackson , City Manager
From: Deputy Christina Poindexter #7376
Subject: Statistical report for November, 2019.

ACTIVITY	
FELONY ARREST	7
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	4
AFFIDAVITS MISDEMEANOR	
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	11
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	1
TRAFFIC CITATIONS	13
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	22
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	10
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	2000
TRAFFIC STOPS	33
TOTAL DISPATCHED CALLS FOR SERVICE	110



In November 2019, there were two (2) PROCAP captured crimes as compared to three (3) in November 2018. In November 2019 there was one reported residential burglary of a residence under construction in Fountain Park Subdivision. A Hispanic male advertised appliance on Facebook Market place for sale. When the purchaser arrived at the residence under construction, the Hispanic male opened the garage door and sold appliance from the residence under construction out of the garage. The suspect was later arrested at the BP located on Highway 33/Mt Olive Rd following the incident. In November there was a report of a conveyance burglary that occurred at the 4100 block of I4. The victim's car broke down after black Friday shopping, victim left the vehicle on the side of I4 with the items he purchased from black Friday shopping in the trunk. The victim returned the following day to retrieve his vehicle, however the window was broken and his packages were missing from the trunk. These cases do not pose to be a trend and are not related at this time.

CaseNo	Inc From	Inc To	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
BURGLARY CONVEYANCE									
PCSO-190053722	2019-11-16 / 2349hrs	2019-11-16 / 2349hrs	Sat	8519 RINDGERD FOUNTAIN PARK	Vict advised they responded to an OfferUp ad posted by Juan Torres HM 071087 who was selling appliances out of the resid, when they arrived at location susp opened the garage door, they gave susp \$450 for the appliances / Susp was later identified and located at the Marathon Gas Station at Hwy 33/Mt Olive Rd 10'15: Juan Torres				CA
PCSO-190055283	2019-11-27 / 1938hrs	2019-11-28 / 2111hrs	Thur	4101 I4 E	front passenger window busted out; Unk susp entered victs veh which was disabled on side of roadway & removed a bag of clothing. No prints. No cameras on the shoulder of I-4. No suspect x43. Only clothing removed.	Coggins	No	No	NFL

Department of Law Enforcement																													
Polk City - 2018 - 2019																													
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly Change	YTD 2019	
	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019			
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.3
Burg. Business	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0	0	0	1	0	2	2	0%	0.2	0.2
Burg. Residence	2	2	1	2	0	0	0	0	6	1	0	0	0	0	0	0	2	6	0	1	1	2	0	16	8	100%	1.5	0.7	
Burg. Structure	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	0	0	0	0	0	2	1	0%	0.2	0.1	
Burg. Conveyance	0	0	0	1	1	0	0	0	0	1	3	0	0	14	0	0	1	0	5	0	1	1	0	11	17	100%	1.0	1.5	
Vehicle Theft	1	0	0	0	1	2	0	0	0	1	0	0	0	0	0	0	0	0	1	2	0	0	0	3	5	-200%	0.3	0.5	
Grand Theft	0	1	0	1	0	1	0	0	1	0	1	1	0	0	0	1	1	0	1	1	0	0	0	4	6	-100%	0.4	0.5	
Petit Theft	0	0	0	0	0	0	0	0	0	0	2	0	0	1	0	0	1	0	1	0	0	0	0	4	1	0%	0.4	0.1	
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	1	0%	0.1	0.1	
Retail Theft	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0%	0.1	0.0	
Criminal Mischief	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1	2	0	0	0	0	0	0	1	0	3	2	0%	0.3	0.2
Totals	3	4	1	4	2	3	1	0	8	3	6	2	1	16	1	4	6	5	15	3	3	2	4	0	47	46	-33%	4.3	4.2
% Change	33%		300%		50%		N/A		-63%		-67%		1500%		300%		-17%		-80%		-33%		N/A		-2%				-2%
FIR's	0	0	0	3	0	1	3	0	0	4	2	4	0	6	0	2	8	0	1	1	1	0	0	0	-1				

Public Works Report

November 2019

Public Works

Summary: Public Works maintained all Public facilities to include Library, City Hall, Freedom Park, Bronson Center, Old Public Works Facility, Courts, McManigle Park, Fishing Pier, New Public Work/Utility facilities, and Activity Center.

- Mowed and trimmed all City facilities
- Inspected Freedom Park, Recreation Courts, Fishing Pier, and McManigle Park,
- Activity Center – Set up and tear down of facility for Rental of Building.
- Bronson Center- Set up and tear down of facility for Rental of Building
- Monitored and serviced all storm drains throughout Polk City.
- Completed Work Orders-16 (Repairs and Maintenance of Equipment, Electrical, plumbing, Building Maintenance, Vehicle Maintenance, etc.)
- Maintenance Streetscape, with new mulch, new plants, and redone irrigation.

December Objectives:

Continue maintaining the mowing and preventive maintenance of all City facilities, service equipment. Prepare for Christmas Parade event and Christmas Party. Work on Streetscape and Landscape at City Hall.

City Commission Meeting
December 16, 2019

CONSENT AGENDA ITEM: PROCLAMATION – NATIONAL CHOICE WEEK 2020

INFORMATION ONLY
 ACTION REQUESTED

ISSUE: Proclamation – National School Choice Week 2020

ATTACHMENTS:

Proclamation

ANALYSIS: N/A

STAFF RECOMMENDATION: N/A



Proclamation

WHEREAS all children in Polk City should have access to the highest-quality education possible; and,

WHEREAS Polk City recognizes the important role that an effective education plays in preparing all students in Polk City to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of Polk City; and,

WHEREAS Polk City is home to a multitude of excellent education options from which parents can choose for their children; and,

WHEREAS educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS our area has many high-quality teaching professionals who are committed to educating our children; and,

WHEREAS School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, Joe LaCascia, Mayor do hereby recognize January 26 – February 1, 2020 as **SCHOOL CHOICE WEEK**, and I call this observance to the attention of all of our citizens.

City of Polk City

Joe LaCascia, Mayor

ATTEST:

City Manager/City Clerk

INSTRUCTIONS

- **If you issue a proclamation, please send a .pdf copy of the proclamation to Julie Collier at proclamations@nscw.org, so that we may recognize you for participating.**
- **If you choose to send a hard copy of an issued proclamation, please send it to: Julie Collier, National School Choice Week, 2140 E Southlake Blvd, Suite L – 820, Southlake, TX 76092**

City Commission Meeting

December 16, 2018

AGENDA ITEM #1 : **DEP PROJECT CONTINGENCIES**

___ INFORMATION ONLY

___ ACTION REQUESTED

ISSUE:

DEP Project Contingencies – Relocation of S.R. 33 Sprayfield

ATTACHMENTS:

Email from Gerry Hartman
Bid from A.C. Schultes for Well Abandonment
Proposal for SCAG STTII52V-26CHEFI Mower

ANALYSIS:

SRF Project #WW53402—loan and Project #WW531403—grant has a \$84,000 Contingency. Department of Environmental Protection (DEP) allowed a “direct purchase” of the contingency items.

- Irrigation System -- \$13,041.97 (Central Florida Irrigation)
- Well Abandonment -- \$23,250.00 (A.C. Schultes of Florida, Inc.)
- SCAG Mower (will be able to mow 1ft. to 3ft. slopes) -- \$10,687.20 (Fields Equipment)
- Repair of wash-outs and dirt work -- \$5,500 (Odom Contracting -- City Manager approved)
- Other repairs and piping -- \$4,500 (Odom Contracting) – City Manager approval, if work is needed
- Shed, which has not been tied to quote, but will fall under City Manager Approval -- \$2,000 to \$3,000

This will leave a balance of approximately \$24,000 in contingencies, if money is needed for Ardaman and Hartman Consultants.

Gerry Hartman will be present at the meeting to discuss the contingencies.

STAFF RECOMMENDATION:

Approve the contingencies outside of the City Manager’s authorization (\$46,979.17)

Patricia Jackson

From: Gerry Hartman <gerry@hartmanconsultant.com>
Sent: Wednesday, November 20, 2019 9:31 AM
To: Patricia Jackson
Cc: Lori Pearson; Dufresne, Douglas
Subject: Fwd: Well abandonment for SWFWMD and the other close out cost items

Are we good to implement the items below or do they need to go to the City Council again?

Gerald C. Hartman, PE, BCEE, ASA
Hartman Consultants, LLC
637 N. Park Avenue
Winter Park, FL 32789
407.341.0970 Cell
gerry@hartmanconsultant.com

Begin forwarded message:

From: Gerry Hartman <gerry@hartmanconsultant.com>
Subject: Re: Well abandonment for SWFWMD and the other close out cost items
Date: November 12, 2019 at 1:19:47 PM EST
To: Patricia Jackson <patricia.jackson@mypolkcity.org>
Cc: Lori Pearson <lori.pearson@mypolkcity.org>

A direct purchase by the City funded by the SRF loan of \$23,250 which is included in the \$84,000 contingency. The same as the Odum \$5,500 and the second one in the future at \$4,500 totalling \$10,000. The Central Florida Irrigation is the third direct purchase funded the same way at \$13,041.97.

\$84,000
less \$10,000
less \$23,250
less \$13,041.97
Leaves approximately \$37,708.03

Two more items were contemplated.

- 1.) a mower at \$9,000 to \$11,000
 - 2.) a shed at \$2,000 to \$3,000.
- which have not been tied to a quote yet.

With the additional 2 items we have about \$25,000 left.
Ardaman may need some money.
I may run over a little also.

My best
Gerry

Gerald C. Hartman, PE, BCEE, ASA
Hartman Consultants, LLC
637 N. Park Avenue
Winter Park, FL 32789
407.341.0970 Cell
gerry@hartmanconsultant.com

On Nov 12, 2019, at 1:06 PM, Patricia Jackson <patricia.jackson@mypolkcity.org> wrote:

Good afternoon Gerry:

I will put this on the Agenda for the City Commission meeting November 18th; will we need to treat this as a Change Order or something else?

Thank you.

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

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

From: Gerry Hartman <gerry@hartmanconsultant.com>
Sent: Tuesday, November 12, 2019 1:00 PM
To: Patricia Jackson <patricia.jackson@mypolkcity.org>
Cc: Lori Pearson <lori.pearson@mypolkcity.org>
Subject: Well abandonment for SWFWMD

Gerald C. Hartman, PE, BCEE, ASA
Hartman Consultants, LLC
637 N. Park Avenue
Winter Park, FL 32789
407.341.0970 Cell
gerry@hartmanconsultant.com

Patricia Jackson

From: Gerry Hartman <gerry@hartmanconsultant.com>
Sent: Monday, November 11, 2019 11:35 AM
To: Goff, Bryan
Cc: Patricia Jackson; Lori Pearson
Subject: Re: Minor wrap-up items

Bryan:

Getting the quotes and costs.

- 1.) Odum more gravel mix and soil dressing
\$5,500 for the initial.
\$4,500 for the finish.
- 2.) Central Florida Irrigation — see quote under separate cover. \$13,041.97
- 3.) Ardaman is an HC subcontractor doing the soils work. Their have a contract with me.
for \$32,930 for the monitor wells and hydro-geologic services and coordination with FDEP Tampa. When the SWFWMD required the old irrigation/agricultural well to be plugged, I asked them to get a quote for it.

They have yet to respond with one as of this date. I think they will go over budget and I asked for an extra quote.
- 4.) SWFWMD required well abandonment. Awaiting quote.
- 5.) Pump Station Cover furnish and install. Odum working on a quote with Lori.
- 6.) Additional seeding for winter. \$10,000.
- 7.) Lawnmower as a direct vendor purchase. Lori is selecting. Assume in the \$9,000 to \$11,000 area due to incline and bigger tires.

Gerald C. Hartman, PE, BCEE, ASA
Hartman Consultants, LLC
637 N. Park Avenue
Winter Park, FL 32789
407.341.0970 Cell
gerry@hartmanconsultant.com

On Nov 8, 2019, at 4:03 PM, Goff, Bryan <Bryan.Goff@dep.state.fl.us> wrote:

Gerry:

As discussed, we are okay with the City doing these various low cost items outside of the Tri-Sure contract. Prior to requesting disbursement for these items, please provide an accounting of these charges:

- More gravel mix – Odum - \$?
- PS cover – Odum or direct vendor purchase - \$?
- Additional seeding – Odum - \$?
- Lawnmower – Direct vendor purchase - \$?

If the City has an agreement with Ardaman (like the attached agreement with your firm), then we can process their charges as technical services. If not, and the total amount for the monitoring wells and old well abandonment is less than \$100k, then these charges could be added to the above table of direct city purchases. Please contact me if you have any other questions. Thanks,

Bryan
850.245.2966

From: Gerry Hartman <gerry@hartmanconsultant.com>
Sent: Wednesday, October 16, 2019 12:10 PM
To: Goff, Bryan <Bryan.Goff@dep.state.fl.us>
Cc: Patricia Jackson <patricia.jackson@mypolkcity.org>
Subject: Minor wrap-up items

1.) Status---The major construction on the project is almost complete.

We did substantial completion testing today and everything worked.

Only a few minor things which have come up that need work and we do not want to have to mobilize him again for such small stuff.

2.) Contingency use — So, is it possible to use:

A.) The City's annual contractor (which was bid a while ago) Odum construction to do a few small items such as 1.) some more gravel soil mix in a few locations, 2.) either a tipping cover for the pump station or a very small shed, 3.) seeding a few areas, and 4.) purchasing a lawnmower for the site? and

B.) The existing Tri-sure irrigation contractor paid directly by the City to provide some irrigation system work.

C.) Ardaman is putting in the monitor wells. In that process the SWFWMD found a relic 10" well outside the site fence at the right of way which we did not think was on our property, but it barely is by inches. SWFWMD wants us to abandon the well which has no motor and no power to it and thereby releasing the old agricultural WUP for 31,500 gpd. We had to make this commitment to get the monitor well construction permits. Ardaman is getting quotes to get that done. This would be a change order to Ardaman's contract which was a part of this project bid.

We would like to use the project contingency to accomplish these items and cover the professional fees associated with them. I am asking the FDEP approval for that.

3.) FDEP final inspection — Do you wish to have the FDEP/RWA inspector to come out again for the final inspection and final start-up testing?

We should be ready for that one day endeavor and have the site mowed, dressed, etc. in the November 13, 14, or 15 or November 18, 19, or 20 time period. We should also have the record drawings and site operations manual available at that time.

Please let us know when the inspector would be available.

Thank you.

Gerald C. Hartman, PE, BCEE, ASA
Hartman Consultants, LLC
637 N. Park Avenue
Winter Park, FL 32789
407.341.0970 Cell
gerry@hartmanconsultant.com



<Engineering Services Agreement (construction).pdf>

IRRIGATION SERVICES OF CENTRAL
 FLORIDA, INC.
 510 HWY 92 EAST
 PO BOX 1406
 AUBURNDALE, FL 33823

Date	Estimate #
11/4/2019	33

PHONE 863-875-5722 863-287-1166 FAX 295-9055

Name / Address

HARTMAN CONSULTANTS, LLC 300 S. INTERLACHEN AVE. STE 503 WINTER PARK, FL. 32789

Project

Description	Qty	Rate	Total
ITEMS NEEDED TO CONTROL PRESSURE COMMING INTO IRRIGATION SYSTEM.			0.00
4" BERMAD PRESSURE RELIEF VALVE INSTALLED ON EXISTING 4" DUMP LINE SET AT 80 PSI.	1	1,985.22	1,985.22
LIQUID FILLED PRESSURE GAUGES INSTALLED ON EACH PUMPS SUCTION LINE.	2	193.93	387.86
4" CHECK VALVE INSTALLED AT PUMPS DISCHARGE.	1	478.00	478.00
A N ALTERNATING RELAY INSTALLED AT PUMP STATION.	1	495.36	495.36
HUNTER ACC2 75 STATION SMART CONTROLLER WITH REMOTE ACCESS VIA INTERNET OR I PHONE INSTALLED WITH INLINE FLOWMETER AND PRESSURE TRANSDUCER.	1	9,695.53	9,695.53
Thank you for your business.		Total	\$13,041.97



A. C. Schultes of Florida, Inc.
11865 US Highway 41 South
Gibsonton, FL 33534

24 Hour Service
(813) 741-3010
Fax (813) 741-3170

November 1, 2019

City of Polk City
Attn: Mr. Douglas Dufresne, PG
8008 South Orange Avenue
Orlando, FL 32809

RE: One Well Abandonment

Dear Mr. Dufresne;

In accordance with your request, A.C. Schultes of Florida, Inc. (ACS) is pleased to present the following proposal based on all the information you have provided:

Scope of Services

- Mobilize to site with equipment and crew
- Remove existing pump assembly and clean
- Video and Caliper log well / Request use of gravel in borehole
- Install tremie pipe to bottom of well
- Install gravel (if approved) or cement or possibly both to abandon well
- Clean up and demobilize

See Schedule of Values

Bid Clarifications:

- Polk City to provide legal and safe access to the well
- Polk City to provide access for cement trucks
- Quote is based on 10" diameter well 654' deep.
- Polk City to provide water source near site
- ACS to provide abandonment permit
- Water quality sampling and analysis is not included
- All other services, except noted above, are excluded
- Due to current workload, work is anticipated to start 3-5 weeks from signed proposal
- This quote is valid for 90 days

Sincerely,

Gregory Schultes

Gregory Schultes

SCHEDULE OF VALUES

	Description	Units	Unit	Unit Price	Total
1	Mobilization, permitting and demobilization	1	LS	\$ 10,000.00	\$ 10,000.00
2	Remove pump, video log and caliper log	1	LS	\$ 6,200.00	\$ 6,200.00
3	Furnish & Install Cement	300	Sacks	\$ 15.00	\$ 4,500.00
4	Furnish & Install Gravel	10	Ton	\$ 80.00	\$ 800.00
5	Demolish concrete pedestal & cut casing below grade	1	LS	\$ 1,750.00	\$ 1,750.00
TOTAL					\$ 23,250.00

Quote Summary

Prepared For:
 City Of Polk City
 123 Broadway Blvd Se
 Polk City, FL 33868
 Business: 863-984-1375

Prepared By:
 Robert Fields
 Fields Equipment Company
 3203 Havendale Blvd.
 Winter Haven, FL 33881
 Phone: 863-967-0602
 jfields@fieldsequip.com

Quote Id: 20847502
Created On: 25 November 2019
Last Modified On: 25 November 2019
Expiration Date: 31 December 2019

Equipment Summary	Selling Price	Qty	Extended
SCAG STTII52V-26CHEFI	\$ 10,687.20 X	1 =	\$ 10,687.20

Equipment Total **\$ 10,687.20**

Quote Summary

Equipment Total	\$ 10,687.20
SubTotal	\$ 10,687.20
Est. Service Agreement Tax	\$ 0.00
Total	\$ 10,687.20
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 10,687.20

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 20847502

Customer: CITY OF POLK CITY

SCAG STTII52V-26CHEFI

Equipment Notes: Pricing reflects bid discount of 20% off of MSRP.

Hours: 0

Stock Number:

				Selling Price
				\$ 10,687.20
Description	Qty	Unit	Extended	
Turf Tiger II, 52" Velocity Plus Deck, 26HP Kohler Electronic Fuel Injection, Air Cooled	1	\$ 13,359.00	\$ 13,359.00	
Suggested Price				\$ 13,359.00
Customer Discounts				
Customer Discounts Total		\$ -2,671.80	\$ -2,671.80	
Total Selling Price				\$ 10,687.20



An Equal
Opportunity
Employer

Southwest Florida Water Management District

2379 Broad Street, Brooksville, Florida 34604-6899
(352) 796-7211 or 1-800-423-1476 (FL only)
SUNCOM 628-4150 TDD only 1-800-231-6103 (FL only)
On the Internet at: WaterMatters.org

Bartow Service Office
170 Century Boulevard
Bartow, Florida 33830-7700
(863) 534-1448 or
1-800-492-7862 (FL only)

Sarasota Service Office
6750 Fruitville Road
Sarasota, Florida 34240-9711
(941) 377-3722 or
1-800-320-3503 (FL only)

Tampa Service Office
7601 Highway 301 North
Tampa, Florida 33637-6759
(813) 985-7481 or
1-800-836-0797 (FL only)

June 18, 2012

City of Polk City / Attn: Patricia Jackson
123 Broadway Blvd, South East
Polk City, FL 33838

Subject: **Final Agency Action Transmittal Letter**
Small General Water Use Permit
Permit No.: 20 000825.005
Project Name: C C Calhoun
County: Polk

Dear Permittee(s):

Your Water Use Permit has been approved. Final approval is contingent upon no objection to the District's action being received by the District within the time frames described in the enclosed Notice of Rights.

The information received by the District will be kept on file to support the District's determination regarding your application. This information is available for viewing or downloading through the District's Application and Permit Search Tools located at www.WaterMatters.org/permits.

The District's action in this matter only becomes closed to future legal challenges from members of the public if such persons have been properly notified of the District's action and no person objects to the District's action within the prescribed period of time following the notification. The District does not publish notices of agency action. If you wish to limit the time within which a person who does not receive actual written notice from the District may request an administrative hearing regarding this action, you are strongly encouraged to publish, at your own expense, a notice of agency action in the legal advertisement section of a newspaper of general circulation in the county or counties where the activity will occur. Publishing notice of agency action will close the window for filing a petition for hearing. Legal requirements and instructions for publishing notice of agency action, as well as a noticing form that can be used is available from the District's website at www.WaterMatters.org/permits/noticing. If you publish notice of agency action, a copy of the affidavit of publishing provided by the newspaper should be sent to the District's Tampa Service Office, for retention in the File of Record for this agency action.

Please be advised that the Governing Board has formulated a water shortage plan referenced in a Standard Water Use Permit Condition (Exhibit A) of your permit, and will implement such a plan during periods of water shortage. You will be notified during a declared water shortage of any change in the conditions of your Permit or any suspension of your Permit, or of any restriction on your use of water for the duration of any declared water shortage. Please further note that water conservation is a condition of your Permit and should be practiced at all times.

If you have any questions or concerns regarding your permit or any other information, please contact the Water Use Permit Bureau in the Tampa Service Office.

Sincerely,

Zachary R. Whitmore

Water Use Permit Bureau

Enclosures: Approved Permit
Notice of Rights

cc: Gai Consultants, Inc.
Jay Ameno, Jr.

**SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
WATER USE PERMIT
SMALL GENERAL
PERMIT NO. 20 000825.005**

PERMIT ISSUE DATE: June 18, 2012

EXPIRATION DATE: June 18, 2022

The Permittee is responsible for submitting an application to renew this permit no sooner than one year prior to the expiration date, and no later than the end of the last business day before the expiration date, whether or not the Permittee receives prior notification by mail. Failure to submit a renewal application prior to the expiration date and continuing to withdraw water after the expiration date is a violation of Chapter 373, Florida Statutes, and Chapter 40D-2, Florida Administrative Code, and may result in a monetary penalty and/or loss of the right to use the water. Issuance of a renewal of this permit is contingent upon District approval.

TYPE OF APPLICATION: Renewal
GRANTED TO: City of Polk City / Attn: Patricia Jackson
123 Broadway Blvd, South East
Polk City, FL 33838

PROJECT NAME: C C Calhoun
WATER USE CAUTION AREA(S): Not in a WUCA
COUNTY: Polk

TOTAL QUANTITIES AUTHORIZED UNDER THIS PERMIT (in gallons per day)	
ANNUAL AVERAGE	31,100 gpd
PEAK MONTH ¹	139,100 gpd
CROP PROTECTION/MAXIMUM ²	504,000 gpd

- 1 Peak Month: Average daily use during the highest water use month.
- 2 Crop Protection/Maximum: Frost and Freeze protection of crops/Maximum use allowed any 24-hour period.

WATER USE TABLE (in gpd)

<u>USE</u>	<u>ANNUAL AVERAGE</u>	<u>PEAK MONTH</u>	<u>CROP PROTECTION /MAXIMUM</u>
Agricultural	31,100	139,100	504,000

IRRIGATION ALLOCATION RATE TABLE

<u>CROP/USE TYPE</u>	<u>IRRIGATED ACRES</u>	<u>IRRIGATION METHOD</u>	<u>STANDARD IRRIGATION RATE</u>
Citrus	20.00	Low Volume Spray	15.31"/yr.

WITHDRAWAL POINT QUANTITY TABLE

Water use from these withdrawal points are restricted to the quantities given below :

<u>I.D. NO. PERMITTEE/ DISTRICT</u>	<u>DIAM (in.)</u>	<u>DEPTH TTL./CSD.FT. (feet bls)</u>	<u>USE DESCRIPTION</u>	<u>AVERAGE (gpd)</u>	<u>PEAK MONTH (gpd)</u>	<u>CROP PROTECTION (gpd)</u>
1 / 1	10	654 / UNK	Irrigation	31,100	139,100	504,000

WITHDRAWAL POINT LOCATION TABLE

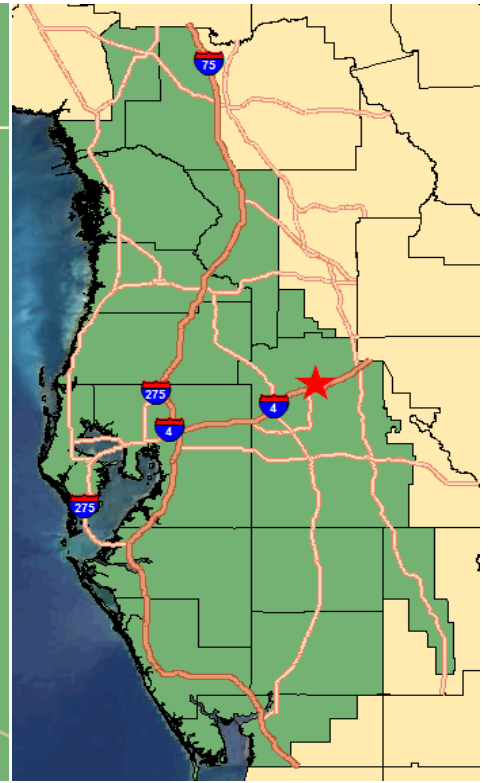
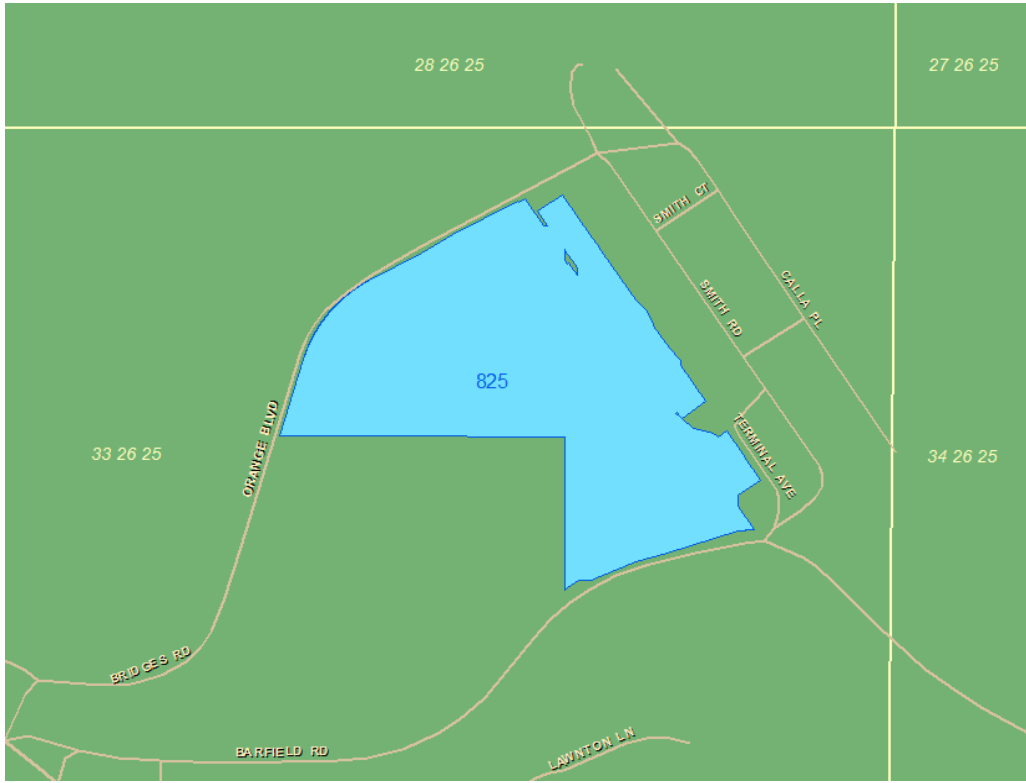
DISTRICT I.D. NO.

LATITUDE/LONGITUDE

1

28° 10' 54.72"/81° 48' 32.69"

Location Map
City of Polk City / Attn: Patricia Jackson
WUP No. 20 000825.005

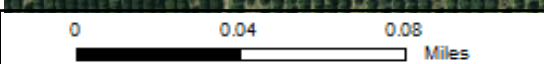


Legend

- DIDs
- WUP Boundary
- 2010 Natural Color Imagery

POLK COUNTY

Southwest Florida
Water Management District



STANDARD CONDITIONS:

The Permittee shall comply with the Standard Conditions attached hereto, incorporated herein by reference as Exhibit A and made a part hereof.

SPECIAL CONDITIONS:

1. The Permittee shall implement all water conservation measures that are economically, technically, and environmentally feasible, including:
 1. Incorporation of water conservation best management practices.
 2. Limiting daytime irrigation to the greatest extent practicable to reduce water losses.
 3. Implementation of a leak detection and repair program as part of an ongoing system maintenance program. This program shall include a system-wide inspection at least once per season.
 4. Evaluation of the feasibility of improving the efficiency of the current irrigation system or converting to a more efficient system. This includes implementation of the improvement(s) or conversion when determined to be operationally and economically feasible.
 5. Implementation of an irrigation schedule that maximizes the efficiency of delivering the correct quantity of water to the root zone at the time it is needed. This practice shall include the use of tools to determine when and how much irrigation water is needed. Examples of these tools include soil moisture sensors, weather/climatic measuring devices, or piezometers to monitor the water table elevation.(286)
2. Any wells not in use, and in which pumping equipment is not installed shall be capped or valved in a water tight manner in accordance with Chapter 62-532.500(3)(a)(4), F.A.C.(568)

40D-2
Exhibit A

WATER USE PERMIT STANDARD CONDITIONS

1. The Permittee shall provide access to an authorized District representative to enter the property at any reasonable time to inspect the facility and make environmental or hydrologic assessments. The Permittee shall either accompany District staff onto the property or make provision for access onto the property.
2. When necessary to analyze impacts to the water resource or existing users, the District shall require the Permittee to install flow metering or other measuring devices to record withdrawal quantities and submit the data to the District.
3. The District shall collect water samples from any withdrawal point listed in the permit or shall require the permittee to submit water samples when the District determines there is a potential for adverse impacts to water quality.
4. A District identification tag shall be prominently displayed at each withdrawal point that is required by the District to be metered or for which withdrawal quantities are required to be reported to the District, by permanently affixing the tag to the withdrawal facility.
5. The Permittee shall mitigate to the satisfaction of the District any adverse impact to environmental features or off-site land uses as a result of withdrawals. When adverse impacts occur or are imminent, the District shall require the Permittee to mitigate the impacts. Adverse impacts include the following:
 - A. Significant reduction in levels or flows in water bodies such as lakes, impoundments, wetlands, springs, streams or other watercourses; or
 - B. Damage to crops and other vegetation causing financial harm to the owner;
and
 - C. Damage to the habitat of endangered or threatened species.
6. The Permittee shall mitigate, to the satisfaction of the District, any adverse impact to existing legal uses caused by withdrawals. When adverse impacts occur or are imminent, the District shall require the Permittee to mitigate the impacts. Adverse impacts include the following:
 - A. A reduction in water levels which impairs the ability of a well to produce water;
 - B. Significant reduction in levels or flows in water bodies such as lakes, impoundments, wetlands, springs, streams or other watercourses; or
 - C. Significant inducement of natural or manmade contaminants into a water supply or into a usable portion of an aquifer or water body.
7. Notwithstanding the provisions of Rule 40D-1.6105, F.A.C., persons who wish to continue the water use permitted herein and who have acquired ownership or legal control of permitted water withdrawal facilities or the land on which the facilities are located must apply to transfer the permit to themselves within 45 days of acquiring ownership or legal control of the water withdrawal facilities or the land.
8. If any of the statements in the application and in the supporting data are found to be untrue and inaccurate, or if the Permittee fails to comply with all of the provisions of Chapter 373, Florida Statutes (F.S.), Chapter 40D, Florida Administrative Code (F.A.C.), or the conditions set forth herein, the Governing Board shall revoke this permit in accordance with Rule 40D-2.341, F.A.C., following notice and hearing.
9. Issuance of this permit does not exempt the Permittee from any other District permitting requirements.
10. The Permittee shall cease or reduce surface water withdrawal as directed by the District if water levels in lakes fall below the applicable minimum water level established in Chapter 40D-8, F.A.C., or rates of flow in streams fall below the minimum levels established in Chapter 40D-8, F.A.C.
11. The Permittee shall cease or reduce withdrawal as directed by the District if water levels in aquifers fall below the minimum levels established by the Governing Board.
12. The Permittee shall not deviate from any of the terms or conditions of this permit without written approval by the District.

