

# **POLK CITY**

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

April 15, 2019

6:00 P.M.

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**CALL TO ORDER** – Mayor Joe LaCascia

**PLEDGE OF ALLEGIANCE** – Mayor Joe LaCascia

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

**ESTABLISHMENT OF A QUORUM**

## **AGENDA**

1. Agenda Review - City Commission Meeting – April 15, 2019

## **ADJOURNMENT**

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

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

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

# POLK CITY

April 15, 2019

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

7:00 P.M.

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**CALL TO ORDER** – Mayor Joe LaCascia

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

**PLEDGE OF ALLEGIANCE** – Mayor Joe LaCascia

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

**ESTABLISHMENT OF A QUORUM**

**ELECTION OF MAYOR** – City Manager Patricia Jackson

**ELECTION OF VICE MAYOR** - City Manager Patricia Jackson

**APPROVE CONSENT AGENDA**

**PRESENTATIONS AND RECOGNITIONS**

1. Child Abuse Prevention Month Proclamation

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

## **AGENDA**

1. Republic Services – Petition for 2019 Rate Adjustment
2. Repair of Hydro-Pneumatic Tanks at Jacob Water Plant

**CITY MANAGER ITEMS**

**CITY ATTORNEY ITEMS**

1. Adjustment in Fees for City Commission

**COMMISSIONER ITEMS**

Vice Mayor Kimsey  
Commissioner Blethen  
Commissioner Carroll  
Commissioner Harper  
Mayor LaCascia

**ANNOUNCEMENTS**

**ADJOURNMENT**

**CONSENT AGENDA**  
**April 15, 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 – March 18, 2019 - City Commission Workshop
2. Accept minutes – March 18, 2019 - Regular City Commission Meeting
3. Accept minutes – April 2, 2019 – Canvass Board Meeting
4. Accept minutes – April 4, 2019 – Canvass Board Meeting-Certify Election Results
5. Accept minutes – April 9, 2019 – Canvass Board Meeting-Post Election Audit

**B. REPORTS**

1. Building Report – March 2019
2. Code Enforcement Report – March 2019
3. Financial Report – March 2019
4. Library Report – March 2019
5. Polk Sheriff's Report – March 2019
6. Public Works Report – March 2019
7. Utilities Report – March 2019

**C. OTHER**

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

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**City Commission Meeting  
April 15, 2019**

**CONSENT AGENDA ITEM:**      Accept minutes for:

1. Accept minutes – March 18, 2019 - City Commission Workshop
2. Accept minutes – March 18, 2019 - Regular City Commission Meeting
3. Accept minutes – April 2, 2019 – Canvass Board Meeting
4. Accept minutes – April 4, 2019 – Canvass Board Meeting-Certify Election Results
5. Accept minutes – April 9, 2019 – Canvass Board Meeting-Post Election Audit

INFORMATION ONLY  
 ACTION REQUESTED

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**ISSUE:** Minutes attached for review and approval

**ATTACHMENTS:**

1. Accept minutes – March 18, 2019 - City Commission Workshop
2. Accept minutes – March 18, 2019 - Regular City Commission Meeting
3. Accept minutes – April 2, 2019 – Canvass Board Meeting
4. Accept minutes – April 4, 2019 – Canvass Board Meeting-Certify Election Results
5. Accept minutes – April 9, 2019 – Canvass Board Meeting-Post Election Audit

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:**      Approval of Minutes

## CITY COMMISSION MINUTES

March 18, 2019

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

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

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

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

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

### **APPROVE CONSENT AGENDA**

**Motion by Vice Mayor Kimsey** to approve the Consent Agenda; this motion was seconded by Commissioner Harper. Unanimously approved by voice vote.

### **PRESENTATIONS AND RECOGNITIONS**

Mayor LaCascia presented the Water Proclamation for April 2019.

### **PUBLIC COMMENT**

**Linda Jackson** (119 James Street, Auburndale) spoke in regards to the need for a traffic light at Mount Olive Road and SR 33. Her granddaughter was killed at that intersection recently.

City Manager Jackson provided the latest update from FDOT.

**Christy Meadows** (5876 Stage Coach Road) - spoke in regards to the need for a traffic light at Mount Olive Road and SR 33. Her daughter was killed at that intersection recently.

**Eric Maynard** (414 Ashley Road) – suggested a community Movie Night.

**Bill Burr** (750 Meandering Way) – Discussed Districting.

Mayor LaCascia, City Attorney Cloud and City Manager Jackson provided a thorough explanation of how Districting works.

**Laura Lambert** (414 Meandering Way) - inquired about a gas station such as a Pilot going in the area of the Marathon on SR 33. Also discussed the tennis court purchase.

Kathy Delp, Development Services Director responded that no application has been presented to the City.

City Manager Jackson stated an appraisal has to be done on the tennis courts site.

## **ORDER OF BUSINESS**

### **PUBLIC HEARING - Ordinance 2018-16 – Alcoholic Beverage Sales – Second and Final Reading**

An Ordinance of Polk City, Florida; amending the Code of Ordinances of Polk City, Florida; amending Section 6-61 of the Code of Ordinances of Polk City, Florida; providing for severability; providing for conflicts; providing an effective date, **Second and Final Reading**

Mayor LaCascia stated Polk City received a letter from Dakshesh Patel, owner of Sunoco Gas Station (644 Commonwealth Avenue) requesting a change in Polk City's Sunday beer sale hours to match the Polk County Ordinance already adopted.

Mayor LaCascia opened the Public Hearing; no one spoke; Mayor LaCascia closed the Public Hearing.

**Motion by Vice Mayor Kimsey** to approve Ordinance 2018-16 on Second and Final Reading; this motion was seconded by Commissioner Harper.

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

**Motion carried 4/1.**

### **PUBLIC HEARING - Ordinance 2019-02**

An Ordinance of Polk City, Florida, amending the Polk City Land Development Code, Amending Article 2, Regulations for Specific Districts, Table 2 – table of uses for each zoning district to add special events facilities in the zoning districts of Agriculture/Single Family Residential (AG-1), Single Family residential with horses (AG-2), single family residential (R-1), single family residential (R-2), Residential Business, and Professional District (C-1), General Commercial District (C-2), and Public Buildings and Grounds (PR); amending Article 3, Development Design and Improvement Standards; adding Section 3.10.01.2 – Special Events Facilities; and amending Article 9 – Definitions; adding the definition of Special Event Facilities; providing for applicability; repeal; severability; and an effective date, **Second and Final Reading**

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

Gary HoShing (505 Orange Boulevard) expressed an interest in hosting events on his property.

Robert Baker (525 Orange Boulevard) requested clarification regarding the permit coming before the Planning Commission as well as the City Commission for final approval. Also stated he does not have an issue with Mr. HoShing having events as long as they are not an everyday occurrence.

City Attorney Cloud provided a thorough explanation of exactly what this Ordinance allows.

Mayor LaCascia closed the Public Hearing.

**Motion by Vice Mayor Kimsey** to approve Ordinance 2019-02 on Second and Final Reading; this motion was seconded by Mayor LaCascia.

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

**Motion carried unanimously.**

**Central Florida Regional Planning Council – Planning Advisory Services – DEO #PO329**

City Manager Jackson stated Polk City received a DEO Technical Assistance Grant in the amount of \$30,000. Polk City would like to use CFRPC to administer the work on this grant. There is no fiscal impact as Polk City will be reimbursed the \$30,000 used to pay CFRPC.

**Motion by Commissioner Harper** to approve the CFRPC Planning Advisory Services – DEO #PO329; this motion was seconded by Commissioner Blethen.

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

**Adjustment in Fees for Commissioners – Mayor LaCascia**

Mayor LaCascia stated several months ago he presented the City Commission with a list of concerns regarding the manner in which the City Commission is doing its jobs in reviewing information prior to meetings. There are several other items that Polk City could improve upon. Prior to the Regular meeting, the Commission would meet in a Workshop setting to discuss items on the Agenda. One other item is to attend the

Institute for Elected Municipal Officials (IEMO). This is a critical learning tool for the Commissioners.

The City Commission's currently salary is \$65.00/month and the Mayor is \$130/month; Inquired with all cities in Polk County and Polk City is well below on the salary scale (see table in file).

Therefore, Mayor LaCascia is proposing \$150/month for Commissioners and \$300/month for the Mayor. Total cost is \$4,680/year. If this increase is approved, total cost would be \$10,800.00/year and would begin April 1, 2019.

**Motion by Mayor LaCascia** to approve the pay increase of \$150/month for Commissioners and \$300/month for the Mayor; this motion was seconded by Vice Mayor Kimsey.

City Attorney Cloud stated changing salaries has to be done by Ordinance. The City Commission would authorize staff to draft an ordinance amending the current salary to present to the City Commission. Polk City's Charter authorizes reimbursement of expenses incurred in connection with performing official duties for Polk City.

Vice Mayor Kimsey stated Mayor LaCascia has incurred quite a bit of expense in his duties as Mayor.

City Attorney Cloud stated authorize the staff to gather the receipts for expenses incurred and present to the Commission for approval.

Mayor LaCascia stated he does not wish to be reimbursed. Simply approve the increase.

**Motion by Commissioner Harper** to amend the original motion to reflect the addition of authorizing the staff to gather the receipts for expenses incurred and present to the Commission for approval; this amended motion was seconded by Commissioner Blethen.

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

**Motion carried unanimously.**

Laura Lambert (414 Meandering Way) – Spoke in regards to this being a 150% increase over what it was previously. Why wait this long?

### **Planning Commission Alternate Candidates**

City Manager Jackson briefly discussed the letters of interest submitted to Polk City for the Planning Commission Alternate member position. The Planning Commission has



two vacant seats for “Alternate Members;” alternates fill in when a Planning Commission Member is absent.

All members must be registered voters, and in addition, members are qualified to serve if they are a city resident, owners or appointed employees of businesses within the city limits, or live within five miles of the city limits in unincorporated Polk County. These members shall be appointed for staggered terms of three years and may be reappointed for consecutive terms. The terms of all appointments are from January to December.

Letters of Interest are presented in the order they were received:

- 1) Bradley Denault, 402 Fussell Road - Present
- 2) Michaela Babbs, 117 Pine Avenue - Absent
- 3) Bob Baker, 525 Orange Boulevard - Present

Mayor LaCascia expressed the need to hear from each candidate. City Commission members concurred.

Each candidate introduced themselves to the City Commission and addressed the question as to why they wanted to be an alternate member of the Planning Commission.

**After introductions and discussion, the Commission voted without a motion and second to appoint Bradley Denault as Alternate #1 and Robert Baker as Alternate #2.**

### **CITY MANAGER ITEMS**

**Relocation of SR 33 Sprayfield** – Polk City is going out for bid on March 29, if bid specs come back on time.

**CDBG** – Polk City is eligible for CDBG funds and can hopefully submit application in August for funding.

**Jacobs Water Plant** – Waiting on the appraisal to be completed.

**DBCC Parking Lot** – Staff will be putting together bid specifications for paving the parking area.

**CITY ATTORNEY ITEMS** - None

### **COMMISSIONER ITEMS**

**Vice Mayor Kimsey** – Encouraged the residents to continue coming to the City Commission Meetings.

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

**Commissioner Carroll** – Encouraged the Linda Jackson and Christy Meadows to continue reaching out to FDOT and our state representatives.

**Commissioner Harper** – Concurred with Commissioner Carroll’s comments. Thanked everyone for coming to the City Commission Meeting.

**Mayor LaCascia** – Discussed a Mock City Commission Meeting on Tuesday, March 19, 2019 at 1:00 pm at City Hall. On April 24-26, 2019 City Manager Jackson and Mayor LaCascia will be taking a trip with other City and County Officials to the CFDC North Carolina State Centennial Campus Mission.

**SunTrax** – Briefly discussed the latest update on SunTrax.

**ANNOUNCEMENTS** - None

**ADJOURNMENT** – 9:09 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

**CONSENT AGENDA**  
**March 18, 2019**

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**A. CITY CLERK**

1. Accept minutes – February 7, 2019 – Special City Commission Meeting
2. Accept minutes - February 18, 2019 - City Commission Workshop
3. Accept minutes – February 18, 2019 - Regular City Commission Meeting

**B. REPORTS**

1. Building Report – February 2019
2. Code Enforcement – February 2019
3. Financial Report – January/February 2019
4. Library Report – February 2019
5. Polk Sheriff's Report – February 2019
6. Public Works/Utilities Report – February 2019

**C. OTHER**

## CITY COMMISSION WORKSHOP MINUTES

March 18, 2019

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

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

### **ORDER OF BUSINESS**

#### **Agenda Review - City Commission Meeting – March 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.

#### **PUBLIC HEARING - Ordinance 2018-16 – Alcoholic Beverage Sales – Second and Final Reading**

An Ordinance of Polk City, Florida; amending the Code of Ordinances of Polk City, Florida; amending Section 6-61 of the Code of Ordinances of Polk City, Florida; providing for severability; providing for conflicts; providing an effective date, **Second and Final Reading**

Mayor LaCascia stated Polk City received a letter from Dakshesh Patel, owner of Sunoco Gas Station (644 Commonwealth Avenue) requesting a change in Polk City's Sunday beer sale hours to match the Polk County Ordinance already adopted.