13. The Permittee shall practice water conservation to increase the efficiency of transport, application, and use, as well as to decrease waste and to minimize runoff from the property. At such time as the Governing Board adopts specific conservation requirements for the Permittee's water use classification, this permit shall be subject to those requirements upon notice and after a reasonable period for compliance.
14. The District may establish special regulations for Water-Use Caution Areas. At such time as the Governing Board adopts such provisions, this permit shall be subject to them upon notice and after a reasonable period for compliance.
15. In the event the District declares that a Water Shortage exists pursuant to Chapter 40D-21, F.A.C., the District shall alter, modify, or declare inactive all or parts of this permit as necessary to address the water shortage.
16. This permit is issued based on information provided by the Permittee demonstrating that the use of water is reasonable and beneficial, consistent with the public interest, and will not interfere with any existing legal use of water. If, during the term of the permit, it is determined by the District that the use is not reasonable and beneficial, in the public interest, or does impact an existing legal use of water, the Governing Board shall modify this permit or shall revoke this permit following notice and hearing.
17. All permits issued pursuant to these Rules are contingent upon continued ownership or legal control of all property on which pumps, wells, diversions or other water withdrawal facilities are located.

Zachary R. Whitmore

Authorized Signature

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

This permit, issued under the provision of Chapter 373, Florida Statutes and Florida Administrative Code 40D-2, authorizes the Permittee to withdraw the quantities outlined above, and may require various activities to be performed by the Permittee as described in the permit, including the Special Conditions. The permit does not convey to the Permittee any property rights or privileges other than those specified herein, nor relieve the Permittee from complying with any applicable local government, state, or federal law, rule, or ordinance.

Notice of Rights

ADMINISTRATIVE HEARING

1. You or any person whose substantial interests are or may be affected by the District's action may request an administrative hearing on that action by filing a written petition in accordance with Sections 120.569 and 120.57, Florida Statutes (F.S.), Uniform Rules of Procedure Chapter 28-106, Florida Administrative Code (F.A.C.) and District Rule 40D-1.1010, F.A.C. Unless otherwise provided by law, a petition for administrative hearing must be filed with (received by) the District within 21 days of receipt of written notice of agency action. "Written notice" means either actual written notice, or newspaper publication of notice, that the District has taken or intends to take agency action. "Receipt of written notice" is deemed to be the fifth day after the date on which actual notice is deposited in the United States mail, if notice is mailed to you, or the date that actual notice is issued, if sent to you by electronic mail or delivered to you, or the date that notice is published in a newspaper, for those persons to whom the District does not provide actual notice.
2. Pursuant to Subsection 373.427(2)(c), F.S., for notices of agency action on a consolidated application for an environmental resource permit and use of sovereignty submerged lands concurrently reviewed by the District, a petition for administrative hearing must be filed with (received by) the District within 14 days of receipt of written notice.
3. Pursuant to Rule 62-532.430, F.A.C., for notices of intent to deny a well construction permit, a petition for administrative hearing must be filed with (received by) the District within 30 days of receipt of written notice of intent to deny.
4. Any person who receives written notice of an agency decision and who fails to file a written request for a hearing within 21 days of receipt or other period as required by law waives the right to request a hearing on such matters.
5. Mediation pursuant to Section 120.573, F.S., to settle an administrative dispute regarding District action is not available prior to the filing of a petition for hearing.
6. A request or petition for administrative hearing must comply with the requirements set forth in Chapter 28.106, F.A.C. A request or petition for a hearing must: (1) explain how the substantial interests of each person requesting the hearing will be affected by the District's action or proposed action, (2) state all material facts disputed by the person requesting the hearing or state that there are no material facts in dispute, and (3) otherwise comply with Rules 28-106.201 and 28-106.301, F.A.C. Chapter 28-106, F.A.C. can be viewed at www.flrules.org or at the District's website at www.WaterMatters.org/permits/rules.
7. A petition for administrative hearing is deemed filed upon receipt of the complete petition by the District Agency Clerk at the District's Tampa Service Office during normal business hours, which are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding District holidays. Filings with the District Agency Clerk may be made by mail, hand-delivery or facsimile transfer (fax). The District does not accept petitions for administrative hearing by electronic mail. Mailed filings must be addressed to, and hand-delivered filings must be delivered to, the Agency Clerk, Southwest Florida Water Management District, 7601 Highway 301 North, Tampa, FL 33637-6759. Faxed filings must be transmitted to the District Agency Clerk at (813) 987-6746. Any petition not received during normal business hours shall be filed as of 8:00 a.m. on the next business day. The District's acceptance of faxed petitions for filing is subject to certain conditions set forth in the District's Statement of Agency Organization and Operation, available for viewing at www.WaterMatters.org/about.

JUDICIAL REVIEW

1. Pursuant to Sections 120.60(3) and 120.68, F.S., a party who is adversely affected by final District action may seek judicial review of the District's final action. Judicial review shall be sought in the Fifth District Court of Appeal or in the appellate district where a party resides or as otherwise provided by law.
2. All proceedings shall be instituted by filing an original notice of appeal with the District Agency Clerk within 30 days after the rendition of the order being appealed, and a copy of the notice of appeal, accompanied by any filing fees prescribed by law, with the clerk of the court, in accordance with Rules 9.110 and 9.190 of the Florida Rules of Appellate Procedure (Fla. R. App. P.). Pursuant to Fla. R. App. P. 9.020(h), an order is rendered when a signed written order is filed with the clerk of the lower tribunal.

City of Polk City / Attn: Patricia Jackson
123 Broadway Blvd, South East
Polk City, FL 33838

Jay Ameno, Jr.
618 E. South Street, Suite 700
Orlando, FL 32801

GAI Consultants, Inc.
618 E. South Street, Suite 700
Orlando, FL 32801

**City Commission Meeting
December 16, 2019**

AGENDA ITEM # 2: Purchase of Truck for Work Squad

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Purchase Truck for Work Squad

ATTACHMENTS:

- **Weikert Ford proposal F-250 crew cab**
- **Used F-250 Quotes**
- **Email request from Correctional for F-250 crew cab**

ANALYSIS

The 2005 city owned E-350 inmate van has showed signs of extreme ware and has generated high repair cost. Also this van was purchased used in 2007.

It is recommended that Polk City piggy back off a Polk County contract with Weikert Ford to purchase a new Ford F-250 crew cab per the email recommendation of the FL Department of Corrections. A copy of the Polk County Contract is on file in the City Clerk's Office.

Cost to city \$25,707.30

STAFF RECOMMENDATION:

Approve piggy-back of Polk County Contract with Weikert Ford to purchase a F-250 Truck

Polk City Public Works Department



Memorandum

To: Patricia Jackson
From: Keith Prestage

SUBJECT: Replace 2005 E-350 Work Squad van

The 2005 city owned E-350 inmate van has showed signs of extreme wear and has generated high repair cost. Also this van was purchased used in 2007.

It is recommended that Polk City piggy back off a Polk County contract with Weikert Ford to purchase a new Ford F-250 crew cab per the email recommendation of the FL Department of Corrections

COST: \$25,707.30

Thank you

Keith Prestage

Public Work Director

CNGP530

VEHICLE ORDER CONFIRMATION

10/28/19 16:45:54

==>

Dealer: F24493

2020 F-SERIES SD

Page: 1 of 1

Order No: 0001 Priority: M3 Ord FIN: QB639 Order Type: 5B Price Level: 020

Ord Code: 600A Cust/Flt Name: POLK CITY PO Number:

RETAIL DLR INV RETAIL DLR INV

W2A	F250 4X2 CREW/C	\$37295	\$35430.00	10000#	GVWR PKG		
	160" WHEELBASE			425	50 STATE EMISS	NC	NC
Z1	OXFORD WHITE			512	SPARE TIRE/WHL2	NC	NC
A	VNYL 40/20/40			52B	BRAKE CONTROLLR	270	246.00
S	MEDIUM EARTH GR				JACK		
600A	PREF EQUIP PKG				SP DLR ACCT ADJ		(1686.00)
	.XL TRIM				SP FLT ACCT CR		(1033.00)
572	.AIR CONDITIONER	NC	NC		FUEL CHARGE		19.52
	.AMFM/MP3/CLK			B4A	NET INV FLT OPT	NC	7.00
996	.6.2L EFI V8 ENG	NC	NC		DEST AND DELIV	1595	1595.00
44S	6-SPD AUTOMATIC	NC	NC	TOTAL	BASE AND OPTIONS	39160	34578.52
TD8	.LT245 BSW AS 17			TOTAL		39160	34578.52
X37	3.73 REG AXLE	NC	NC	*THIS IS NOT AN INVOICE*			
	JOB #1 BUILD						
	TRAILER TOW PKG						

F1=Help F2=Return to Order F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC04798

34578.52

345.78 10%

34,924.30

- 9,217.00 6PC

25,707.30

Before Tag, money due before vehicle picked up valid thru Nov 13th 2019

2008 Ford F-250 4x4 Crew Cab 8FT. Bed

[Print Brochure](#)



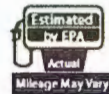
\$18,500

Stock #:	D13391	Color:	White
VIN#:	1FTSW215X8ED13391	Transmission:	Automatic
Year:	2008	Interior:	Vinyl
Make:	Ford	Drive Train:	4WD
Model:	F-250	Mileage:	42346
Trim:	4x4 Crew Cab 8FT. Bed	State:	FL
Engine:	5.4	Vehicle Type:	Truck

Contact Information:

Shumate Truck Center
Mark Shumate
4820 N Dale Mabry Hwy
Tampa, FL 33614
813-492-2334

City



Hwy

Scan QR Code:



2008 Ford F-250 4x4 Crew Cab 8FT. Bed Vehicle Options

2011 Ford F-250 4x4 Crew Cab 8 FT. Bed

[Print Brochure](#)



\$21,500

Stock #:	C98191	Color:	White
VIN#:	1FT7W2B69BEC98192	Transmission:	Automatic
Year:	2011	Interior:	Cloth
Make:	Ford	Drive Train:	4WD
Model:	F-250	Mileage:	69000
Trim:	4x4 Crew Cab 8 FT. Bed	State:	FL
Engine:	6.2	Vehicle Type:	Truck

Contact Information:

Shumate Truck Center
Mark Shumate
4820 N Dale Mabry Hwy
Tampa, FL 33614
813-492-2334



Scan QR Code:



2011 Ford F-250 4x4 Crew Cab 8 FT. Bed Vehicle Options

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Gator Ford

11780 Tampa Gateway Boulevard, Seffner, FL 33584
Tampa, FL 33584
<https://www.gatorford.com>

Contact: 8133213281

2016 Ford Super Duty F-350 SRW XL



Body Style: Crew Cab Pickup
Model Code: W3B
Engine: 6.7L V8 32V DDI OHV Turbo Diesel
Transmission: Automatic
Drive Type: 4WD
Ext. Color: White
Int. Color: Steel
Mileage: 77765
VIN #: 1FT8W3BT4GED36645
Stock #: EF09558A

Retail Price:

\$38,997

YOU SAVE:

\$4,006

Gator Ford

Price \$34,991

THIS TRUCK IS SUPER VERSITILE AND IS PRICED WELL BELOW THE MARKET!! IT WILL NOT LAST GET IN HERE!! Clean CARFAX. CARFAX One-Owner. 4WD, ABS brakes, Electronic Stability Control, Low tire pressure warning, Traction control.Reviews: * Strong towing and payload capacities; wide range of equipment levels and body styles; appealing technology options; quiet cabin. Source: EdmundsAwards: * 2016 KBB.com Brand Image AwardsCALL GATOR FORD TODAY AT (813) 980-3673 TO CHECK AVAILABILITY AND SCHEDULE A TEST DRIVE! We are located at 11780 Tampa Gateway Blvd, Seffner FL 33584.

Standard Equipment

- Exterior
 - Aero-Composite Halogen Headlamps
 - Black Door Handles
 - Black Front Bumper w/2 Tow Hooks
 - Black Grille
 - Black Manual Side Mirrors w/Manual Folding
 - Black Rear Step Bumper
 - Black Side Windows Trim and Black Front Windshield Trim
 - Cargo Lamp w/High Mount Stop Light
 - Clearcoat Paint
 - Fixed Rear Window
 - Front License Plate Bracket
 - Full-Size Spare Tire Stored Underbody w/Crankdown
 - Fully Galvanized Steel Panels
 - Light Tinted Glass
 - Manual Extendable Trailer Style Mirrors
 - Manual Tailgate/Rear Door Lock
 - Regular Box Style
 - Steel Spare Wheel
 - Tailgate Rear Cargo Access
 - Tires: LT245/75Rx17E BSW A/S -inc: BSW A/T plus spare tire
 - Variable Intermittent Wipers
 - Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments
- Interior
 - 2 12V DC Power Outlets
 - 4-Way Driver Seat -inc: Manual Recline, Fore/Aft Movement and Manual Lumbar Support
 - 4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
 - 60-40 Folding Split-Bench Front Facing FlexFold Flip Forward Cushion/Seatback Rear Seat
 - Analog Display
 - Day-Night Rearview Mirror
 - Fade-To-Off Interior Lighting

Keith Prestage

From: Williams, Samuel <Samuel.Williams3@fdc.myflorida.com>
Sent: Thursday, November 7, 2019 9:44 AM
To: Keith Prestage

To: Keith Prestage

Good Morning Keith I hope all is well!! In regards to our previous conversation about a vehicle purchase for the Polk City Contract Squad. it would be great to purchase a pick-up truck(F-250/ 4x4) due to the various job assignments that are given on dirt roads and off terrain areas. A van is not equipped to sustain in these types of areas.

Samuel Williams
Correctional Officer, Lieutenant
Polk Correctional Institution
Florida Department of Corrections
10800 Evans Road
Polk City, Florida 33868
Office: (863) 984-6318
Cell: (863) 944-7642

City Commission Meeting

February 19, 2018

**AGENDA ITEM # 3: PROPOSALS – GRANT WRITER, COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**

INFORMATION ONLY

ACTION REQUESTED

ISSUE:

Proposals – Grant Writer, Community Development Block Grant Program

ATTACHMENTS:

1. Proposals from:
 - Summit Professionals
 - Fred Fox Enterprises
2. Copy of scoring criteria
3. Scoring Sheet for each Proposal

ANALYSIS:

Polk City opted out of the Polk County CDBG in order to apply through the State of Florida for Community Development Block Grant Program. It is expected the next round to accept applications will be in the early part of 2020; it is anticipated the Grant Award will be \$650,000, which is what the proposals are based upon.

Based on that, Polk City placed an advertisement seek proposals for a Grant Writer in the Ledger; two proposals were received as follows:

- **Summit Professionals**
 - a. Housing Rehabilitation Category -- 94,250
 - b. Neighborhood Revitalization or Economic Development Category -- \$47,750

Summit's proposal states "If it becomes the deciding factor in the scoring and selection of an Administrator, Summit will **MATCH THE LOWEST FEE** proposed by the other Consultant. Summit also states as a note "Summit will provide **ALL** Grant Services at no cost for the CDBG grant if Summit is procured to provide Grant Administration Services

- **Fred Fox Enterprises**
 - a. Housing Rehabilitation Category -- \$91,000
 - b. Neighborhood Revitalization or Economic Development Category -- \$91,000

Please fill out your scoring sheet and have ready at the meeting so that a decision can be made on a grant writer for the FFY 2019 Community Development Program; refer to your scoring criteria

STAFF RECOMMENDATION:

Approval will be based on the scoring performed by the City Commission

**Polk City Request for Proposals (RFP)
For Grant Writing and Administrative Services Related to a
FFY 2019 Community Development Block Grant (CDBG)**

Polk City requests proposals from individuals or firms interested in providing grant writing and/or program administration services related to grant and/or loan funded projects during the 2019 Fiscal Year. At least one FFY 2019 Florida Small Cities Community Development Block Grant Application for up to \$650,000 is anticipated in one or more of the following categories: Neighborhood Revitalization, Commercial Revitalization, or Housing Rehabilitation and up to \$1.5 million for Economic Development. Additional services may be requested of the consultant on an ongoing basis to research and make application for funding from other public grant or loan sources during FFY 2019-2020 (FFY 2019) at the discretion of the City Commission.

The types of improvements the CDBG and/or other public funding sources may be utilized for include, but may not be limited to, housing rehabilitation, housing replacement, potable water system improvements, sanitary sewer system improvements, storm water improvements, streetscape and crosswalk improvements, the development of public off street parking and other public improvements as may be decided upon.

Grant Writing and Administration Services shall include, but not be limited to: identifying project/program needs, formulating appropriate grant solutions, developing leveraging strategies, reviewing existing policies to insure grant compliance, developing new policies that are required as part of the grant submission process, grant writing and application development, preparing environmental review(s), coordination with all funding agencies, coordination with all agency contact(s), coordinating the draw-down of program funds, tracking and managing program funds in compliance with program guidelines and acceptable accounting practices, providing reports and technical assistance, insuring Davis-Bacon and other federal and state record-keeping requirements are met, reviewing change orders and pay requests for compliance with grant requirements, attendance at all pre-construction conferences and providing the engineer or architect designing the project with developmental support for the project. Developmental support shall include but not be limited to, providing the project engineer and/or architect with an electronic version of the standard document guide, the supplemental conditions for the grant and the wage decision for the project.

Procurement and contracting for all services shall conform to CDBG guidelines as well as the state and federal regulation including 24 CFR, Part 85. All records shall be maintained in accordance with state and federal CDBG requirements.

Contingent upon successful ranking of proposals and negotiation of contracts, nothing shall preclude the City from selecting a single, qualified firm to provide both services.

Proposals received for the requested services (Grant Writing and Program Administration) shall be evaluated separately using the following criteria:

For Grant Writing Services:

A.	The years of experience of the firm's staff with obtaining CDBG Neighborhood Revitalization, Commercial Revitalization and/or Economic Development grants funded through the State of Florida Department of Community Affairs.	20
B.	The experience of the firm's management group with the State of Florida Community Development Block Grant Program.	20
C.	The firm's approach to developing a CDBG application, including an explanation of the tasks to be performed, the City's involvement in the application process and the thoroughness of the approach presented.	20
D.	Quality and number of local government client references provided.	20
E.	The quality of the response from the client references provided from other local governments.	15
F.	Fee or proposed fee basis	5

For Grant Administration Services:

A.	The years of experience of the consultant's staff with administering CDBG Neighborhood Revitalization, Commercial Revitalization and Economic Development grants funded through the State of Florida Department of Community Affairs.	20
B.	The experience of the firm's management group with the State of Florida Community Development Block Grant Program.	20
C.	Firm's approach to meeting local project needs including an outline of the tasks to be performed and the thoroughness of the approach presented.	20
D.	Quality and number of local government client references provided.	20
E.	The quality of the response from the client references provided from other local governments.	15
F.	Fee or proposed fee basis	5

During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. Polk City is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. In the event of a tie, if one of the businesses involved in the tie are minority or female owned, they shall be ranked above the other firm or firms involved in the tie. In compliance with the Florida Sunshine Amendment and Code of Ethics, Polk City strictly enforces open and fair competition in its RFP's. In accordance with Section 287.133, FS, a person or affiliate who has been placed on the convicted vendor list following conviction for a public entity crime may not submit a proposal on a contract to provide services to a public entity. A public entity crimes statement is required. During the RFP process, questions or requests for additional information concerning this RFP

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shall be directed to Patricia Jackson, City Manager at 123 Broadway Boulevard SE, Polk City, FL 33868.

Polk City reserves the right to request clarification of any information submitted by responding firms. The City Commission, with suitable basis provided for by law, reserves the right to reject any and all proposals, and to waive any informalities or irregularities in the proposal process. CDBG and other program contracts, either single or separate as required by each program, are subject to grant awards and release of funds by respective funding agencies.

Consultants shall submit one original and (2) copies of their proposal to the above-referenced contact person and address in sealed packages and marked clearly: "SEALED PROPOSAL FOR GRANT SERVICES", no later than 2:00 p.m. on November 29, 2019. Late proposals will be returned unopened. Proposals will be opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements at a time and place to be determined. At the discretion of the City, respondents may be asked to give a short presentation/interview as part of the selection process. Polk City supports Equal Opportunity Employment, Fair Housing, Drug Free Workplace and Providing Handicapped Access.

(Newspaper Advertisement
Must be Placed in a Regional Newspaper)

POLK CITY REQUEST FOR PROPOSALS (RFP) TO PROVIDE
GRANT WRITING AND
ADMINISTRATIVE SERVICES RELATED TO A
FY 2019 - 2020 COMMUNITY DEVELOPMENT BLOCK GRANT

Polk City requests proposals from individuals or firms to provide application preparation and program administration services related to a Community Development Block Grant application in the Neighborhood Revitalization, Commercial Revitalization and/or Economic Development Categories as well as grant/loan applications for projects funded through other funding sources during the 2019-2020 Fiscal Funding Year. An application for one or more FY 2020 Florida Small Cities Community Development Block Grant for up to \$650,000 is anticipated in one or more of the following categories: Neighborhood Revitalization, Commercial Revitalization or Economic Development. At the discretion of the City Commission, additional services may be requested on an ongoing basis to research and make application for funding from other public grant or loan sources for FFY 2018 CDBG Application. Additional information concerning the proposed services being requested and the ranking criteria to be used to evaluate the proposals may be obtained from the City Manager's Office at 123 Broadway Boulevard SE, Polk City, FL 33868. An original and (2) copies of sealed proposals, marked "SEALED PROPOSAL FOR GRANT SERVICES", must be received by 2:00 p.m. on November 29, 2019, at the address listed above. In accordance with Section 287.133, FS, a person or affiliate who has been placed on the convicted vendor list following conviction for a public entity may not submit a proposal on a contract to provide services to a public entity. Polk City is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. Polk City supports Equal Opportunity Employment, Fair Housing, Drug Free Workplace and Providing Handicapped Access.

SCORE SHEET FOR FOX ENTERPRISES

For Grant Writing Services		
A	The years of experience of the firm's staff with obtaining CDBG Neighborhood Revitalization, Commercial Revitalization and/or Economic Development Grants funded through the state of Florida Department of Economic Opportunity	_____
B	The experience of the firm's management group with the State of Florida Community Development Block Grant Program	_____
C	The firm's approach to developing a CDBG application, including an explanation of the tasks to be performed, the City's involvement in the application process	_____
D	Quality and number of local government client references provided	_____
E	The quality of the response from the client references provided from other local governments	_____
F	Fee or proposed fee basis	_____

For Grant Administration Services

A	The years of experience of the consultant's staff with administering CDBG Neighborhood revitalization Commercial Revitalization and Economic Development Grants funded through the State of Florida Department of Community Affairs	_____
B	The experience of the firm's management group with the state of Florida Community Development Program	_____
C	Firm's approach to meeting local project needs including an outline of the tasks to be performed and the thoroughness of the approach presented	_____
D	Quality and number of local government client references provided	_____
E	The quality of the response from the client references provided from other local governments	_____
F	Fee or proposed fee basis	_____

PROPOSAL FOR GRANT WRITING AND
ADMINISTRATIVE
SERVICES RELATED TO A FFY 2019
COMMUNITY DEVELOPMENT BLOCK GRANT

SUBMITTED TO:

CITY OF POLK CITY
ATTN: PATRICIA JACKSON, CITY MANAGER
123 EAST BROADWAY BOULEVARD SE
POLK CITY, FL 33868



PROPOSAL FOR SERVICES SUBMITTED BY:



Providing Grant Writing and Administration Services

COPY

1

**SECTION ONE:
Letter of Transmittal/
Public Entity Crimes
Statement**

2

**SECTION TWO:
CDBG Small Cities
Program Experience**

3

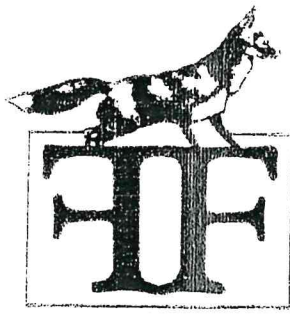
**SECTION THREE:
Management
Approach and Staff/
Staff Resumes**

4

**SECTION FOUR:
Letters of Reference**

5

**SECTION FIVE:
Fee Schedule**



FRED FOX ENTERPRISES, INC

Providing Grant Writing and Administration Services

November 22, 2019

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

**RE: REQUEST FOR PROPOSALS FOR PROFESSIONAL GRANT
WRITING AND ADMINISTRATIVE SERVICES FEDERAL
FISCAL YEAR 2019 COMMUNITY DEVELOPMENT BLOCK
GRANT (CDBG)**

Dear Ms. Jackson:

Please consider this my firm's response to your Request for Proposals for the above referenced services. We are addressing the City's request in two completely separate sections. First, we will address the writing of City of Polk City's Small Cities Community Development Block Grant application and grant applications for other programs and then we will address the administration of the project(s), if funded by the Florida Department of Economic Opportunity or other funding agencies.

Fred Fox Enterprises has also been successful in obtaining funding for and administering numerous projects which were funded through a myriad of state and federal agencies, including but limited to the following:

- The Florida Department of Environmental Protection (DEP) State Revolving Fund (SRF) and Small Disadvantaged Community Wastewater Program Grants for wastewater treatment plant construction, sewer plant construction, sanitary sewer expansion and storm drainage projects through the State of Florida;
- The Florida Department of Environmental Protection (DEP) Drinking Water State Revolving Fund Program (DWSRF), Pre-Construction and Construction Grants for financially Disadvantaged Small Communities for potable water system improvements;

- The Florida Department of Environmental Protection (DEP) nonpoint source Management Program - Section 319 grants for reducing non-source water pollution;
- The Federal Economic Development Administration's (EDA) Economic Development Grant Program;
- The Florida Economic Development Transportation Fund (EDTF) program through Enterprise Florida and FDOT;
- USDA Rural Business Enterprise Grants (RBEG);
- USDA Community Facility Loan and Grants;
- USDA Water and Sewer Facilities Loan and Grants;
- DEP – Florida Recreation Development Assistance Program (FRDAP) Grants
- Florida Communities Trust – Preservation 2000 and Florida Forever recreational property acquisition grants;
- The Florida Boating Improvement Fund (FBIF) Grant Program;
- HUD 108 Loan Program;
- Florida Housing Finance Corporation – Home Again Program;
- Florida Department of State – Historic Preservation Grants;
- Florida Department of State – Historic Preservation – Special Category Grants;
- Florida Legislature – Special Appropriations; and
- Federal Emergency Management Administration (FEMA) – Hazard Mitigation Grant Program (HMGP).

Our experience utilizing the different funding resources that are available through both the State and Federal government allow for a comprehensive approach to carrying out the proposed activities for our client communities.

As evidenced by our successful funding rate and combined one hundred twenty-two (122) years of Small Cities CDBG staff experience, our firm has a unique understanding of the CDBG program's requirements and guidelines. For 35 years, since our firm's inception in 1984, we have secured and administered HUD funded CDBG projects initially through the Florida Department of Community Affairs and more recently through the Florida Department of Economic Opportunity for our client communities in the following categories:

- One Hundred Eighty-five (185) Small Cities Neighborhood Revitalization projects;
- Sixty-seven (67) Small Cities Housing Rehabilitation projects;
- Forty-three (43) Small Cities Commercial Revitalization projects;
- Forty-three (43) Small Cities Economic Development projects;
- Nineteen (19) Disaster Recovery Initiative projects.

Ms. Patricia Jackson, City Manager
November 22, 2019
Page 3

As reflected by Fred Fox Enterprises 35 years in business, we take pride in our ability to quickly become familiar with local needs and suggest CDBG projects to satisfy some of those needs.

Because of our extensive knowledge of the four (4) categories included in the CDBG Small Cities programs, as well as other potential funding sources, we are able to work with our local government client communities to develop solid competitive applications for worthwhile projects. We have the ability to quickly become familiar with ongoing projects and how to use them to obtain leverage points in a CDBG application. This is due not only to our extensive knowledge of the CDBG Small Cities program but in our ability to work closely and productively with the local government and the Florida Department of Economic Opportunity.

My staff has represented our client community's interests regarding funding requests that were submitted to both the federal and state governments. Fred Fox Enterprises, Inc. has assembled a staff that has represented government entities before numerous federal and state agencies. Our experience extends beyond merely filling out and submitting grant and loan applications. We understand that to effectively represent the interests of our client communities, we must work closely with the local public officials in our client communities as well as their representatives in Washington, DC and Tallahassee to achieve success. Understanding our client communities' needs as well as the requirements of the federal and state programs we work with has resulted in a very high funding success rate.

Our firm is used to working with small local government offices and we will walk each community through the CDBG administration process on a continuous basis. We also coordinate and are in attendance at all DEO site visits and attend all requested or required City Commission meetings.

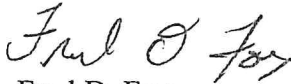
While Fred Fox Enterprises has not written or administered any Small Cities CDBG grants for the City of Polk City, we have prepared applications for and administered almost three hundred fifty (350) Community Development Block Grants, many for the other communities in Polk County including Davenport, Fort Meade, Haines City, Lake Hamilton and Mulberry.

Fred Fox Enterprises certifies that if selected, we will provide professional guidance to the City of Polk City related to compliance with applicable federal, state and local laws and regulations related to the administration of the City Small Cities CDBG Neighborhood Revitalization project. Fred Fox Enterprises is **NOT** a Certified Minority Business Enterprise.

As president of Fred Fox Enterprises, Fred D. Fox is authorized to commit for Fred Fox Enterprises to the statements made in this "Letter of Transmittal" and all related attachments.

Please find enclosed a copy of our resume and work experience for the thirty-five (35) years since the Department of Economic Opportunity assumed administration of the CDBG program. If you have any questions, please do not hesitate to call (904) 810-5183.

Sincerely,

A handwritten signature in cursive script that reads "Fred D. Fox".

Fred D. Fox
President

FDF/mnf

Enclosures

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to City of Polk City, Florida
(print name of the public entity)
by Fred D. Fox, President
(print individual's name & title)
for Fred Fox Enterprises, Inc.
(print name of company submitting sworn statement)
whose business address is 4425 US Highway 1 South, Ste 103, St.
Augustine, Florida, 32080

and (if applicable) its Federal Employer Identification Number (FEIN) is 59-2443697

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (indicate which statement applies)

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH I (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.107, FLORDIA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Fred D. Fox
(signature)

11/22/2019
(date)

STATE OF Florida

COUNTY OF St. Johns

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Fred D. Fox who, after first being sworn by me, affixed his/her signature
(name of individual signing)

in the space provided above on this 22nd day of November, 20 19.

Mel N. Fox
(NOTARY PUBLIC)

My commission expires:



Form PUR 7068 (Rev. 08/06/01)

**FRED FOX ENTERPRISES, INC'S
WORK EXPERIENCE AND CLIENT CONTACT INFORMATION
RELATED TO THE SMALL CITIES CDBG PROGRAM**

FFY 2018

As part of the FFY 2018 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. Town of Callahan – Neighborhood Revitalization, \$650,000.00
Contact Person: Mike Williams, Town Manager, Phone Number (904) 879-3801
2. City of Cottdale - Neighborhood Revitalization, \$600,000.00
Contact Person: Teresa Brannen, City Clerk (850) 352-4361
3. City of Graceville – Neighborhood Revitalization, \$650,000.00
Contact Person: Michelle Watkins, City Clerk, Phone Number (850) 263-3250
4. Town of Hilliard – Neighborhood Revitalization \$700,000.00
Contact Person: Lisa Purvis, Town Clerk, Phone Number (904) 845-3555
5. City of Jasper – Neighborhood Revitalization \$700,000.00
Contact Person: Marcus Collins, City Manager, Phone Number: (386) 792-1212
6. Town of Micanopy – Neighborhood Revitalization, \$600,000.00
Contact Person: Debbie Gonano, Town Administrator (352) 466-3121
7. City of Mulberry – Neighborhood Revitalization \$700,000.00
Contact Person: Ron Borchers, Planning & Development Director (863) 425-1125
8. Town of Pierson – Neighborhood Revitalization, \$650,000.00
Contact Person: Carmen Spelorzi, Town Clerk (386) 749-2661

FFY 2017

As part of the FFY 2017 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

3. City of Chipley – Neighborhood Revitalization, \$700,000.00
Contact Person: Dan Miner, City Administrator (850) 638-6350
4. City of Clermont - Neighborhood Revitalization, \$750,000.00
Contact Person: Terry Dykehouse, PE, CFM, City Engineer (352) 394-7177
9. Gilchrist County – Housing Rehabilitation, \$750,000.00
Contact Person: Bobby Crosby, County Administrator (352) 463-3198 Ext. 1
10. Town of Grand Ridge – Neighborhood Revitalization \$600,000.00
Contact Person: J. R. Moneyham: Town Manager (850) 592-4621
11. City of Hawthorne – Neighborhood Revitalization \$650,000.00
Contact Person: Ellen Vause, City Manager, Phone Number: (352) 481- 2432
12. City of High Springs – Neighborhood Revitalization, \$700,000.00
Contact Person: Ed Booth, City Manager (386) 454-1416

13. Town of Interlachen – Neighborhood Revitalization \$650,000.00
Contact Person: Pam Wilburn, Town Clerk (386) 684-3811
14. Jefferson County – Housing Rehabilitation, \$750,000.00
Contact Person: Parrish Barwick, County Coordinator (850) 342-0287
15. City of Palatka – Neighborhood Revitalization, \$750,000.00
Contact Person: Jonathan Griffith, Public Works Director (386) 329-0107
16. City of Sebring – Neighborhood Revitalization \$750,000.00
Contact Person: Scott Noethlich, City Administrator (863) 471-5100
17. City of Trenton – Neighborhood Revitalization, \$650,000.00
Contact Person – Lyle Wilkerson, City Manager (352) 463-4000
18. Town of Wausau – Neighborhood Revitalization, \$600,000.00
Contact Person: Margaret Riley, Town Clerk, (850) 638-1781
19. City of Williston – Neighborhood Revitalization, \$700,000.00
Contact Person: Scott Lippman, City Manager (352) 528-3060

FFY 2016

As part of the FFY 2016 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications, secured funding and is managing the grants for the following communities:

1. Town of Astatula – Neighborhood Revitalization, \$700,000.00
Contact Person: Graham Wells, Town Clerk (352) 742-1100
2. Town of Branford - Neighborhood Revitalization, \$600,000.00
Contact Person: Donna Hardin, Town Clerk (386) 935-3873
3. City of Bronson – Neighborhood Revitalization, \$650,000.00
Contact Person: Shirley Miller, Town Clerk (352) 486-2354
4. Town of Caryville – Neighborhood Revitalization, \$600,000.00
Contact Person: Kent Taylor, Town Clerk, (850) 548-5571
5. City of Crescent City – Neighborhood Revitalization, \$650,000.00
Contact Person: Patrick Kennedy, City Manager (386) 698-2525
6. City of Dunnellon – Neighborhood Revitalization, \$650,000.00
Contact Person: Jan Smith, Finance Officer, (352) 465-8500
7. Glades County – Neighborhood Revitalization, \$700,000.00
Contact Person: Paul Carlisle, County Manager, (863) 946-6000
8. City of Inverness – Commercial Revitalization, \$750,000.00
Contact Person: Bruce Day City Planner, (352)726-3401
9. Town of Lake Hamilton – Neighborhood Revitalization \$650,000.00
Contact Person: Doug Leonard, Town Planner (863) 439-1910

10. City of Moore Haven – Neighborhood Revitalization, \$650,000.00
Contact Person: Maxine Brantley, City Clerk (863) 946-0711
11. Town of Otter Creek – Neighborhood Revitalization, \$600,000.00
Contact Person: Rosemary Severino, Town Clerk (352) 486-4766
12. City of St. Augustine – Neighborhood Revitalization, \$750,000.00
Contact Person: Tim Fleming, Deputy Dir. of General Services (904) 209-4302
13. City of Webster – Neighborhood Revitalization, \$650,000.00
Contact Person: Deanna Naugler, City Manager, (352) 793-2073
14. City of Umatilla – Neighborhood Revitalization, \$650,000.00
Contact Person: Karen Howard, City Clerk, (352) 669-3125
15. City of Waldo – Neighborhood Revitalization, \$650,000.00
Contact Person: Kim Worley, City Manager (352) 468-1001
16. Town of Welaka – Housing Rehabilitation, \$600,000.00
Contact Person: Gordon Sands, Mayor (386) 467-9800

FFY 2015

As part of the 2015 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications, secured funding and is managing the grants for the following communities:

1. City of Apopka – Neighborhood Revitalization, \$750,000.00
Contact Person: Glen Irby, City Manager, Phone Number (407) 703-1700
2. City of Bowling Green – Neighborhood Revitalization, \$700,000.00
Contact Person: William Lawrence, City Manager (863) 375-2255
3. City of Bunnell – Neighborhood Revitalization, \$700,000.00
Contact Person: Dan Davis, City Manager, Phone Number (386) 437-7500
4. Town of Callahan – Neighborhood Revitalization, \$650,000.00
Contact Person: Mike Williams, Town Manager, Phone Number (904) 879-3801
5. City of Carrabelle – Commercial Revitalization, \$650,000.00
Contact Person: Courtney Millender, City Manager, Phone Number (850) 697-2727
6. City of Dade City – Neighborhood Revitalization, \$700,000.00
Contact Person: Joseph DeBono, Public Works Director, Phone Number (352) 523-5050
7. City of Eustis – Neighborhood Revitalization, \$750,000.00
Contact Person: Rick Gierok, Public Works Director, Phone Number (352) 483-5480
8. City of Fort Meade – Neighborhood Revitalization, \$700,000.00
Contact Person: Fred Hilliard, City Manager, Phone Number (863) 285-1100
9. Town of Greenwood – Neighborhood Revitalization, \$600,000.00
Contact Person: Alicia Corder, Town Clerk, Phone Number (850) 594-1216

10. City of Haines City – Neighborhood Revitalization, \$750,000.00
Contact Person: Mike Stripling, Public Works Director, Phone Number (863) 421-3777
11. Town of Hastings – Neighborhood Revitalization, \$600,000.00
Contact Person: Shelby Jack, Town Manager, Phone Number (904) 692-1420
12. Town of Hilliard – Neighborhood Revitalization, \$700,000.00
Contact Person: Lisa Purvis, Town Clerk, Phone Number (904) 845-3555
13. City of Lake City – Commercial Revitalization, \$750,000.00
Contact Person: Wendell Johnson, City Manager, Phone Number (386) 752-2031
14. City of Live Oak – Neighborhood Revitalization, \$700,000.00
Contact Person: Kim Smiley, Project Specialist/Purchasing Agent, Phone Number (386) 362-2276

FFY 2014

As part of the 2014 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications, secured funding and is managing the grants for the following communities:

1. City of Graceville – Neighborhood Revitalization, \$650,000.00
Contact Person: Michelle Watkins, City Clerk, Phone Number (850) 263-3250
2. City of Hawthorne – Neighborhood Revitalization \$650,000.00
Contact Person: Ellen Vause, City Manager, Phone Number: (352) 481- 2432
3. Town of Interlachen – Neighborhood Revitalization \$650,000.00
Contact Person: Pam Wilburn, Town Clerk (386) 684-3811
4. City of Perry – Commercial Revitalization, \$700,000.00
Contact Person: Robert Brown, City Manager (850) 584-7161
5. Suwannee County – Housing Rehabilitation, \$750,000.00
Contact Person: Randy Harris, County Administrator (386) 362-3276
6. Suwannee County – Economic Development, \$1,819,948.00
Contact Person: Randy Harris, County Administrator (386) 362-3276
7. Town of Yankeetown – Neighborhood Revitalization \$600,000.00
Contact Person: Rhiannon Castle, Town Clerk (352) 447-2511

FFY 2013

As part of the 2013 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. City of Clermont - Neighborhood Revitalization, \$700,000.00
Contact Person: James Kinzler, Dir. of Environmental Services (352) 241-0178
2. City of Crescent City – Neighborhood Revitalization, \$650,000.00
Contact Person: Patrick Kennedy, City Manager (386) 698-2525
3. City of Dunnellon – Economic Development, \$650,000.00
Contact Person: Jan Smith, Finance Officer, (352) 465-8500

4. Town of Eatonville – Neighborhood Revitalization, \$700,000.00
Contact Person: Katrina Gibson, Finance Director (407) 623-8900
5. Town of Grand Ridge – Neighborhood Revitalization \$500,000.00
Contact Person: J. R. Moneyham: Town Manager (85) 592-4621
6. City of High Springs – Neighborhood Revitalization, \$700,000.00
Contact Person: Ed Booth, City Manager (386) 454-1416
7. Jefferson County – Housing Rehabilitation, \$700,000.00
Contact Person: Parrish Barwick, County Coordinator (850) 342-0287
8. City of Moore Haven – Neighborhood Revitalization, \$650,000.00
Contact Person: Maxine Brantley, City Clerk (863) 946-0711
9. City of Palatka – Commercial Rehabilitation, \$750,000.00
Contact Person: Jonathan Griffith, Special Projects Coordinator (386) 329-0103 Ext. 325
10. City of Vernon – Neighborhood Revitalization, \$600,000.00
Contact Person: Michelle Cook, City Clerk (850) 535-2444
11. Town of Welaka – Neighborhood Revitalization, \$600,000.00
Contact Person: Gordon Sands, Mayor (386) 467-9800
12. City of Williston – Neighborhood Revitalization, \$650,000.00
Contact Person: Adam Hall, City Planner (352) 528-3060

FFY 2013 Economic Development Projects

1. City of Fanning Springs – Grant Amount: \$1,049,970.00
Project Details: The construction of a Holiday Inn Express Hotel
Contact Person: Trip Lancaster, Mayor, Phone Number: (352) 463- 2855
2. Glades County – Grant Amount: \$1,154,967.00
Project Details: The construction of a Love’s Travel Center including an embedded fast food restaurant.
Contact Person: Paul Carlisle, County Manager, Phone Number: (863) 946-6000
3. City of Hawthorne – Grant Amount: \$1,539,900.00
Project Details: The construction of a Love’s Travel Center including an embedded fast food restaurant.
Contact Person: Ellen Vause, City Manager, Phone Number: (352) 481- 2432

FFY 2012

As part of the 2012 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. Town of Branford - Neighborhood Revitalization, \$600,000.00
Contact Person: Donna Hardin, Town Clerk (386) 935-3873
2. Town of Interlachen – Neighborhood Revitalization \$650,000.00
Contact Person: Pam Wilburn, Town Clerk (386) 684-3811
3. Town of Lady Lake – Neighborhood Revitalization \$750,000.00
Contact Person: C. T. Eagle, Sr., Public Works Director (352) 751-1526

4. Town of Lake Hamilton – Neighborhood Revitalization \$650,000.00
Contact Person: Doug Leonard, Town Planner (863) 439-1910
5. City of Leesburg – Neighborhood Revitalization \$750,000.00
Contact Person: Ken Thomas, Director of Economic Dev. & Housing (352) 728-9765
6. City of Sebring – Economic Development \$750,000.00
Contact Person: Jim Polatty, Zoning and Planning Director (863) 471-5102
7. St. Johns County – Economic Development \$750,000.00
Contact Person: Benjamin Coney, Director Housing and Community Services Division
(904) 827-6892
8. City of Winter Garden – Housing Rehabilitation \$750,000.00
Contact Person: Tanja Gerhartz, Economic Development Director (407) 323-4111 Ext. 2308

FFY 2011

As part of the 2011 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. City of Bunnell – Neighborhood Revitalization, \$650,000.00
Contact Person: Judi Stetson, Director of Grants & Special Projects (386) 437-7500 Ext 33
2. City of Hawthorne – Neighborhood Revitalization, \$650,000.00
Contact Person: Ellen Vause, City Manager (352) 481-2432
3. City of Vernon – Neighborhood Revitalization, \$600,000.00
Contact Person: Dian Hendrix, City Clerk (850) 535-2444
4. City of Waldo – Neighborhood Revitalization, \$650,000.00
Contact Person: Kim Worley, City Manager (352) 468-1001
5. Town of Bell – Neighborhood Revitalization, \$600,000.00
Contact Person: Dan Cavanah, Town Manager (352) 463-6288
6. City of Dade City – Neighborhood Revitalization, \$700,000.00
Contact Person: Gordon Onderdonk, City Engineer/Public Works Director (352) 523-5054

FFY 2010

As part of the 2010 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. City of Bowling Green – Neighborhood Revitalization, \$700,000.00
Contact Person: Jerry Conerly, City Manager (863) 375-2255
2. Clay County – Neighborhood Revitalization, \$750,000.00
Contact Person: Shawn Thomas, Engineer Project Manager (904) 541-3815
3. City of Davenport – Neighborhood Revitalization, \$650,000.00
Contact Person: Amy Arrington, City Manager (863) 419-3300
4. Gilchrist County – Planning and Design, \$57,200.00
Contact Person: Bobby Crosby, County Administrator (352) 463-3198 Ext. 1

5. City of St. Marks – Commercial Revitalization, \$600,000.00
Contact Person: Zoe Mansfield, City Manager (850) 925-6224
6. City of Zephyrhills – Planning and Design, \$55,600.00
Contact Person: Todd Vande Berg, Director of Development (813) 780-0000

FFY 2009

As part of the 2009 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. City of Bronson – Housing Rehabilitation, \$650,000.00
Contact Person: Kelli Brettel, Town Clerk (352) 486-2365
2. City of Callahan – Neighborhood Revitalization, \$650,000.00
Contact Person: Michael Williams, Town Manager (904) 879-3801
3. City of Carrabelle – Commercial Revitalization, \$650,000.00
Contact Person: Courtney Millender, City Manager (850) 697-2727
4. City of Chiefland – Neighborhood Revitalization, \$650,000.00
Contact Person: Laurie Copeland, Financial Project Coordinator (352) 493-6711
5. City of Chipley – Neighborhood Revitalization, \$700,000.00
Contact Person: Dan Miner, City Administrator (850) 638-6350
6. City of Fruitland Park – Neighborhood Revitalization, \$700,000.00
Contact Person: Diane Gibson Smith, City Clerk (352) 360-6727
7. City of Haines City – Commercial Revitalization, \$750,000.00
Contact Person: Kari Giddens, Assistant Finance Director, (863) 421-9902
8. City of Hampton – Neighborhood Revitalization, \$600,000.00
Contact Person: Jane Hall, Town Clerk, (352) 468-1201
9. Town of Hilliard – Neighborhood Revitalization, \$700,000.00
Contact Person: Lisa Purvis, City Clerk, (904) 845-3555
10. City of Moore Haven – Neighborhood Revitalization, \$650,000.00
Contact Person: Maxine Brantley, City Clerk, (863) 946-0711
11. Town of Noma – Neighborhood Revitalization, \$600,000.00
Contact Person: Robert Skipper, Mayor (850) 263-3303
12. City of Palatka – Commercial Revitalization, \$750,000.00
Contact Person: Jonathon Griffith, Assistant City Manager, (386) 329-0103
13. City of Quincy – Neighborhood Revitalization, \$750,000.00
Contact Person: Charles Hayes, CRA Director (850) 618-0030 Ext. 6692
14. City of St. Augustine – Neighborhood Revitalization, \$750,000.00
Contact Person: Tim Fleming, Deputy Dir. of General Services (904) 209-4302
15. Town of Welaka – Neighborhood Revitalization, \$600,000.00
Contact Person: Gordon Sands, Mayor (386) 467-9800

16. City of Williston – Neighborhood Revitalization, \$650,000.00
Contact Person: Adam Hall, Land Dev. Reg. Administrator (352) 528-3060

FFY 2008

As part of the 2008 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. City of Crestview – Commercial Revitalization, \$750,000.00
Contact Person: Fred Cook, City Engineer, (850) 682-6132
2. City of Dade City – Neighborhood Revitalization, \$700,000.00
Contact Person: Gordon Onderdonk, City Engineer/Public Works Director (352) 523-5054
3. City of Leesburg – Neighborhood Revitalization, \$750,000.00
Contact person: Ken Thomas, Dir. of Housing and Community Development, (352) 728-9700
4. Town of Noma – Planning, \$70,000.00
Contact Person: Robert Skipper, Mayor, (850) 263-3449
5. City of Palatka – Neighborhood Revitalization, \$750,000.00
Contact Person: Jonathan Griffith, assistant City Manager, (386) 329-0103
6. City of Umatilla – Neighborhood Revitalization, \$650,000.00
Contact Person: Karen Howard, City Clerk, (352) 669-3125
7. City of Vernon – Neighborhood Revitalization, \$600,000.00
Contact Person: Dian Hendrix, City Clerk, (850)535-2444
8. Town of Wausau – Neighborhood Revitalization, \$600,000.00
Contact Person: Margaret Riley, Town Clerk, (850) 638-1781
9. City of Graceville – Neighborhood Revitalization, \$650,000.00
Contact Person: Eugene Adams, City Manager, (850) 263-3250
10. City of Dunnellon – Neighborhood Revitalization, \$650,000.00
Contact Person: Jan Smith, Finance Officer, (352) 465-8500
11. City of Trenton – Neighborhood Revitalization, \$650,000.00
Contract Person: Taylor Brown, City Manager, (352) 463-4000

FFY 2007

As part of the 2007 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. has received funding for and is providing project management for the following communities:

1. Town of Caryville – Neighborhood Revitalization, \$600,000.00
Contact Person: Jewette Tadlock, Town Clerk, (850) 548-5571

2. City of Haines City – Commercial Revitalization, \$750,000.00
Contact Person: Ken Sauer, Assistant City Manager, (863) 421-3650
3. City of Homestead – Commercial Revitalization, \$750,000.00
Contact Person: Dan Wicks, CRA Director, (305) 224-4484
4. City of St. Marks – Neighborhood Revitalization, \$483,900.00
Contact person: Zoe A Mansfield, City Manager, (850) 925-6224
5. City of Vero Beach – Neighborhood Revitalization, \$750,000.00
Contact Person: Monte Fall, Public Works Director, (772) 978-5151
6. Town of Westville – Neighborhood Revitalization, \$600,000.00
Contact Person: Donna Gillis, Town Clerk, (850) 548-5858
7. City of Palatka – Economic Development, \$349,900.00
Contact Person: Woody Boynton, City Manager, (386) 329-0100
8. City of Graceville – Economic Development, \$650,000.00
Contact Person: Eugene Adams, City Manager, (850) 263-3250

FFY 2006

As part of the 2006 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. received funding for and is providing project management for the following communities:

1. City of Bowling Green – Neighborhood Revitalization, \$700,000.00
Contact Person: David Elbertson, City Manager, (863) 375-2255
2. City of Bristol – Neighborhood Revitalization, \$575,900.00
Contact Person: Robin Hatcher, City Clerk, (850) 643-2261
3. City of Bristol – Economic Development, \$600,000.00
Contact Person: Robin Hatcher, City Clerk, (850) 643-2261
4. City of Carrabelle – Economic Development, \$650,000.00
Contact Person: John McInnis, City Administrator, (850) 687-2727
5. City of Chipley – Neighborhood Revitalization, \$700,000.00
Contact Person: Patrice Yates, City Clerk, (850) 638-6350
6. City of Clermont – Neighborhood Revitalization, \$750,000.00
Contact Person: Wayne Saunders, City Manager, (352) 394-4081
7. City of Dunnellon – Neighborhood Revitalization, \$70,000.00
Contact person: Dawn M. Boone, City Clerk, (352) 465-8500
8. City of Graceville – Neighborhood Revitalization, \$70,000.00
Contact Person: Eugene Adams, City Manager, (850) 263-3250

9. City of Graceville – Economic Development, \$650,000.00
Contact Person: Eugene Adams, City Manager, (850) 263-3250
10. City of Haines City – Economic Development, \$750,000.00
Contact Person: Ken Sauer, Assistant City Manager, (863) 421-3650
11. Martin County – Neighborhood Revitalization, \$750,000.00
Contact Person: Eric Brent, Planner, (772) 288-5495
12. City of Trenton – Neighborhood Revitalization, \$70,000.00
Contact Person: Jered Ottenwess, City Manager, (352) 463-4000
13. City of Umatilla – Neighborhood Revitalization, \$650,000.00
Contact Person: Karen Howard, City Clerk, (352) 669-3125

FFY 2005

As part of the 2005 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. received funding for and provided project management for the following communities:

1. City of Sebring – Commercial Revitalization, \$750,000.00
Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5104
2. Town of Lake Placid – Neighborhood Revitalization, \$650,000.00
Contact Person: Arlene Tuck, Town Clerk, (863) 699-3747
3. City of Williston – Neighborhood Revitalization, \$650,000.00
Contact Person: Barbara Henson, City Clerk, (352) 528-3060
4. Town of Interlachen – Neighborhood Revitalization, \$650,000.00
Contact Person: Pamela S. Wilburn, Town Clerk, (386) 684-3811
5. City of Palatka – Neighborhood Revitalization, \$750,000.00
Contact Person: Allen Bush, City Manager, (386) 329-0100
6. Town of Grand Ridge – Neighborhood Revitalization, \$600,000.00
Contact person: J. R. Moneyham, City Manager, (850) 592-4621
7. City of Crestview – Neighborhood Revitalization, \$750,000.00
Contact Person: Mike Wing, Administrative Assistant to Council, (850) 689-1618
8. Gulf County – Neighborhood Revitalization, \$638,500.00
Contact Person: Donald Butler, Chief Administrator, (850) 229-6106
9. City of Belle Isle – Economic Development, \$650,000.00
Contact Person: Larry Williams, City Manger, (407) 851-7730
10. City of Palm Coast – Economic Development, \$450,000.00
Contact Person: Ira Corliss, Special Projects Manager, (386) 986-3717

11. City of Crystal River – Economic Development, \$650,000.00
Contact Person: Roger Goettelmann, AIBD Director (352) 795-4216
12. City of Sebring – Economic Development, \$750,000.00
Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5104

FFY 2005 Disaster Recovery Initiative

As part of the special 2005 **Disaster Recovery Initiative** Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. provided project management for the following communities:

1. City of Belle Isle – Storm Drainage Improvements, \$1,093,750.00
Contact Person: Larry Williams, City Manager, (407) 851-7730
2. City of Bowling Green – Water plant improvements, sewer plant improvements, lift station refurbishment, sanitary sewer line replacement, storm drainage improvements, street improvements, \$2,250,000.00
Contact Person: David Elbertson, City Manager, (863) 375-2255
3. Town of Eatonville – Sanitary sewer lift station renovations, installation of emergency generators at lift stations, drainage improvements, \$1,093,750.00
Contact Person: Roger Dixon, Public Works Director, (407) 623-1313
4. Hardee County – New sanitary sewer lines, water line replacement, \$2,250,000.00
Contact Person: Janet Gilliard, Director, (863) 773-6349
5. City of Haines City – Neighborhood center renovation, fire station renovation, \$634,273.50
Contact Person: Donald Carter, Finance Director, (863) 421-9901
6. Indian River County – Fire station reconstruction, water line extensions including hook-ups, vacuum sanitary sewer construction, construction of storm surge/flood protection project, \$7,500,000.00
Contact Person: Sasan Rohani, Chief of Long Range Planning, (772) 567-8000 Ext. 1250
7. City of Kissimmee – Storm drainage improvements, road reconstruction, \$1,458,333.33
Contact person: Caroline Bell, Community Development Program Coordinator, (407) 518-2155
8. Martin County – Installation of emergency generators at existing lift stations, replacement of existing traffic signalization with mast arms systems, \$2,187,500.00
Contact Person: Ronald Siegwald, Project Coordinator, (772) 223-7907
9. City of New Smyrna Beach – Drainage improvements including the acquisition of property and the construction of a retention pond, \$625,000.00
Contact Person: R. Lynne Kunkle, C.E.P., Code Enforcement Supervisor, (386) 424-2137
10. City of Oak Hill – Installation of an emergency generator at the City's Emergency operations Center, drainage improvements, \$625,000.00
Contact Person: Kim Terwilliger, City Clerk, (407) 343-3177
11. Polk County – Storm drainage projects, park renovation, building renovation, building demolition, emergency generator installation, sewer line replacement, sewer line "Insituform" installation, retention pond restoration, \$2,606,453.00
Contact Person: Nancy Hurley, Grants Manager (863) 534-5252
12. City of St. Cloud – Fire Station Replacement, \$1,458,333.33
Contact Person: John Pham, PE Project Manager, (407) 957-8421

FFY 2004

As part of the 2004 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. Town of Alford – Neighborhood Revitalization, \$600,000.00
Contact Person: George Gay, Mayor, (850)579-4684
2. City of Cottdale – Neighborhood Revitalization, \$600,000.00
Contact Person: Judy Powell, City Clerk, (850) 352-4361
3. City of Dade City – Neighborhood Revitalization, \$700,000.00
Contact Person: Laura Beagles, Assistant to City Manager, (352) 523-5050
4. City of Haines City – Economic Development, \$750,000.00
Contact Person: Richard Greenwood, Planning Dir., (863) 429-3229
5. City of Leesburg – Neighborhood Revitalization, \$750,000.00
Contact Person: Kenneth Thomas, Dir. of Housing and Econ. Dev, (352) 728-9708
6. City of Sebring – Economic Development, \$750,000.00
Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5104
7. City of St. Augustine – Commercial Revitalization, \$750,000.00
Contact person: Tim Fleming, Grants Coordinator, (904) 825-1010
8. Town of Welaka – Neighborhood Revitalization, \$600,000.00
Contact Person: Gordon Sands, Mayor, (386) 467-9800
9. City of Wewahitchka – Neighborhood Revitalization, \$650,000.00
Contact Person: Don Minchew, City Manager, (850) 639-2605
10. City of Zephyrhills – Commercial Revitalization, \$750,000.00
Contact Person: Todd Vande Berg, Director of Development, (813) 780-0006
11. Gulf County – Economic Development, \$700,000.00
Contact Person: Don Butler, Chief Administrator, (850) 229-6106
12. City of Bunnell – Economic Development, \$650,000.00
Contact Person: Richard Diamond, City Manager (386) 437-7500

FFY 2003

As part of the 2003 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Chipley – Neighborhood Revitalization, \$700,000.00
Contact Person: Jim Morris, City Administrator, (850) 638-6350
2. City of Graceville – Neighborhood Revitalization, \$700,000.00
Contact Person: Eugene Adams, City Manager, (850) 263-3250

3. Town of Grand Ridge – Neighborhood Revitalization, \$433,670.83
Contact Person: J R Moneyham, Town Manager, (850) 592-4621
4. Town of Noma – Neighborhood Revitalization, \$600,000.00
Contact Person: Robert Skipper, Mayor, (850) 263-3449
5. City of Haines City – Commercial Revitalization, \$750,000.00
Contact Person: Richard Greenwood, (863) 421-3600
6. Town of Yankeetown – Neighborhood Revitalization, \$600,000.00
Contact Person: Debra Stines, Town Clerk, (352) 447-2511
7. Town of Wausau – Neighborhood Revitalization, \$600,000.00
Contact Person: Margaret Riley, Town Clerk, (850) 638-1781
8. City of Williston – Economic Development, \$600,000.00
Contact Person: James F. Coleman, City Manager, (352) 528-3060

FFY 2002

As part of the 2002 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Leesburg – Commercial Revitalization Application, \$750,000.00
Contact Person: Ken Thomas, Dir. Of Housing & Econ. Dev., (352) 728-9700
2. City of Sebring – Commercial Revitalization Application, \$700,000.00
Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5014
3. City of Crestview – Commercial Revitalization Application, \$750,000.00
Contact Person: Don Morrison, Administrative Assistant, (850) 689-1618
4. Indian River County – Housing Rehabilitation Application, \$750,000.00
Contact Person: Gale Carmoney, Senior Planner, (772) 567-8000
5. City of Flagler Beach – Commercial Revitalization Application, \$648,202.00
Contact Person: Libby Kania, Assistant to City Manager, (386) 517-2000
6. Martin County – Neighborhood Revitalization Application, \$750,000.00
Contact Person: Eric Brent, Planner, (561) 288-5495

FFY 2001

As part of the 2001 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. Town of Interlachen – Neighborhood Revitalization Application, \$500,000.00
Contact Person: Pamela Wilburn, Town Clerk, (386) 684-3811
2. City of Dade City – Neighborhood Revitalization Application, \$600,000.00
Contact Person: Laura Beagles, Assistant City Manager, (352) 523-5050

3. City of Bowling Green – Neighborhood Revitalization Application, \$550,000.00
Contact Person: David Elbertson, City Manager, (863) 375-2255
4. City of Crescent City – Neighborhood Revitalization Application, \$436,597.00
Contact Person: Marcus Collins, City Manager, (386) 698-2525
5. City of Palatka – Neighborhood Revitalization Application, \$750,000.00
Contact Person: Allen Bush, City Manager, (386) 329-0100
6. City of Cottondale – Neighborhood Revitalization Application, \$497,282.00
Contact Person: Judy Powell, City Clerk, (850) 352-4361
7. Town of Lake Placid – Neighborhood Revitalization Application, \$550,000.00
Contact Person: Arlene Tuck, Town Clerk, (863) 699-3747
8. City of Crystal River – Commercial Revitalization Application, \$600,000.00
Contact Person: Roger Goettelmann, CRA Manager, (352) 795-4216

FFY 2000

As part of the 2000 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Archer – Neighborhood Revitalization Application, \$550,000.00
Contact Person: Doug Drymon, City Manager, (352) 495-2880
2. Clay County – Housing Revitalization Application, \$750,000.00
Contact Person: Barbara Taylor, SHIP Coordinator, (904) 284-6376
3. City of Clermont – Commercial Revitalization Application, \$600,000.00
Contact Person: Wayne Saunders, City Manager, (352) 394-4081
4. City of Green Cove Springs – Neighborhood Revitalization Application, \$600,000.00
Contact Person: Karen Ingle, Planning, (904) 529-2200
5. City of Williston – Neighborhood Revitalization Application, \$550,000.00
Contact Person: James F. Coleman, City Manager, (352) 825-1005
6. City of Zephyrhills – Commercial Revitalization Application, \$600,000.00
Contact Person: Todd Vande Berg, Director of Development, (813) 788-2313
7. City of Kissimmee – Commercial Application, \$750,000.00
Contact: Gail Hamilton, Main Street Director, (407) 931-1370
8. City of St. Cloud – Economic Development Application, \$750,000.00
Contact Person: Mr. Robert MacKichan, Dir. of Gen. Services, (407) 957-7301
9. Highlands County – Economic Development Application, \$750,000.00
Contact Person: Jim Polatty, Director of Development Services, (863) 386-6653

FFY 1999

As part of the 1999 Small Cities Economic Development cycle, Fred Fox Enterprises, Inc. received funding for the following Economic Development Projects:

1. Highlands County – Economic Development Application, \$750,000.00
Contact Person: Jim Polatty, Development Director, (941) 385-2581
2. City of Palatka – Economic Development Application, \$750,000.00
Contact: Allen Bush, City Manager, (904) 329-0100
3. City of St. Augustine – Economic Development Application, \$700,000.00
Contact Person: Wm B. Harriss, City Manager, (904) 825-1005
4. Town of Welaka – Economic Development Application, \$500,000.00
Contact: Gordon Sands, Mayor, (904) 467-9800
5. City of Williston – Economic Development Application, \$550,000.00
Contact: James F. Coleman, City Manager, (352) 528-3060
6. City of Crystal River – Economic Development Application, \$600,000.00
Contact: Roger Goettelmann, CR Manager (352) 795-4216

During the round of applications for the El Nino DR-1195 Disaster Relief for Federal Fiscal Year 1999, Fred Fox Enterprises, Inc., prepared the application for the following two (2) communities; both applications were funded.