No discussion.

#### **PUBLIC HEARING - Ordinance 2019-02**

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Commissioner Carroll discussed email from Robert Baker regarding his displeasure of this ordinance.

City Manager Jackson responded that Mr. Baker has never come in or spoken to any City staff. However, he was mainly referring to a Code Enforcement issue. He will speak at the Regular Meeting at 7pm.

**Central Florida Regional Planning Council – Planning Advisory Services – DEO #PO329**

Jeff Schmucker (CFRPC) provided a thorough explanation on the Planning Advisory Services Agreement and the work CFRPC will administer on behalf of Polk City in regards to the DEO Technical Assistance Grant in the amount of \$30,000 grant that Polk City has received. Mr. Schmucker addressed questions and concerns from the City Commissioners.

Commissioner Blethen inquired about how the funds would be allocated.

Commissioner Harper stated Polk City does not need public parking, but in desperate need of sidewalks.

**Adjustment in Fees for Commissioners – Mayor LaCascia**

Mayor LaCascia stated several months ago he presented the City Commission with a list of concerns regarding the manner in which the City Commission is doing its jobs in reviewing information prior to meetings. There are several other items that Polk City could improve upon. Prior to the Regular meeting, the Commission would meet in a Workshop setting to discuss items on the Agenda. One other item is to attend the Institute for Elected Municipal Officials (IEMO). This is a critical learning tool for the Commissioners.

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Therefore, Mayor LaCascia is proposing \$150/month for Commissioners and \$300/month for the Mayor. Total cost is \$4,680/year. If this increase is approved, total cost would be \$10,800.00/year and would begin April 1, 2019.

Commissioner Harper stated no one is doing this for the money. Suggested waiting until later to do this increase.

Mayor LaCascia stated a Resolution would be done if there is a salary increase.

Commissioner Blethen stated this increase would possibly entice others to become a Commissioner.

Vice Mayor Kimsey suggested reimbursement for mileage and Mayor LaCascia has represented Polk City very well.

Commissioner Blethen would like more discussion on the expenses.

Mayor LaCascia continued discussion on being more professional and more efficient as a Commissioner.

Commissioner Carroll stated he is not a Commissioner for the money.

**Planning Commission Alternate Candidates**

THIS ITEM WAS NOT DISCUSSED.

**ADJOURNMENT** – 6:57 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

**CANVASSING BOARD MEETING MINUTES**  
(Supervisor of Elections Operations Center – Winter Haven)

April 2, 2019

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

**Absent:** Commissioner Randy Carroll

**ORDER OF BUSINESS**

The meeting was called to order at 6:00 p.m.; it was the consensus that Mayor LaCascia serve as Chairman of the Canvassing Board.

Supervisor of Elections, Lori Edwards, advised 403 vote by mail ballots were requested and 204 vote by mail ballots came back. It was recommended the 240 ballots be accepted.

**Motion by Vice Mayor Kimsey** to accept the vote by mail ballots; this motion was seconded by Commissioner Blethen. **Motion carried unanimously.**

The Supervisor of Elections, Lori Edwards, advised a signature needed to be reviewed for Voter ID # 123141300; State Law requires a comparison of the signature (there were three documents passed around to verify signature). **At this time, it was discovered the recorder did not start when the record button was pressed.**

**Motion by Vice Mayor Kimsey** to reject ballot ID # 123141300; this motion was seconded by Commissioner Harper. **Motion carried unanimously.**

The meeting recessed at 6:08 p.m.

Chairman LaCascia reconvened the meeting at 8:00 p.m.

The poll summary was given to the Canvassing Board, and it was the consensus not to post the election results until the vote by mail ballots were counted.

The Canvassing Board received the 2019 April Municipal Election Summary Report for Polk City:

Yes: 172  
No: 161

**Motion by Commissioner Harper** to accept the unofficial results; this motion was seconded by Vice Mayor Kimsey.

**Motion carried unanimously.**

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Patricia Jackson, City Manager

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Joe LaCascia, Chairman  
Canvassing Board

# CANVASSING BOARD MEETING MINUTES

April 4, 2019

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

**ROLL CALL** – Sheandolen Dunn

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

**Absent:** Commissioner Randy Carroll and City Attorney Thomas Cloud

## **ORDER OF BUSINESS**

### **Canvassing Board –Certify Election Results**

City Manager Patricia Jackson stated the purpose of this meeting was to certify the election results. The election results were as follows:

**Amendment #1 (Districting) the whole number of votes cast was 333 of which number:**

Yes (for approval)....172 votes

No (for rejection).....161 votes

**Amendment #1 - Passed**

**Motion by Commissioner Harper** to accept the elections results of Charter Amendment #1 as presented; this motion was seconded by Commissioner Blethen.

**Motion carried unanimously by Voice Vote.**

## **ANNOUNCEMENTS**

City Manager Jackson reminded the Canvassing Board of the Post Election Audit meeting on April 9 at 3:30 pm at the Supervisor of Elections Office (Winter Haven).

**ADJOURNMENT** – 6:32 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor



**CANVASSING BOARD MEETING MINUTES**  
(Supervisor of Elections Operations Center – Winter Haven)

April 9 , 2019

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The meeting was called to order at 3:30 pm at the Supervisor of Elections Operations Center (Winter Haven).

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

**Absent:** Commissioner Randy Carroll and City Attorney Thomas Cloud

**ORDER OF BUSINESS**

**Post-Election Audit – Random Audit Selection and Conduct Audit**

Lori Edwards, Supervisor of Elections, provided a brief overview of the rules and security procedures for this meeting as prescribed by law.

As there was only one item on the ballot, the Charter Amendment (Districting) was by default audited.

The Supervisor of Election's counting team proceeded to manually count each of the votes. The votes counted matched the numbers from the automated voting system. Those votes were:

For Charter Amendment #1 – 172  
Against Charter Amendment #1 - 161

The Supervisor of Elections Voting System Post-Election Audit Report and Precinct Summary for Polk City are on file in the City Clerk's Office.

**ANNOUNCEMENTS** - None

**ADJOURNMENT** – 3:50 pm

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Patricia R. Jackson, City Manager

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Joe LaCascia, Mayor

**City Commission Meeting  
April 15, 2019**

**CONSENT AGENDA ITEM:**      Department Monthly Reports

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:** Department Reports attached for review and approval.

**ATTACHMENTS:**

Monthly Department Reports for:

- Building Report – March 2019
- Code Enforcement Report – March 2019
- Finance Report – March 2019
- Library Report – March 2019
- Polk Sheriff's Report – March 2019
- Public Works Report – March 2019
- Utilities Report – March 2019

**ANALYSIS:**

**STAFF RECOMMENDATION:**      Approval of Department Reports via Consent Agenda

**Polk City Permits Added**  
From: 03/01/19 To: 03/31/2019

**COMMERCIAL**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2019-248	330 COMMONWEALTH AVE, POLK CITY, FL 33868	4,000.00	03/01/2019
BC-2019-308	9835 N HWY 33 POLK CITY, FL 33868	500.00	03/18/2019
BC-2019-309	9835 N HWY 33 POLK CITY, FL 33868	1,000.00	03/18/2019
BC-2019-316	104 SW COMMONWEALTH AVE, POLK CITY, FL 33868	81,112.00	03/19/2019
BC-2019-342	9610 N HWY 33 POLK CITY, FL 33868	30,000.00	03/27/2019
<b>Subtotal:</b>		<b>\$116,612.00</b>	

**ELECTRICAL**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2019-4207	5397 Mt Olive RD, Polk City, FL 33868	2,400.00	03/29/2019
<b>Subtotal:</b>		<b>\$2,400.00</b>	

**MECHANICAL**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2019-3140	209 GREENLEAF LN, POLK CITY, FL 33868	10,353.00	03/11/2019
<b>Subtotal:</b>		<b>\$10,353.00</b>	

**RE-ROOF**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2019-3056	445 SW COMMONWEALTH AVE, POLK CITY, FL 33868	1,250.00	03/07/2019
BT-2019-3060	123 SE BROADWAY BLVD, POLK CITY, FL 33868	1,200.00	03/07/2019
BT-2019-3987	630 2ND ST, POLK CITY, FL 33868	5,000.00	03/26/2019
<b>Subtotal:</b>		<b>\$7,450.00</b>	

**RESIDENTIAL**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2019-1953	8818 CONWAY RD, POLK CITY, FL 33868	108,900.00	03/04/2019
BR-2019-1959	520 2ND ST, POLK CITY, FL 33868	850.00	03/04/2019
BR-2019-2019	550 MARKLEN LOOP, POLK CITY, FL 33868	200.00	03/05/2019
BR-2019-2247	8830 CONWAY RD, POLK CITY, FL 33868	135,300.00	03/13/2019
BR-2019-2290	675 MEANDERING WAY, POLK CITY, FL 33868	4,100.00	03/14/2019
BR-2019-2467	242 Laynewade Polk City, FL 33868	4,000.00	03/19/2019
BR-2019-2647	8826 CONWAY RD, POLK CITY, FL 33868	127,600.00	03/25/2019
BR-2019-2649	8822 CONWAY RD, POLK CITY, FL 33868	108,900.00	03/25/2019
BR-2019-2708	750 MEANDERING WAY, POLK CITY, FL 33868	9,700.00	03/26/2019
BR-2019-2742	7470 BERKLEY RD, POLK CITY, FL 33868	255,000.00	03/26/2019

*SFR To Date 9*

BR-2019-2772

8836 SUNAPEE LOOP, POLK CITY, FL 33868

96,800.00

03/27/2019

**Subtotal:** \$851,350.00

**Grand Total:** \$988,165.00

# Code Enforcement Report

## MARCH 2019

DATE	ADDRESS	VIOLATION	STATUS
3/5/2019	OFFICE	RETRIEVED PHONE MESSAGES	RETURNED CALLS
3/5/2019	CITY WIDE	SNIP SIGN	REMOVED 3 SIGNS HAD FORD F250 NO RUNNING BOARDS, TALL
3/5/2019	CITY WIDE	INSPECTED PROPERTIES	SOME COMPLIANCE
3/6/2019	207 SUNSHINE	Nuisance property; prohibited conditions, D/A VEHICLES JUNK OPEN STORAGE	LETTER SENT
3/6/2019	117 SUNSHINE	Nuisance property; prohibited conditions.	LETTER SENT
3/6/2019	INSPECTED OPEN CASES WITH CBD OF TODAY	FOUND A FEW COMPLIED	ENTERED PHOTOS
3/7/2019	ALL SCRIPA PROPERTIES	MET WITH ONE OF THE PEOPLE REPRESENTING THE FAMILY PROPERTIES.	DISCUSSED THE PROGRESS OF VIOLATIONS
3/7/2019	OFFICE	RETURNED PHONE CALLS FROM MESSAGES	MADE NOTES IN CASES
3/7/2019	414 ASHLEY ROAD	Nuisance property; prohibited conditions, JUNK OPEN STORAGE BUILDING W/O PERMIT	LETTER
3/7/2019	717 3RD STREET	BUILDING W/O PERMIT	LETTER
3/7/2019	148 HONEYBEE LANE	OVERGROWTH JUNK AND DEBRIS	LETTER
3/7/2019	POST OFFICE	POSTED LETTERS	MAILED
3/7/2019	OFFICE	MET WITH COUPLE OF PROPERTY OWNERS AND WENT OVER CASE AND MORE	CAME TO AN UNDERSTANDING OF THE CITY ORDINANCES
3/11/2019	CITY WIDE	SNIP SIGN	REMOVED 21 SNIP SIGNS FROM CITY RIGHT OF WAYS AND POLES.
3/12/2019	TOOK MESSAGES OFF PHONE	RETURNED PHONE CALLS FROM MESSAGES	MADE NOTES IN CASES
3/12/2019	CITY WIDE	INSPECTED PROPERTIES WITH THE CBD OF THER DAY	SOME COMPLIANCE