1. City of Center Hill – Housing Elevation and Drainage Improvement Application, \$500,000.00
Contact Person: Diane Lamb, City Clerk, (352) 793-4431
2. Town of Welaka – Drainage Improvements Application, \$500,000.00
Contact: Gordon Sands, Mayor, (904) 467-9800

During the round of applications for Federal Fiscal Year 1999, Fred Fox Enterprises, Inc. prepared the applications for the following funded communities:

1. City of Avon Park – Neighborhood Revitalization and Commercial Revitalization Application, \$600,000.00 (each)
Contact Person: C. B. Shirey, City Manager, (941) 452-4400
2. City of Bushnell – Neighborhood Revitalization Application, \$500,000.00
Contact Person: Vincente Ruano, City Manager, (352) 793-2591
3. City of Center Hill – Neighborhood Revitalization Application, \$500,000.00
Contact Person: Diane Lamb, City Clerk, (352) 793-4431
4. City of Chiefland – Neighborhood Revitalization Application, \$550,000.00
Contact Person: Bill Hammond Jr., City Manager, (352) 493-6711
5. City of Crestview – Commercial Revitalization Application, \$750,000.00
Contact Person: Don Morrison, Admin Assistant, (850) 682-1618
6. Town of Oakland – Neighborhood Revitalization Application, \$500,000.00
Contact Person: Jay Evans, Town Manager, (407) 656-1117

7. Town of Welaka – Housing Application, \$500,000.00
Contact: Gordon Sands, Mayor, (904) 467-9800

FFY 1998

During the round of applications for Federal Fiscal Year 1998, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. Town of Bowling Green – Neighborhood Application, \$550,000.00
Contact: David Elbertson, City Manager, (941) 375-3362
2. City of Graceville – Neighborhood Application, \$600,000.00
Contact: Eugene Adams, City Manager, (904) 263-3250
3. Town of Grand Ridge – Neighborhood Application, \$500,000.00
Contact: Clyde Moneyham, Jr., City Manager, (904) 592-4621
4. Town of Interlachen – Neighborhood Application, \$500,000.00
Contact: Pamela S. Wilburn, Clerk, (904) 684-3811
5. City of Palatka – Neighborhood Application, \$750,000.00
Contact: Allen Bush, City Manager, (904) 329-0100
6. City of Sebring – Commercial Application, \$600,000.00
Contact: Pete Pollard, CRA Director, (813) 471-5138
7. City of Williston – Economic Development Application, \$550,000.00
Contact: James F. Coleman, City Manager, (352) 528-3060
8. City of Zephyrhills – Commercial Application, \$600,000.00
Contact: Todd Vande Berg, Director of Development, (813) 788-2313

During the round of applications for the El Nino DR-1195 Disaster Relief for Federal Fiscal Year 1998, Fred Fox Enterprises, Inc. prepared the applications for the following three communities. All three applications were funded.

1. City of Archer – Housing Buy Out Application, \$200,000.00
Contact Person: Bruce Pagel, City Manager, (904) 495-2880
2. City of Crystal River – Housing Buy Out Application, \$350,000.00
Contact: Roger Goettlemann, Main Street Manager, (352) 795-4216
3. City of Tarpon Springs – Housing Buyout Application, \$350,000.00
Contact: Kathy Monahan, Grants Coordinator, (813) 938-3711

FFY 1997

During the round of applications for Federal Fiscal Year 1997, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. Osceola County – Housing Application, \$750,000.00
Contact: Anna Pinellas, Housing/Grants Admin., (407) 847-1297
2. Town of Welaka – Housing Application, \$500,000.00
Contact: Gordon Sands, Mayor, (904) 467-9800
3. City of Chiefland – Neighborhood Application, \$550,000.00
Contact: Bill Hammond Jr., City Manager, (352) 493-6711
4. City of Crescent City – Commercial Application, \$550,000.00
Contact: Carl Tankersley, Admin. Supervisor, (904) 698-2525
5. Town of Lake Placid – Neighborhood Application, \$550,000.00
Contact: Arlene Tuck, City Clerk, (941) 699-3747
6. City of Tarpon Springs – Commercial Application, \$750,000.00
Contact: Kathy Monahan, Grants Coordinator, (813) 938-3711
7. City of Tarpon Springs - Economic Development Application, \$337,000.00
Contact: Kathy Monahan, Grants Coordinator
8. City of Crystal River – Commercial Application, \$600,000.00
Contact: Roger Goettlemann, Main Street Manager, (352) 795-4216
9. City of Kissimmee – Commercial Application, \$750,000.00
Contact: Gail Hamilton, Main Street Director, (407) 931-1370
10. City of Palatka – Economic Development Application, \$750,000.00
Contact: Allen Bush, City Manager, (904) 329-0100

FFY 1996

During the round of applications for Federal Fiscal Year 1996, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Palatka – Neighborhood Application, \$700,000.00
Contact: Allen Bush, City Manager, (904) 329-0100
2. Town of Grand Ridge – Neighborhood Application, \$500,000.00
Contact: Clyde Moneyham, Jr., City Manager, (850) 592-4621
3. Town of Interlachen – Neighborhood Application, \$500,000.00
Contact: Pamela S. Wilburn, Clerk, (904) 684-3811
4. Town of Otter Creek – Neighborhood Application, \$500,000.00
Contact: Jeannie Welch, Clerk, (352) 486-1102

5. Town of Eatonville – Neighborhood Application, \$600,000.00
Contact: Joe Stiso, Grants Coordinator, (407) 623-1313
6. City of Fellsmere – Neighborhood Application, \$500,000.00
Contact: Deborah C. Krages, City Clerk, (407) 571-1616
7. Martin County – Neighborhood Application, \$750,000.00
Contact: Hank Woollard, (561) 288-5459
8. City of Crestview – Commercial Application, \$700,000.00
Contact: Don Morrison, Admin. Assistant, (850) 682-1618
9. Martin County – Emergency Set-Aside Application, \$750,000.00
Contact: Hank Woollard, (561) 288-5459

FFY 1995

During the round of applications for Federal Fiscal Year 1995, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Sebring - Commercial Application, \$600,000.00
Contact Person: Pete Pollard, CRA Director, (941) 471-5140
2. City of Bushnell - Commercial Application, \$500,000.00
Contact Person: Vincente Ruano, City Manager, (352) 793-2591
3. City of Keystone Heights - Neighborhood Application, \$500,000.00
Contact Person: Karen N. McGill, City Clerk, (352) 473-4807
4. City of Starke - Neighborhood Application, \$600,000.00
Contact Person: Linda Johns, City Clerk, (904) 964-5027
5. Highlands County – Neighborhood Application, \$750,000.00
Contact Person: Jim Polatty, Development Director, (941) 385-2481
6. City of Lynn Haven – Neighborhood Application, \$600,000.00
Contact Person: Ricky Horst, City Manager, (850) 265-2121
7. Clay County – Neighborhood Application, \$750,000.00
Contact Person: Robert Wilson, County Administrator, (904) 284-6376
8. Town of Cedar Grove – Neighborhood Application, \$500,000.00
Contact Person: Nadine Kolmetz, City Clerk, (904) 763-2911
9. City of Williston – Neighborhood Application, \$500,000.00
Contact Person: James F. Coleman, City Manager, (352) 528-3060
10. City of St. Augustine – Neighborhood Application, \$700,000.00
Contact Person: Wm B. Harriss, Asst. City Manager, (904) 825-1005

11. City of Clermont – Housing Application, \$600,000.00
Contact Person: Wayne Saunders, City Manager, (352) 394-4081
12. City of Archer – Housing Application, \$500,000.00
Contact Person: Bruce Pagel, City Manager, (904) 495-2880

FFY 1994

During the round of applications for Federal Fiscal Year 1994, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Avon Park – Housing Application, \$575,000.00
Contact: C. B. Shirey, City Manager, (941) 452-4400
2. City of Center Hill – Neighborhood Application, \$375,000.00
Contact: Diane Lamb, City Clerk, (352) 793-4431
3. City of Chiefland – Neighborhood Application, \$500,000.00
Contact: Bill Hammond Jr., City Manager, (352) 493-4433
4. City of Crescent City – Housing Application, \$500,000.00
Contact: Carl Tankersley, Administrative Supervisor, (904) 698-2525
5. Town of Cross City – Housing Application, \$500,000.00
Contact: Gary Poore, Town Manager, (352) 498-3306
6. City of High Springs – Neighborhood Application, \$500,000.00
Contact: Leonard Withey, City Manager, (904) 454-1416
7. City of Kissimmee – Housing Application, \$650,000.00
Contact: Gail Hamilton, Main Street Director, (407) 847-2821
8. City of Okeechobee – Commercial Application, \$575,000.00
Contact: John Drago, City Administrator, (941) 763-3372
9. City of Sebring – Economic Development Application, \$575,000.00
Contact: Pete Pollard, CRA Director, (941) 471-5138

FFY 1993

During the round of applications for Federal Fiscal Year 1993, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Crestview – Housing Application, \$575,000.00
Contact: Don Morrison, Administrative Assistant, (850) 682-6131
2. City of Monticello – Neighborhood Application, \$500,000.00
Contact: Betty Bullock, City Clerk, (904) 997-3312

3. Osceola County – Housing Application, \$650,000.00
Contact: Anna Pinellas, Grants Housing, (407) 847-1297
4. City of Palatka – Commercial Application, \$575,000.00
Contact: Allen Bush, City Manager, (904) 329-0100
5. Town of Yankeetown – Neighborhood Application, \$375,000.00
Contact: Debra Stines, Town Clerk, (352) 447-2511

FFY 1992

During the round of applications for Federal Fiscal Year 1992, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Archer – Housing Application, \$375,000.00
Contact: Bruce Pagel, City Manager, (352) 495-2880
2. Town of Eatonville – Housing Application, \$500,000.00
Contact: Joe Stiso, Grants Coordinator, (407) 647-0061
3. Town of Grand Ridge – Neighborhood Application, \$375,000.00
Contact: J. R. Moneyham, Town Manager, (850) 592-4621
4. Town of Hastings - Housing Application, \$375,000.00
Contact: Shelby Jack, Town Manager, (904) 692-1420
5. Town of Hilliard – Neighborhood Application, \$500,000.00
Contact: Jeanine Orender, Town Clerk, (904) 846-3555
6. City of Homestead – Neighborhood Application, \$650,000.00
Contact: Tammy Reed, (305) 247-1801
7. Madison County – Neighborhood Application, \$575,000.00
Contact: Cohen Bond, County Coordinator, (904) 973-3179
8. City of Palatka – Economic Development Application, \$108,000.00
Contact: Allen Bush, City Manager, (904) 329-0100
9. City of Sebring – Commercial Application, \$575,000.00
Contact: Pete Pollard, Grants Coordinator, (941) 471-5104
10. Town of Welaka – Neighborhood Application, \$375,000.00
Contact: Gordon Sands, Mayor, (904) 467-9800

FFY 1991

During the round of applications for Federal Fiscal Year 1991, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Arcadia – Housing Application, \$575,000.00
Contact: Margaret Way, City Clerk, (941) 494-4114
2. City of Bushnell – Housing Application, \$375,000.00
Contact: Vincente Ruano, City Manager, (352) 793-2591
3. City of Cedar Key – Neighborhood Application, \$375,000.00
Contact: Frances Hodges, City Clerk, (352) 543-5132
4. City of Chiefland – Housing Application, \$500,000.00
Contact: Bill Hammond Jr, City Manager, (352) 493-4433
5. City of Clermont – Housing Application, \$575,000.00
Contact: Wayne Saunders, City Manager, (352) 394-4081
6. Flagler County – Economic Development Application, \$516,000.00
Contact: Ken Koch, (904) 437-2170
7. Gilchrist County – Housing Application, \$575,000.00
Contact: Sheree Pitzarell, Deputy Clerk, (352) 463-2345
8. Hendry County – Neighborhood Application, \$650,000.00
Contact: Christine Pratt, Clerk of Court, (813) 675-5217
9. City of High Springs – Commercial Application, \$500,000.00
Contact: Leonard Withey, City Clerk, (904) 454-1415
10. City of Okeechobee – Neighborhood Application, \$575,000.00
Contact: John Drago, City Administrator, (941) 769-3372
11. Town of Otter Creek – Neighborhood Application, \$375,000.00
Contact: Jeannie Welch, Clerk, (904) 486-4460
12. City of Starke – Commercial Application, \$575,000.00
Contact: Linda Johns, City Clerk, (904) 964-5027
13. Sumter County – Housing Application, \$650,000.00
Contact: Bernard Dew, County Administrator, (352) 793-0200
14. City of Trenton – Housing Application, \$375,000.00
Contact: Kathryn Deen, City Clerk, (352) 463-2222
15. City of Williston – Housing Application, \$500,000.00
Contact: James F. Coleman, City Manager, (352) 528-3060

FFY 1990

During the round of applications for Federal Fiscal Year 1990, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Alachua – Housing Application, \$575,000.00
Contact: Mark Duchon, City Manager, (352) 461-1231
2. City of Avon Park – Housing Application, \$575,000.00
Contact: C. B. Shirey, City Manager, (941) 452-4400
3. Town of Cross City – Neighborhood Application, \$500,000.00
Contact: Gary Poore, Town Manager, (352) 498-3306
4. Town of Eatonville – Neighborhood Revitalization Application, \$500,000.00
Contact: Joe Stiso, Grants Coordinator, (407) 623-1313
5. City of Palatka – Neighborhood Application, \$575,000.00
Contact: Allen Bush, City Manager, (904) 329-0100
6. City of Webster – Housing Application, \$425,000.00
Contact: Grace Croft, City Clerk, (904) 793-2073
7. Town of Welaka – Neighborhood Revitalization, \$350,000.00
Contact: Gordon Sands, Mayor, (904) 467-9800
8. City of Palatka – Commercial Revitalization, \$493,478.00
Contact: Allen Bush, City Manager, (904) 329-0100

FFY 1989

During the round of applications for Federal Fiscal Year 1989, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Archer – Housing Application, \$425,000.00
Contact: Bruce Pagel, City Manager, (352) 495-2880
2. City of Bunnell – Neighborhood Revitalization, \$500,000.00
Contact: Thomas Hutson, City Manager, (904) 437-2417
3. Town of Caryville – Housing Application, \$425,000.00
Contact: Ethel Lawrence, Town Clerk, (850) 548-5701
4. City of Crestview – Neighborhood Revitalization, \$575,000.00
Contact: Don Morrison, Administrative Assistant, (850) 682-6131
5. Town of Interlachen – Housing Application, \$425,000.00
Contact: Pamela Wilburn, Town Clerk, (904) 684-3811
6. Marion County – Housing Application, \$650,000.00
Contact: Brian Graff, Grants Official, (352) 622-0224

7. Town of Micanopy – Housing Application, \$425,000.00
Contact: Mary Sanders, Town Clerk, (352) 466-3121
8. City of Sebring – Housing Application, \$575,000.00
Contact: Pete Pollard, CRA Director, (941) 385-0549
9. Town of Zolfo Springs - Housing Application, \$500,000.00
Contact: Delena Rivers, Town Clerk, (813) 735-0405

FFY 1988

During the round of applications for Federal Fiscal Year 1988, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Alachua – Neighborhood Revitalization Application, \$500,000.00
Contact: Mark Duchon, City Manager, (352) 462-1231
2. City of Avon Park – Housing Application, \$575,000.00
Contact: C. B. Shirey, City Manager, (941) 452-2221
3. Town of Cross City – Housing Application, \$500,000.00
Contact: Gary Poore, Town Manager, (352) 498-3306
4. Town of Eatonville – Neighborhood Application, \$500,000.00
Contact: Joe Stiso, Grants Coordinator, (407) 623-1313
5. City of Palatka – Commercial Application, \$575,000.00
Contact: Allen Bush, City Manager, (904) 329-0100
6. City of Trenton – Neighborhood Application, \$425,000.00
Contact: Kathryn Deen, City Manager, (352) 463-2222
7. Town of Wausau – Neighborhood Application, \$350,000.00
Contact: Margaret Riley, Town Clerk, (904) 638-1781
8. City of Webster - Housing Application, \$425,000.00
Contact: Grace Croft, City Clerk, (904) 793-2073
9. Town of Welaka – Neighborhood Application, \$350,000.00
Contact: Gordon Sands, Mayor, (904) 467-9800

FFY 1987

During the Federal Fiscal Year 1987, Fred Fox Enterprises submitted, received funding for, and administered the following commercial revitalization projects listed below:

1. City of Palatka – Commercial Revitalization, \$575,000.00
Contact: Allen Bush, City Manager, (386) 329-0100

2. City of Webster – Commercial Revitalization, \$425,000.00
Contact: Grace Croft, City Clerk, (352) 793-2073

During the Federal Fiscal Year 1987, Fred Fox Enterprises submitted, received funding for, and administered the following project listed below:

1. Town of Mayo – Economic Development, \$353,880.00
Contact: Mayor Taylor McGrew, (352) 294-2431

During the round of applications for Federal Fiscal Year 1987, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Arcadia – Housing Application, \$575,000.00
Contact: Edward Strube, City Administrator, (941) 494-2880
2. City of Bunnell – Housing Application, \$500,000.00
Contact: Thomas Hutson, City Manager, (386)437-2417
3. Town of Caryville – Housing Application, \$362,136.00
Contact: Ethel Lawrence, Town Clerk, (850) 538-5571
4. City of Sebring – Housing Application, \$575,000.00
Contact: Pete Pollard, Grants Coordinator, (941) 471-5104
5. City of Sebring – Commercial Application, \$575,000.00
Contact: Pete Pollard, Grants Coordinator, (941) 471-5104

FFY 1986

During the round of applications for Federal Fiscal Year 1986, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Alachua – Housing Application, \$575,000.00
Contact: Mark Duchon, City Manager, (352) 462-1231
2. City of Arcadia – Housing Application, \$575,000.00
Contact: Edward Strube, City Administrator, (941) 494-4114
3. Town of Baldwin – Housing Application, \$500,000.00
Contact: Lula Hill, Town Clerk, (904) 266-4221
4. City of Bunnell – Housing Application, \$500,000.00
Contact: Thomas Hutson, City Manager, (386) 437-2417
5. Clay County – Neighborhood Application, \$485,000.00
Contact: Tom Price, SHIP Coordinator, (904) 384-8772
6. Town of Hastings – Housing Application, \$500,000.00
Contact: Shelby Jack, Town Clerk, (904) 692-1420

7. Town of Interlachen – Neighborhood Revitalization, \$500,000.00
Contact: Pamela Wilburn, Town Clerk, (386) 684-3811
8. St. Johns County – Housing Application., \$650,000.00
Contact: Bud Markel, County Clerk, (904) 824-8131
9. City of Sebring – Housing Application, \$575,000.00
Contact: Pete Pollard, Grants Coordinator, (941) 471-5404
10. City of Sebring – Commercial Application, \$575,000.00
Contact: Pete Pollard, Grants Coordinator, (941) 385-0549
11. City of Webster – Housing Application, \$500,000.00
Contact: Grace Croft, City Clerk, (352) 793-2073
12. Town of Welaka – Housing Application, \$500,000.00
Contact: Gordon Sands, Mayor, (904) 467-9800

FFY 1985

During the round of applications for Federal Fiscal Year 1985, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. Town of Baldwin – Housing Application, \$496,450.00
Contact: Lula Hill, Town Clerk, (904) 266-4221
2. City of Crescent City – Housing Application, \$500,000.00
Contact: Carl Tankersley Administrative Assistant, (386) 698-2525
3. Marion County – Neighborhood and Commercial Applications, \$650,000.00
Contact: Brian Graff, Grants Official, (904) 622-0224
4. Marion County – Housing Application, \$644,920.00
Contact: Brian Graff, Grants Official, (904) 622-0224
5. St. Johns County – Housing Application, \$645,800.00
Contact: Bud Markel, County Clerk, (904) 824-8131

FFY 1984

During the round of applications for Federal Fiscal Year 1984, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Avon Park – Housing Application, \$575,000.00
(Administration Only) Contact: C. B. Shirey, City Manager, (941) 452-4400
2. City of Avon Park – Neighborhood and Commercial Applications, \$575,000.00
Contact: C. B. Shirey, City Manager, (941) 452-4400
3. City of Crescent City – Housing Application, \$500,000.00
Contact: Carl Tankersley, Administrative Assistant, (386) 698-2525

4. City of Crescent City – Jobs Bill Program, \$750,000.00
Contact: Carl Tankersley, Administrative Assistant, (386) 698-2525
5. City of Crescent City – Neighborhood Application, \$260,000.00
Contact: Carl Tankersley, Administrative Assistant, (386) 698-2525
6. City of St. Augustine – Housing Application, \$750,000.00
Contact Person: Jason Sheffield, Grants Coordinator, (904) 825-1005

MANAGEMENT APPROACH AND TEAM

SECTION 1 – PLANNING AND GRANT WRITING SERVICES:

In this section, we will be addressing the writing of the City of Polk City's Florida Small Cities Community Development Block Grant (CDBG) application.

Based upon our knowledge of the Small Cities CDBG program we could work with the City to develop a competitive CDBG application in any one or a combination of these funding categories in which the City wanted to submit an application.

As part of the application process, we would meet with City Staff, the City Commission, the City's Citizens Advisory Task Force and the City's engineer to develop a list of activities that will be included in each application. Based upon these meetings, our firm will compile the information and prepare the City's Community Development Block Grant application(s) in the Neighborhood Revitalization, Housing Rehabilitation, Commercial Revitalization and/or Economic Development categories depending on which category or categories the City chooses to apply in.

Included as part of the application preparation process, we would undertake the following steps:

1. Prepare all required notices of Public Hearing to be published in an area newspaper of general circulation;
2. Hold all Public Hearings before the City of Polk City's City Commission;
3. Review the City's possible projects and recommend to City Staff, the Citizens Advisory Task Force and the City Commission the most competitive project and activities to include in the application;
4. Develop the City's household income survey form, determine which households need to be surveyed and perform all required household surveys necessary to complete the application;
5. Work with the City of Polk City to develop a strategy to obtain as many points in the application as possible to insure the City's funding;
6. Provide SAMPLE resolutions and/or ordinances for adoption to insure that the City attains the maximum possible points in the application.
7. Submit the completed application to the Department of Economic Opportunity and to the required clearinghouses, i.e., State Clearing House and Regional Planning Commission, prior to the Department of Economic Opportunity deadline.
8. Coordinate and be present at the Department of Economic Opportunity site visit for the project.

Our firm currently has four (4) employees as outlined herein. All four are skilled in different facets of Community Development Block Grant application preparation and administration. These four (4) individuals working together have ample time to complete the City's Community Development Block Grant application(s).

If selected, we would immediately begin to work with City Staff, the Citizens Advisory Task Force and the City Commission to decide on one or more specific projects to include in the City's application. As part of the process, a Citizen's Advisory Task Force meeting would be held to discuss the various aspects of the CDBG Program and the role of the Citizen's Advisory Task

Force in relationship to the program and to allow The Citizen’s Advisory Task Force to bring projects they would like to see considered to the attention of the City of Polk City City Commission. After the Citizen’s Advisory Task Force meets, we would conduct the first of two (2) public hearings. The purpose of the first public hearing would be to discuss the various aspects of the CDBG Program and allow for public input on projects the public would like the City to pursue. We would also present the recommendation from the Citizen’s Advisory Task Force. At the completion of the first public hearing, the City Commission would decide on one or more projects for which to prepare a CDBG Small Cities application for submission to the State. Prior to the submission of the City’s application to the Florida Department of Economic Opportunity, a second public hearing would be held in front of the City Commission where a DRAFT copy of the CDBG application would be presented to the City Commission for approval. After City Commission approval, the application would be submitted to the Florida Department of Economic Opportunity.

If our firm is selected for grant administration, Fred Fox Enterprises would not charge the City of Polk City a fee for preparing a Small Cities CDBG application.

The cost of the required advertising associated with CDBG grant preparations would be the responsibility of the City.

The next section of our response will address the administration of the City’s Community Development Block Grant in the Neighborhood Revitalization, Commercial Revitalization and/or Economic Development categories, if funded by the Florida Department of Economic Opportunity.

SECTION 2 – MANAGEMENT SERVICES:

NEIGHBORHOOD REVITALIZATION COMMERCIAL REVITALIZATION AND/OR ECONOMIC DEVELOPMENT PROJECT MANAGEMENT APPROACH

In this section, we will be addressing the management of City of Polk City’s Florida Small Cities Community Development Block Grant (CDBG) application if funded. The work items and time line that would be utilized to carry out the City’s CDBG project in any of the three categories referenced above are as follows:

WORK ITEM	DATE OF COMPLETION
1. City selects project administrator	December 15, 2019
2. City receives CDBG contract from the State for completion and execution.	September 15, 2020
3. Administrator working with the City begins Environmental Review process.	October 1, 2020

WORK ITEM	DATE OF COMPLETION
4. City submits administrator desktop monitoring package and engineer desktop monitoring request Package, along with contracts for both disciplines to DEO for approval.	October 1, 2020
5. The City obtains approval for the administrator selection process and engineer single source request, as well as the contracts for both, from the State.	October 15, 2020
6. City returns completed contract with attachments to the State for execution.	October 15, 2020
7. The City receives a fully executed contract from the State.	November 15, 2020
8. The Environmental Review process is completed.	April 1, 2021
9. The City receives "Release of Funds" notification from the State.	April 15, 2021
10. The Engineer is given "Notice to Proceed" with designing the project.	May 1, 2021
11. The Engineer completes the design of the project and the plans and specifications are submitted to DEO for review and approval.	September 1, 2021
12. The State approves the plans and specifications for the project.	September 15, 2021
13. The engineer is given "Notice to Proceed" with finalizing the design and bidding of the project.	September 16, 2021
14. The project is bid out.	October 1, 2021
15. The City awards the bids and obtains the State's approval of the contractor.	January 15, 2022
16. The City holds the Pre-construction conferences and issues the "Notice to Proceed" to the contractor.	February 1, 2022
17. The Contractor begins construction of the project.	March 1, 2022
18. The Contractor completes construction of the project.	September 1, 2022

WORK ITEM

DATE OF COMPLETION

19. The administrator prepares close-out documents for the project and the City submits the documents to the State.

October 15, 2022

In addition, in an Economic Development project, our firm would work with the Participating Party and the City to develop and a Participating Party Agreement, Developer's Agreement, documentation of Participating Party's expenditures and job creation.

NEIGHBORHOOD REVITALIZATION COMMERCIAL REVITALIZATION AND/OR ECONOMIC DEVELOPMENT PROJECT MANAGEMENT TEAM

The team that would be in charge of the administration of the City of Polk City's CDBG Project would be as follow:

1. Fred D. Fox – Grant Administrator

Mr. Fox, with over thirty-five (35) years Small Cities CDBG experience, would work with the City's Citizen Advisory Task Force (CATF), City of Polk City, City Commission, City Staff and the project engineer to coordinate the general operation of the project including, but not limited to:

- Work with the City to develop an administrative contract that is acceptable to the State;
- Work with the City to carry out any archeological study of the property being requested by the Department of State, Division of Historical Resources;
- Insure all record-keeping and reporting procedures are followed;
- Draft policies for the City to adopt to meet special conditions required by the CDBG Subgrant Agreement, HUD regulations and DEO requirements;
- Prepare list of minority and women business enterprise (MBE/WBE) firms;
- Prepare and submit public notices for publication;
- Prepare responses to any written citizen complaints;

2. David A. Fox – Senior Project Manager

Mr. David Fox with over twenty-nine (29) years Small Cities CDBG experience would coordinate the bidding and Davis–Bacon compliance for the project as follows:

- Work with the City and the project engineer to coordinate the bidding, construction, contract award and pre-construction meeting for the project;
- Insure that Davis Bacon and other federal employee tracking requirements are met;
- Conduct contractor and subcontractor employee interviews;
- Conduct Citizens Advisory Task Force (CATF) meetings as well as attend all City of Polk City, City Commission meetings where grant items are to be discussed;

3. Melissa Fox – Grants Compliance Manager

Mrs. Fox, with over twenty-seven (27) years Small Cities CDBG experience, would coordinate the financial administration and the day to day administration of the program with the City including, but not limited to the following:

- Work with City staff to set up the City's project files;
- Coordinate the establishment of the bookkeeping system required for the project with City staff;
- Work with City staff to conduct a fair housing activity each quarter;
- Prepare samples of required correspondence to the State and draft responses to State correspondence for City review and execution;
- Draft quarterly progress reports, Section 3 and MBE/WBE reports for submission to DEO;
- Draft request for funds for submission to DEO;
- Draft subgrant modification documents for the City to submit to DEO;
- Prepare documentation for and attend all State and Federal monitoring meetings regarding the project;
- Draft responses to monitoring findings and concerns for City to submit to DEO;
- Draft contractor desktop monitoring packages for submission by the City;
- Review all contractor payrolls and employee interview forms to determine compliance with the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act and the Copeland Act;
- Provide ongoing coordination of all required record-keeping for the project;
- Draft the Administrative Closeout Report for submission by the City;

4. Marie Fox – Environmental Review Specialist

Ms. Fox, with over thirty-one (31) years Small Cities CDBG experience, would carry out the environmental review for the project including, but not limited to the following:

- Develop and sending out letters to all federal, state, county, and city, government agencies and Indian Tribes as required;
- Develop and coordinate the publication of all flood plain notices as required as part of the Environmental Review process;
- Develop the Environmental Assessment notebook;
- Develop and coordinate the publication of the Concurrent Notice;
- Develop and coordinate the execution and submission of the "Request for Release of Funds"; and
- Respond to any questions raised by DEO's Environmental Review Officer.

HOUSING REHABILITATION PROJECT MANAGEMENT APPROACH

The work items and time line that would be utilized to carry out a Housing Rehabilitation project are as follows:

WORK ITEM	DATE OF COMPLETION
1. City completes review of proposals received and selects grant writer and CDBG program administrator	(Dec. 2019 – Dec. 2019)
2. Grant Application is prepared and submitted to the Florida Department of Economic Opportunity (DEO)	(Feb. 2021 - March 2021)
3. DEO reviews and scores applications, conducts site visits and awards grant funding	April 2021 – Sept. 2021)
4. City receives CDBG contract from the State for completion and execution. City completes contract and returns to DEO for execution. Contract is fully executed.	(Oct. 2021 – Nov. 2021)
5. Fred Fox Enterprises would work with City staff to develop a desktop monitoring package for grant administration for submission and approval by the Florida Department of Economic Opportunity (DEO).	(Oct. 2021 – Oct. 2021)
6. Working with City staff, Fred Fox Enterprises would begin the general Environmental Review process required for HUD funded projects. The Environmental Review process would include the following steps:	(Nov. 2021 – April 2022)
a. Send out certified letters to the required federal, state, regional and local agencies as well as specific Indian Tribes to allow them time to comment on the project.	
b. Publish a First and Second Floodplain Notice in a local newspaper while allowing the proper time in between publications for public comment.	