3/12/2019	OFFICE	MET WITH ROBERT BAKER	ANSWERED QUESTIONS AND CONCERNS
3/12/2019	OFFICE	MET WITH MR. HOSHING	WENT OVER HIS CASE AND AGREED TO A DATE OF THE EXTENSION
3/13/2019	CITY WIDE	INSPECTED PROPERTIES WITH THE CBD OF THE DAY	COMPLIED SOME AND LOADED PHOTOS TO 2019 PHOTOS
3/13/2019	OFFICE	ANSWERED AND RETURNED PHONE CALLS	SET UP MEETING IN THE FIELD
3/13/2019	CITY WIDE	INSPECTED AND TOOK PHOTOS	SPOKE W/CITIZENS IN THE FIELD
3/14/2019	OFFICE	PUT THE SM AGENDA TOGETHER	POSTED AGENDA AT CITY HALL
3/18/2019	OFFICE /FIELD	INSPECTED SM CASES	TOOK NOTES AND PHOTOS
3/18/2019	CITY WIDE	SNIPER SIGN	18 SIGNS
3/18/2019	OFFICE	MADE AND RETURNED CALLS	LEFT MESSAGES
3/19/2019	OFFICE /FIELD	INSPECTED SM CASES	TOOK NOTES AND PHOTOS
3/19/2019	OFFICE	PRINTED	PREPARED ALL PAPERWORK FOR SM
3/20/2019	ALL SM CASES	CHECKED VIOLATIONS	PUT LAST MINUTE PHOTOS INTO CASES
3/20/2019	CITY HALL	GATHERED INFORMATION NEEDED FOR SM	SET UP FOR SM
3/20/2019	COMMISSION CHAMBERS	SM	HEARING
3/26/2019	ORGANIZED THE RESULTS OF THE SM	MADE NOTES IN THE SM CASES	FILED CASES FROM THE FINDINGS
3/26/2019	OFFICE	MET W/CITIZEN IN OFFICE	ANSWERED QUESTIONS / FOUND SOLUTIONS
3/27/2019	CITY WIDE	SNIPER SIGN	15 SIGNS
3/27/2019	CURRENT CASE	RE-CHECKED PROPERTIES	TOOK PHOTOS/ FILED PHOTOS
3/27/2019	OFFICE	RETURNED PHONE CALLS FROM MESSAGES	CASE NOTES/ ANSWERED QUESTIONS
3/28/2019	ANSWERED MESSAGES AND RETURNED CALLS	ADDED NOTES TO CASES	FILED ITEMS INTO CASES/ CLOSED CASES
3/28/2019	COMPOSED LETTERS	MAILED OUT LETTERS	TOOK TO POST OFFICE
3/28/2019	CITY WIDE	SNIPER SIGN	21 SIGNS
3/30/2019	CITY WIDE	INVESTIGATE A COMPLAINT THAT ONLY TAKES PLACE ON THE WEEKENDS/SNIPE SIGNS	28 SIGNS

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

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	2,022,042.33	
01-101-800	Cash - GF Police Public Safety Impact Fees	128,463.13	
01-101-801	Cash - GF Fire Public Safety Impact Fees	90,718.70	
01-101-802	Cash - GF Recreation Impact Fees	272,521.76	
01-101-803	Cash - GF Gen Gov't Facilities Impact Fees	229,392.85	
01-101-990	Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	5,053.62	
01-115-110	Accounts Receivable - NSF	50.00-	
01-115-120	Accounts Receivable - Local Bus Licenses	3,276.00	
01-115-130	Accounts Receivable - Readiness to Serve	2,476.98	
01-115-200	Accounts Receivable - Year End	58,865.23-	
01-117-100	Allowance for Bad Debt	8,857.17-	
01-117-200	Allowance for Uncollectible A/R	2,476.98-	
01-153-302	Restricted Cash - New Local Opt Gas Tax	75,696.71	
01-153-303	Restricted Cash - Building and Codes	2,000.00	
01-155-100	Prepaid Expenses	684.64	
01-155-200	Prepaid Insurance	1,115.63-	
01-160-902	Reserve Account	177,764.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		3,003,084.39
01-202-100	Accounts Payable	168,935.98-	
01-202-200	Accounts Payable - Year End	6,416.20-	
01-202-900	Customer Deposits	2,800.00	
01-207-800	Due to Enterprise Fund	12,437.00-	
01-208-300	Due to County - Impact Fees	190,039.68	
01-208-310	Due to DCA - Bldg Permit Surcharge	277.95	
01-208-320	Due to Dept of Business - License Fees	1,403.51	
01-208-330	Due to PCSO - Police Education Revenue	128.17	
01-216-100	Accrued Payroll	8,582.88-	
01-217-200	Accrued Sales Tax	258.99	
01-218-050	Payroll Liabilities	87.80	
01-218-100	Payroll Taxes Payable	5,478.26-	
01-218-200	FRS Retirement Payable	5,729.83	
01-218-300	Health Plan Payable	3,929.38	
01-218-310	Long Term Disability Payable	457.08	
01-218-320	Supplemental Insurance Payable	722.03	
01-218-327	CHL- Child Support	635.08	
01-218-400	Dental Plan Payable	590.14	
01-218-410	Vision Plan Payable	585.98	
	** TOTAL LIABILITY**		5,795.30
01-243-100	Encumbrances Placed	1,128.08	
01-245-100	Reserved for Encumbrances	1,128.08-	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	2,675,127.71	
	** TOTAL EQUITY**		2,675,127.71
	** TOTAL REVENUE**		1,329,677.45
	** TOTAL EXPENSE**		1,007,516.07
	TOTAL LIABILITY AND EQUITY		3,003,084.39

POLK CITY  
 MARCH 2019 MONTHLY FINANCIALS

GENERAL FUND REVENUES  
 50.00 % Yr Complete For Fiscal Year: 2019 / 3

G/L ACCOUNT	DESCRIPTION	2018 PRIOR YR REVENUE	2019 ANTICIPATED REVENUE	ADJ ANTICIPATED	2019 CURRENT REVENUE	2019 YTD REVENUE	2019 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-311-100	Ad Valorem Taxes	603,369.50	735,076.00	735,076.00	31,284.76	603,475.29	131,600.71	82.10 %
01-312-300	9th Cent Gas Tax	14,594.37	14,500.00	14,500.00	1,334.79	5,199.47	9,300.53	35.86 %
01-312-400	Local Option Gas Tax	81,004.82	82,534.00	82,534.00	0.00	28,874.34	53,659.66	34.98 %
01-312-410	New Local Option Gas Tax	50,528.73	50,775.00	50,775.00	0.00	17,389.08	33,385.92	34.25 %
01-314-100	Electric - Utility Tax	102,386.61	86,200.00	86,200.00	6,466.81	43,405.23	42,794.77	50.35 %
01-314-300	Water - Utility Tax	57,257.65	54,630.00	54,630.00	0.00	20,641.04	33,988.96	37.78 %
01-314-301	Water - Utility Tax - Readiness to Se	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-314-400	Gas - Utility Tax	5,226.08	4,100.00	4,100.00	820.45	3,497.42	602.58	85.30 %
01-315-100	Communications Services Tax	208,573.77	206,035.00	206,035.00	17,189.07	95,201.76	110,833.24	46.21 %
01-316-100	Local Business Licenses	17,852.66	7,800.00	7,800.00	415.34	2,996.08	4,803.92	38.41 %
01-322-100	Building Permits	175,413.07	100,000.00	100,000.00	2,756.19	20,588.40	79,411.60	20.59 %
01-322-101	Bldg Permit - Plan Checking	102,905.22	47,747.00	47,747.00	1,649.59	10,444.44	37,302.56	21.87 %
01-322-102	Bldg Permit - Admin Fee	5,078.00	2,000.00	2,000.00	300.00	2,960.00	(960.00)	148.00 %
01-322-103	Bldg Permit - Electrical	16,770.00	12,000.00	12,000.00	500.00	4,325.00	7,675.00	36.04 %
01-322-104	Bldg Permit - Plumbing	14,788.00	12,000.00	12,000.00	500.00	4,250.00	7,750.00	35.42 %
01-322-105	Bldg Permit - Mechanical	14,900.00	12,000.00	12,000.00	375.00	4,200.00	7,800.00	35.00 %
01-322-107	Bldg Permit - Cert of Occupancy	3,185.00	390.00	390.00	570.00	2,250.00	(1,860.00)	576.92 %
01-322-108	Bldg Permit - Inspections	139,603.65	150,000.00	150,000.00	18,410.00	74,864.70	75,135.30	49.91 %
01-322-109	Bldg Permit - Demolition	0.00	0.00	0.00	0.00	57.50	(57.50)	0.00 %
01-323-100	Electric	68,314.25	58,732.00	58,732.00	0.00	14,432.17	44,299.83	24.57 %
01-323-300	Solid Waste	30,157.38	31,050.00	31,050.00	4,500.00	11,250.00	19,800.00	36.23 %
01-324-100	Police - Public Safety Impact Fee	62,564.03	66,434.00	66,434.00	1,289.98	16,769.74	49,664.26	25.24 %
01-324-110	Fire/Rescue - Public Safety Impact Fe	33,475.67	35,546.00	35,546.00	690.22	8,972.86	26,573.14	25.24 %
01-324-610	Parks & Recreation Impact Fee	100,895.52	107,136.00	107,136.00	2,080.32	27,044.16	80,091.84	25.24 %
01-324-710	Public Facilities Impact Fee	169,556.97	180,045.00	180,045.00	3,496.02	45,448.26	134,596.74	25.24 %
01-329-220	Site Plan Reviews	1,600.00	0.00	0.00	0.00	1,400.00	(1,400.00)	0.00 %
01-331-510	CDBG	15,860.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-334-201	Justice Assistance Grant (JAG)	0.00	5,113.00	5,113.00	0.00	0.00	5,113.00	0.00 %
01-334-910	DEO GRANT	61,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-335-120	MRS - State Sales Tax	57,403.00	57,580.00	57,580.00	4,765.31	28,591.83	28,988.17	49.66 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	17,888.27	17,260.00	17,260.00	1,467.02	8,802.12	8,457.88	51.00 %
01-335-123	MRS - Municipal Fuel Tax	16.21	8.00	8.00	4.98	29.91	(21.91)	373.88 %
01-335-140	Mobile Home License	5,485.35	4,800.00	4,800.00	313.50	3,847.32	952.68	80.15 %
01-335-150	Alcoholic Beverage License	1,125.71	1,125.00	1,125.00	0.00	0.00	1,125.00	0.00 %
01-335-180	Half-Cent Sales Tax	107,782.73	114,645.00	114,645.00	0.00	38,987.32	75,657.68	34.01 %
01-337-100	Library Coop Funding	31,990.11	31,990.00	31,990.00	0.00	16,938.04	15,051.96	52.95 %
01-340-400	Solid Waste	280,018.50	281,000.00	281,000.00	25,464.79	122,196.19	158,803.81	43.49 %
01-340-700	Stormwater Utility Fees	23,879.67	24,922.00	24,922.00	2,512.66	12,516.55	12,405.45	50.22 %
01-340-900	Notary Fees	25.00	0.00	0.00	30.00	95.00	(95.00)	0.00 %



POLK CITY  
 MARCH 2019 MONTHLY FINANCIALS

GENERAL FUND REVENUES  
 50.00 % Yr Complete For Fiscal Year: 2019 / 3

G/L ACCOUNT	DESCRIPTION	2018 PRIOR YR REVENUE	2019 ANTICIPATED REVENUE	ADJ ANTICIPATED	2019 CURRENT REVENUE	2019 YTD REVENUE	2019 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-344-900	FDOT Maintenance Agreement	16,303.82	16,303.00	16,303.00	0.00	4,075.95	12,227.05	25.00 %
01-347-100	Library Income	8,394.78	6,000.00	6,000.00	879.37	3,567.74	2,432.26	59.46 %
01-351-200	Fines, Penalties, and Forfeitures	7,305.73	2,000.00	2,000.00	0.00	1,980.44	19.56	99.02 %
01-359-300	Late Fees	466.75	200.00	200.00	101.50	172.00	28.00	86.00 %
01-361-100	Interest Income	390.85	200.00	200.00	0.00	825.04	(625.04)	412.52 %
01-362-100	Activity Center Rentals	2,300.00	1,500.00	1,500.00	150.00	1,700.00	(200.00)	113.33 %
01-362-200	Donald Bronson Community Center Renta	4,000.00	2,500.00	2,500.00	300.00	3,650.00	(1,150.00)	146.00 %
01-365-100	Sales of Surplus Property	3,586.39	500.00	500.00	0.00	111.10	388.90	22.22 %
01-366-100	Private Donations	0.00	0.00	0.00	0.00	490.00	(490.00)	0.00 %
01-366-101	Private Donations - Christmas	1,800.00	1,000.00	1,000.00	0.00	2,000.00	(1,000.00)	200.00 %
01-366-102	Private Donations - Halloween	1,450.00	200.00	200.00	0.00	1,000.00	(800.00)	500.00 %
01-366-104	Private Donations - Music Festival	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-366-110	Private Donations - Library	836.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-369-100	Misc. Income	5,656.02	300.00	300.00	4.50	18.22	281.78	6.07 %
01-369-101	Misc Income - Copies and Faxes	53.50	0.00	0.00	0.00	7.50	(7.50)	0.00 %
01-369-102	Misc Income - Collection Allowance	17,854.83	5,000.00	5,000.00	0.00	4,955.22	44.78	99.10 %
01-369-120	Misc Income - Christmas	160.00	100.00	100.00	0.00	160.00	(60.00)	160.00 %
01-369-130	Misc Income - Halloween	140.00	100.00	100.00	0.00	240.00	(140.00)	240.00 %
01-369-400	Insurance Proceeds	4,451.63	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-401	Insurance - Claims	0.00	0.00	0.00	0.00	2,265.16	(2,265.16)	0.00 %
01-369-500	Refund of State Gas Tax	489.56	200.00	200.00	109.56	517.86	(317.86)	258.93 %
01-381-400	Transfer From Enterprise Fund	183,591.50	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-381-900	Cash Carry Forward	0.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
01-387-100	Loan Proceeds	1,389,020.56	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTALS		4,330,727.42	2,782,476.00	2,782,476.00	130,731.73	1,329,677.45	1,452,798.55	47.79 %