WORK ITEM**DATE OF COMPLETION**

- c. Develop the Environmental Assessment for the general project.
 - d. Obtain the City's chief elected official's signature on the Environmental Assessment.
 - e. Publish the Concurrent Notice in a local newspaper.
 - f. Allow for the sixteen (16) day local comment period then forward the Environmental Assessment to DEO for their review and approval.
 - g. Respond to any issues raised by DEO staff resulting from their review of the Environmental Assessment package.
 - h. Obtain a "Release of Funds" from DEO.
7. Review the City of Polk City's CDBG Housing Assistance Plan (HAP) with City staff and, if necessary, revise. Develop a generic set of specifications for use in the housing rehabilitation activity and a separate set of generic specifications for use in the housing demolition and replacement activity. Develop initial and final client application package forms. The client application packages would include the required forms to utilize the anticipated SHIP match funding. Develop a course of action for soliciting for, initially qualifying, ranking and fully qualifying potential applicants. (Nov. 2021 – May 2022).
8. Solicit for potential clients, complete initial intake applications on potential clients, prepare preliminary estimates of the work to be carried out on each potential client's property, rank potential clients. (Nov. 2021 – May 2022)
9. Obtain independent income verifications and title searches for clients whose homes are ranked high enough to potentially be addressed in the program (June 2022 – July 2022).
10. Solicit for Lead Inspection and Asbestos Inspection Service providers to perform lead and asbestos inspections on all homes built on or before 1978 proposed for rehabilitation. (April 2022 – July 2022)

WORK ITEM	DATE OF COMPLETION
11. Develop a detailed work write up for each home to be rehabilitated. Obtain homeowners approval of work write up.	(Dec. 2021 – May 2022).
12. Request Historic Preservation comments and releases for the rehabilitation or demolition/ replacement of homes 50 years old or older.	(Dec 2021 – May 2022)
13. Bid out homes to be rehabilitated and homes to be replaced, to include mandatory pre-bid walkthroughs.	(Feb 2022 – July 2022).
14. Obtain City Approval contingent on DEO approval for all homes to be addresses.	(March 2022 – August 2022)
15. Develop site specific Environmental Reviews for all properties, submit site specific Environmental Reviews to DEO and obtain DEO approval.	(April 2022 – Sept. 2022)
16. Schedule execution of rehabilitation and replacement housing contracts with homeowners and contractors. These are typically held at the property owner’s residence with both the contractor and homeowner present.	(April 2022 – Oct. 2022)
17. Homeowner vacates residence. Homeowner’s belongings are transferred to a temporary storage unit and remain there during construction.	(May 2022 – Nov. 2022)
18. Contractor is given “Notice to Proceed” with construction. A “Notice of Commencement” is recorded at the Polk County Clerk of Court’s office. The contractor obtains the required building permits. Construction is ongoing. The City/County Building Official carries out the normal construction inspections. Fred Fox Enterprises staff carries out the CDBG construction inspections, processes the contractor’s pay requests, obtains “Release of Liens” from the contractor, his sub-contractor’s and suppliers.	(June 2022 – May. 2023)

WORK ITEM	DATE OF COMPLETION
19. Property owners relocate back into their residence. Temporary storage unit are released.	(June 2022 – June 2023).
20. CDBG Grant closeout package is prepared and submitted to DEO	(Aug. 2023 – Sept. 2023).

In addition to the above, Fred Fox Enterprises would work with City staff to carry out the following activities:

- Set up the City’s project files;
- Coordinate the establishment of the bookkeeping system required for the project;
- Conduct a fair housing activity each quarter;
- Prepare samples of required correspondence to the State and draft responses to State correspondence for City review and execution;
- Draft quarterly progress reports, Section 3 and MBE/WBE reports for submission to DEO;
- Draft request for funds for submission to DEO;
- Draft subgrant modification documents for the City to submit to DEO;
- Prepare documentation for and attend all State and Federal monitoring meetings regarding the project;
- Draft responses to monitoring findings and concerns for City to submit to DEO;
- Draft contractor desktop monitoring packages for submission by the City;
- Provide ongoing coordination of all required record-keeping for the project;
- Draft the Administrative Closeout Report for submission by the City;

HOUSING REHABILITATION PROJECT MANAGEMENT TEAM

The team that would be in charge of the administration of the Polk City’s Small Cities CDBG Housing rehabilitation Project would be as follow:

1. Fred D. Fox – Grant Administrator

Mr. Fox, with over thirty-five (35) years Small Cities CDBG experience, would work with the City’s Citizen Advisory Task Force (CATF), City Staff and City Commission to coordinate the general operation of the project including, but not limited to:

- Work with the City to develop an administrative contract that is acceptable to the State;
- Insure all record-keeping and reporting procedures are followed; and
- Draft policies for the City to adopt to meet special conditions required by the CDBG Subgrant Agreement, HUD regulations and DEO requirements.

2. David A. Fox – Senior Project Manager

Mr. David Fox, with over twenty-nine (29) years Small Cities CDBG experience would be the direct project manager and would be responsible for the following:

- Develop acceptable client ranking procedures and present them to City staff for consideration;
- Conduct Citizens Advisory Task Force (CATF) meetings as well as attend all City Commission meetings where grant items are to be discussed;
- Coordinate CDBG client intake applications;
- Conduct Housing Inspections;
- Obtain client title searches;
- Obtain property owner's and occupants income verifications;
- Coordinate homeowner temporary relocation;
- Prepare work write-ups for all properties;
- Coordinate, with City staff, the bidding of the rehabilitation and/or replacement homes units and provide a recommendation of award for each housing unit to the City
- Provide rehabilitation, new construction and demolition contract coordination and execution;
- Coordinate client relocation payments; and
- Prepare the site-specific Environmental Reviews for each property being address as part of the project.

3. Melissa Fox – Grants Compliance Manager

Ms. Fox, with over twenty-seven (27) years Small Cities CDBG experience, would coordinate the financial administration and the day to day administration of the program with the City including, but not limited to the following:

- Work with City staff to set up the City's project files;
- Coordinate the establishment of the bookkeeping system required for the project with City staff;
- Work with City staff to conduct a fair housing activity each quarter;
- Prepare samples of required correspondence to the State and draft responses to State correspondence for City review and execution;
- Draft quarterly progress reports, Section 3 and MBE/WBE reports for submission to DEO;
- Draft request for funds for submission to DEO;
- Draft subgrant modification documents for the City to submit to DEO;
- Prepare documentation for and attend all State and Federal monitoring meetings regarding the project;
- Draft responses to monitoring findings and concerns for City to submit to DEO;
- Draft contractor desktop monitoring packages for submission by the City;
- Provide ongoing coordination of all required record-keeping for the project; and
- Draft the Administrative Closeout Report for submission by the City.

4. Marie Fox – Environmental Review Specialist

Ms. Fox, with over thirty-one (31) years Small Cities CDBG experience, would carry out the HUD Environmental Review for the project including, but not limited to the following:

- Develop and send out letters to all federal, state, county and city local government agencies and Indian Tribes as required;
- Develop and coordinate the publication of all flood plain notices as required as part of the Environmental Review process;
- Develop the Environmental Assessment notebook;
- Develop and coordinate the publication of the Concurrent Notice;
- Develop and coordinate the execution and submission of the “Request for Release of Funds”; and
- Respond to any questions raised by DEO’s Environmental Review Officer.

Fred D. Fox

President/Owner



Contact

P.O. Box 840338
St. Augustine, Florida 32080
904-810-5183
Fred.Fox@fredfoxenterprises.com

Objective

Mr. Fox is the President and Owner of Fred Fox Enterprises, Inc. He is a State-certified building contractor and a licensed real estate broker with over 34 years experience in both fields. He has over 35 years experience in writing and managing Small Cities Community Development Block Grants (CDBG), State Grants and Federal Grants, including comprehensive and single purpose programs under HUD, and over 300 grants since the management of the CDBG program has been assumed by the Florida Department of Community Affairs and more recently the Florida Department of Economic Opportunity.

Education

Bachelors Degree in Business
Administration
Jones College, Jacksonville,
Florida

Experience

- ❖ The funding and administration of over 300 DEP – FRDAP Recreational Improvements projects.
- ❖ The renovation of over 1,100 housing units through the CDBG and 312 Programs
- ❖ Placement of three of the State's largest Historical Districts on the National Register of Historical Places
- ❖ Establishment of the State's largest Enterprise Zone under the Florida Enterprise Zone Program
- ❖ Providing financing for the renovation of over 70 commercial structures in downtowns throughout the State of Florida totaling over \$2,000,000.00
- ❖ Establishment of 7 Downtown Community Redevelopment Agencies (CRA's)
- ❖ Providing funding of 5 Florida Community Trust Florida Forever projects totaling almost \$10,000,000.00
- ❖ Providing funding of 5 transportation projects through the Governor's Office of Tourism, Trade and Economic Development (OTTED)

- ❖ Administrated and coordinated several DEO waste-water State Revolving Fund (SRF) and Small Disadvantaged Communities (SDC) programs
- ❖ Overseeing the management of 43 Small Cities CDBG Commercial Revitalization Programs since the State of Florida assumed the administration of the program in 1984 to include Davis-Bacon Act Compliance.
- ❖ Overseeing the management of 43 Small Cities CDBG Economic Development Programs since the State of Florida assumed the administration of the program in 1984 to include Davis-Bacon Act Compliance.
- ❖ Overseeing the management of 177 Small Cities CDBG Neighborhood Revitalization Programs since the State of Florida assumed the administration of the program in 1984 to include Davis-Bacon Act Compliance.

Key Skills

Leadership

- ❖ Past President of the Florida Community Development Association
- ❖ A member of the Board of Directors fo the Florida Community Development Association from 1978-1992
- ❖ Former member of the HUD AD HOC Committee for selecting grantees and the Department of Community Affairs CDBG Advisory Council.

David A. Fox

Senior Project Manager



Contact

P.O. Box 840338
St. Augustine, Florida 32080
904-810-5183
David.Fox@fredfoxenterprises.com

Education

Bachelors Degree in Business
Administration
University of Phoenix,
Jacksonville, Florida

DOT – Local Agency Program
(LAP) Project Certification of EEO
Compliance/Wages and
Payrolls/Disadvantaged Business
(DBE)/On-the-Job Training (OJT)
Training

US Department of Housing and
Urban Development Part 58
Environmental Training Certificate

US Department of Housing and
Urban Development Fair Housing
Initiatives Program Training

Objective

Mr. David A. Fox is the Senior Project Manager and Housing Specialist at Fred Fox Enterprises, Inc. He has over 29 years of experience in writing and managing Small Cities Community Development Block Grants (CDBG) since the management of the CDBG program has been assumed by the Florida Department of Community Affairs and more recently the Florida Department of Economic Opportunity.

Experience

- ❖ The funding and administration of over 300 DEP – FRDAP Recreational Improvements projects.
- ❖ The renovation of over 1,100 housing units through the CDBG and 312 Programs
- ❖ Overseeing the management of 67 Small Cities CDBG Housing Rehabilitation Programs since the State of Florida assumed the administration of the program in 1984.
- ❖ Extensive experience with Florida and ANSI building codes and in the preparation of the plans and specifications for numerous housing rehabilitation and replacement projects. Extensive experience in the inspections on housing units before, during and after construction for the Small Cities CDBG Housing Rehabilitation Program.
- ❖ Assists in the management of 177 Small Cities CDBG Neighborhood Revitalization Programs since the State of Florida assumed the administration of the program in 1984 to include Davis-Bacon Act Compliance.
- ❖ Assists in the management of 43 Small Cities CDBG Commercial Revitalization Programs since the State of Florida assumed the administration of the program in 1984 to include Davis-Bacon Act Compliance.
- ❖ Assists in the management of 43 Small Cities CDBG Economic Development Programs since the State of Florida assumed the administration of the program in 1984 to include Davis-Bacon Act Compliance.

Marie F. Fox

Environmental Review Specialist



Contact

P.O. Box 840338
St. Augustine, Florida 32080
904-810-5183
Marie.Fox@fredfoxenterprises.com

Education

Associate in Arts Degree
St. Johns River State College
Palatka, Florida

US Department of Housing and
Urban Development Part 58
Environmental Training Certificate

Objective

Ms. Marie Fox is the Environmental Review Specialist at Fred Fox Enterprises, Inc. She has over 32 years of experience in writing and managing Small Cities Community Development Block Grants (CDBG) since the management of the CDBG program has been assumed by the Florida Department of Community Affairs and more recently the Florida Department of Economic Opportunity.

Experience

- ❖ The development and coordination of the environmental review compliance for 43 Small Cities CDBG Commercial Revitalization Programs since the State of Florida assumed the administration of the program in 1983.
- ❖ The development and coordination of the environmental review compliance for 177 Small Cities CDBG Neighborhood Revitalization Programs since the State of Florida assumed the administration of the program in 1983.
- ❖ The development and coordination of the environmental review compliance for 67 Small Cities CDBG Housing Rehabilitation Programs since the State of Florida assumed the administration of the program in 1983.
- ❖ The development and coordination of the environmental review compliance for 43 Small Cities CDBG Economic Development Programs since the State of Florida assumed the administration of the program in 1983.
- ❖ Assists in the management of CDBG Commercial Revitalization, Economic Development and Neighborhood Revitalization Small Cities Programs to include Davis-Bacon Act Compliance.

Melissa N. Fox

Grants Compliance Manager



Contact

P.O. Box 840338
St. Augustine, Florida 32080
904-810-5183
Melissa.Fox@fredfoxenterprises.com

Objective

Mrs. Melissa Fox is the Grants Compliance Manager at Fred Fox Enterprises, Inc. Mrs. Fox coordinates with local government officials and State Agencies in the preparation and management of Small Cities Community Development Block Grants. She has over 27 years of experience in writing and managing Small Cities Community Development Block Grants (CDBG) since the management of the CDBG program has been assumed by the Florida Department of Community Affairs and more recently the Florida Department of Economic Opportunity.

Education

St. Johns River State College
Palatka, Florida

DOT – Local Agency Program
(LAP) Project Certification of EEO
Compliance/Wages and
Payrolls/Disadvantaged Business
(DBE)/On-the-Job Training (OJT)
Training

US Department of Housing and
Urban Development
Environmental Training Certificate

Experience

- ❖ Grant bookkeeping procures and CDBG project accounting to include the preparation and tracking of project budgets
- ❖ Overseeing the day to day management for 35 Small Cities CDBG Commercial Revitalization Programs since the State of Florida assumed the administration of the program in 1983 to include Davis-Bacon Act Compliance.
- ❖ Overseeing the day to day management for 157 Small Cities CDBG Neighborhood Revitalization Programs since the State of Florida assumed the administration of the program in 1983 to include Davis-Bacon Act Compliance.
- ❖ Overseeing the financial project records for 28 Small Cities CDBG Housing Rehabilitation Programs since the State of Florida assumed the administration of the program in 1983.
- ❖ Overseeing the day to day management for 65 Small Cities CDBG Economic Development Programs since the State of Florida assumed the administration of the program in 1983 to include Davis-Bacon Act Compliance.

CITY OFFICIALS
Jerry Conerly, City Manager
Maria Carmen Silva, City Clerk
John Scheel, Police Chief
Gerald Buhr, City Attorney



P.O. Box 608, 104 E. Main Street
Bowling Green, Fl. 33834-0608
(863) 375-2255, Fax (863) 375-3362

COMMISSIONERS
Sam Fite, Mayor
Steven Spinks, Vice Mayor
David Durastanti
Cliff Lunn
Shirley Tucker

August 28, 2018

Re: Letter of Reference

To Whom It May Concern:

Fred Fox Enterprises, Inc. has provided grant procurement and administration services for the City of Bowling Green since 1998. Thanks to their knowledge and experience, Bowling Green has received several million dollars worth of grant funded improvements to our utilities and City Parks.

The firm's staff members are very knowledgeable and professional. In addition, their working relationship with city staff and project engineers is very positive.

Our relationship with Fred Fox Enterprises Inc. has been a definite asset to the City of Bowling Green and I highly recommend the firm to any organization in need of grant services.

Sincerely

A handwritten signature in black ink, appearing to read 'J. Conerly', written in a cursive style.

Jerry Conerly

TOWN OF BRANFORD

P.O. BOX 577 • BRANFORD, FLORIDA 32008 • (386) 935-1146

Office of the Mayor

Clerk's Office

April 6, 2018

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The Town of Branford is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team have assisted the Town with our Neighborhood Revitalization grant which deals with upgrades to the Town's Sewer Treatment Plant. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

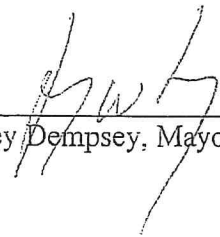
I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

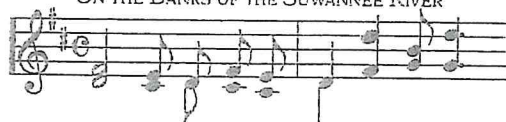


Donna Hardin, Town Clerk



Mickey Dempsey, Mayor

ON THE BANKS OF THE SUWANNEE RIVER





TOWN OF CALLAHAN

Post Office Box 5016 • Callahan, Florida 32011

January 3, 2017

To Whom It May Concern:

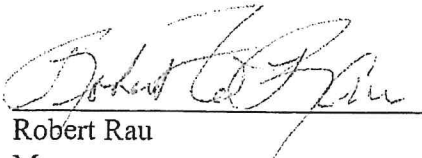
RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

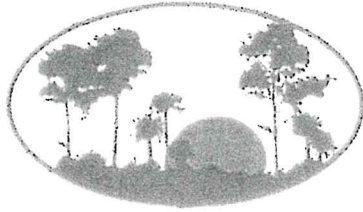
The Town of Callahan is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team has assisted the town with our recently funded Neighborhood Revitalization Grant, which deals with the installation of a new water tank at the town's water plant, and the refurbishment of the existing water tank. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's process. Mr. Fox's firm is very informative and up to date on all the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

Sincerely,



Robert Rau
Mayor



City of Chiefland

~ The Gem of the Suwannee Valley ~

Teal Pomeroy
Mayor

Teresa Barron
Vice Mayor

Rollin Hudson
Commissioner

Chris Jones
Commissioner

Betty Walker
Commissioner

September 3, 2014

To Whom It May Concern:

Re: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The City of Chiefland is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team has assisted the City on several CDBG projects over the years; and the City has found them to be competent and pleasant to work with.

The Fox team assisted us with our 2009 Neighborhood Revitalization Grant, which dealt with installation of new sewer and roadway improvements in two residential areas in Chiefland. Mr. Fox's team was very helpful in the surveying of the residents, procurement of contractors for the project and close out activities. The Fox team is very knowledgeable and up-to-date on all of the regulations regarding environmental compliance, MBE vendors, Section II and Fair Housing rules.

I highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant consultant.

Sincerely,

Laurie Copeland

Laurie Copeland
Financial Project Coordinator



City of Chipley



CITY HALL
1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6353

July 1, 2013

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

Dear Mr. Fox:

Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. The City of Chipley has worked with Fred Fox Enterprises since 2003. Fred Fox Enterprises, Inc. has helped the City of Chipley secure three (3) Small Cities CDBG Neighborhood Revitalization Grants totaling two million one hundred thousand dollars (\$2,100,000.00) in funding. All of these projects have been funded through the State of Florida. Initially the projects were funded through the Florida Department of Community Affairs and more recently through the Florida Department of Economic Opportunity. Fred Fox Enterprises has administered all three (3) Small Cities CDBG projects they have obtained for the City.

Fred Fox Enterprises, Inc. has also worked with the City to obtain six (6) Florida Recreation Development Assistance Program (FRDAP) grants totaling over one million dollars (\$1,000,000.00) for the phased expansion and development of PALS Park, the primary public outdoor recreational facility within the City.

In Addition, Fred Fox Enterprises, Inc. recently worked with the City to obtain two hundred fifty thousand dollars (\$250,000.00) in funding from the Florida Department of Agriculture, State Energy Office to install more efficient light bulbs in the period lighting in downtown Chipley. The light bulb replacement project was recently completed.

The personnel at Fred Fox Enterprises, Inc. have worked closely with City's staff to carry out all of the projects referenced above. The City has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of all the grant program referenced above. The staff at Fred Fox Enterprises has maintained a close working relationship with the staff at the state level administering the projects. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guild the City in developing Small Cities CDBG and other grant program applications that are both competitive and include activities which meet the City's needs. The grants obtained by the City with the assistance of Fred Fox Enterprises have resulted in a significant number of public infrastructure improvements.

Sincerely,

Dan Miner, City Administrator
City of Chipley, FL

Natural Gas Community





**CLAY COUNTY
FLORIDA**

Purchasing Division
P.O. Box 1366
477 Houston Street
4th Floor, Admin Building
Green Cove Springs, FL
32043-0367

Area Code: 904
Phone: 278-3761
529-3761
Fax: 278-3728

County Manager
Stephanie C. Kopelousos

Commissioners:
Wendell D. Davis
District 1
Douglas P. Conkey
District 2
Diane Hutchings
District 3
T. Chereese Stewart
District 4
Ronnie E. Robinson
District 5

Switchboard:
GCS (904) 284-6300
KH (352) 473-3711
KL (904) 533-2111
OP/MBG (904) 269-6300

www.claycountygov.com

Monday, July 1, 2013

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

Clay County is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team assisted the County with numerous Community Development Projects including but not limited to our recent Neighborhood Revitalization grant which dealt with the new paving in the Highridge Estates area. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact my office at 904-278-3735.

Sincerely,

Karen Thomas, CPPB, FCCM
Director of Administrative and Contractual Services



September 4, 2014

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

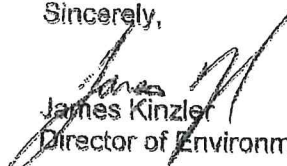
The City of Clermont is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. The City has worked with Mr. Fox and his team since 1990 on Community Development Block Grant (CDBG), Florida Forever and other grant projects. To date, Fred Fox Enterprises, Inc., in coordination with City staff, has been able to obtain and administer two CDBG grants in the Housing Rehabilitation Category, one CDBG grant in the Neighborhood Revitalization category and one CDBG grant in the Commercial Revitalization category. In addition, Fred Fox Enterprises worked with the City to obtain funding for two consecutive Florida Forever Recreational Property Acquisition grants totaling over seven million dollars (\$7,000,000.00), enabling the City to acquire a large parcel of recreational property and save it from future commercial development.

Mr. Fox and his team have recently assisted the City with obtaining a FFY 2013 Community Development Block grant in the Neighborhood Revitalization category which will be used to construct flood and drainage improvements, water line replacement and sidewalk improvements in a low and moderate income neighborhood within our City. The grant was one of only fourteen (14) funded in the Neighborhood Revitalization category. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application process. The city anticipates requesting proposals for administration of the CDBG Neighborhood Revitalization grant in the next few weeks. Mr. Fox's firm is very informative and up to date on all of the regulations regarding all of the Community Development Block Grant funding categories. The CDBG program is administered through the Florida Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,


James Kinzler
Director of Environmental Services



City of Crescent City

3 NORTH SUMMIT STREET
CRESCENT CITY, FLORIDA 32112-2500

City Hall: (386) 698-2525
Police: (386) 698-1211
Fire: (386) 698-1212
Gas Dept: (386) 698-1486
Water Dept: (386) 698-2525
FAX: (386) 698-2467

September 8, 2014

RE: Letter of Reference for Fred Fox Enterprises, Inc.

To Whom it May Concern:

The City of Crescent City is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. The City worked with Mr. Fox and his team from 1984 until 2009 to obtain, and carry out, two *Community Development Block Grant [CDBG] Neighborhood Revitalization* projects; three *CDBG Housing Revitalization* projects; and one *CDBG Commercial Revitalization* project.

Recently, the City utilized the services of Fred Fox Enterprises to successfully apply for a *Community Development Block Grant* in the *Neighborhood Revitalization* category for drainage improvements in several service areas throughout the western half of the City. This project was one of only fourteen *CDBG Neighborhood Revitalization* projects funded by the Department of Economic Opportunity [DEO]. The Fox firm is now beginning the administration of this project.

Mr. Fox and his team were very helpful in guiding our staff through each required step of the grant application process. This firm is very informative and up-to-date on all of the regulations regarding the CDBG grant program funded through DEO.

I would highly recommend Fred Fox Enterprises, Inc. to any community looking for a knowledgeable and experienced granting writing firm and/or administrator.

Sincerely,



Patrick Kennedy
City Manager



CITY OF DADE CITY

"Proud Heritage, Promising Future"

Camilie Hernandez, Mayor
Eunice M. Penix, Mayor Pro-Tem
Scott Black, Commissioner
William L. Dennis, Commissioner
James D. Shive, Commissioner

William C. Poe, Jr., City Manager
Leslie Porter, Finance Director
Suzanne DeAugustino, City Clerk
Karla S. Owens, City Attorney

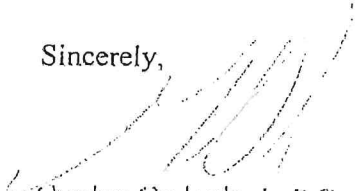
September 5, 2014

Dear Sir or Madam:

The City recommends Fred Fox Enterprises, Inc. to anyone looking for grant funding from Florida's Department of Economic Opportunity. Recently, the City utilized their services for both application preparation and the administration of a Small Cities Community Development Block Grant. Their extensive knowledge of the grant application process and experience in meeting the challenging administration requirements has kept the City current with submittals and requests.

The City of Dade City looks forward to working with Fred Fox Enterprises, Inc. in the future.

Sincerely,


Gordon Ouderdonk, P.E.
City Engineer / Public Works Director

Established 1889

38008 MERIDIAN AVENUE • P.O. BOX 1355 • DADE CITY, FL 33526-1355 • (352) 523-5050 FAX (352) 521-1422



TOWN OF EATONVILLE

"THE OLDEST BLACK INCORPORATED MUNICIPALITY IN AMERICA"

September 5, 2014

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The Town of Eatonville is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. The Town has worked with Mr. Fox and his team for the past twenty-five (25) years on Community Development Block Grant (CDBG) projects. Mr. Fox and his team recently assisting the Town with the development and submission of a Community Development Block Grant application which deals with sewer line and lift station replacement. The Neighborhood Revitalization grant the Town recently obtained was one of only fourteen (14) Neighborhood Revitalization grants awarded by the Florida Department of Economic Opportunity during the recently completed FFY 2013 CDBG application cycle. Mr. Fox's team has been very helpful in guiding our staff through each required step of the CDBG grant's application and administration process.

Through the years, Mr. Fox's firm has helped the Town obtain and has administered four CDBG Neighborhood Revitalization grant projects and one CDBG Housing Rehabilitation grant project during this period of time. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer, administrator or consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Katrina Gibson
Finance Director

Bobby Crosby
Gilchrist County Administrator
209 SE First Street
Trenton, FL 32693
352-463-3198 - Phone
352-463-3411 - Fax

April 4, 2018

To: Whom It May Concern
Re: Letter of reference for Fred Fox Enterprises, Inc.

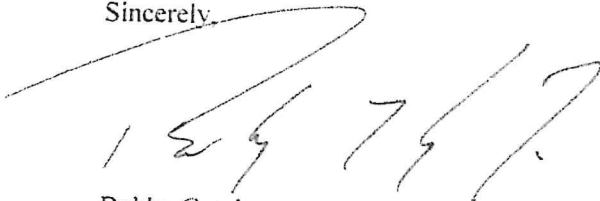
Dear Sir/Madam:

Gilchrist County is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team have assisted the County with our Neighborhood Revitalization grant which deals with flood and drainage improvements. Mr. Fox's team has also helped with several Florida Recreation Assistance Program (FRDAP) grants. Mr. Fox's team has been very helpful in guiding our staff through each required step of our grant applications and administration process. Mr. Fox's firm is very informative and up-to-date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity as well the Florida Recreation Assistance Program Grant Projects.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bobby Crosby', written over a horizontal line.

Bobby Crosby,
Gilchrist County Administrator
BC/dc

CITY OF GRACEVILLE

Post Office Box 637
Graceville, Florida 32440

J. Eugene Adams
City Manager

Michelle C. Watkins
City Clerk



Telephone
(850) 263-3250

FAX
(850) 263-7387

January 4, 2017

To Whom It May Concern,

The City of Graceville has had the opportunity to work with Fred Fox Enterprises Inc. for ongoing 20 years. During this time the City of Graceville has utilized Fred Fox Enterprises Inc. in both a grant writing and grant administration capacity. The City has been extremely pleased with the level of knowledge and support that this firm has afforded the City.

Mr. Fox and his staff have a through knowledge of the Small Disadvantaged Community Block Grant Program. This knowledge has been invaluable to the City of Graceville.

In addition to CDBG program involvement Fred Fox Enterprises Inc. has worked with the City with equal success and professionalism acquiring funding through the Florida Department of Environmental Protection FRDAP process.

If I can be of further assistance or can afford any further information please feel free to contact me at 850-263-3250

Sincerely,

Eugene Adams
City Manager

EAmw

Town of Grand Ridge

P.O. Drawer 180
Grand Ridge, FL 32442
Phone: (850) 592-4621

2086 Porter Avenue
Grand Ridge, FL 32442
Fax: (850) 592-5583

Email: townofgrandridge@embarqmail.com

April 9, 2018

To Whom It May Concern:

The Town of Grand Ridge would highly recommend Fred Fox Enterprises, Inc. for grant administration or grant writing. Fred Fox Enterprises, Inc. has helped the Town obtain (6) six CDBG grants to upgrade our water and wastewater collection systems. We are also in the process of applying for another CDBG Neighborhood Revitalization Grant with Mr. Fox's assistance.

The Town has maintained a prosperous working with Mr. Fox for over 25 years. Mr. Fox and his staff are very professional, and they possess the technical expertise needed in all phases of the grant process. We have found the staff to be very responsive to our inquiries and highly knowledgeable of the programs they administer for the Town. We have always received outstanding service and have been very pleased with his professionalism on behalf of the Town.

Should further information be required, please feel free to contact me at (850)592-4621. I would be happy to assist in way necessary.

Sincerely,



JR Moneyham
Town Manager

/ara



HAINES CITY

WWW.HAINESCITY.COM

January 3, 2017

To Whom It May Concern,

The City of Haines City has worked with Fred Fox Enterprises, Inc., since 2003. The knowledge and expertise that Fred Fox and his staff have in processing applications and administering grants are invaluable.

We would recommend Fred Fox Enterprises, Inc., in obtaining and administering grants for your organization.

Sincerely,

CITY OF HAINES CITY

A handwritten signature in cursive script, appearing to read "Richard Sloan".

Richard Sloan
Acting City Manager

RS:js

UTILITIES DEPARTMENT

HARDEE COUNTY
BOARD OF COUNTY COMMISSIONERS
Office of Community Development and General Services
Janet Gilliard, Director
412 West Orange Street, Room 201
Wauchula, Florida 33873
Telephone: 863-773-6349 *** Fax: 863-773-5801***TDD:711

September 9, 2014

Fred D. Fox, President
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, Florida 32085

Re: Reference

Dear Mr. Fox:

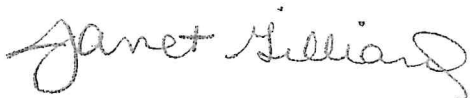
We are pleased to provide you with a letter of reference for your successful administration of our \$2.25 million CDBG Disaster Recover Initiative Grant Program. This program resulted from the 2004 hurricane season as we were directly impacted from Charley, Frances and Jeanne. Fred Fox and his team brought forth a level of technical expertise during a time that we were trying to recover our hurricane-ravaged community. This program provided the means to implement our first endeavor of connecting individual homes to our public water and sewer systems. Retaining the Fox team to administer this program allowed County staff the time to focus our efforts on rebuilding.

Currently, Fred Fox Enterprises provides administration for the CDBG-DRI and CDBG-DREF funding contracts in a combined amount of \$872,497.30. These programs are an extenuation of the CDBG Disaster Recovering Initiative and involves connecting additional individual homes to our public water and sewer systems. Approximately 190 total families will be provided safe drinking water as well as sewage disposal through public utilities.

The Fox team remains extremely valuable to our organization. Without hesitation, Hardee County would recommend Fred Fox Enterprises, Inc. to other organizations. We look forward to working with them again in the future.

Feel free to contact me at the address above should you wish to further discuss.

Sincerely,



Janet Gilliard, Director
Community Development & General Services

JG/eb



"An Equal Opportunity Employer"

CITY OF HAWTHORNE

6700 SE 221st Street, PO Box 1270, Hawthorne, FL 32640 • (352) 481-2432 • cityhall@cityofhawthorne.net



June 28, 2013

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The City of Hawthorne is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team assisted the City with our Neighborhood Revitalization grant which dealt with upgrades to the City's Wastewater Treatment Plant. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

We look forward to working with Mr. Fox and his firm on future projects. I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Ellen Vause
City Manager

City of High Springs
110 NW 1st Avenue
High Springs, Florida 32643



Telephone (386) 454-1416
Facsimile: (386) 454-4462
Web: www.highsprings.us

September 8, 2014

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The City of High Springs is pleased to offer this letter of reference for Fred fox Enterprises, Inc. The City has worked with Mr. Fox and his team for the past fifteen (15) years on Community Development Block Grant projects. Fred Fox Enterprises recently assisted the City with the preparation of a Small Cities Community Development Block Grant in the Neighborhood Revitalization category. The grant was one of only fourteen (14) grants awarded by the Department of Economic Opportunity in the Neighborhood Revitalization category. The grant deals with the replacement of a number of water lines within our City. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application process. Fred Fox Enterprises has helped the City of High Springs obtain several Community Development Block Grants over the years they have worked with the City including two grants in the Neighborhood Revitalization category and one grant in the Commercial Revitalization category. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for knowledgeable and experienced grant writer, administrator and consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely

Ed Booth
City Manager

EB/as

TOWN OF HILLIARD

A Florida Municipality

April 5, 2018

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The Town of Hilliard is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team assisted the Town with our Neighborhood Revitalization grant which dealt with upgrades to the Town's Wastewater Treatment Plant and are currently assisting with water main and force main replacements within our Town. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

TOWN OF HILLIARD

Lisa Purvis

Lisa Purvis, MMC
Town Clerk

P.O. Box 249

Hilliard, Florida 32046

(904) 845-3555



INDIAN RIVER COUNTY
 COMMUNITY DEVELOPMENT DEPARTMENT
 1801 27th Street, Vero Beach FL 32960
 772-226-1237 / 772-978-1806 fax
 www.irccgov.com

August 27, 2014

To Whom It May Concern:

Be advised that Fred Fox Enterprises, Inc. (FFE) provided grant administration and consultant services for Indian River County's 2004 Disaster Recovery Initiative (DRI) Community Development Block Grant (CDBG) and Indian River County's 2008 Neighborhood Stabilization Program I (NSP1) CDBG. Funds from the DRI grant were used for the construction of a fire station, a vacuum sewer system, and two community waterline/water hook-up projects. Funds from the NSP1 were used for the acquisition, rehabilitation, and resale/rental of numerous single family housing units.

FFE administered the DRI grant from August 2005 through close-out approval on April 3, 2009 and administered the NSP1 grant from early 2009 through the present time (currently working on closing out this grant). FFE staff was responsible for the various administrative aspects of the grants, which include the activities listed in the below table.

Activity	DRI	NSP1
Maintaining CDBG records.	X	X
Preparing monthly progress (NSP1), quarterly progress (DRI), quarterly projection of contract payment, and MBE reports.	X	X
Preparing request for funds.	X	X
Reviewing and recommending changes to Request For Qualifications.	X	X
Preparing Department of Community Affairs/Department of Economic Opportunity monitoring packages.	X	X
Reviewing contractor pay requests.	X	X
Preparing and collecting intake applications for water hook-ups.	X	N/A
Preparing environmental reviews.	X	X
Conducting annual rental housing inspections.	N/A	X
Preparing grant agreement modifications.	X	X
Attending numerous grant related meetings.	X	X
Providing technical assistance to the county.	X	X

FFE staff has always been professional and courteous. Consequently, county staff has had a good working relationship with FFE.

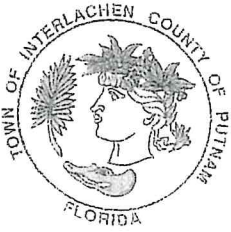
To the best of my knowledge staff at FFE maintains the program standards required by federal and state regulations.

If you have any questions, please feel free to contact me at (772) 226 -- 1243.

Sincerely,

A handwritten signature in cursive script that reads "Bill Schutt".

Bill Schutt, AICP
Senior Economic Development Planner



TOWN OF INTERLACHEN

"Between the Lakes"

311 ATLANTIC AVENUE
INTERLACHEN, FLORIDA 32148
Phone: 386-684-3811 • Fax: 386-684-3812
www.interlachen-fl.gov

Mayor ~ J. Ken Larsen
Chairperson ~ Carolyn Meadows
Vice-Chair ~ John Lahert
Council ~ Beverly Bakker
Council ~ Carolyn Bennett
Council ~ Judi Costanzo

The Town Council Meets the Second Tuesday of Each Month at 7:00 p.m.

January 6, 2017

Mr. Fred Fox
Fred Fox Enterprises, Inc.
221 Treasure Beach Road
St. Augustine, Florida 32080

Re: Letter of Reference

Dear Mr. Fox:

The Town of Interlachen has enjoyed a most prosperous working relationship with Fred Fox Enterprises, Inc., for the past thirty (30) years. Fred Fox Enterprises has always worked in a most expeditious manner in helping the Town to obtain Neighborhood Revitalization and Housing Community Development Block Grants. We have received approximately twelve (12) grants to improve our many dirt streets, establish a new water system, upgrade a water system and retrofit our Town Office to be used as our Emergency Operations Center. Fred Fox Enterprises, Inc., has always advised the Town of their possible points' score and his recommendation has always been right on the money.

Fred Fox Enterprises, Inc., has always been just a telephone call away from any inquiry that we have had even if they were not administering a grant for the Town at the time. They always have time to help with any problem and if by chance they can not help, they at least try to find someone that can help.

Mr. Fox and his staff stay up to date with the latest regulations and are professional in every aspect of their jobs. Rules and regulations change from grant period to grant period and Fred Fox Enterprises, Inc., seems to somehow stay abreast of all the changes no matter which type of grant it may be. Fred Fox Enterprises, Inc., secured and managed six (6) FRDAP, two (2) Historic Preservation Special Category grants and a FEMA Hazard Mitigation Grant for the Town as well as several Community Development Block Grants.

If you have any questions, please contact our office at (386) 684-3811.

Sincerely,

Pamela S. Wilburn, Town Clerk
Town of Interlachen



BOARD OF COUNTY COMMISSIONERS

JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827
450 WEST WALNUT STREET; MONTICELLO, FLORIDA 32344
PHONE: (850)-342-0287

District 1

District 2

District 3

District 4, Chair

District 5

October 15, 2014

To Whom It May Concern

Dear Sir/Madam:

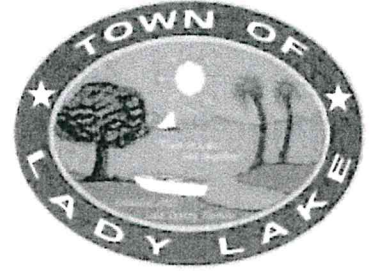
Please accept this letter of reference for Fred Fox Enterprises, Inc. Jefferson County recently worked with Mr. Fox and his team to obtain a Community Development Block Grant in the Housing Rehabilitation Category. Fred Fox enterprises guided the County through the CDBG application process allowing the County to receive the maximum possible years on Community Development Block Grant application. Jefferson County was one of only six (6) communities funded in the Housing Rehabilitation category. Mr. Fox and his team are currently assisting the County with the administration of the Community Development Block Grant Housing Project which deals with housing rehabilitation/demolition/replacement and temporary relocation replacement of a minimum of ten (10) homes in our Community. Thus far, Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding all four funding categories of the Community Development Block Grant Program funded through the Florida Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer, administrator or consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Parrish Barwick
County Coordinator
Jefferson County, Florida



April 5, 2018

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The Town of Lady Lake is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. The Town began working with Mr. Fox and his team during the FFY 2012 Community Development Block Grant (CDBG) application cycle. Mr. Fox and his team have continually worked at assisting the Town with Community Development Block Grant Project funding in the Neighborhood Revitalization category. Projects including flood and drainage improvements, lift station renovation and sidewalk improvements within our community.

Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding the Community Development Block Grant Program funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer and/ or administrator.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read "C. T. Eagle, Sr.", is written over a faint, circular stamp or watermark.

C. T. Eagle, Sr.
Director of Public Works
Town of Lady Lake



Town of Lake Hamilton

TELEPHONE (863) 439-1910
FAX (863) 439-1421

POST OFFICE BOX 126
LAKE HAMILTON, FL 33851-0126

September 5, 2014

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The Town of Lake Hamilton is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. The Town has worked with Mr. Fox and his team for the past few years on a Community Development Block Grant Neighborhood Revitalization project. Our initial experience with Mr. Fox's organization was when they were hired to administer a Disaster Recovery Initiative (DRI) Community Development Block Grant for Polk County. A portion of the funding from this grant was used to renovate a local recreational facility and provided some much needed storm water drainage improvements.

Based upon that that positive experience the Town of Lake Hamilton utilized Mr. Fox's firm to assist in the development of a Small Cities Community Development Block Grant (CDBG) in the Neighborhood Revitalization category. The application was submitted to the Department of Economic Opportunity during the FFY 2012 CDBG application cycle. The project includes water line and fire hydrant replacement in a low income neighborhood. The Florida Department of Economic Opportunity awarded funding for the project and construction of the project is nearly completed. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. The firm is very informative and up to date on all of the regulations regarding the Community Development Block Grant Program funded through the Florida Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Marlene M. Wagner
Mayor

April 5, 2018

Mr. Fred Fox
Fred Fox Enterprises, Inc.
26 Spanish Street
St. Augustine, FL 32805

Re: Letter of Reference

Dear Mr. Fox:

I want to thank you for the high quality of work your firm has provided the City of Leesburg over the last several years. The millions of dollars in state grants you have assisted our City in receiving is a testimonial to your expertise and professionalism. The City of Leesburg hires dozens of firms annually to provide a variety of consulting services. Your firm is the only one of a few that I feel has consistently met our expectations, which you know are very high.

Thank you and keep up the good work!

Sincerely



Ken Thomas, MPA
Director of Housing and Redevelopment



(863) 946-0711
FAX: (863) 946-2988

P. O. BOX 399

City of Moore Haven

MOORE HAVEN, FL 33471



June 28, 2013

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

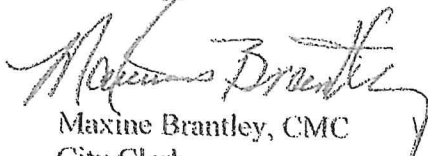
Dear Sir/Madam:

The City of Moore Haven is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team assisted the City with our Neighborhood Revitalization grant which dealt with upgrades to the City's Water Treatment Plant, the replacement of water lines within the City and the renovation of restrooms at the City's park to include handicap accessibility. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,


Maxine Brantley, CMC
City Clerk

Mayor

Robert L Skipper

Town of Noma

3467 Skipper Ave.
Bonifay Fl. 32425

Phone: (850) 263-3449

Fax: (850) 263-0401

April 09, 2018

Mr. Fred Fox
Fox Enterprises, Inc
P.O. Box 1047
St. Augustine, Florida 32085-1047

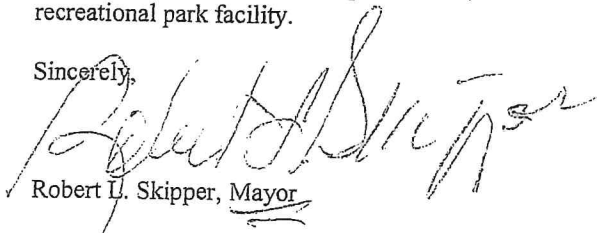
Dear Mr. Fox:

Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. The Town of Noma has worked with Fred Fox Enterprises since 2003. Beginning in 2003, Fred Fox Enterprises, Inc. has worked with the Town of Noma securing one million eight hundred thousand dollars (\$1,800,000.00) in funding for three (3) Small Cities, Community Development Block Grant (CDBG) projects all in the Neighborhood Revitalization category. All three of these projects were funded through the State of Florida. Initially the projects were funded through the Florida Department of Community Affairs and more recently through the Florida Department of Economic Opportunity. Fred Fox Enterprises has administered all three (3) projects they obtained for the Town.

Additionally; Fred Fox Enterprises, Inc. has worked with the Town to secure several Florida Recreation Development Assistance Project (FRDAP) Grants to upgrade the Town's outdoor recreational facility. Fred Fox Enterprises has also worked with the Town to obtain a Florida Department of Agriculture Division of Energy grant which were used to renovate the Town Hall and provide solar lighting in the Town's park.

The personnel at Fred Fox Enterprises, Inc. have worked closely with the Town's elected officials and staff to carry out all of these projects. The Town has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of all of the Small Cities CDBG program categories. Fred Fox Enterprises staff has maintained a close working relationship with the program staff at the state and Federal level. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guide the Town in developing Small Cities SCBG applications that are both competitive and include activities which meet the Town's needs. The grants obtained by the Town with the assistance of Fred Fox Enterprises have resulted in significant infrastructure improvements, Town Hall renovations and upgrades to the Town's recreational park facility.

Sincerely,


Robert L. Skipper, Mayor

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

September 16, 2014

To Whom It May Concern

RE: Letter of Reference – Grant Writing & Administration Services
Mr. Fred Fox, Fred Fox Enterprises, Inc.
P.O. Box 1047, St. Augustine, FL 32085-1047

Dear Sir/Madam:

The City of Palatka has utilized the services of Fred Fox and/or Fred Fox Enterprises, Inc. for approximately 31 years for both Grant Writing and Administration Services related to Community Development Block Grant and Florida Recreational Development Assistance Program projects. It has been our experience that the associates at Fred Fox Enterprises, Inc. are professional, knowledgeable and reliable in carrying out their responsibilities. Mr. Fox and his staff have proven their vast knowledge and expertise related to grant funding sources, the availability of funds within these programs, application preparation and program administration.

It is our pleasure to recommend Fred Fox Enterprises, Inc. and the knowledgeable and reliable service that they provide.

If you should have any questions, please do not hesitate to contact me at 386-329-0100.

Sincerely,

Michael J. Czymbor
City Manager

MJC:vwj

LORRIE SMITH, Chair
STEFAN SCHULT, Vice Chair

Commissioners:
KELLY COSGRAVE
KATHY DOHERTY
SARAH PALLONE
DAVID LEIDEL
RACHEL LOVETT



Community Redevelopment Agency

368 South Commerce Avenue
Sebring, Florida 33870
863-471-5104
863-471-5165 Fax
Downtownsebring.org

KRISTIE VAZQUEZ
Executive Director
Email:

kristievazquez@mysebring.com

NELLIE ALBARRAN
Administrative Assistant
Email:

nelliealbarran@mysebring.com

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

May 31, 2018

Dear Mr. Fox:

Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. The City of Sebring has worked with Fred Fox Enterprises since 1986. Beginning in 1986, Fred Fox Enterprises, Inc. has helped the City of Sebring secure almost seven million six hundred thousand dollars (\$7,600,000.00) in funding for twelve (12) Small Cities, Community Development Block Grant (CDBG) projects. All of these projects have been funded through the State of Florida. Initially the projects were funded through the Florida Department of Community Affairs and more recently through the Florida Department of Economic Opportunity. Fred Fox Enterprises has administered all twelve (12) projects they obtained for the City. The most recent projects include:

- 2012 Economic Development Project in the amount of Seven Hundred Fifty Thousand Dollars (\$750,000.00). This project involves a water main extension, sewer main extension, lift station upgrades and road improvements to facilitate the development of the Newsom Eye Surgery Center;
- 2009 ARRA Commercial Revitalization Project in the amount of seven hundred fifty thousand dollars (\$750,000.00). This project involved streetscape improvements along the following streets:
 1. Circle Park Drive for its entire circumference, a distance of 750 linear feet.
 2. South Ridgewood Drive between Circle Park Drive and Wall Street, a distance of 150 linear feet.
 3. North Ridgewood Drive between Circle Park Drive and Wall Street, a distance of 150 linear feet.
 4. North Commerce Avenue between Circle Park Drive and Wall Street, a distance of 150 linear feet.
 5. South Commerce Avenue between Circle Park Drive and Wall Street, a distance of 150 linear feet.
 6. West Center Avenue between Circle Park Drive and Wall Street, a distance of 150 linear feet.
 7. East Center Avenue between Circle Park Drive and Wall Street, a distance of 150 linear feet.

- 2005 Commercial Revitalization project in the amount of seven hundred fifty thousand dollars (\$750,000). This project involved streetscape improvements and undergrounding of utilities along the following streets:
 1. North Ridgewood Avenue (Sebring Parkway to Helena Street)
 2. Lemon St. (Railroad Tracks to Martin Luther King Blvd./Highlands Ave.)
 3. East Side of Martin Luther King Blvd./Highlands Ave. (Sheriff's Tower Rd. to Grove St.)
 4. West Side of Martin Luther King Blvd. (Tangerine St. to Grand Ave.)

Additionally, the 2005 Commercial Revitalization project involved only streetscape improvements along the following streets:

1. Sebring Parkway (N. Ridgewood Ave. to Maple Ave.)
 2. Glenwood Avenue/Pear St. (Hawthorne Drive to Lemon St.)
- 2005 Economic Development project in the amount of seven hundred fifty thousand dollars (\$750,000). This project involved the construction of the infrastructure improvements needed for the development of the Marriott Residence Inn located on the northwest corner of US 27 and Tubbs Road.
 - 2004 Economic Development project in the amount of seven hundred fifty thousand dollars (\$750,000). This project involved the infrastructure improvements needed for the development of the Amerikan plastic plant nursery container facility in the Sebring Industrial Park off of south US 27. The improvements included a water line extension, sewer line extension, street improvements, natural gas line extension, and the extension of three phase electrical power to the project site.

The personnel at Fred Fox Enterprises, Inc. have worked closely with City's staff to carry out all of these projects. The City has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of all of the Small Cities CDBG program categories. Fred Fox Enterprises staff has maintained a close working relationship with the program staff at the state and federal level. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guild the City in developing Small Cities CDBG applications that are both competitive and include activities which meet the City's needs. The grants obtained by the City with the assistance of Fred Fox Enterprises have resulted in significant public infrastructure improvements as well the creation of a significant number of new jobs in the City.

Sincerely,



Kristie Vazquez
Executive Director
Downtown Sebring Community Redevelopment Agency
Sebring, Florida



St. Johns County Board of County Commissioners

Public Works | Engineering Division

October 14, 2015

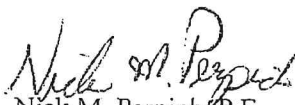
Mr. Fred Fox, President
Fred Fox Enterprises, Inc.
P.O. Box 840338
St. Augustine, FL 32080-0338

Dear Mr. Fox:

Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. St. Johns County has worked with Fred Fox Enterprises for the past few years. Beginning in 2009, Fred Fox Enterprises, Inc. has worked with St Johns County to prepare the County's application and administer, a one million three hundred thousand three hundred twenty eight dollar (\$1,300,328.00) Disaster Recovery Initiative (DRI) grant, a four hundred sixty thousand six hundred thirty five dollars and fifty cent (\$460,635.50) Disaster Recovery Enhancement Fund (DREF) grant and a seven hundred fifty thousand dollar (\$750,000.00) Small Cities Community Development Block Grant (CDBG) in the Economic Development category for the infrastructure required to develop the Silver Creek Assisted Living Facility. All three of these projects were funded through the State of Florida Department of Community Affairs and later through the Florida Department of Economic Opportunity when the Department of Community Affairs was abolished. Fred Fox Enterprises has administered all three of the HUD funded projects described herein they obtained for the County.

The personnel at Fred Fox Enterprises, Inc. have worked closely with the County's staff, the project engineers and the Participating Party on the Silver Creek Assisted Living Facility project to carry out all of these projects. The County has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of the Disaster Recovery Program, and Small Cities CDBG program. Fred Fox Enterprises staff has maintained a close working relationship with all of the program staff at the state and federal level. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guide the County in developing applications for all three HUD funded programs that were both competitive and include activities which met the County's needs. The three grants obtained by the County with the assistance of Fred Fox Enterprises have resulted in the construction of a significant number of infrastructure improvements as well as the creation of a number of new jobs. The management of the Neighborhood Stabilization program enabled the County to lessen the impact the recent housing crisis had on our local housing market.

Sincerely,


Nick M. Perpich, P.E.
Engineer

City of St. Marks

P.O. Box 296 • 788 Port Leon Drive • St. Marks, FL 32355-0296
Phone: (850) 925-6224 • Fax: (850) 925-5657

January 10, 2017

Mr. Fred Fox
PO Box 1047
St. Augustine FL 32085-1047

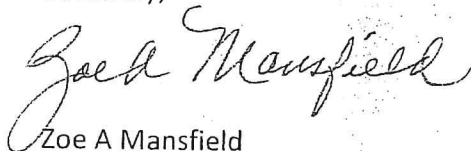
RE: Letter of Reference-Grant Writing & Administrative Services

To Whom It May Concern:

The City of St. Marks has utilized the services of Fred Fox Enterprises for approximately 19 year for both Grant Writing and Administrative Services related to **Community Development Grant and Florida Recreation Development Assistant Programs** projects. It has been our experience that the Associates at Fred Fox Enterprises are professional, knowledgeable and very reliable in carrying out their responsibilities. Mr. Fred Fox and his staff have always proven their vast knowledge and expertise related to grant funding sources, the availability of funds within these programs, application preparation and program administration. It is our pleasure to recommend Fred Fox Enterprises and the knowledge and reliable service they provide.

If you have any questions, please do not hesitate to contact me at 850-925-6224.

Sincerely,



Zoe A Mansfield
City Manager



April 20, 2018

To Whom It May Concern;

The City of Vernon has worked with Fred Fox Enterprises, Inc. since February, 2003. The entire staff of this organization has proven to demonstrate professionalism, expertise, and timeliness in response to the needs of the City. Mr. Fox has assisted with the acquisition of CDBG as well as FRDAP grants and the submittal of historical grant applications. The most recent projects include the Department of Agriculture Energy Grant and the CDGB water and sewer line replacement project.

We look forward to continuing our working relationship with this firm on future projects and recommend Fred Fox Enterprises, Inc. to other agencies seeking grant writing and administrative services. I would like to add that Mr. Fox came highly commended with outstanding references and we have not been disappointed with his service or that of his staff.

Best regards,

A handwritten signature in cursive script that reads "Tina Sloan".

Tina Sloan

Mayor

tw



Walton County Grants Department
176 Montgomery Circle
DeFuniak Springs, FL 32435
(850) 892-8401
Fax: (850) 892-8435

July 3, 2013

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

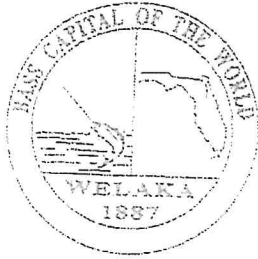
Dear Mr. Fox:

Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. Walton County has worked with Fred Fox Enterprises for the past few years. Beginning in 2010, Fred Fox Enterprises, Inc. has worked with Walton County to securing two seven hundred and fifty thousand dollar (\$750,000.00) Small Cities, Community Development Block Grant (CDBG) projects both of which were in the economic Development category. Both of these projects were funded through the State of Florida. The first project was funded through the Florida Department of Community Affairs, the second project was funded through the Florida Department of Economic Opportunity. Fred Fox Enterprises has administered both of the CDBG Economic Development projects they obtained for the County.

The personnel at Fred Fox Enterprises, Inc. have worked closely with the County's staff project engineers to carry out both of these projects. The County has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of the Small Cities CDBG program Economic Development categories. Fred Fox Enterprises staff has maintained a close working relationship with the program staff at the state and federal level. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guild the County in developing Small Cities CDBG Economic Development applications that are both competitive and include activities which meet the County's needs. The two grants obtained by the County with the assistance of Fred Fox Enterprises have resulted in the construction of a significant number of infrastructure improvements as well as the creation of a number of new jobs.

Sincerely,

Angie Biddle, Grants Coordinator



Town of Welaka

P.O. Box 1098
WELAKA, FLORIDA 32193-1098

386-467-9800
386-467-2303

FAX
1-386-467-8863

UTILITIES DEPARTMENT
386-467-8677

July 3, 2013

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047


Dear Mr. Fox:

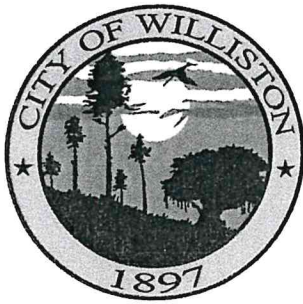
Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. The Town of Welaka has worked with Fred Fox Enterprises since 1986. Beginning in 1986, Fred Fox Enterprises, Inc. has worked with the Town of Welaka securing five million dollars (\$5,000,000.00) in funding for ten (10) Small Cities, Community Development Block Grant (CDBG) projects. The ten grants include six (6) Neighborhood Revitalization projects, three (3) Housing Revitalization projects and one (1) Economic Development project. All of these projects have been funded through the State of Florida. Initially the projects were funded through the Florida Department of Community Affairs and more recently through the Florida Department of Economic Opportunity. Fred Fox Enterprises has administered all ten (10) projects they obtained for the town.

Additionally, Fred Fox Enterprises has worked with the Town to secure several Florida Recreation Development Assistance Project (FRDAP) Grants to upgrade the Town's outdoor recreational facilities. Fred Fox Enterprises has also worked with the Town to obtain a Department of State Bureau of Historic Preservation grant and a Florida Department of Agriculture Division of Energy grant which were used to renovate Town Hall.

The personnel at Fred Fox Enterprises, Inc. have worked closely with the Town's elected officials and staff to carry out all of these projects. The Town has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of all of the Small Cities CDBG program categories. Fred Fox Enterprises staff has maintained a close working relationship with the program staff at the state and federal level. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guide the Town in developing Small Cities CDBG applications that are both competitive and include activities which meet the Town's needs. The grants obtained by the Town with the assistance of Fred Fox Enterprises have resulted in significant public infrastructure improvements, Town Hall renovations and a significant upgrade to a large portion of the single family housing stock within the Town.

Sincerely,


Gordon Sands, Mayor



CITY OF
WILLISTON
FLORIDA

50 N.W. Main ST. • P.O. Drawer 160 • Williston, Florida 32696-0160
50 N.W. Main St. P.O. Drawer 160 Williston, Florida 32696-0160
Phone (352) 528-3060 Fax (352) 528-0390

October 31, 2014

RE: Mr. Fred Fox
26 Spanish Street
P.O. Box 1047
St. Augustine, FL 32085-1047

To Whom it may concern:

The City of Williston has used the services of Fred Fox Enterprises for many years to apply and procure grants that have significantly improved the quality of life here in our community. By helping us to obtain and manage Community Development Block Grants (CDBG), Florida Recreation Development Assistance Program grants (FRDAP), and United States Department of Agriculture grants (USDA), we have been able to construct new water and sewer facilities, a natural gas gate station, and additional recreational facilities.

The staff at Fred Fox Enterprises has always been professional, thorough and diligent when it comes to either applying for a grant or managing a grant that we have been awarded. Because of these traits their firm has helped the City to become a better place.

I would strongly recommend their firm to any community or potential client.

Thank you,

Adam Hall
City of Williston
Community Development and Grants Manager

Mayor - R. GERALD HETHCOAT / President – JASON CASON
Vice President – CHARLES GOODMAN
Council members / MATT BROOKS – CAL BYRD – ELIHU ROSS
Interim City Manager – SCOTT LIPPMANN / City Clerk – FRANCES TAYLOR

April 23, 2018



To Whom It May Concern

RE: Letter for Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

City of Winter Garden

P: 407.656.4111

500 West Plant Street

Winter Garden, FL

34787

wintergarden-fl.gov

The City of Winter Garden is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Several years ago, the City worked with Mr. Fox and his team to successfully carry out a large housing weatherization project funded through the Florida Legislature in less than one year. During the FFY 2012 Community Development Block Grant (CDBG) application cycle the City worked with Fred Fox Enterprises to obtain a seven hundred and fifty thousand dollar (\$750,000) grant in the housing rehabilitation category. Mr. Fox and his team recently completed the CDBG Housing Revitalization Project which deals with the rehab/demolition/replacements and temporary relocation of a minimum of twelve (12) houses located in our City.

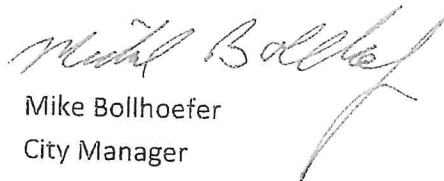
Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process.

Mr. Fox's firm is very knowledgeable on all the regulations regarding the Community Development Block Grant Program funded through the Department of Economic Opportunity.

I would like to recommend their firm to any local government looking for a knowledgeable and experienced consultant, grant writer or administrator.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Mike Bollhoefer
City Manager



CITY OF ZEPHYRHILLS

"City of Pure Water"

5335 Eighth Street • Zephyrhills, Florida 33542-4312
(813) 780-0000 • Fax (813) 780-0005

GENE WHITFIELD
Mayor

CITY COUNCIL

KENNETH V. COMPTON
Council President

W. ALAN KNIGHT
Vice President

KENNETH M. BURGESS,
JR.

CHARLES E. PROCTOR

LANCE A. SMITH

STEVEN F. SPINA
City Manager

LORI L. HILLMAN
City Clerk

MATTHEW E. MAGGARD
Interim City Attorney

12 April 2018

Mr. Fred D. Fox, President
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

RE: Reference for Fred Fox Enterprises, Inc.

To whom it may concern,


This letter is intended to serve as a reference for Fred Fox Enterprises, Inc. Over the past twenty years, the City of Zephyrhills has had the privilege of working with Mr. Fox and his staff on numerous grant related projects. Mr. Fox and his team offer excellent professional and quality services.

Fred Fox Enterprises, Inc. has assisted the City of Zephyrhills in obtaining numerous grants throughout the years. The City has applied for and received over \$5,000,000 in CDBG Commercial Revitalization, Economic Development, Neighborhood Revitalization and FRDAP Grants with the help of Mr. Fox and his staff. Grant applications and administration through to final close-out were provided by Fred Fox Enterprises. Mr. Fox and his staff are knowledgeable, professional, and extremely helpful regarding various grants and state programs.

The grants the City of Zephyrhills has received with the help of Mr. Fox and his staff have made a difference both physically and economically in our community. We have established a wonderful working relationship with Mr. Fox and his staff and look forward to continuing to work with him and the rest of Fred Fox Enterprises, Inc. in the future.

The City of Zephyrhills is extremely fortunate to be working with Fred Fox Enterprises, Inc. and highly recommend their services to others seeking grants and state program funding. Should you have any questions, please feel free to contact me at (813) 780-0000.