POLK CITY  
MARCH 2019 MONTHLY FINANCIALS

General Fund Expenditures  
50.00 % Yr Complete For Fiscal Year: 2019 / 3

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	5,415.00	5,415.00	5,415.00	390.83	2,581.94	2,833.06	47.68 %
01-511-160	Bonuses and Gift Certificates - Legis	2,165.66	2,500.00	2,500.00	0.00	2,165.65	334.35	86.63 %
01-511-210	Fica Taxes - Legislative	579.92	1,020.00	1,020.00	29.89	363.17	656.83	35.60 %
01-511-240	Worker's Compensation - Legislative	15.20	16.00	16.00	0.00	11.00	5.00	68.75 %
01-511-400	Travel and Training - Legislative	2,305.49	5,500.00	5,500.00	787.31	1,412.31	4,087.69	25.68 %
01-511-470	Printing and Reproduction - Legislati	0.00	500.00	500.00	54.69	54.69	445.31	10.94 %
01-511-480	Promo Activities & Legal Ads - Legisl	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-511-490	Other Current Charges - Legislative	171.28	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-511-510	Office Supplies - Legislative	0.00	400.00	400.00	0.00	108.04	291.96	27.01 %
01-511-520	Operating Supplies - Legislative	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-511-540	Books, Pub., Sub., & Memberships - Le	2,041.00	6,000.00	6,000.00	0.00	3,420.00	2,580.00	57.00 %
DEPARTMENT TOTAL		12,693.55	26,851.00	26,851.00	1,262.72	10,116.80	16,734.20	37.68 %
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EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	128,486.14	136,760.00	136,760.00	10,520.09	65,487.45	71,272.55	47.88 %
01-512-130	Other Salaries and Wages - Executive	4,707.81	4,800.00	4,800.00	369.24	2,400.06	2,399.94	50.00 %
01-512-160	Bonuses and Gift Certificates - Execu	15,538.72	22,750.00	22,750.00	0.00	21,056.34	1,693.66	92.56 %
01-512-210	Fica Taxes - Executive	11,092.93	14,600.00	14,600.00	820.12	6,875.28	7,724.72	47.09 %
01-512-220	Retirement Contribution - Executive	22,476.63	25,100.00	25,100.00	1,926.08	12,423.21	12,676.79	49.49 %
01-512-230	Life & Health Insurance - Executive	16,930.03	18,489.00	18,489.00	1,540.74	7,113.26	11,375.74	38.47 %
01-512-240	Worker's Compensation - Executive	233.41	315.00	315.00	0.00	194.00	121.00	61.59 %
01-512-310	Professional Services - Executive	0.00	300.00	300.00	0.00	32.00	268.00	10.67 %
01-512-400	Travel and Training - Executive	1,983.13	3,500.00	3,500.00	25.00	651.02	2,848.98	18.60 %
01-512-410	Communication Services - Executive	1,278.40	680.00	680.00	61.86	367.03	312.97	53.98 %
01-512-470	Printing and Reproduction - Executive	54.69	200.00	200.00	0.00	0.00	200.00	0.00 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	800.00	800.00	0.00	0.00	800.00	0.00 %
01-512-490	Other Current Charges - Executive	1,494.42	2,500.00	2,500.00	0.00	2,334.51	165.49	93.38 %
01-512-510	Office Supplies - Executive	463.67	900.00	900.00	0.00	99.35	800.65	11.04 %
01-512-520	Operating Supplies - Executive	137.36	500.00	500.00	0.00	608.55	(108.55)	121.71 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	1,204.65	2,000.00	2,000.00	194.87	759.83	1,240.17	37.99 %
01-512-640	Machinery & Equipment - Executive	2,719.97	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		208,801.96	234,194.00	234,194.00	15,458.00	120,401.89	113,792.11	51.41 %

POLK CITY  
 MARCH 2019 MONTHLY FINANCIALS

General Fund Expenditures  
 50.00 % Yr Complete For Fiscal Year: 2019 / 3

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	PERCENTAGE REALIZED
CITY CLERK								
01-513-230	Life & Health Insurance - City Clerk	0.00	0.00	0.00	736.22	2,208.66	(2,208.66)	0.00 %
01-513-310	Professional Services - City Clerk	373.00	1,000.00	1,000.00	0.00	120.00	880.00	12.00 %
01-513-400	Travel and Training - City Clerk	1,333.50	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-513-460	Repairs and Maintenance - City Clerk	0.00	0.00	0.00	0.00	160.00	(160.00)	0.00 %
01-513-470	Printing and Reproduction - City Cler	1,583.90	4,000.00	4,000.00	440.85	2,564.06	1,435.94	64.10 %
01-513-480	Promo Activities & Legal Ads - City C	1,210.16	0.00	0.00	0.00	0.00	0.00	0.00 %
01-513-490	Other Current Charges - City Clerk	1,880.80	1,500.00	1,500.00	6,988.27	7,053.27	(5,553.27)	470.22 %
01-513-492	Recording & Other Fees - City Clerk	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-513-510	Office Supplies - City Clerk	307.00	700.00	700.00	0.00	0.00	700.00	0.00 %
01-513-520	Operating Supplies - City Clerk	0.00	800.00	800.00	0.00	0.00	800.00	0.00 %
01-513-540	Books, Pub., Sub., & Memberships - Ci	175.00	500.00	500.00	143.00	253.00	247.00	50.60 %
DEPARTMENT TOTAL		6,863.36	13,000.00	13,000.00	8,308.34	12,358.99	641.01	95.07 %
LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	42,952.86	60,000.00	60,000.00	3,072.32	21,440.18	38,559.82	35.73 %
01-514-480	Promo Activities & Legal Ads - Legal	8,588.77	7,500.00	7,500.00	1,005.57	5,572.13	1,927.87	74.30 %
DEPARTMENT TOTAL		51,541.63	67,500.00	67,500.00	4,077.89	27,012.31	40,487.69	40.02 %
COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	74,875.00	22,000.00	22,000.00	0.00	21,125.00	875.00	96.02 %
01-515-312	Professional Services-Other- Comp Pla	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-515-320	DEO - Grants	0.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
DEPARTMENT TOTAL		74,875.00	50,000.00	50,000.00	0.00	21,125.00	28,875.00	42.25 %

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G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	PERCENTAGE REALIZED
FINANCE AND ACCOUNTING								
01-516-120	Regular Salary - Wages - Fin & Acctng	66,123.78	78,915.00	78,915.00	5,750.20	35,716.08	43,198.92	45.26 %
01-516-140	Overtime - Fin & Acctng	0.00	495.00	495.00	0.00	0.00	495.00	0.00 %
01-516-210	Fica Taxes - Fin & Acctng	4,642.87	6,075.00	6,075.00	409.99	2,640.79	3,434.21	43.47 %
01-516-220	Retirement Contribution - Fin & Acctn	5,173.42	6,559.00	6,559.00	474.98	3,061.32	3,497.68	46.67 %
01-516-230	Life & Health Insurance - Fin & Acctn	8,615.29	18,201.00	18,201.00	1,516.76	8,441.82	9,759.18	46.38 %
01-516-240	Worker's Compensation - Fin & Acctng	122.40	183.00	183.00	0.00	124.00	59.00	67.76 %
01-516-400	Travel and Training - Fin & Acctng	44.19	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	0.00	0.00	0.00	55.86	222.93	(222.93)	0.00 %
01-516-420	Education Reimbursement - Fin & Acctn	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-516-470	Printing and Reproduction - Fin & Acc	180.39	700.00	700.00	0.00	117.00	583.00	16.71 %
01-516-510	Office Supplies - Fin & Acctng	742.71	1,400.00	1,400.00	13.42	107.37	1,292.63	7.67 %
01-516-520	Operating Supplies - Fin & Acctng	180.92	2,500.00	2,500.00	743.48	2,832.86	(332.86)	113.31 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	35.00	250.00	250.00	0.00	306.88	(56.88)	122.75 %
01-516-640	Machinery & Equipment - Fin & Acctng	1,099.99	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		90,460.96	118,278.00	118,278.00	8,964.69	53,571.05	64,706.95	45.29 %
=====								
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	46,613.43	74,088.00	74,088.00	6,486.02	37,025.08	37,062.92	49.97 %
01-517-711	Principal - USDA Pay Off	1,371,789.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-517-720	Interest - CB&T Debt Service Pmts	33,260.25	45,722.00	45,722.00	3,498.19	22,880.11	22,841.89	50.04 %
01-517-721	Interest - USDA Pay Off	17,231.56	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		1,468,894.24	119,810.00	119,810.00	9,984.21	59,905.19	59,904.81	50.00 %
=====								
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	97,363.00	99,310.00	99,310.00	0.00	49,655.00	49,655.00	50.00 %
01-521-310	Professional Services - Law Enf	0.00	28,288.00	28,288.00	2,176.00	13,448.00	14,840.00	47.54 %
01-521-460	Repairs and Maintenance - Law Enf	598.95	300.00	300.00	0.00	0.00	300.00	0.00 %
01-521-510	Office Supplies - Law Enf	168.00	100.00	100.00	0.00	0.00	100.00	0.00 %

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G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	PERCENTAGE REALIZED
01-521-520	Operating Supplies - Law Enf	0.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-521-649	Machinery & Equip - JAG Grant - Law E	0.00	5,113.00	5,113.00	0.00	0.00	5,113.00	0.00 %
DEPARTMENT TOTAL		98,129.95	133,211.00	133,211.00	2,176.00	63,103.00	70,108.00	47.37 %
=====								
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	46,975.41	82,243.00	82,243.00	6,326.98	38,876.74	43,366.26	47.27 %
01-524-140	Overtime - Bldg & Zoning	0.00	433.00	433.00	0.00	314.13	118.87	72.55 %
01-524-210	Fica Taxes - Bldg & Zoning	3,419.14	6,325.00	6,325.00	470.42	2,980.78	3,344.22	47.13 %
01-524-220	Retirement Contribution - Bldg & Zoni	3,679.53	4,312.00	4,312.00	522.61	3,311.84	1,000.16	76.81 %
01-524-230	Life & Health Insurance - Bldg & Zoni	8,415.06	18,244.00	18,244.00	1,520.37	6,959.78	11,284.22	38.15 %
01-524-240	Worker's Compensation - Bldg & Zoning	1,121.16	1,266.00	1,266.00	0.00	912.00	354.00	72.04 %
01-524-310	Professional Services - Bldg & Zoning	159,662.55	150,000.00	150,000.00	640.50	72,424.99	77,575.01	48.28 %
01-524-311	Engineering Services - Bldg & Zoning	440.15	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-524-400	Travel and Training - Bldg & Zoning	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-524-410	Communication Services - Bldg & Zonin	46.45	0.00	0.00	0.00	0.00	0.00	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	229.29	400.00	400.00	0.00	125.47	274.53	31.37 %
01-524-520	Operating Supplies - Bldg & Zoning	417.04	350.00	350.00	65.21	1,786.22	(1,436.22)	510.35 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	0.00	0.00	0.00	14.99	74.95	(74.95)	0.00 %
01-524-640	Machinery & Equipment - Bldg & Zoning	2,499.99	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		226,905.77	265,073.00	265,073.00	9,561.08	127,766.90	137,306.10	48.20 %
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CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	0.00	22,824.00	22,824.00	1,800.00	9,180.00	13,644.00	40.22 %
01-529-210	Fica Taxes - Code Enf	0.00	1,746.00	1,746.00	133.84	688.76	1,057.24	39.45 %
01-529-220	Retirement Contribution - Code Enf	0.00	1,885.00	1,885.00	148.68	758.27	1,126.73	40.23 %
01-529-230	Life & Health Insurance - Code Enf	0.00	243.00	243.00	6.01	18.03	224.97	7.42 %
01-529-240	Worker's Compensation - Code Enf	0.00	523.00	523.00	0.00	372.00	151.00	71.13 %
01-529-310	Professional Services - Code Enf	0.00	2,500.00	2,500.00	500.00	1,000.00	1,500.00	40.00 %
01-529-400	Travel and Training - Code Enf	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-529-410	Communication Services - Code Enf	0.00	0.00	0.00	55.86	222.93	(222.93)	0.00 %
01-529-464	Vehicle Fuel - Code Enf	0.00	400.00	400.00	0.00	0.00	400.00	0.00 %