Sincerely,


Todd H. Vande Berg
Planning Director

FLORIDA RURAL WATER ASSOCIATION

2970 WELLINGTON CIRCLE • TALLAHASSEE, FL 32309-7813
(850) 668-2746

BOARD of DIRECTORS

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Perry
President

ROBERT MUNRO
Orlando
Vice President

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Destin

DARRELL POLK
Boca Grande

SCOTT KELLY
Jacksonville

EXECUTIVE
DIRECTOR

GARY WILLIAMS
Tallahassee



EMAIL
frwa@frwa.net

WEBSITE
www.frwa.net

September 7, 2012

Mr. Fred Fox
Fred Fox Enterprises
26 Spanish St
St. Augustine FL 32084

Dear Mr. Fox:

On behalf of the Florida Rural Water Association (FRWA), I would like to express my sincere appreciation and gratitude for your personal involvement at the recent FRWA Technical Training Conference. Taking time out of your busy schedule to prepare and present your presentation ensured the Conference was enjoyable, educational, and beneficial for the attendees.

So, whether the attendees were attending sessions, browsing the Exhibit Hall, or kept in suspense at the Best Tasting Water Contest, they all benefited from a positive experience – thanks to you! The attendees all “took something home with them” from dedicated professionals such as yourself, that will improve the water and wastewater industry for years to come.

We look forward to your involvement in future FRWA Conferences and training activities.

Sincerely,

Justin Strickland
Training Coordinator

JS/bc



RICK SCOTT
GOVERNOR

March 12, 2018

Mrs. Melissa Fox
Grants Compliance Manager
Fred Fox Enterprises, Inc.
221 Treasure Beach Road
St. Augustine, Florida 32080

Dear Mrs. Fox:

Thank you for your hard work and leadership in support of economic development and job creation in Florida and for all that you do in support of our great state. As Governor, I want to thank you for your efforts to help Florida create an economy where businesses succeed, jobs are created, and generations of Floridians benefit from being able to provide for their families. Businesses provide opportunities for families to live their dreams in our state. Floridians like you are helping make our state the best place in the world to raise a family, have a great career, and enjoy a life full of opportunity.

Since 2010, Florida businesses have created nearly 1.5 million private-sector jobs. To continue this growth, my Securing Florida's Future Budget recommends investing \$85 million in funding for the Florida Job Growth Grant Fund which will promote public infrastructure and job training to help ensure more businesses choose to grow and invest in Florida. We will continue to work to make our state more business-friendly, including fighting to cut taxes, to help secure Florida's future as the best place for families and job creators to succeed.

Thank you for helping make sure every family has the opportunity to succeed here in the Sunshine State. Please let me know your ideas for how we can continue to secure Florida's future and ensure our children and grandchildren have the opportunity to succeed in our great state.

Sincerely,

Rick Scott
Governor

**NEIGHBORHOOD REVITALIZATION, COMMERCIAL REVITALIZATION AND/OR
ECONOMIC DEVELOPMENT PROJECT
PRICE/FEE SCHEDULE**

The fee schedule for the management of the City of Polk City's CDBG Project in the Neighborhood Revitalization, Commercial Revitalization and/or Economic Development project categories would be as follows:

SERVICE	AMOUNT
1. <u>Prepare the Environmental Review</u> <ul style="list-style-type: none"> • Prepare the Environmental Review including all required mail-outs. • Prepare the required advertising. 	\$ 10,000.00
2. <u>Attendance at the Project Site Visit and Monitoring Visits as well as the Completion of all Required Reports</u> <ul style="list-style-type: none"> • Prepare Project Amendments (Estimate - 2). • Prepare all required advertisements. • Participate in all State Monitoring visits (Estimate - 2). • Prepare the Preliminary Contract and Final close-out documents for the project. 	\$ 10,000.00
3. <u>Project Administration/Financial Supervisor</u> <ul style="list-style-type: none"> • Create and maintain an independent set of financial records for the project. • Prepare all Request for Funds for the project. • Coordinate 504 (handicapped accessibility) requirements with the City. • Carry out required Fair Housing Activities. • Coordinate with the State on any new program requirements. 	\$ 12,000.00
4. <u>Coordination with the Engineer and Contractor</u> <ul style="list-style-type: none"> • Coordinate with the engineer on all Federal and State requirements associated with the project. • Participate in the Pre-bid conference for the project. • Obtain the contractor approval from the State. • Coordinate the Pre-construction conference with the engineer. • Review contractor package for grant information completion. • Insure Notice to Proceed is issued to the contractor. • Conduct required Employee Interviews. • Review and approve contractor payroll requests along with the engineer. • Review and recommend approval of all change orders as they relate to State contract compliance. 	\$ 12,500.00

SERVICE	AMOUNT
5. <u>Community Coordination</u>	
<ul style="list-style-type: none"> • Meet with the Citizen's Advisory Task Force to keep them updated on the progress of the project. • Meet with the City Council and City Staff on a regular basis to keep them updated on the progress of the project. 	\$ 500.00
6. <u>Coordination with State Staff</u>	
<ul style="list-style-type: none"> • Maintain continuous telephone and written coordination with State staff to insure a smooth flow of the project through the state system. • Walk any required amendments and approvals through the State to insure a quick approval. 	<u>\$ 500.00</u>
GRAND TOTAL -----	\$ 45,500.00

If the grant is funded for an amount other than Six Hundred Fifty Thousand Dollars (\$650,000.00), the fee for management of the project would be seven and one half percent (7.5%) of the funded grant amount.

**HOUSING REHABILITATION PROJECT
PROJECT ADMINISTRATION SERVICES
FEE SCHEDULE**

The fee schedule for the management of Polk City's CDBG Project in the amount of \$650,000.00 in the Housing Rehabilitation category would be as follows:

SERVICE	AMOUNT
1. <u>Prepare the Environmental Review</u> <ul style="list-style-type: none"> • Prepare the Environmental Review, including all required mail-outs. • Prepare the required advertising. 	\$ 10,000.00
2. <u>Attendance at the Project Monitoring Visits as well as the Completion of all Required Reports</u> <ul style="list-style-type: none"> • Prepare Project Amendments (Estimate - 2). • Prepare all required advertisements. • Participate in all State Monitoring visits (Estimate - 2). • Prepare the Preliminary Contract and Final close-out documents for the project. 	\$ 8,000.00
3. <u>Project Administration/Financial Supervisor</u> <ul style="list-style-type: none"> • Create and maintain an independent set of financial records for the project. • Prepare all Request for Funds for the project. • Coordinate 504 (handicapped accessibility) requirements with the City. • Carry out required Fair Housing Activities. • Coordinate with the State on any new program requirements. 	\$ 17,500.00
4. <u>Coordination of the Client Selection through Rehabilitation or New Home Construction Process</u> <ul style="list-style-type: none"> • Develop and coordinate the client selection process • Meet with the clients and complete all CDBG applications • Obtain Independent verification all household members' incomes • Order and review title searches on all properties • Insure no conflicts of interest exist between potential clients, CATF members, City Council or City staff involved in the project. If any conflicts exist, obtain waivers from DEO to resolve these conflicts • Coordinate the ranking of all clients by the City's Citizen Advisory Task Force and City Council • Order surveys on all residences being replaced 	

SERVICE	AMOUNT
<ul style="list-style-type: none"> • Prepare specifications for all homes being rehabilitated • Coordinate the bidding of all homes being rehabilitated • Bid out demolition of all residences being replaced • Coordinate the relocation of the clients during construction • Coordinate both the signing of the rehabilitation, demolition and new construction contracts with the appropriate contractors • Oversee the rehabilitation of all structures being rehabilitated, reviewing and approving draw requests and insuring coordination with the City's Building Department is ongoing • Inspect the demolition of all structures being replaced and recommend payment to the contractor where appropriate • Oversee the construction of the new residences, review and approve draw requests • Work with the clients to insure an orderly relocation back into the new or rehabilitated residence • Insure all Release of Liens are obtained from the contractors prior to making final payment 	\$ 53,500.00
6. <u>Community Coordination</u>	
<ul style="list-style-type: none"> • Meet with the Citizen's Advisory Task Force to keep them updated on the progress of the project. • Meet with the City Council and City Staff on a regular basis to keep them updated on the progress of the project. 	\$ 1,000.00
6. <u>Coordination with State Staff</u>	
<ul style="list-style-type: none"> • Maintain continuous telephone and written coordination with State staff to insure a smooth flow of the project through the state system. • Walk any required amendments and approvals through the State to insure a quick approval. 	\$ 1,000.00
GRAND TOTAL -----	\$ 91,000.00

Fred Fox Enterprises would propose to provide all management services associated with the administration of the City's fully funded Housing Rehabilitation project for the lump sum of Ninety-One Thousand and No/100 Dollars (\$91,000.00). If the grant is funded for an amount other than Six Hundred Fifty Thousand Dollars (\$650,000.00), the fee for management of the project would be fourteen percent (14%) of the funded grant amount.

SCORE SHEET FOR SUMMIT PROFESSIONALS

For Grant Writing Services		
A	The years of experience of the firm's staff with obtaining CDBG Neighborhood Revitalization, Commercial Revitalization and/or Economic Development Grants funded through the state of Florida Department of Economic Opportunity	_____
B	The experience of the firm's management group with the State of Florida Community Development Block Grant Program	_____
C	The firm's approach to developing a CDBG application, including an explanation of the tasks to be performed, the City's involvement in the application process	_____
D	Quality and number of local government client references provided	_____
E	The quality of the response from the client references provided from other local governments	_____
F	Fee or proposed fee basis	_____

For Grant Administration Services

A	The years of experience of the consultant's staff with administering CDBG Neighborhood revitalization Commercial Revitalization and Economic Development Grants funded through the State of Florida Department of Community Affairs	_____
B	The experience of the firm's management group with the state of Florida Community Development Program	_____
C	Firm's approach to meeting local project needs including an outline of the tasks to be performed and the thoroughness of the approach presented	_____
D	Quality and number of local government client references provided	_____
E	The quality of the response from the client references provided from other local governments	_____
F	Fee or proposed fee basis	_____

COPY



PROPOSAL FOR

Grant Writing and Administrative Services
FFY 2019 Community Development Block Grant Program

Summit Professionals, Inc.

PO Box 7300 * Brandon, Florida 33508-6021

Ph: (813) 685-4585 * Fax: (877) 309-1951

Patricia Jackson, City Manager
City of Polk City
123 Broadway Blvd SE
Polk City, FL 33868

November 25, 2019
Proposal for Grant Writing and Administrative Services
FFY 2019 Community Development Block Grant Program

Dear Mrs. Jackson:

It is our pleasure to offer our Grant Writing and Administrative Services for the FFY 2019 Community Development Block Grant (CDBG) Program to the City of Polk City. Enclosed you will find one original and two copies of a proposal for services from Summit Professionals, Inc. 'Summit' is a full-service Community and Economic Development Consultant offering planning, grant application and grant administration services in-house. Our proven approach will allow the City to address its most important community development needs. We are confident that Summit's experience in planning/application preparation and administering funding programs will provide the City with the administrative support required for a successful program.

In reference to the evaluation factors outlined in your Request for Proposals please consider the following:

1. **Demonstrated Capacity** - Our staff have been on the forefront of innovative community program funding for over 20 years. Our diverse program capabilities will allow the City to be successful in the competitive CDBG application process, and our full administrative expertise will simplify CDBG project management for the City of Polk City once a grant is awarded. Our staff provides over 150 years of combined experience in community development program management. Our years of combined staff experience with research, planning, grant application, administration, financial management, construction administration, and inspection services allow us to cater to the special needs of small communities and emerging businesses. Our experience extends to all categories of grants and represents over \$100 million in program funding, including CDBG, USDA, EDA, DEP, SRF, FRDAP and other sources of project funding that we were able to obtain and manage for each project. Our team stands ready to provide the City with all the expertise required for a successful, innovative CDBG project and we have the program knowledge to assist you in identifying numerous funding programs that may be beneficial to the City.
2. **A. Successful Staff Experience with Florida Small Cities CDBG (20 Possible Points)** - We have successfully applied for and administered Community Development Block Grants for dozens of communities throughout the State of Florida. Our experience extends to all categories of CDBG and represents over \$100 million in CDBG funding alone. This does not include leveraging, including USDA, State Appropriations, and other sources of project funding that we were able to obtain and manage for each project. In addition to the programs we have administered, we have also assisted communities with over 500 CDBG applications for various projects in areas of housing rehabilitation, infrastructure, economic development and disaster recovery.
3. **B. Management Experience with Florida Small Cities CDBG (20 Possible Points)** - Summit's management team for Polk City will provide the City with over 40 years of combined CDBG experience. It should be noted that these individuals will be working directly with the City on application and administration of your grant program. Responsibilities and program activities will not be deferred to assistants or subordinate staff. Program Management will be provided by Mr. J. Scott Modesitt, AICP. Mr. Modesitt has over 19 years of CDBG application and administrative experience and has worked exclusively with State and Federal community development grant and loan programs in the public and private sector for over 22 years in Florida. Financial Management will be provided by Mrs. Marie Dingman. Mrs. Dingman has over 32 years of financial management and administrative experience. For over 28 years, she has provided grant and financial management specifically for CDBG Programs to local governments.

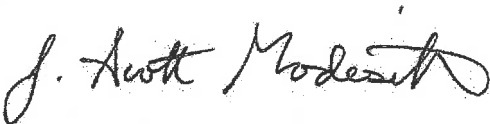
Summit Professionals, Inc.

PO Box 7300 * BRANDON, FLORIDA 33508-6021
PH: (813) 685-4585 * FAX: (813) 685-4584

4. C. Proposed Project Approach (20 Possible Points) - Summit provides a comprehensive approach to grant services. Our approach will follow a proven work plan that maximizes the City's potential to obtain grants in the competitive CDBG application process. We have already begun assessing needs and are prepared to conduct workshops to discuss and prioritize your needs in order to develop a successful application for the City. We will conduct all required public hearings and citizen workshops and can provide the City with drafts of all required local grant policies. Our application work plan follows an organized step-by-step approach to develop an application including required household income surveying that not only meets your needs and fulfills deadlines, but provides you with the highest score and best chance for being awarded a grant. Once the grant is funded, we have an established program administration work plan that will ensure project implementation is directed professionally and follows grant requirements. Our approach assures your community of receiving all the information it needs to have full confidence that the process is under control, on time and within the scope of the grant.
5. D. & E. Reputation and Client References (20 and 15 Possible Points) - Having some of the most qualified and experienced CDBG program consultants in the State, we pride ourselves on our superior reputation. We have maintained long-term relationships with the communities we serve. Over the years nearly every community we have ever worked with has utilized us for subsequent projects. Many of the communities we are currently administering projects for have been clients for over 20 years. We have included letters of reference in our proposal appendix and we encourage you to contact any of our previous clients and also to contact the Department of Economic Opportunity CDBG program staff regarding our program history and expertise.
6. F. Fee for Planning and Administrative Services (5 Possible Points) - Our fee is less than the set administrative allowance prescribed by the CDBG program. Rather than utilize the full administrative percentage, our proposed fee allocates a portion of the administrative allowance to the City for your administrative expenses including a required program audit or allows additional funding to go toward construction. Summit works on a contingency basis and will provide grant planning and prepare the City's application, including household surveying if required, at no cost when we are selected as the City's Grant Administrator. Additionally, no fees shall be assessed if the grant application is not successful. All of our fees are covered by the grant. Finally, for scoring purposes and if it should become the deciding factor in your selection of Summit as your grant administrator during the ranking process, we are prepared to match the lowest competing firm's fee.

The following proposal elaborates on our proficiency and program expertise, and further explains how our services can benefit the City of Polk City. This submittal has been organized into sections consistent with the structure specified in your Request for Proposals. We would like to extend our sincere appreciation for your consideration. Should you require further information, additional copies, or have questions, please do not hesitate to contact us.

Sincerely,



J. Scott Modesitt, AICP
President

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Demonstrated Capacity

Demonstrated Capacity

Company Profile

Background

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

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

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

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

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



**City of Newberry
Elevated Water Tank
CDBG Economic Development**

Organization

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

Office Locations and Base of Operations

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

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

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

Certifications and Insurance

Certifications include SBCCI, ACI, AICP, FCPA and other construction inspection and housing rehabilitation certifications. Summit maintains \$2,000,000 of General Liability Insurance, \$1,000,000 of Automobile Liability Insurance and \$100,000 per accident of Workers Compensation and Employers' Liability Insurance and will do so throughout the course of the project.

Demonstrated Capacity

Experience and Expertise

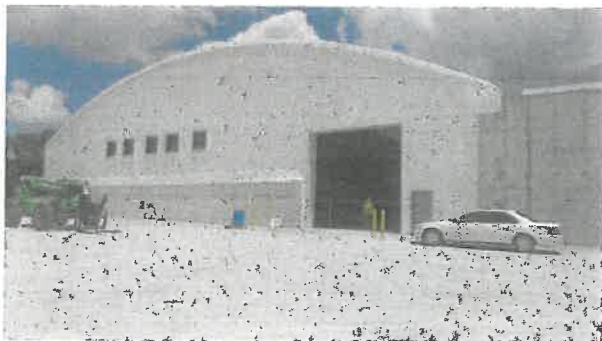
The Summit team encompasses all of the professional and technical expertise necessary to create a successful project. We have grant specialists familiar with community and economic development. We have access to consultant services for land surveying and a wide range of specialized civil and environmental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

Able to Meet Schedule and Budget

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

Use of Technology

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



**Haines City WWTF Improvements
Organics Recycling Facility
DEP State Revolving Fund**

Accessibility

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

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

Accountability

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

Summit's administrative staff will provide:

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

Demonstrated Capacity

Understanding of Local Issues

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

Local Government Specialists

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

Program Insight and Comprehension

Summit's staff planner and your assigned project manager, Scott Modesitt, AICP, has already begun reviewing the City's competitive position for program applications. He has met with City staff and discussed program alternatives. We have developed a list of action items and documentation that will be required for the City to position yourself successfully in the competitive grant environment. A timeline with critical dates has been developed that will ensure all deadlines are met.

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

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

Ongoing Communication

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

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

Summit sets forth the following objectives:

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



City of Newberry
Champions Little League Park
CDBG Economic Development

Demonstrated Capacity

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

Services for Your Community

Needs Assessment/Funding Research
Housing Rehabilitation/SHIP Services
Project Development/Facilitation
Creative Leveraging
Grant/Loan Writing/Procurement
Contract Management
Facility, Site and Master Planning
Bid Process Management
Long-Term Planning
Construction Inspection/Observation
Financial Management
Construction Contract Administration
Grant Administration
Multi-Sourcing
Agency Coordination
Feasibility Studies/Facility Planning
Program Compliance
Document Control
Progress Reporting
Procurement
Technical Support
Private/Public Coordination
Land Use Planning
Networking & Business Outreach
Local Government Operations
Economic Development Support
Uniform Relocation Act Compliance
Overall Program Management
Costs Estimating and Costs Control
Funding Strategies
Program Planning
Fee Studies and Development
Development Review / Planning



City of Newberry
Water System Improvements
CDBG Economic Development



Putnam County
CDBG Housing Rehabilitation



Town of Inglis
Park and Recreation Development

Demonstrated Capacity

Capacity to Develop Funding Strategies — Strategic Grants Planning

Strategic Grants Planning

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

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

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

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

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

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

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

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



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



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



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





**Successful Staff Experience With
Florida Small Cities CDBG**

Successful Staff Experience with Florida Small Cities CDBG

Successful Grant Planning/Application Preparation and Administration Experience with Funding Programs

Long-term CDBG program experience is critical for a successful project. The constraints and requirements of CDBG, and many other grant programs, are numerous and often prove too complicated and cumbersome for communities who do not have the resources or time to manage such projects. Missing just a single step in the application process or during administration of the grant can result in an application being rejected or expenditures to be declared ineligible. Summit provides in-house grant specialists, financial consultants, and construction specialists to the City who continuously oversee and monitor project progress to insure that all requirements are followed. Our staff will provide the City with over 50 years of combined experience in program administration of CDBG programs.

As well as CDBG, we have developed a process using a multitude of grant programs together that provides an excellent way to leverage non-local funds for community project funding. The most important aspect of using leveraged funds from many programs effectively is having the experience and a clear understanding of how different agency requirements must be followed concurrently. Having worked with numerous Cities and Counties, Summit has successfully gained this experience and we have a sensitivity to the unique issues of project implementation and management in a complex funding environment.



Martin County
Finz Restaurant Infrastructure
CDBG Economic Development

Summit Team Program Knowledge

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

Successful Staff Experience with Florida Small Cities CDBG

Project Experience

Planning/Application Preparation and Administration Services

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

City of Newberry — Ongoing Community Development FFY 1997 to Present

Final Construction Costs: \$1,300,000

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

Funding Sources Involved:

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



*City of Newberry
CDBG ED Grant*

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

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

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

Summit is currently administering a FFY 2017 \$700,000 CDBG Housing Rehabilitation Grant.

City of Starke — City-Wide Sewer System Improvements FFY 1998 to 2016

Special Project Characteristics: Rural Area of Critical Economic Concern

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

Funding Sources Involved:

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



*City of Starke
CDBG WWTF Grant*

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

Successful Staff Experience with Florida Small Cities CDBG

Putnam County — Community Development FFY 2001 To Present

Special Project Characteristics: Rural Area of Critical Economic Concern

Contact: Terry Suggs, County Administrator, Phone: (386) 329-0212

Funding Sources Involved:

- Community Development Block Grant Funds - \$3,000,000
- Hurricane Housing Recovery Funds - \$119,900
- SHIP Funds - \$657,500
- Private Funds - \$12,919
- Prior Program Income Funds - \$83,239



*Putnam County EOC Facility
CDBG Disaster Grant*

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

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

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

Summit is currently administering a new FFY 2018 \$750,000 Housing Rehabilitation CDBG Grant for the County and recently secured an additional \$3.2 Million for the County in CDBG Disaster Recovery Enhancement funds.

Town of Inglis — Ongoing Community Development FFY 1999 To Present

Special Project Characteristics: Rural Area of Critical Economic Concern

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

Funding Sources Involved:

State Special Appropriations - \$600,000

CDBG Neighborhood Revitalization Grant - \$650,000

Local Funding - \$150,000



*Town of Inglis
CDBG Housing Grant*

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

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

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

- CDBG Neighborhood Revitalization Grant	\$650,000	- FRDAP Recreation Grants	\$600,000
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Successful Staff Experience with Florida Small Cities CDBG

City of Monticello — Sewer Line Rehabilitation

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

Funding Sources Involved:

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

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

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

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



*City of Monticello
Sewer CDBG Grant*

City of Springfield — Community Development FFY 2001 To Present

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

Funding Sources Involved:

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

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

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

- CDBG Economic Development \$750,000

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



*City of Springfield
CDBG ED Grant*

Successful Staff Experience with Florida Small Cities CDBG

Town of Oakland —Housing Rehabilitation FFY 2006 To Present

Contact: Stephen Koontz, Town Manager, Phone: (407) 656-1117

Funding Sources Involved:

- CDBG Housing Rehabilitation—\$1,200,000
- SHIP Funds—\$500,000
- CDBG Neighborhood Revitalization—\$600,000

Summit obtained, administered, and performed construction management services for two CDBG Housing Rehabilitation projects to assist low to moderate income residents throughout the Town of Oakland with necessary housing repairs consistent with the adopted housing code. Necessary repairs provided were in the form of renovation of existing housing units or new construction of a portion of or the entire housing unit. To date there are a total of thirteen (13) units complete, including eight (8) rehabilitations and five (5) demolition/replacements. Summit is currently administering a Neighborhood Revitalization CDBG to provide for new sewer service, hook-ups and abandonment of septic systems in a low income area of the Town.

City of Mexico Beach — Housing Rehabilitation FFY 2007 To FFY 2015

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

Funding Sources Involved:

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

Summit has obtained, administered, and performed construction management services for two CDBG Housing Rehabilitation projects to assist low to moderate income residents throughout the City of Mexico Beach with necessary housing repairs consistent with the adopted housing code. This was the second of two housing rehabilitation programs that Summit has administered for the City. Necessary repairs provided were in the form of renovation of existing housing units or new construction of a portion of or the entire housing unit. To date there are a total of sixteen (16) units complete, including eight (8) rehabilitations and eight (8) demolition/replacements.



Successful Staff Experience with Florida Small Cities CDBG

In addition to the creative funding programs listed on the previous pages, Summit has also assisted the following communities with obtaining grants that are similar to what is being sought by Polk City. CDBG-specific projects are shown in bold. Contact information for any of these communities will be provided upon request.

<u>YEAR</u>	<u>CLIENT</u>	<u>PROJECT ACTIVITIES</u>	<u>AMOUNT</u>
2018	City of Niceville	CDBG Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$750,000
2018	Putnam County	CDBG Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$800,000
2018	City of Archer	CDBG Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$650,000
2018	Putnam County	CDBG Disaster Recovery Enhancement Funds (Planning/Application and Admin)	\$3,200,000
2018	City of Monticello	CDBG Housing Rehabilitation (CDBG) (Planning/Application)	\$750,000
2018	Town of Oakland	Neighborhood Revitalization (CDBG) (Planning/Application and Admin)	\$600,000
2017	Putnam County	Housing Rehabilitation (CDBG) (Planning/Application Services)	\$800,000
2017	City of Archer	Neighborhood Revitalization (CDBG) (Planning/Application Services)	\$650,000
2017	City of West Melbourne	Neighborhood Revitalization (CDBG) (Planning/Application Services)	\$700,000
2017	City of Newberry	Housing Rehabilitation (CDBG) (Planning/Application Services and Admin)	\$700,000
2017	City of Monticello	Housing Rehabilitation (CDBG) (Planning/Application Services)	\$700,000
2016	City of Alachua	Economic Development (CDBG) (Planning/Application and Admin)	\$1,250,000
2016	City of Callaway	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$750,000
2016	City of Alachua	Neighborhood Revitalization (CDBG) (Planning/Application Services)	\$700,000
2016	Town of Inglis	Housing Rehabilitation (CDBG) (Planning/Application Services)	\$650,000
2016	City of Keystone Heights	Housing Rehabilitation (CDBG) (Planning/Application Services)	\$700,000
2016	City of Lynn Haven	Neighborhood Revitalization (CDBG) (Planning/Application Services)	\$700,000
2016	Town of Inglis	Florida Recreational Development Assistance Program (Application)	\$50,000
2015	Town of Inglis	FDOT Safe Routes to Schools Grant (Planning/Application Services)	\$1,600,000
2015	City of Niceville	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$750,000
2015	City of Newberry	Housing Rehabilitation (CDBG) (Planning/Application Services)	\$700,000
2015	City of Esto	Neighborhood Revitalization (CDBG) (Planning/Application Services)	\$650,000
2015	West Melbourne	Economic Development (CDBG) (Planning/Application Services)	\$680,000
2014	City of Haines City	DBA/Copeland Act/AIS Compliance for SRF Programs	\$1,100,000
2014	City of Polk City	Florida Recreational Development Assistance Program (Application and Admin)	\$50,000
2014	Putnam County	Housing Rehabilitation (CDBG & SHIP) (Planning/Application and Admin)	\$750,000
2014	City of Mexico Beach	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$700,000
2014	City of Monticello	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$700,000
2014	Town of Inglis	FDOT Transportation Enhancement Program (Planning/Application Services)	\$180,000
2013	City of Alachua	Neighborhood Revitalization (CDBG) (Planning/Application and Admin)	\$700,000
2013	West Melbourne	Neighborhood Revitalization (CDBG) (Planning/Application and Admin)	\$700,000
2013	Town of Inglis	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$650,000
2012	City of Newberry	Economic Development (CDBG) (Planning/Application and Admin)	\$700,000
2012	City of Crystal River	Neighborhood Revitalization (CDBG) (Planning/Application and Admin)	\$650,000
2011	City of Mexico Beach	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$600,000
2011	Keystone Heights	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$650,000
2011	Putnam County	Disaster Recovery Enhancement Funds CDBG (Planning/Application/Admin)	\$450,000
2010	City of Polk City	Neighborhood Revitalization (CDBG) (Planning/Application and Admin)	\$650,000
2010	Town of Oakland	Housing Rehabilitation (CDBG & SHIP) (Planning/Application and Admin)	\$600,000
2010	City of Springfield	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$750,000
2010	Putnam County	Housing Rehabilitation (CDBG & SHIP) (Planning/Application and Admin)	\$750,000
2010	City of Starke	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$650,000
2009	City of Haines City	State Revolving Fund (Bio-Chem, Bio-Sludge Sewer System Upgrade) (Application/Admin)	\$4,365,000
2009	City of Midway	Neighborhood Revitalization (CDBG) (Planning/Application and Admin)	\$600,000
2009	City of Newberry	Economic Development (CDBG) (Planning/Application and Admin)	\$700,000
2009	City of Newberry	Neighborhood Revitalization (CDBG) (Planning/Application and Admin)	\$700,000
2009	Town of Esto	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$650,000
2009	City of Callaway	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$750,000

Successful Staff Experience with Florida Small Cities CDBG

<u>YEAR</u>	<u>CLIENT</u>	<u>PROJECT ACTIVITIES</u>	<u>AMOUNT</u>
2009	City of Lynn Haven	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$700,000
2009	Town of Inglis	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$650,000
2009	Town of Micanopy	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$600,000
2009	City of Springfield	CDBG Emergency Set Aside (Planning/Application and Admin)	\$312,795
2009	City of Newberry	Recreational Trails Program Grant (Planning and Grant Application)	\$250,000
2008	City of Newberry	Economic Development (CDBG) (Planning/Application and Admin)	\$700,000
2008	Putnam County	Disaster Recovery Initiative (CDBG) (Planning/Application and Admin)	\$1,190,000
2008	Putnam County	Housing Rehabilitation (CDBG & SHIP) (Planning/Application and Admin)	\$750,000
2008	Town of Micanopy	Housing Rehabilitation (CDBG) (Planning/Application)	\$600,000
2008	City of Niceville	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$700,000
2008	Collier County	EPA Brownfield's Assessment Grant (Planning/Application)	\$600,000
2008	City of Starke	Sewer Utility Connection Assistance Program (Funding Application and Admin)	\$200,000
2008	City of Newberry	Economic Development (CDBG) (Planning/Application and Admin)	\$700,000
2008	Town of Inglis	FRDAP Recreation Grant (Planning/Application , Admin and Eng)	\$135,000
2008	City of Newberry	FRDAP Recreation Grant (Planning/Application)	\$170,000
2008	City of Starke	FRDAP Recreation Grant (Planning/Application)	\$135,000
2008	City of Starke	Special Appropriation (State) (Funding Application and Admin)	\$200,000
2007	City of Monticello	Neighborhood Revitalization (CDBG) (Planning/Application and Admin)	\$700,000
2007	Mexico Beach	Housing Rehabilitation (CDBG) (Planning/Application and Admin)	\$600,000
2007	Town of Inglis	SWFWMD Cooperative Funding Program (Funding Application and Admin)	\$225,000
2007	Town of Inglis	Planning and Design (CDBG) (Planning/Application)	\$70,000
2006	City of Starke	Neighborhood Revitalization (CDBG) (Planning/Application/Admin/Eng)	\$700,000
2006	City of Gainesville	Gainesville Regional Utilities Connect-Free Program (Planning and Admin)	\$575,000
2006	City of Starke	Special Appropriation (State) (Funding Application and Admin)	\$750,000
2006	Town of Inglis	Special Appropriation (State) (Funding Application and Admin)	\$250,000
2006	Town of Inglis	SWFWMD Cooperative Funding Program (Funding Application and Admin)	\$150,000
2006	Town of Oakland	Housing Rehabilitation (CDBG & SHIP) (Planning/Application and Admin)	\$600,000
2006	City of Springfield	Housing Rehabilitation (CDBG & SHIP) (Planning/Application and Admin)	\$750,000
2005	City of Starke	State Special Appropriation (Funding Application and Admin)	\$750,000
2005	Gadsden County	Economic Development (CDBG) (Grant Application and Admin)	\$750,000
2005	City of Starke	FRDAP Recreation Grant (Grant Application and Eng)	\$200,000
2005	City of Newberry	FRDAP Recreation Grant (Grant Application and Eng)	\$50,000
2005	Town of Inglis	FRDAP Recreation Grant (Grant Application, Admin and Eng)	\$200,000
2004	City of Starke	Special Appropriation (Federal) (Funding Application and Admin)	\$300,000
2004	City of Quincy	Housing Rehabilitation (CDBG & Local Match) (Grant Admin)	\$1,110,000
2004	Wal-Mart Stores	Economic Development (CDBG) (Grant Application)	\$750,000
2003	City of Lake Butler	Housing Rehabilitation (CDBG) (Grant Application)	\$650,000
2003	City of Springfield	Housing Rehabilitation (CDBG & SHIP) (Grant Application and Admin)	\$1,000,000
2003	City of Starke	Neighborhood Revitalization (CDBG) (Grant Application, Admin and Eng)	\$700,000
2003	City of Umatilla	Special Appropriations (Federal) (Funding Application and Admin)	\$450,000
2002	Martin County	Economic Development (CDBG) (Grant Application and Admin)	\$211,379
2002	City of Newberry	Economic Development (CDBG) (Grant Application, Admin and Eng)	\$650,000
2002	City of Springfield	Economic Development (CDBG) (Grant Application and Admin)	\$750,000
2002	City of Laurel Hill	Housing Rehabilitation (CDBG) (Grant Application and Admin)	\$600,000
2002	Putnam County	Housing Rehabilitation (CDBG & SHIP) (Grant Application and Admin)	\$1,130,000
2002	City of Quincy	Economic Development (CDBG & USDA Rural Business Enterprise Grant) (Grant Application and Admin)	\$600,000
2002	City of Newberry	FRDAP Recreation Grant (Grant Application and Eng)	\$50,000



**Management Experience with Florida Small Cities
CDBG Program**

Management Experience with Florida Small Cities CDBG

Organizational Structure

Experience

Our staff is able to invest:

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

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

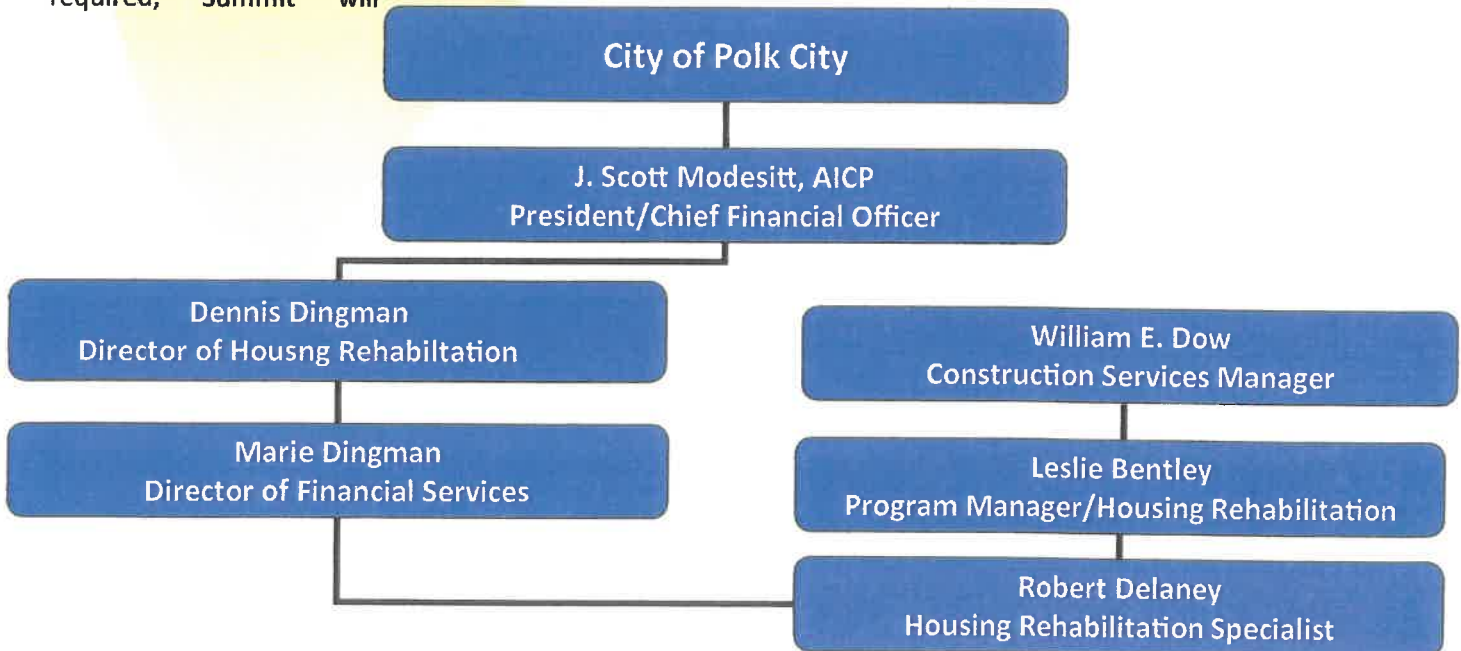
Summit has developed a relationship with other professional groups, which give us access to specialized skills and experience and to additional professionals as our workload dictates. When additional services are required, Summit will

always try to make the maximum use of local businesses.

We are an equal opportunity employer as well, and consistently invite minority/women-owned businesses to propose for such services. In the following pages, our firm structure and selected staff resumes are offered for your review.

Complete range of services

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



Management Experience with Florida Small Cities CDBG

Polk City Management Team

J. Scott Modesitt, AICP
Project Development Director

Expertise:

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

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

Experience:

Mr. Modesitt has over 22 years of project experience in grant administration, planning, engineering and construction management. He worked for two years as a field technician on a civil engineering team, gaining knowledge of subsurface project techniques and soil analysis. He has also worked with State of Florida grant programs while employed with the Florida Department of Community Affairs in both community development and emergency management. Mr. Modesitt has been with Summit for over 19 years and in that time has acquired and managed over \$50 million in specially funded community projects. He had directly managed over 35 Small Cities CDBG Programs.

Other Qualifications:

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

Marie Dingman
President/Chief Financial Officer

Expertise:

Ms. Dingman is Director of Financial Management. She is responsible for the management and allocation of grant funds for our clients. She ensures efficient and reliable control of our clients' financial transactions through the accurate and timely recording of receipts and expenditures on all grant projects as well as the preparation of all required financial forms.

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

Experience:

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

Mrs. Dingman has provided direct financial management to all of the CDBG projects listed on the pages 17 and 18 of this proposal. Prior to 2000, Mrs. Dingman has provided CDBG financial management for multiple projects going back as far as 1985.

Other Qualifications:

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

Management Experience with Florida Small Cities CDBG

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

Expertise:

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

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

Experience:

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

Other Qualifications:

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

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

Expertise:

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

Experience:

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

Other Qualifications:

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

Management Experience with Florida Small Cities CDBG

Associates

Robert Delaney **Housing Rehabilitation Specialist**

Expertise:

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

Experience:

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

Other Qualifications:

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

William E. Dow **Construction Services Manager**

Expertise:

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

Experience:

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



Proposed Project Approach

Proposed Project Approach

General

Summit will provide a comprehensive approach. We will continually meet with community staff and representatives, all involved agencies, and the public. In conjunction with City staff, elected officials and the public we will assess needs and conduct workshops to discuss and prioritize those needs. Short-term and long-term impacts are considered with options formulated for each need and recommendations made for the best options. Plans, budgets, and schedules are generated which meet client, funding agency, and permitting requirements. Our program development and administration will follow a proven work plan (shown on the next few pages) that is based upon years of experience and knowledge of pending rules and program goals. As a community and economic development consultant, our first priority is to serve the best interest of our clients. Summit offers our clients years of combined staff experience in all areas relating to grant/loan project development.

Our application development will follow an efficient and effective plan to ensure the City receives the maximum score possible in your CDBG application and that it is completed by the application due date.

We are prepared to work with the City immediately upon selection in determining which of the regular category CDBG programs would best suit your needs. In addition, we can assist the City with identifying and coordinating with potential businesses in order to also pursue the job creating economic development category.

We are prepared to begin working immediately on development of funding applications. With a sound application strategy, there is no reason that the City will not be competitive. In addition, our program experience will allow the City to capitalize on potential economic development applications in order to realize the full benefit of your infrastructure improvements.

We encourage you to contact any of our client references to learn more about Summit's proficiency in CDBG planning/application preparation and administration services.

Program Application and Administration

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

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

Program Strategy and Alternative Funding Sources

In addition to CDBG, should the City require additional funds for a selected project, Summit shall put forth all of its resources to obtain other public loans and grants to supplement financing of the project. Our unique experience and ability in this area is explained throughout this proposal and we will continue to put forth every effort to develop programs for the City's projects.

Alternative Funding Sources Through Summit

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

Proposed Project Approach

CDBG Application Timeline

As evidence of our efficiency in developing a competitive grant application, a general CDBG application schedule is listed below for your consideration. If selected as the City's Grant Administrator, all application activities would be completed by Summit staff at no charge. In addition, Summit will attend all State hearings, workshops, and conferences to ensure the City's interests are met and report to the City on any program changes that may effect you. The application schedule below is based upon a Neighborhood Revitalization Category CDBG for infrastructure. It can be easily modified should the City decide to seek a grant in one of the other CDBG categories. All dates are subject to the opening of the CDBG application cycle and are contingent upon a Notice of Selection from the City. Although the State DEO has not yet issued a Notice of Funding Availability (NOFA), we anticipate that the 2019 CDBG applications could likely be due as early as April 2020. We are prepared to begin application activities immediately.

Once funded, the work management plan for CDBG will vary considerably depending on what application category a community selects. All CDBG award agreements run for a period of 30 months and, while completion dates will depend on what activities will be undertaken with the grant, it should be noted that Summit has consistently completed CDBG programs well within the 30-month contract period. In addition to the application schedule shown below, the following page contains an overall general administrative work plan for your CDBG program.

Application Timeline

1. To Begin Immediately Upon Notice to Proceed:

- Consultation with City Staff, Local Policy Review, and Leverage Funds Review
- Application development including coordination with the City engineer
- Identification of service area locations and household income surveying if applicable
- Application Activity Updates Provided to the City on an Ongoing Basis
- Review Citizen Advisory Task Force membership for new qualification standards

2. December 2019:

- Appointment or Reauthorization of Citizen Advisory Task Force
- Conduct Meetings with the Citizen Advisory Task Force to Discuss Program Objectives and Needs

3. January 2020:

During Regular City Commission Meeting:

- ✓ First Public Hearing to Receive Public Input and Formally Select Grant Category
- ✓ Fair Housing Workshop for the Public and Elected Officials (+5 CDBG application points)
- ✓ Discussion and Update of any Required CDBG Policies (if necessary)

4. January 2020—February 2020: Conduct Service Area Evaluations and Household Income Surveys as Necessary

5. February 2020—March 2020: Coordination with City CDBG Engineer and Development of Application

6. April 2020:

During Regular City Commission Meeting:

- ✓ Second Public Hearing to Review the Grant Application and Receive Citizen Comment
- ✓ Adoption of Enabling Resolution Authorizing the Mayor to Execute the Grant Application

6. April 2020:

- ✓ Summit completes revisions to CDBG application based upon Public Hearing Comments (If necessary).
- ✓ Summit submits CDBG Application to State Clearinghouse and Regional Planning Council as required by DEO.

Proposed Project Approach

Planning/Application and Administration Services Work Plan

TASK 1— Project Development

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

TASK 2—Grant Application Preparation

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

TASK 3—Environmental Review

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

TASK 4—General Administration

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

TASK 5— Financial Administration

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

TASK 6— Post Project Activities and Closeout

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



**Reputation and
Client References**

References

The following list of references includes individuals that we have had active projects with in the last five years and is made available for your consideration. In addition, letters of recommendation from communities we have worked with are included in the Appendix.

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

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

Eddie Cook, City Manager
City of Callaway
6601 E. Hwy 22
Callaway, FL 32404
(850) 871-6000
citymanager@cityofcallaway.com

Stephen Koontz, Town Manager
Town of Oakland
Post Office Box 98
Oakland, FL 34760
(407) 656-1117
skoontz@oaklandfl.gov

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

Terry Suggs, County Administrator
Putnam County
Post Office Box 758
Palatka, FL 32178
(386) 329-0212
Terry.suggs@putnam-fl.com

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

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

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

Adam Boukari, City Manager
City of Alachua
15100 NW 142nd Terrace
Alachua, FL 32615
(386) 418-6100
aboukari@cityofalachua.org

Ted Court, Government Operations Consultant III
Florida Small Cities CDBG Program
Florida DEO
107 East Madison Street, MSC-400
Tallahassee, FL 32399
(850) 717-8429
Ted.Court@deo.myflorida.com



Fee and Proposed Fee Basis

Fee and Proposed Fee Basis

GRANT APPLICATION AND GRANT ADMINISTRATION SERVICES FEES*

*If It Becomes The Deciding Factor In the Scoring and Selection Of An Administrator, Summit Will
MATCH THE LOWEST FEE
Proposed By the Other Consultant.*

Housing Rehabilitation Category FFY 2019 Community Development Block Grant

<u>HR Anticipated Block Grant Award</u>	<u>Fee (%)</u>	<u>Fee (\$)</u>
\$650,000	14.5%	\$94,250

Neighborhood Revitalization or Economic Development Category FFY 2019 Community Development Block Grant

<u>NR/ED Anticipated Block Grant Award</u>	<u>Fee (%)</u>	<u>Fee (\$)</u>
\$650,000	7.5%	\$48,750

**Note: Summit will provide ALL Grant Application Services at no cost for the CDBG grant if Summit is procured to provide Grant Administration Services.*

PLANNING, APPLICATION AND PROGRAM ADMINISTRATION SERVICES FEES FOR OTHER PROGRAMS

Planning, Application and Program Administration Services fees for other grants/loans such as RD and EDA obtained for a project shall be based upon complexity of the program, work-hour estimates, and non-duplication of services, but shall not exceed 7.5% of the total grant/loan amount of that project. All final fees are subject to negotiation of a fair fee by the City. Some programs, such as those through EDA and RD, will require establishment by the City of temporary financing. Most pre-construction costs can then be recovered by reimbursement upon accomplishing milestones set by the program.



Appendix

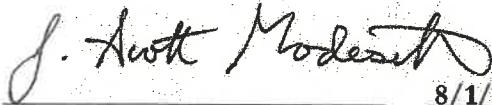
Appendix

SUMMIT PROFESSIONALS, INC.

EQUAL OPPORTUNITY EMPLOYMENT POLICY

Applicants for employment will not be subjected to discrimination based on race, color, religion, sex, marital status, age, disability, national origin, or any other protected class under the law with respect to terms and conditions of employment and promotion. These considerations will be applied to the employment of disabled individuals and disabled veterans.

Freedom from discrimination includes freedom from any form of discriminatory harassment, due to a person's race, color, religion, sex, marital status, age, disability, or national origin, whether committed by supervisory or non-supervisory personnel. Prohibited forms of harassment include conduct which has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is hostile, or offensive to the employee. Employees should feel free to voice any concerns about potential discriminatory practices without fear of reprisal. Employees found to be engaging in any type of unlawful discrimination or harassing behaviors will be subject to disciplinary action up to and including termination.



President

8/1/2019

Date

Appendix

SUMMIT PROFESSIONALS, INC.

DRUG FREE WORKPLACE POLICY

Summit Professionals, Inc. ("Summit") in accordance with Florida Statute 287.087 hereby certifies the following:

1. A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition is published.
2. Employees are informed about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Each employee engaged in providing the commodities or contractual services that are under bid is given a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), employees are notified that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any convictions of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Sanction on, or the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, is required by any employee who is so convicted.
6. A good faith effort to continue to maintain a drug-free workplace through implementation of this policy will be made.

As the person(s) authorized to sign the statement, I certify that Summit Professionals, Inc., complies fully with the above requirements.



President

8/1/2019

Date

Appendix

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the City of Polk City, Florida by Joseph Scott Modesitt, President for Summit Professionals, Inc., whose business address is 4408 Swift Circle, Valrico, Florida 33596, and its Federal Employer Identification No. (FEIN) is 84-2362591.
2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity.

Appendix

The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

 X

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach copy of the final order.)

Appendix

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017 FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

J. Swift Modersith
Signature

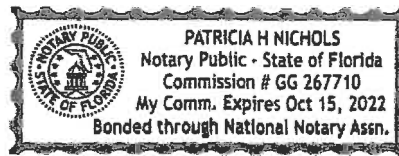
Sworn to and subscribed before me this 26 day of Nov, 2019.

Personally known _____

Or produced Identification _____

FL M 323-497-75-455-0
Type of Identification

Patricia H Nichols
Notary Public—State of Florida



(Printed, typed or stamped
Commissioned name of notary public)

Appendix



RICK SCOTT
GOVERNOR

March 12, 2018

Mr. Dennis Dingman
Vice President
Summit Professional Services
Post Office Box 18168
Panama City Beach, Florida 32417

Dear Mr. Dingman:

Thank you for your hard work and leadership in support of economic development and job creation in Florida and for all that you do in support of our great state. As Governor, I want to thank you for your efforts to help Florida create an economy where businesses succeed, jobs are created, and generations of Floridians benefit from being able to provide for their families. Businesses provide opportunities for families to live their dreams in our state. Floridians like you are helping make our state the best place in the world to raise a family, have a great career, and enjoy a life full of opportunity.

Since 2010, Florida businesses have created nearly 1.5 million private-sector jobs. To continue this growth, my Securing Florida's Future Budget recommends investing \$85 million in funding for the Florida Job Growth Grant Fund which will promote public infrastructure and job training to help ensure more businesses choose to grow and invest in Florida. We will continue to work to make our state more business-friendly, including fighting to cut taxes, to help secure Florida's future as the best place for families and job creators to succeed.

Thank you for helping make sure every family has the opportunity to succeed here in the Sunshine State. Please let me know your ideas for how we can continue to secure Florida's future and ensure our children and grandchildren have the opportunity to succeed in our great state.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rick Scott".

Rick Scott
Governor

@FLGovScott

THE CAPITOL
TALLAHASSEE, FLORIDA 32399 • (850) 717-9249

www.FLGov.com

Appendix



City of Alachua

MAYOR GIB COERPER
Vice Mayor Shirley Green Brown
Commissioner Robert Wilford
Commissioner Gary Hardacre
Commissioner Ben Boukari, Jr.

OFFICE OF THE CITY MANAGER
TRACI L. GRESHAM

July 26, 2017

To Whom It May Concern:

The City of Alachua is pleased to offer this letter of reference for Summit Professional Services, Inc. Working directly with Scott Modesitt, AICP, Project Development Director, the City was able to secure \$700,000 in funding under the FFY 2013 Neighborhood Revitalization category for our street improvements/repaving project. The firm was recently selected to perform grant administration services for upcoming projects in both the Neighborhood Revitalization category and Economic Development category.

Mr. Modesitt was very helpful in guiding our staff through each required step of the grant's application and administration process. The Summit team is extremely informative and up to date on all regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity. Their consistent high level of professionalism, responsiveness and expertise are nothing less than exceptional.

On behalf of the City of Alachua, I whole heartedly recommend Summit Professional Services, Inc. for your grant consulting and program administration needs.

Sincerely,

A handwritten signature in blue ink that reads "Traci L. Gresham".

Traci L. Gresham
City Manager

Appendix



CITY OF CALLAWAY
CITY HALL
6601 EAST HIGHWAY 22, CALLAWAY, FL 32404
PHONE 850-871-6000 • FAX 850-871-2444
WWW.CITYOFCALLAWAY.COM

MAYOR
BOB PELLETIER

COMMISSIONERS
MELBA COVEY
PAAN HENDERSON
RON FAIRBANKS
JOSEPH TOWNSEND

August 18, 2017

To Whom It May Concern:

The City of Callaway is pleased to offer this letter of reference for Summit Professional Services, Inc. Working directly with Denis Dingman, Vice-President, the City was able to secure a CDBG Housing Rehabilitation grant for the City totaling \$750,000 under the FFY 2009 Housing Rehabilitation category for repair and/or replacement of numerous homes within the city.

More recently, Summit Professional Services was selected to perform grant administration services for a subsequent project in the Housing Rehabilitation category for repair and/or replacement of homes within the City for an additional amount of \$750,000, bringing their total grants secured for the City of Callaway to a whopping \$1,500,000. To say we, as well as the citizens of Callaway, are pleased and excited is an understatement. Additionally, Summit has also assisted staff in the development of funding strategies for stormwater management and public infrastructure needs.

Mr. Dingman is always very helpful in guiding our staff through the required steps of the grant's application and administration process, always keeping us apprised of the next steps well in advance. The Summit team is up to date and well versed on all regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity. Their consistent professionalism and expertise are second to none.

On behalf of the City of Callaway, I whole heartedly recommend Summit Professional Services, Inc. for your grant consulting and program administration needs.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith Cook".

Keith "Eddie" Cook,
City Manager

ec/jlp

FIRE DEPARTMENT
P: 850-871-5200
F: 850-871-5564

LEISURE SERVICES
P: 850-874-0031
F: 850-874-9977

PLANNING/ CODE ENFORCEMENT
P: 850-871-4672
F: 850-871-2404

PUBLIC WORKS
P: 850-871-1033
F: 850-871-2416

ACTS & CONFERENCE CENTER
P: 850-874-0055
F: 850-874-0706

"This institution is an equal opportunity provider and employer."

Appendix

Lannie L. Corbin
City Manager



Office: (850) 279-6436
Fax: (850) 729-4013
E-mail: cobinl@niceville.org
208 N. Partin Drive
Niceville, Florida 32578

"Home of the Boggy Bayou Mullet Festival"

Tuesday, August 22, 2017

To Whom It May Concern:

The City of Niceville has had the pleasure of working with Summit Professional Services, Inc., since 2008 and we continue to be extremely happy with their efforts on our citizen's behalf.

At the present time, they are working with the City to administer the third CDBG Housing Rehabilitation project. Each grant was completed ahead of schedule, allowing the City to reapply.

We have been very pleased with the level of service that we have received from the Summit Team and consider them to be true professionals in this industry. They consistently go above and beyond in order to help the City achieve its goals.

I would highly recommend the professional services of the Summit team.

Sincerely,

Lannie L. Corbin
City Manager

Appendix

MAYOR
Hal J. Rose

DEPUTY MAYOR
Andrea Young

COUNCIL MEMBERS
Pat Bentley
Adam Gaffney
Bill Mettrick
Barbara A. Smith
John "Coach" Tice



Mayor Hal J. Rose
City Hall
2240 Minton Road
West Melbourne, FL 32904
Phone: (321) 837-7774
Fax: (321) 768-2390
www.westmelbourne.org

August 24, 2017

To Whom It May Concern:

The City of West Melbourne is pleased to offer this letter of reference for Summit Professional Services, Inc. We have worked with Scott Modesitt, AICP, Project Development Director, on a project which enabled the City to secure funding for a waterline project through the Neighborhood Revitalization category.

Mr. Modesitt has helped guide our staff through each step of the process. Summit Professional Services is extremely knowledgeable and responsive to the requests and requirements for Community Development Block Grant Projects funded through the Department of Economic Opportunity. They have impressively went above and beyond in order to help the City and ultimately our citizens.

On behalf of the City of West Melbourne, I would recommend Summit Professional Services, Inc. for any grant consulting and program administration needs.

Sincerely,

A handwritten signature in blue ink that reads "Hal J. Rose".

Hal J. Rose
Mayor

HR/tn

Appendix

135 Highway 40 West
Post Office Drawer 429
Inglis, Florida 34449



(352) 447-2203
(352) 447-2204
Fax (352) 447-1879

August 21, 2017

To Whom It May Concern:

We are pleased to recommend Summit Professional Services Inc. to anyone who may be in need of grant services. We have had the privilege of working with Dennis and Marie Dingman along with Scott Modesitt for many years. Their strive for excellence has been proven time and time again. They have successfully administered several grants for the Town of Inglis. Among the list were a Water Tower, Storm Water Management funding that addressed our storm water issues, Recreational grants and CDBG Grants.

We recently closed out our 2013 CDBG grant and as always they were on hand and guided us through every aspect of the grant process from start to finish. They have always gone far above and beyond what we expected. If you are fortunate enough to have them in your services you will not be disappointed. They are professional, honest and caring and will work to achieve the goals you set before them.

I am very confident that Summit Professional Services will provide your business or community the same professional caring service that they have provided to our town over the years.

Please feel free to contact me or my staff with any questions or concerns you may have in your selection process. Again I highly recommend to you the services provided by this dedicated firm.

Sincerely:

A handwritten signature in cursive script that reads "Drinda B. Merritt".

Drinda B. Merritt,

Mayor

"Gateway to the Gulf"

Appendix



220 N. Tubb Street • Post Office Box 96 • Oakland, FL 34760-0096 • 407.656.1117 (voice) • 407.656.2940 (fax)

December 4, 2017

RE: Summit Professional Services, Inc.

To Whom It May Concern:

I am pleased to offer this Letter of Recommendation for Summit Professional Services, Inc. on behalf of the Town of Oakland. Summit recently completed the last of several very successful CDBG Housing Rehabilitation programs for the Town. The program was completed on time and under budget.

Summit Professional Services, Inc. has continued to assist the Town with development of a future application and we look forward to working with them again on another successful project.

I am confident that Summit Professional Services, Inc. will provide your community with the same excellent service that they have provided to the Town of Oakland. On behalf of the Town of Oakland, I am pleased to recommend Summit Professional Services, Inc. as your grant consultant and program administrator.

Thank you,


Dennis Foltz, Town Manager

Appendix

City of Monticello

CITY COUNCIL

George Evans
Group 1, Vice-Mayor

Steve Rissman
Group 2

Julie Conley
Group 3

John Jones
Group 4, Mayor

Troy Avera
Group 5

Emily Anderson
City Clerk/Treasurer

Steve Wingate
City Manager

June 14, 2018

To Whom it May Concern

In re: Summit Professional Services

It is my pleasure to write a letter of recommendation for Summit Professional Services.

Summit Professional Services has assisted the City with several Community Development Block Grants, most recently a Housing Rehabilitation Grant. Through Summit's efforts, the City was able to complete more houses within the grant funding than originally anticipated, and the firm's intimate knowledge of the program's regulations, requirements, and reporting has made the process of administering the grant a smooth process. Summit Professional Services has been selected by the City to perform grant administration services for the next cycle of CDBG grants.

All partners and employees of the firm have provided prompt, professional, and efficient service, which is especially appreciated since Monticello is a small, economically-disadvantaged community without personnel dedicated solely to grant management. In addition, the firm is in constant contact with us to advise of current, upcoming, or potential grant funding which may meet the City's objectives.

If I can provide any further information, please do not hesitate to contact me.

Very truly yours,



Emily Anderson
City Clerk/Treasurer

EA/a

245 South Mulberry Street • Monticello, Florida 32344-1307 • (850) 342-0153
Fax (850) 997-2217
E-mail: eanderson@mymonticello.net

Appendix



Emergency Services of Putnam County Fire – EMS – Emergency Management

September 19, 2014

RE: Summit Professional Services, Inc.

To Whom It May Concern:

I am pleased to offer this Letter of Recommendation for Summit Professional Services, Inc. on behalf of Putnam County Emergency Management. Summit just completed two very successful CDBG Disaster Recovery Programs for the County totaling over \$1.6 million.

These funds were used to complete the following projects:

- Repair of the Paradise Point Wastewater Treatment Facility and Collection System
- Repair of the Port Buena Vista Wastewater Treatment Facility and Collection System
- Roof Renovation of the Price Martin Community Center in the City of Palatka
- Drainage improvements on Fourth Avenue in the Town of Welaka
- Construction of a new Emergency Operations Logistical Storage and Staging Facility

Summit Professional Services, Inc. has continued to assist the County with development of a future application for disaster recovery funding and we look forward to working with them again on another successful project.

I am confident that Summit Professional Services, Inc. will provide any community with the same excellent service that they have provided to our County as a grant consultant and program administrator.

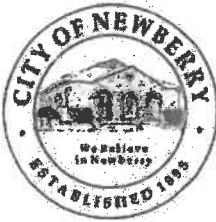
Thank you,

A handwritten signature in blue ink, appearing to read "Ryan Simpson".

Ryan Simpson, FPEM, MPA
Emergency Management Preparedness Coordinator

410 South SR 19 • Palatka, FL 32177 • Phone (386) 329-0379 • FAX (386) 329-0897

Appendix



CITY OF NEWBERRY

25440 West Newberry Road · P.O. Box 369
Newberry, Florida 32669
(352) 472-2161 · FAX (352) 472-7026

February 27, 2012

Re: Recommendation Letter for Summit Professionals, Inc.

To whom it may concern:

Please accept this letter of recommendation for Summit Professional Services, Inc. It is my understanding that Summit Professionals is submitting for your consideration a proposal to provide consulting services on a large Economic Development CDBG project in the Florida Panhandle. For the City of Newberry, Summit has proven itself to be a highly qualified firm well able to facilitate and develop successful CDBG applications as well as expertly administer funded projects through to completion and in compliance with requirements.

The City of Newberry has been working with Summit for over ten years now, and during that time, Summit has helped the City obtain millions of dollars in economic development funding. In addition to significant expansion and improvement of the City's public infrastructure, this funding has resulted in over 100 new jobs at five new local businesses in the City. Summit most recently assisted the City with grant funding in the amount of \$700,000 for the Nations Park Baseball Facility. Scheduled to open this summer, this park will be a tournament site that is projected to attract between 90-120,000 people to tournaments in Newberry each summer. The grant is helping to provide sewer and electrical infrastructure to Phase 1 of the facility. With 16 fields being constructed, Phase 1 will make it the largest complex of its kind in America. Phase 2 will expand the park to 32 fields, which would make it the largest in the world.

In addition to the Economic Development Community Development Block Grants, Summit has worked together with City staff to obtain grant funding for parks and recreation, land conservation acquisition, street paving, water and sewer utilities and historic preservation. Whether it is presenting to the City Commission, coordinating project administration, addressing financial details, or emailing with City staff, we are continually impressed by Summit's high level of professionalism, responsiveness, continuity, and expertise. It is with great confidence that we recommend the consulting services provided by Summit Professional Services, Inc.

If we may provide you with any further information to assist in your consideration of Summit Professional Services, Inc., please feel free to contact me.

Sincerely,

Keith Ashby
City Manager

Appendix

Clyde Cosgrove Builders Inc.

PO Box 428
Crystal River, Fl. 34423
(352) 795-1248
Fax (352) 795-0941
Homesbycosy.com
CBC059752 CBC1251134

March 19, 2015

TO WHOM IT MAY CONCERN:

I am a State of Florida building contractor located in Citrus County, Fl. I contract to build new homes in the surrounding counties. My company has been awarded government grants for rehabilitation programs and block grants in Citrus, Levy, Alachua, and Orange counties. I have had the pleasure of working with Dennis Dingman and Marie Dingman affiliated with Summit Professional Services. I have had a professional relationship throughout the complete phase of construction, from contract signing with the clients, selecting colors for his clients new home, supervision of projects, and financial matters, through completion of projects. I have been able to witness how knowledgeable and professional that Dennis is. He always is on task and his relationship with clients and the builder is stupendous. Dennis has the ability to address any situation that may arise for completion of his projects in a timely manner and under budget as his professionalism and experience attest to this. As a building contractor that has completed projects for Dennis, he has always been responsive, courteous, professional and dedicated to his profession as a CDBG Housing Administrator. I personally, would highly recommend Dennis Dingman to be the Housing Administrator for any future projects.

Sincerely,
Chad Cosgrove

Chad Cosgrove

NORTH FLORIDA OFFICE

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

**97 Hombre Circle
Panama City Beach, FL 32407
Phone: (877) 309-1951
Fax: (877) 309-1951**

Central Florida Office

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

**4408 Swift Circle
Valrico, Florida 33596**

**Phone: (813) 685-4585
Fax: (877) 309-1951**