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01-529-470	Printing and Reproduction - Code Enf	0.00	500.00	500.00	0.00	330.69	169.31	66.14 %
01-529-480	Promo Activities & Legal Ads - Code E	0.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-529-492	Recording & Other Fees	0.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-529-510	Office Supplies - Code Enf	0.00	600.00	600.00	13.12	101.85	498.15	16.98 %
01-529-520	Operating Supplies - Code Enf	0.00	400.00	400.00	24.53	1,433.84	(1,033.84)	358.46 %
DEPARTMENT TOTAL		0.00	32,521.00	32,521.00	2,682.04	14,106.37	18,414.63	43.38 %
REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	141,971.04	157,930.00	157,930.00	0.00	38,713.42	119,216.58	24.51 %
01-534-342	Refuse Disposal - Commercial - Refuse	72,039.20	80,440.00	80,440.00	7,520.82	41,039.30	39,400.70	51.02 %
DEPARTMENT TOTAL		214,010.24	238,370.00	238,370.00	7,520.82	79,752.72	158,617.28	33.46 %
STORMWATER								
01-538-310	PROFESSIONAL SERVICES - STORMWATER	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-538-315	Inmate Labor - Stormwater	5,749.68	0.00	0.00	0.00	0.00	0.00	0.00 %
01-538-400	Travel and Training - Stormwater	1,377.41	2,000.00	2,000.00	0.00	219.00	1,781.00	10.95 %
01-538-460	Repairs and Maintenance - Stormwater	16,627.51	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00 %
01-538-492	Recording & Other Fees - Stormwater	0.00	500.00	500.00	0.00	100.00	400.00	20.00 %
01-538-540	Books, Pub., Sub., & Memberships - St	500.00	500.00	500.00	0.00	500.00	0.00	100.00 %
DEPARTMENT TOTAL		24,254.60	20,000.00	20,000.00	0.00	819.00	19,181.00	4.10 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't Bld	23,669.74	22,000.00	22,000.00	(2,553.44)	8,891.44	13,108.56	40.42 %
01-539-312	Professional Services - Other - Gen G	330.00	5,000.00	5,000.00	505.84	1,162.52	3,837.48	23.25 %
01-539-315	Inmate Labor - Gen Gov't Bldgs	5,749.68	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-411	City Hall - Communication - Gen Gov't	12,085.93	15,500.00	15,500.00	1,121.02	7,956.39	7,543.61	51.33 %
01-539-413	Public Works - Communication - Gen Go	1,400.11	2,000.00	2,000.00	169.79	1,017.90	(219.38)	50.90 %

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ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
01-539-414	Community Center-Communication-Gen Go	1,519.15	2,000.00	2,000.00	142.97	971.92	1,028.08	48.60 %
01-539-431	City Hall - Utilities - Gen Gov't Bld	17,869.70	25,000.00	25,000.00	1,324.22	7,756.97	17,243.03	31.03 %
01-539-432	Activity Center - Utilities - Gen Gov	2,307.70	3,000.00	3,000.00	178.97	2,320.47	679.53	77.35 %
01-539-433	Public Works - Utilities - Gen Gov't	2,306.72	3,000.00	3,000.00	85.43	973.80	2,026.20	32.46 %
01-539-434	Community Center-Utilities-Gen Gov't	4,272.30	5,000.00	5,000.00	393.56	2,157.69	2,842.31	43.15 %
01-539-440	Rentals and Leases - Gen Gov't Bldgs	5,044.15	5,000.00	5,000.00	623.87	3,242.59	1,757.41	64.85 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	11,553.50	25,000.00	25,000.00	182.05	3,731.87	21,268.13	14.93 %
01-539-462	Activity Center - Repairs & Maint - G	17,203.32	1,500.00	1,500.00	24.98	322.92	1,177.08	21.53 %
01-539-463	Public Works I - Repairs & Maint - Ge	1,373.71	500.00	500.00	0.00	68.71	431.29	13.74 %
01-539-464	Community Center-Repairs & Maint-Gen	826.90	3,500.00	3,500.00	0.00	3,030.57	469.43	86.59 %
01-539-466	Public Works/Utilities Oper - Repairs	1,422.45	3,000.00	3,000.00	69.39	5,801.39	(2,801.39)	193.38 %
01-539-510	Office Supplies - Gen Gov't Bldgs	495.20	600.00	600.00	0.00	107.37	492.63	17.90 %
01-539-521	City Hall - Operating Supplies - Gen	11,602.98	6,000.00	6,000.00	286.62	2,179.59	3,820.41	36.33 %
01-539-522	Activity Center - Operating Supplies	515.77	1,000.00	1,000.00	0.00	288.84	711.16	28.88 %
01-539-523	Public Works - Operating Supplies - G	67.98	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-524	Community Center-Operating Supplies-G	463.38	1,400.00	1,400.00	0.00	453.52	946.48	32.39 %
01-539-526	Public Works/Utilities Oper - Operati	1,051.12	1,400.00	1,400.00	0.00	358.80	1,041.20	25.63 %
01-539-631	City Hall - Improv. O/T Bldgs - Gen G	9,986.26	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-640	Public Works - Bldgs/Property - Gen G	326,092.84	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-642	Activity Center - Mach. & Equipment -	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		465,210.59	131,400.00	131,400.00	2,555.27	52,795.27	77,403.25	40.18 %
ROADS AND STREETS								
01-541-120	Regular Salary - Wages - Roads & Stre	156,300.67	181,296.00	181,296.00	14,134.77	85,942.57	95,353.43	47.40 %
01-541-140	Overtime - Roads & Streets	487.00	2,824.00	2,824.00	5.25	1,095.44	1,728.56	38.79 %
01-541-210	Fica Taxes - Roads & Streets	11,685.48	14,085.00	14,085.00	1,069.66	6,809.87	7,275.13	48.35 %
01-541-220	Retirement Contribution - Roads & Str	12,071.97	15,208.00	15,208.00	1,167.97	7,433.56	7,774.44	48.88 %
01-541-230	Life & Health Insurance - Roads & Str	27,717.55	26,037.00	26,037.00	3,419.75	16,764.27	9,272.73	64.39 %
01-541-240	Worker's Compensation - Roads & Stree	10,695.95	17,073.00	17,073.00	0.00	14,034.00	3,039.00	82.20 %
01-541-310	Professional Services - Roads & Stree	1,371.02	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-311	Engineering Services - Roads & Street	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-541-315	Inmate Labor - Roads & Streets	17,249.12	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-400	Travel and Training - Roads & Streets	15.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-541-410	Communication Services - Roads & Stre	2,616.35	3,500.00	3,500.00	158.26	1,730.74	1,769.26	49.45 %
01-541-430	Utilities - Roads & Streets	25,220.78	30,000.00	30,000.00	1,933.51	11,388.69	18,611.31	37.96 %

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G/L		2018	2019	2019	2019	2019	2019	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
01-541-460	Repairs and Maintenance - Roads & Str	9,723.48	10,000.00	10,000.00	0.00	1,587.67	8,695.33	15.88 %
01-541-461	Repairs & Maintenance-Equipment - Roa	5,656.79	8,000.00	8,000.00	132.54	2,589.54	5,410.46	32.37 %
01-541-464	Vehicle Fuel - Roads & Streets	8,260.41	7,000.00	7,000.00	316.34	2,856.25	4,143.75	40.80 %
01-541-465	Vehicle Maintenance - Roads & Streets	5,163.24	7,000.00	7,000.00	9.99	1,660.05	5,339.95	23.72 %
01-541-466	Public Works/Utilities Facility - Rep	1,058.32	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-480	Promo Activities & Legal Ads - Roads	0.00	0.00	0.00	0.00	34.99	(34.99)	0.00 %
01-541-490	Other Current Charges - Roads & Stree	0.00	0.00	0.00	0.00	6.60	(6.60)	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	846.77	1,000.00	1,000.00	0.00	234.15	616.98	23.42 %
01-541-520	Operating Supplies - Roads & Streets	7,232.03	10,000.00	10,000.00	309.05	3,436.16	6,563.84	34.36 %
01-541-524	Chemicals - Roads & Streets	0.00	1,000.00	1,000.00	0.00	70.00	930.00	7.00 %
01-541-525	Uniforms - Roads & Streets	358.65	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & S	1,034.90	15,000.00	15,000.00	84.24	800.20	14,199.80	5.33 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	420.44	500.00	500.00	14.99	74.95	425.05	14.99 %
01-541-620	Buildings - Roads & Streets	500.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-630	Improvements Other than Building - Ro	9,600.01	150,000.00	150,000.00	0.00	0.00	150,000.00	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	20,697.08	30,000.00	30,000.00	0.00	9,061.76	20,938.24	30.21 %
DEPARTMENT TOTAL		335,983.01	539,023.00	539,023.00	22,756.32	167,611.46	371,545.67	31.10 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	53,011.22	76,245.00	76,245.00	5,910.10	35,784.45	40,460.55	46.93 %
01-571-140	Overtime - Library	240.29	917.00	917.00	0.00	297.12	619.88	32.40 %
01-571-210	Fica Taxes - Library	3,880.55	5,903.00	5,903.00	437.66	2,743.49	3,159.51	46.48 %
01-571-220	Retirement Contribution - Library	4,173.77	6,374.00	6,374.00	488.17	3,063.79	3,310.21	48.07 %
01-571-230	Life & Health Insurance - Library	16,581.91	18,377.00	18,377.00	1,520.98	6,966.95	11,410.05	37.91 %
01-571-240	Worker's Compensation - Library	79.65	177.00	177.00	0.00	0.00	177.00	0.00 %
01-571-310	Professional Services - Library	1,559.50	2,000.00	2,000.00	4,166.93	4,293.93	(2,293.93)	214.70 %
01-571-312	Professional Services - Other - Libra	1,700.00	2,500.00	2,500.00	(175.00)	150.00	2,350.00	6.00 %
01-571-400	Travel and Training - Library	175.00	700.00	700.00	168.05	181.40	518.60	25.91 %
01-571-410	Communication Services - Library	2,075.91	6,100.00	6,100.00	469.50	1,999.56	4,100.44	32.78 %
01-571-420	Education Reimbursement - Library	0.00	2,040.00	2,040.00	0.00	0.00	2,040.00	0.00 %
01-571-430	Utilities - Library	6,339.15	7,500.00	7,500.00	202.77	1,325.26	6,174.74	17.67 %
01-571-460	Repairs and Maintenance - Library	5,201.54	2,500.00	2,500.00	57.52	2,444.70	55.30	97.79 %
01-571-480	Promo Activities & Legal Ads - Librar	1,268.82	2,500.00	2,500.00	0.00	37.31	2,462.69	1.49 %
01-571-510	Office Supplies - Library	1,142.42	1,300.00	1,300.00	46.05	120.10	1,119.17	9.24 %



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01-571-520	Operating Supplies - Library	7,873.96	7,500.00	7,500.00	55.47	1,250.95	6,249.05	16.68 %
01-571-540	Books, Pub., Sub., & Memberships - Li	808.94	600.00	600.00	353.60	519.30	80.70	86.55 %
01-571-630	Improvements Other than Building - Li	2,775.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-571-660	Books, Pub.& Library Materials - Libr	12,423.07	16,000.00	16,000.00	1,215.97	6,972.70	9,027.30	43.58 %
DEPARTMENT TOTAL		121,310.70	159,233.00	159,233.00	14,917.77	68,151.01	91,021.26	42.80 %
=====								
PARKS								
01-572-310	Professional Services - Parks	806.00	0.00	0.00	124.50	497.50	(497.50)	0.00 %
01-572-315	Inmate Labor - Parks	5,749.72	0.00	0.00	0.00	0.00	0.00	0.00 %
01-572-400	Travel and Training - Parks	15.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-572-430	Utilities - Parks	17,676.88	23,000.00	23,000.00	648.70	3,463.59	19,536.41	15.06 %
01-572-460	Repairs and Maintenance - Parks	26,486.80	15,000.00	15,000.00	605.60	4,944.16	10,055.84	32.96 %
01-572-520	Operating Supplies - Parks	1,020.72	1,200.00	1,200.00	37.89	643.83	556.17	53.65 %
01-572-630	Improvements Other than Building - Pa	6,570.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		58,325.12	39,200.00	39,200.00	1,416.69	9,549.08	29,650.92	24.36 %
=====								
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	888.00	2,000.00	2,000.00	0.00	680.00	1,320.00	34.00 %
01-574-440	Rentals and Leases - Spec Events	125.00	1,000.00	1,000.00	0.00	125.00	875.00	12.50 %
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	5,066.80	7,500.00	7,500.00	250.00	8,330.15	(830.15)	111.07 %
DEPARTMENT TOTAL		6,079.80	13,000.00	13,000.00	250.00	9,135.15	3,864.85	70.27 %
=====								
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	3,495.61	25,000.00	25,000.00	2,494.86	5,327.78	19,672.22	21.31 %
01-590-311	Engineering Services - Non-Dept	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %

POLK CITY  
MARCH 2019 MONTHLY FINANCIALS

General Fund Expenditures  
50.00 % Yr Complete For Fiscal Year: 2019 / 3

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	PERCENTAGE REALIZED
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	0.00	28,749.00	28,749.00	7,187.12	21,561.38	7,187.62	75.00 %
01-590-320	Accounting and Auditing - Non-Dept	18,790.41	15,000.00	15,000.00	476.85	8,805.51	6,194.49	58.70 %
01-590-450	Liability Insurance - Non-Dept	37,729.00	39,900.00	39,900.00	0.00	65,121.50	(25,221.50)	163.21 %
01-590-464	Vehicle Fuel - Non- Departmental	436.25	400.00	400.00	34.94	174.62	225.38	43.66 %
01-590-465	Vehicle Maintenance - Non-Departmenta	21.24	500.00	500.00	0.00	0.00	500.00	0.00 %
01-590-510	Office Supplies - Non-Departmental	0.00	0.00	0.00	235.23	378.39	(378.39)	0.00 %
01-590-520	Operating Supplies - Non-Dept	248.65	1,000.00	1,000.00	7.50	1,810.43	(810.43)	181.04 %
01-590-521	Emergencies & Contingencies - Operati	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
01-590-525	Uniforms - Non Dept	0.00	4,000.00	4,000.00	1,201.63	2,347.98	1,652.02	58.70 %
01-590-528	Postage - Non-Dept	3,277.15	3,000.00	3,000.00	219.08	359.63	2,640.37	11.99 %
01-590-930	Transfer - Police Public Safety Impac	0.00	66,434.00	66,434.00	0.00	0.00	66,434.00	0.00 %
01-590-931	Transfer to Fire Public Safety Impact	0.00	35,546.00	35,546.00	0.00	0.00	35,546.00	0.00 %
01-590-932	Transfer - Parks & Rec Impact Reserve	0.00	107,136.00	107,136.00	0.00	0.00	107,136.00	0.00 %
01-590-933	Transfer -Public Facility Impact Rese	0.00	180,045.00	180,045.00	0.00	0.00	180,045.00	0.00 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	24,101.00	24,101.00	0.00	0.00	24,101.00	0.00 %
01-590-941	Reserves - Emergencies & Contingencie	363.92	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	742.00	2,000.00	2,000.00	640.00	2,340.00	(340.00)	117.00 %
01-590-992	Unemployment Claims - Non-Dept	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-590-996	Bad Debt - Non-Dept	(3,210.22)	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-590-999	Other - Non-Operating Charges - Non-D	2,438.42	5,500.00	5,500.00	0.00	2,007.66	3,492.34	36.50 %
DEPARTMENT TOTAL		66,642.43	581,811.00	581,811.00	12,497.21	110,234.88	471,576.12	18.95 %

<b>General Fund Revenues Total</b>	<b>4,330,727.42</b>	<b>2,782,476.00</b>	<b>2,782,476.00</b>	<b>130,731.73</b>	<b>1,329,677.45</b>	<b>1,452,798.55</b>	<b>52.21%</b>
<b>General Fund Expenditures Total</b>	<b>-3,530,982.91</b>	<b>-2,782,476.00</b>	<b>-2,782,476.00</b>	<b>-124,389.05</b>	<b>-1,007,516.07</b>	<b>-1,773,830.85</b>	<b>63.75%</b>
<b>Total Revenue vs. Expenditures</b>	<b>799,744.51</b>	<b>0.00</b>	<b>0.00</b>	<b>6,342.68</b>	<b>322,161.38</b>	<b>-321,032.30</b>	

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

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	322,842.56	
05-101-710	Cash - Enterprise Fund Capital Imprvmnts	52,898.45	
05-101-800	Cash - Sewer Impact Fee Account	1,349,611.88	
05-101-900	Cash - Water Impact Fee Account	316,709.55	
05-101-913	DEP Loan - Sinking Fund	87,104.04	
05-101-915	Tax Exempt Leasing - Sinking Fund	58,712.00	
05-101-916	US Bank - Sink Fund	383,358.07	
05-101-920	Cash - Customer Deposits	299,073.03	
05-101-934	Fifth Third Bank - Reserves	610,967.73	
05-101-935	Fifth Third Bank - Renewal & Replacement	150,000.00	
05-115-100	Accounts Receivable - Utilities	52,162.18	
05-115-105	Accounts Receivable - Invoicing	505.68	
05-115-130	Accounts Receivable - Readiness to Serve	56,913.20	
05-117-100	Allowance for Bad Debt	42,672.50-	
05-117-200	Allowance for Uncollectible A/R	57,398.98-	
05-131-100	Due from General Fund	12,437.00-	
05-155-100	Prepaid Expenses	15.96	
05-159-100	Deferred Outflows - Related to Pension	25,662.51	
05-160-902	Reserve Account	225,392.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-160-904	Reserve Acct - CIP Purchases	25,778.78	
05-161-900	Fixed Assets - Land	2,730,735.50	
05-164-100	Utility Plant in Service	12,077,204.12	
05-164-900	Improvements Other than Buildings	33,331.74-	
05-164-910	Improvements Other than Buildings - MOSN	33,331.74	
05-165-900	Acc.Dep. - Improvements Other than Build	316,892.74-	
05-166-900	Equipment & Furniture	314,396.69	
05-167-900	Accumulated Depreciation - Equipment	3,196,588.95-	
	** TOTAL ASSET**		15,562,097.76
05-202-100	Accounts Payable	1,093.28	
05-202-900	Customer Deposits	303,073.03	
05-203-100	Accumulated Interest Payable	71,583.17	
05-203-600	SRF Loan WW51201P	2,301,486.71	
05-203-710	US Bank 2017 Bond Note	8,555,000.00	
05-203-750	Tax Exempt Leasing Loan	87,735.83	
05-203-900	Unamortized Bond Premiums	124,778.15-	
05-203-910	Unamoritized Bond Premiums - US Bank	530,870.86-	
05-208-305	Taxes Payable	13,442.16	
05-216-100	Accrued Payroll	4,159.90-	
05-225-100	Deferred Inflows - Related to Pension	3,598.03	
05-234-100	L-T-D - Current Portion	365,494.72	
05-234-901	Less: Current Portion of LTD	365,494.72-	
05-235-900	Net Pension Liability	53,149.24	
	** TOTAL LIABILITY**		10,730,352.54
05-243-100	Encumbrances Placed	2,145.50	
05-245-100	Reserved for Encumbrances	2,145.50-	
	** TOTAL ENCUMBRANCE**		0.00
05-250-100	Contributed Capital	598,715.40	
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	3,253,657.45	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		4,613,368.64

POLK CITY  
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
	** TOTAL REVENUE**		1,174,169.47
	** TOTAL EXPENSE**		955,792.89
	TOTAL LIABILITY AND EQUITY		15,562,097.76

POLK CITY  
 MARCH 2019 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE  
 50.00 % Yr Complete For Fiscal Year: 2019 / 3

G/L ACCOUNT	DESCRIPTION	2018 PRIOR YR REVENUE	2019 ANTICIPATED REVENUE	ADJ ANTICIPATED	2019 CURRENT REVENUE	2019 YTD REVENUE	2019 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTY T	0.00	0.00	0.00	107.66	107.66	(107.66)	0.00 %
05-324-210	Water Impact Fees	222,302.01	139,760.00	139,760.00	6,988.00	54,157.00	85,603.00	38.75 %
05-324-220	Sewer Impact Fees	616,545.00	353,200.00	353,200.00	13,245.00	132,450.00	220,750.00	37.50 %
05-325-111	Connection Fees - Water - Cash Basis	94,787.56	69,600.00	69,600.00	3,545.00	26,165.00	43,435.00	37.59 %
05-325-112	Connection Fees - Water - Accrual Bas	435.00	0.00	0.00	1,305.00	1,740.00	(1,740.00)	0.00 %
05-325-210	Readiness to Serve Charge - Sewer	29,599.10	28,696.00	28,696.00	2,186.10	4,069.19	24,626.81	14.18 %
05-325-211	Readiness to Serve Charge - Water	21,687.31	26,000.00	26,000.00	1,076.71	1,213.43	24,786.57	4.67 %
05-329-200	Other Lic./Fees/Permits	1,839.80	2,000.00	2,000.00	0.00	236.00	1,764.00	11.80 %
05-340-300	Water Utility Revenue	1,096,000.10	1,135,299.00	1,135,299.00	95,489.12	468,315.51	666,983.49	41.25 %
05-340-500	Sewer Utility Revenue	982,047.76	1,032,993.00	1,032,993.00	97,607.43	450,451.23	582,541.77	43.61 %
05-359-100	Other Fines and/or Forfeitures	20,095.50	20,000.00	20,000.00	3,170.00	12,835.00	7,165.00	64.18 %
05-359-200	Non Sufficient Funds	1,285.00	1,000.00	1,000.00	150.00	685.00	315.00	68.50 %
05-359-300	Late Fees	26,460.00	20,000.00	20,000.00	2,667.00	14,721.00	5,279.00	73.61 %
05-369-100	Misc. Income	9.67	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-401	Insurance - Claims	0.00	0.00	0.00	7,023.45	7,023.45	(7,023.45)	0.00 %
05-369-700	Misc Income - Reimbursement - Invoice	781.42	0.00	0.00	0.00	0.00	0.00	0.00 %
05-381-900	Cash Carry Forward	0.00	205,677.00	205,677.00	0.00	0.00	205,677.00	0.00 %
05-385-100	Bond Proceeds	110,466.51	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTALS		3,224,341.74	3,034,225.00	3,034,225.00	234,560.47	1,174,169.47	1,860,055.53	38.70 %

POLK CITY  
MARCH 2019 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
50.00 % Yr Complete For Fiscal Year: 2019 / 3

G/L		2018	2019	2019	2019	2019	2019	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
	Water							
05-533-120	Regular Salary - Wages - Water Oper	99,153.31	187,341.00	187,341.00	14,114.04	79,869.29	107,471.71	42.63 %
05-533-140	Overtime - Water Oper	837.90	4,529.00	4,529.00	462.84	1,801.79	2,727.21	39.78 %
05-533-210	Fica Taxes - Water Oper	7,379.29	14,678.00	14,678.00	1,089.12	6,255.57	8,422.43	42.62 %
05-533-220	Retirement Contribution - Water Oper	37,216.19	15,848.00	15,848.00	1,204.06	7,105.24	8,742.76	44.83 %
05-533-230	Life & Health Insurance - Water Oper	25,356.43	49,859.00	49,859.00	4,169.42	17,415.44	32,443.56	34.93 %
05-533-240	Worker's Compensation - Water Oper	124.26	9,199.00	9,199.00	0.00	7,570.00	1,629.00	82.29 %
05-533-305	Contract Labor - Water Oper	59,148.75	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-310	Professional Services - Water Oper	61,472.16	20,000.00	20,000.00	530.00	13,303.80	6,696.20	66.52 %
05-533-311	Engineering Services - Water Oper	14,870.00	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
05-533-312	Professional Services - Other - Water	3,441.17	20,000.00	20,000.00	337.33	13,425.53	6,574.47	67.13 %
05-533-313	Professional Services - Polk Regional	233.21	5,000.00	5,000.00	312.80	2,451.54	2,548.46	49.03 %
05-533-315	Inmate Labor - Water Oper	11,499.40	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-400	Travel and Training - Water Oper	280.00	500.00	500.00	0.00	230.00	270.00	46.00 %
05-533-410	Communication Services - Water Oper	2,826.49	3,500.00	3,500.00	341.88	2,578.27	(279.75)	73.66 %
05-533-430	Utilities - Water Oper	146.76	1,500.00	1,500.00	57.11	412.04	1,087.96	27.47 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	3,820.97	6,900.00	6,900.00	368.01	658.63	6,241.37	9.55 %
05-533-432	Commonwealth WTP - Utilities - Water	1,409.27	4,620.00	4,620.00	112.31	1,103.67	3,516.33	23.89 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	10,271.92	12,000.00	12,000.00	942.02	6,669.02	5,330.98	55.58 %
05-533-460	Repairs and Maintenance - Water Oper	21,916.83	40,000.00	40,000.00	3,931.38	13,109.02	27,173.98	32.77 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	6,320.07	15,000.00	15,000.00	0.00	33,580.99	(18,580.99)	223.87 %
05-533-462	Commonwealth WTP - Repairs and Maint	6,560.56	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	3,983.04	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-533-464	Vehicle Fuel - Water Oper	4,414.28	7,000.00	7,000.00	745.47	3,729.57	3,270.43	53.28 %
05-533-465	Vehicle Maintenance - Water Oper	12,559.15	8,000.00	8,000.00	4,030.71	10,818.40	(2,818.40)	135.23 %
05-533-466	Public Works/Utilities Facility - Rep	2,586.07	0.00	0.00	17.60	101.47	(101.47)	0.00 %
05-533-490	Other Current Charges - Water Oper	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-492	Recording & Other Fees - Water Oper	5,490.00	4,300.00	4,300.00	0.00	(125.00)	4,425.00	(2.91)%
05-533-493	Equipment Rental - Water Oper	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
05-533-510	Office Supplies - Water Oper	567.87	1,000.00	1,000.00	0.00	75.17	770.56	7.52 %
05-533-520	Operating Supplies - Water Oper	14,215.85	30,000.00	30,000.00	4,638.12	14,126.30	15,873.70	47.09 %
05-533-521	Mt.Olive WTP - Operating Supplies - W	155.56	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-522	Commonwealth WTP - Operating Supplies	155.55	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-523	V.Matt Williams WTP - Operating Suppl	155.55	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-524	Chemicals - Water Oper	3,275.91	9,000.00	9,000.00	444.00	1,047.00	7,953.00	11.63 %
05-533-525	Uniforms - Water Oper	910.44	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-526	Meter Supplies - New Installs - Water	113,898.27	69,600.00	69,600.00	5,134.63	30,806.24	38,793.76	44.26 %
05-533-527	Meter Supplies - Repairs & Maintenanc	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %

POLK CITY  
MARCH 2019 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
50.00 % Yr Complete For Fiscal Year: 2019 / 3

G/L		2018	2019	2019	2019	2019	2019	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
05-533-540	Books, Pub., Sub., & Memberships - Wa	1,098.92	2,000.00	2,000.00	89.94	89.94	1,910.06	4.50 %
05-533-605	Depreciation Expense - Water Oper	115,680.80	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-630	Improvements Other than Building - Wa	0.00	0.00	0.00	0.00	22,275.35	(22,275.35)	0.00 %
05-533-640	Machinery & Equipment - Water Oper	0.00	30,000.00	30,000.00	0.00	32,567.60	(2,567.60)	108.56 %
05-533-641	Mt. Olive WTP - Machinery & Equipment	0.00	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00 %
05-533-650	Construction In Progress - Water Oper	0.00	0.00	0.00	0.00	23,505.00	(23,505.00)	0.00 %
05-533-660	Other Capital Assets - Water Operatio	0.00	0.00	0.00	0.00	3,906.25	(3,906.25)	0.00 %
05-533-710	Principal - Water Oper	0.00	76,392.00	76,392.00	21,623.99	21,623.99	54,768.01	28.31 %
05-533-720	Interest - Water Oper	46,872.24	74,490.00	74,490.00	1,860.90	39,105.99	35,384.01	52.50 %
05-533-920	Transfer to General Fund - Water Oper	79,295.75	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-999	Other Non-Operating Charges - Water O	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		784,700.19	924,256.00	924,256.00	66,557.68	411,193.11	511,990.14	44.49 %
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Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	84,565.66	115,606.00	115,606.00	8,742.40	49,128.14	66,477.86	42.50 %
05-535-130	Other Salaries and Wages - Sewer Oper	4.37	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-140	Overtime - Sewer Oper	923.00	3,109.00	3,109.00	487.93	1,265.74	1,843.26	40.71 %
05-535-210	Fica Taxes - Sewer Oper	6,009.12	9,082.00	9,082.00	695.15	3,939.63	5,142.37	43.38 %
05-535-220	Retirement Contribution - Sewer Oper	29,885.33	9,806.00	9,806.00	762.42	4,583.16	5,222.84	46.74 %
05-535-230	Life & Health Insurance - Sewer Oper	15,126.98	27,149.00	27,149.00	2,281.12	8,807.36	18,341.64	32.44 %
05-535-240	Worker's Compensation - Sewer Oper	0.00	9,794.00	9,794.00	0.00	3,694.00	6,100.00	37.72 %
05-535-305	Contract Labor - Sewer Oper	59,148.75	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-310	Professional Services - Sewer Oper	31,422.19	25,000.00	25,000.00	1,246.00	20,901.00	4,099.00	83.60 %
05-535-311	Engineering Services - Sewer Oper	18,070.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-535-312	Professional Services - Other - Sewer	2,190.00	14,000.00	14,000.00	95.83	287.49	13,712.51	2.05 %
05-535-315	Inmate Labor - Sewer Oper	11,499.40	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-400	Travel and Training - Sewer Oper	1,686.96	2,500.00	2,500.00	21.09	1,494.56	1,005.44	59.78 %
05-535-410	Communication Services - Sewer Oper	2,659.79	3,500.00	3,500.00	255.64	1,948.87	349.65	55.68 %
05-535-411	Cardinal Hill WWTP - Comm Srvcs - Sew	1,396.78	1,500.00	1,500.00	0.00	595.64	904.36	39.71 %
05-535-412	Mt. Olive WWTP - Comm Srvcs - Sewer O	2,180.40	2,500.00	2,500.00	198.00	1,386.00	1,114.00	55.44 %
05-535-430	Utilities - Sewer Oper	15,610.94	7,000.00	7,000.00	862.70	3,417.87	3,582.13	48.83 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	17,756.34	21,000.00	21,000.00	1,497.10	9,122.41	11,877.59	43.44 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	7,849.08	11,000.00	11,000.00	639.01	3,736.91	7,263.09	33.97 %
05-535-460	Repairs and Maintenance - Sewer Oper	96,540.19	90,000.00	90,000.00	5,984.41	25,259.29	65,023.71	28.07 %
05-535-461	Cardinal Hill - Repairs and Maint - S	52,129.78	90,000.00	90,000.00	0.00	0.00	90,000.00	0.00 %

POLK CITY  
 MARCH 2019 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
 50.00 % Yr Complete For Fiscal Year: 2019 / 3

G/L		2018	2019	2019	2019	2019	2019	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
05-535-464	Vehicle Fuel - Sewer Oper	3,200.22	4,000.00	4,000.00	690.76	5,957.06	(1,957.06)	148.93 %
05-535-465	Vehicle Maintenance - Sewer Oper	12,490.89	8,000.00	8,000.00	4,055.71	5,603.49	2,396.51	70.04 %
05-535-466	Public Works/Utilities Facility - Rep	2,275.16	0.00	0.00	17.60	101.12	(101.12)	0.00 %
05-535-470	Printing and Reproduction - Sewer Ope	54.69	60.00	60.00	0.00	0.00	60.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	113.09	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	100.00	350.00	350.00	0.00	0.00	350.00	0.00 %
05-535-493	Equipment Rental - Sewer Oper	337.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	412.13	1,000.00	1,000.00	0.00	50.30	795.43	5.03 %
05-535-520	Operating Supplies - Sewer Oper	12,246.40	8,000.00	8,000.00	434.59	3,397.99	4,602.01	42.47 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	0.00	0.00	0.00	0.00	27.34	(27.34)	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	0.00	16,000.00	16,000.00	0.00	12,800.00	3,200.00	80.00 %
05-535-524	Chemicals - Sewer Oper	23,374.71	17,000.00	17,000.00	2,264.00	16,606.00	394.00	97.68 %
05-535-525	Uniforms - Sewer Oper	709.04	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-530	Road Materials & Supplies - Sewer Ope	0.00	1,000.00	1,000.00	0.00	27.74	972.26	2.77 %
05-535-540	Books, Pub., Sub., & Memberships - Se	469.57	1,000.00	1,000.00	89.94	89.94	910.06	8.99 %
05-535-605	Depreciation Expense - Sewer Oper	207,310.77	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	898.99	50,000.00	50,000.00	0.00	37,497.61	12,502.39	75.00 %
05-535-641	Cardinal Hill - Mach & Equip - Sewer	0.00	104,000.00	104,000.00	13,105.00	14,055.00	89,945.00	13.51 %
05-535-650	Construction In Progress - Sewer Oper	0.00	0.00	0.00	14,957.00	14,957.00	(14,957.00)	0.00 %
05-535-710	Principal - Sewer Oper	0.00	307,586.00	307,586.00	60,810.58	60,810.58	246,775.42	19.77 %
05-535-720	Interest - Sewer Oper	313,451.20	303,789.00	303,789.00	26,293.46	152,260.87	151,528.13	50.12 %
05-535-920	Transfer to General Fund - Sewer Oper	79,295.75	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		1,113,394.67	1,288,331.00	1,288,331.00	146,487.44	463,810.11	823,448.14	36.00 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	19,391.06	24,300.00	24,300.00	3,821.58	14,061.25	10,238.75	57.87 %
05-590-312	Professional Services - Other - Non-D	8,240.00	18,500.00	18,500.00	0.00	0.00	18,500.00	0.00 %
05-590-315	Inmate Labor - EF Non - Dept	0.00	28,749.00	28,749.00	7,187.13	21,561.37	7,187.63	75.00 %
05-590-320	Accounting and Auditing - Non-Dept	33,055.84	27,306.00	27,306.00	968.15	12,095.74	15,210.26	44.30 %
05-590-440	Rentals and Leases - Non-Dept	4,118.91	4,074.00	4,074.00	343.69	1,995.63	2,078.37	48.98 %
05-590-450	Liability Insurance - Non-Dept	36,702.00	50,000.00	50,000.00	0.00	26,351.50	23,648.50	52.70 %
05-590-492	Recording & Other Fees - Non-Dept	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-590-510	Office Supplies - Non-Departmental	0.00	0.00	0.00	235.24	342.61	(342.61)	0.00 %
05-590-520	Operating Supplies - Non-Dept	179.88	0.00	0.00	48.00	685.16	(685.16)	0.00 %
05-590-521	Emergencies & Contingencies - Operati	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %



POLK CITY  
MARCH 2019 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
50.00 % Yr Complete For Fiscal Year: 2019 / 3

G/L ACCOUNT	DESCRIPTION	2018 ACTUALS	2019 ADOPTED BUDGET	2019 ADJ BUDGET	2019 MTD EXPENSES	2019 YTD EXPENSES	2019 AVAIL BUDGET	PERCENTAGE REALIZED
05-590-525	Uniforms - Non Dept	0.00	4,000.00	4,000.00	194.99	1,303.39	2,696.61	32.58 %
05-590-528	Postage - Non-Dept	1,000.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-720	Interest - Bond 2017 Issue	178,341.52	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	1,116,396.26	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
05-590-930	Transfer to Water Impact Fee Reserves	0.00	139,760.00	139,760.00	0.00	0.00	139,760.00	0.00 %
05-590-931	Transfer to Sewer Impact Fee Reserves	0.00	353,200.00	353,200.00	0.00	0.00	353,200.00	0.00 %
05-590-940	Reserves - Unrestricted Reserves NON-	0.00	72,686.00	72,686.00	0.00	0.00	72,686.00	0.00 %
05-590-941	Reserves - Emergencies & Contingencie	255.70	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-942	Reserves - Capital Outlay Purchases -	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
05-590-993	Transfer to Reserve - Non-Dept	0.00	7,013.00	7,013.00	0.00	0.00	7,013.00	0.00 %
05-590-994	Bank Fees - Non-Dept	0.00	1,550.00	1,550.00	0.00	0.00	1,550.00	0.00 %
05-590-996	Bad Debt - Non-Dept	2,170.57	40,000.00	40,000.00	0.00	(187.62)	40,187.62	(0.47)%
05-590-999	Other - Non-Operating Charges - Non-D	752.82	0.00	0.00	117.45	150.26	(150.26)	0.00 %
DEPARTMENT TOTAL		1,450,604.56	821,638.00	821,638.00	12,916.23	78,359.29	743,278.71	9.54 %

Enterprise Fund Revenues Total	3,224,341.74	3,034,225.00	3,034,225.00	234,560.47	1,174,169.47	1,860,055.53	38.70%
Enterprise Fund Expenditures Total	-3,348,699.42	-3,034,225.00	-3,034,225.00	-225,961.35	-953,362.51	-2,078,716.99	31.42%
Total Revenue vs. Expenditures	-124,357.68	0.00	0.00	8,599.12	220,806.96	-218,661.46	

## Library Reports 10/2018 - 09/2019

	Oct-18	Nov-18	Dec-18	Jan-19	* Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Totals
<b>Circulation</b>													
Adult Books	982	869	788	1004	897	813							5353
Juvenile Books	995	832	660	680	668	621							4456
DVD'S	946	726	766	1010	612	800							4860
Hot-Spots	20	16	25	20	20	20							121
Digital	0	58	23	44	37	49							211
<b>Total Circulation</b>	<b>2943</b>	<b>2501</b>	<b>2262</b>	<b>2758</b>	<b>2234</b>	<b>2303</b>							<b>15,001</b>
<b>New Borrowers</b>													
In City	13	12	6	18	16	10							75
In County	2	7	3	5	3	2							22
Digital	0	27	4	8	6	5							50
<b>Total New Borrowers</b>	<b>15</b>	<b>46</b>	<b>13</b>	<b>31</b>	<b>25</b>	<b>17</b>							<b>147</b>
<b>Number of Programs</b>													
Adult	1	3	2	1	1	2							10
Juvenile	2	2	4	4	2	3							17
Young Adult	1	1	1	1	0	1							5
<b>Total Programs</b>	<b>4</b>	<b>6</b>	<b>7</b>	<b>6</b>	<b>3</b>	<b>6</b>							<b>32</b>
<b>Program Attendance</b>													
Adult	30	44	114	36	9	16							249
Juvenile	47	32	139	42	10	38							308
Young Adult	5	36	34	5	0	3							83
<b>Total Attendance</b>	<b>82</b>	<b>112</b>	<b>287</b>	<b>83</b>	<b>19</b>	<b>57</b>							<b>640</b>
<b>Reference Questions</b>													
<i>Phone Calls</i>	232	207	197	208	163	194							1201
<b>Number of Computer Users</b>													
	288	225	205	292	210	303							1523
<b>Total Patrons</b>													
	1505	1273	1207	1580	1012	1350							7927

\*Library Closed 1 week due to sewer issue.

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

*STATISTICAL DATA*

West **Division**

April 3, 2019

Northwest District

To: Patricia Jackson , City Manager  
 From: Deputy Christina Poindexter #7376  
 Subject: Statistical Report for March, 2019

ACTIVITY	
FELONY ARREST	1
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	3
AFFIDAVITS MISDEMEANOR	
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	
TOTAL ARRESTS	4
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	1
TRAFFIC CITATIONS	9
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	\$
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	27
NARCOTICS SEIZED	
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	6
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	2800
TRAFFIC STOPS	14
TOTAL DISPATCHED CALLS FOR SERVICE	106

In March 2019, there were three (3) PROCAP captured crimes (one of the three is questionable) as compared to two (2) in 2018. During the month two (2) Vehicle thefts occurred at which point one of them a suspect(s) was identified (daughter of reportee) therefore this case does not pose as a trend at this time. During the month one (1) Grand theft occurred however at this time Detectives are unable to determine when and where it actually took place, no cooperation from the victim. This original report notes the incident location is that of Lake Parker/Memorial Blvd. According to the actual report taken the address of Commonwealth Blvd/Berkley Rd. is not consistent with the address on the report of Lake Parker/Memorial Blvd.

CaseNo	Inc From	Inc To	DOW	Location	Narrative	PRINTS	CASE STATUS	DET
<b>VEHICLE THEFT</b>								
PCSO-190011281	2019-03-05 / 1800hrs	2019-03-06 / 0945hrs	Wed	106 LAYNEWADE RD MT OLIVE SHORES NORTH	cut chain link fence to storage area; Unk susp entered storage area inside gated community, cut the locks on 2 trailers & removed a 1982 yellow Yamaha motor scooter no tag Vin# JYASU9009DA012528 <i>No cameras in area, no witnesses located, vics could not provide any additional info. not recovered</i>	yes	NFL	Thomas
PCSO-190015197	2019-03-28 / 1800hrs	2019-03-29 / 1800hrs	Fri	703 3RD ST	poss known susp removed a 2011 blue Chevrolet Silverado 1500 bearing FL tag JYK45 from driveway; employees are allowed to stay at resid; vict stated that keys were missing from inside the resid; vict suspects employee, Ventura Virsabeth HM 100391, is responsible			
<b>GRAND THEFT</b>								
PCSO-190015240	2019-03-29 / 2000hrs	2019-03-29 / 2315hrs	Fri	COMMONWEALTH AVE SW/BERKLEY RD	poss known susp removed \$1773, a ceramic Buddha and a Navy Seal survival knife from victs veh while he was giving her a ride to Polk City; susp: Tammie Taylor WF 112768			

Department of Law Enforcement																														
Polk City - 2018 - 2019																														
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly	YTD		
	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	Change	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	0.0
Burg. Business	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	1	0	0	1	0%	0.0	0.3	
Burg. Residence	2	2	1	2	0	0	0	0	6	0	0	0	0	0	0	0	6	0	1	0	2	0	3	4	-200%	1.0	1.3			
Burg. Structure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0	
Burg. Conveyance	0	0	0	1	1	0	0	0	0	0	3	0	0	0	0	1	0	5	0	1	0	0	0	1	1	-100%	0.3	0.3		
Vehicle Theft	1	0	0	0	1	2	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	2	2	200%	0.7	0.7		
Grand Theft	0	1	0	1	0	1	0	0	1	0	1	0	0	0	0	1	0	1	0	0	0	0	0	0	3	0%	0.0	1.0		
Petit Theft	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0%	0.0	0.0	
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0%	0.0	0.0		
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	0	0	0%	0.0	0.0		
Criminal Mischief	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0%	0.0	0.0	
<b>Totals</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>6</b>	<b>11</b>	<b>-25%</b>	<b>2.0</b>	<b>3.7</b>	
% Change	33%		300%		50%		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		83%		83%			
FIR's	0	0	0	3	0	1	3	0	0	0	2	0	0	0	0	8	0	1	0	1	0	0	0	0	4					

# ***Public Works Report***

## **March 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 storm drains throughout Polk City.
- Completed Work Orders-20 (Repairs and Maintenance of Equipment, Electrical, plumbing, Building Maintenance, Vehicle Maintenance, etc.)

**April Objectives:** Continue maintaining the mowing and preventive maintenance of all City facilities, service equipment.

## UTILITY DEPARTMENT

March 2019 Report

### **Summary:**

Water/Wastewater continued to maintain sampling of the Wastewater Treatment Plant. Continued to pull all samples for the Water Plants. All samples were in compliance. Completed monthly MORs/DMR reports for DEP. Completed monthly SWFWMD report as required. Met all of DEP requirements to keep Polk City in compliance.

- All lift stations continue to have preventive maintenance. We are continuing to get all Verbatims/Auto Dialers running properly. Generators are being maintained.

### **Service Completed**

- Monthly meter reading
- No reads for the Utility Billing - 120
- Work Orders - 201
- Turn On – 46
- Turn off – 51
- Misc -(rereads, laptops, vacation turn on, TBO from shut off) -104
- Fire Hydrant flushing and maintenance done weekly
- Valve exercising done weekly
- Continue preventative maintenance/housekeeping
- WWTF is maintained by wasting, decanting, housekeeping

**APRIL OBJECTIVES:** Meet all DEP requirements to stay in compliance, continuing to maintain work orders and locates. Work to implement Cardinal Hill WWTF Sludge System.

**City Commission Meeting  
April 15, 2019**

**PRESENTATIONS:** Proclamation for Child Abuse Prevention Month

INFORMATION ONLY  
 ACTION REQUESTED

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**ISSUE:** This proclamation is in recognition of Child Abuse Prevention Month

**ATTACHMENTS:** Yes

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:** Recognize April 2019 as Child Abuse Prevention Month



## *Proclamation*

**WHEREAS**, Florida's future depends on nurturing the healthy development of our children; and

**WHEREAS**, the abuse and neglect of children can cause severe, costly and lifelong problems; and

**WHEREAS**, every child has a right to a safe, healthy and happy childhood where they are educationally and developmentally on track; and

**WHEREAS**, research shows that parents and caregivers who have support systems and know how to seek help in times of trouble are more resilient and better able to provide safe environments and nurturing experiences for their children; and

**WHEREAS**, individuals, businesses, schools, and faith-based and community organizations must make children a top priority and take action to support the physical, social, emotional, and educational development and competency of all children; and

**WHEREAS**, the blue and silver pinwheel stands as a symbol of the health and happiness all children deserve; and

**WHEREAS**, during the month of April, Prevent Child Abuse Florida, in collaboration with the Governor's Office of Adoption and Child Protection, the Florida Department of Children and Families and the Ounce of Prevention Fund of Florida, will implement Pinwheels for Prevention, a statewide campaign promoting awareness of healthy child development, positive parenting practices, and the types of concrete support families need within their communities;

**NOW, THEREFORE**, I, Mayor Joe LaCascia do hereby proclaim April 2019 as

### ***Child Abuse Prevention Month***

and urge all Floridians to engage in activities whose purpose is to strengthen families and communities to provide the optimal environment for healthy child development.

**City of Polk City**

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Joe LaCascia, Mayor

ATTEST:

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City Manager/City Clerk



**City Commission Meeting  
April 15, 2019**

**AGENDA ITEM #1:**

**Republic Services – Petition for Rate Adjustment**

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

Republic Services – Petition for Rate Adjustment

**ATTACHMENTS:** Yes

**ANALYSIS:**

Republic Services has submitted a letter petitioning for a rate adjustment increase based on the rate of inflation determined by the Consumer Price Index (CPI) in the amount of 0.99%. Please see the attached letter for a complete explanation, as well as a copy of that portion of the contract dealing with “Rate Increases or Decreases.” The request was received in writing no later than 90 calendar days prior to July 1<sup>st</sup>. Should the Commission approve the rate adjustment increase, it will not take effect until the annual anniversary of the effective date and will be in effect for the 12- month period following said anniversary date.

The request is for 0.99% and the new rates requested are as follows:

- Residential rate -- \$14.20 per resident per month (14.06 currently)
- Commercial hand pick-up -- \$31.53 per month (31.22 currently)
- Rate for commercial dumpsters -- \$8.05 per yard (7.97 currently)

**STAFF RECOMMENDATION:**

**Option #1:** Motion to approve Rate Adjustment based on CPI Index of 0.99%

**Option #2:** Motion to deny Rate Adjustment based on CPI Index of 0.99%.



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Certified Letter 7012 3460 0000 3850 4986

March 21, 2019

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

Re: Petition for 2019 Rate Adjustment for City of Polk City

Dear Mrs. Jackson:

Republic Services appreciates the opportunity to service the City of Polk City. Our goal is to provide the best service possible in an efficient and sanitary manner. Republic Services mission is to provide industry leading solid waste environmental services, while providing sustainability practices such as recycling and the use of compressed natural gas trucks.

In order to continue the advancement of our equipment and service capabilities we are submitting a petition of a rate adjustment increase. We are experiencing cost increases in employee healthcare and benefits. Risk and liability insurance increases and increases in primary and secondary labor. Rate increases in the replacement of tires, disposal of petroleum contaminated materials, and the permitting of our facilities and equipment.

The solid waste and recycling collection franchise agreement in 8.4 (3) allows Republic Services an opportunity to request an annual price adjustment for the second and subsequent years of this Contract. The request for price adjustment must be submitted in writing no later than 90 Calendar Days prior to July 1<sup>st</sup> of each calendar year. The successful vendor will only be allowed to submit (1) request for price adjustment per Contract year. Any approved request for price adjustment will not take effect until the annual anniversary of the Effective Date and such price adjustment will be in effect for the 12 month period following said anniversary date. Written request for price adjustment shall not exceed the rate of inflation determined by the Consumer Price Index (CPI) for urban wage earners and clerical workers, U.S. City average, all items (1982-84-100), published by the U.S. Bureau of Labor Statistics appropriately adjusted for the calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>) proceeding the calendar year in which the request is made. Any price adjustment shall be approved by Polk City Commission prior to the new price becoming effective.

Page two  
City of Polk City  
Mrs. Patricia Jackson  
Petition for 2019 Rate Adjustment

The January – December 2018 CPI annual average is .99%.  
The following rates will apply as of January 1, 2020, if approved by City Commission:

- Residential rate – \$14.20 per resident per month
- Commercial hand pickup – \$31.53 per resident per month
- Rate for commercial dumpsters – \$8.05 per yard

Please feel free to contact me at (813) 439-9019 or by email at [mkassabaum@republicservices.com](mailto:mkassabaum@republicservices.com) if you have any questions. Please notify me when this petition will be scheduled for consideration by the Commission.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mary Kassabaum", with a long horizontal flourish extending to the right.

Mary Kassabaum  
Municipal Services Manager  
Republic Services of Florida

Enclosure

the pre-tax cash on cash impact of said unusual increase or decrease on the expenses (or decrease), and its proportional impact on the Contractor's cost of doing business. The analysis shall be accompanied by not less than six (6) months actual financial data of the Contractor's business.

(3) Proposals shall remain firm for the first twelve (12) months of this Contract. The successful Proposer will have an opportunity to request an annual price adjustment for the second and subsequent years of this Contract. The request for price adjustment must be submitted in writing no later than 90 Calendar Days prior to July 1<sup>st</sup> of each calendar year. The successful vendor will only be allowed to submit one (1) request for price adjustment per Contract year. Any approved request for price adjustment will not take effect until the annual anniversary of the Effective Date and such price adjustment will be in effect for the 12-month period following said anniversary date. Written requests for price adjustments shall not exceed the rate of inflation determined by the Consumer Price Index (CPI) for urban wage earners and clerical workers, U.S. City average, all items (1982-84-100), published by the U.S. Bureau of Labor Statistics appropriately adjusted for the calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>) preceding the calendar year in which the request is made. Any price adjustment shall be approved by Polk City Commission prior to the new price becoming effective.

**8.5. Franchise Fee.** To compensate the City for the cost of administration, supervision and inspection rendered for the effective performance of this Agreement, as well as other costs related to Collection, the Contractor shall pay to the City a Franchise Fee of the greater of 15% of the total commercial and residential gross billings for residential and commercial service in the City or \$6,750.00 per quarter, whichever is greater. Payments shall be made by Contractor no later than thirty (30) days after the first month of the succeeding quarter of a year. A late charge of 1.5% of the monies due for the Franchise fee shall be calculated monthly until payment is received. A statement showing such gross revenues and disposal fees shall be prepared by the Contractor in accordance with generally accepted accounting principles for each month during the term of this Agreement. The monthly statement showing gross revenues shall be submitted beginning February 1, 2015, and thereafter on or after the end date of each quarter hereunder.

**8.6. Operation During Dispute.** In the event Polk City has not cancelled the Contract in accordance with the terms provided for herein and there remains a dispute between the Contractor and Polk City, the Contractor agrees to continue to operate and perform under the terms of this Contract while said dispute is pending, and agrees that in the event a suit is filed for injunction or other relief to continue to operate the system until the final adjudication of such suit by the court.

## **SECTION 9. QUALITY OF SERVICE.**

**9.1. Character of Workmen and Equipment.** The direction and supervision of refuse collection and disposal and salvage operations shall be by

**City Commission Meeting  
April 15, 2019**

**AGENDA ITEM #2:            Repair of Hydro-Pneumatic Tanks at Jacob Water Plant**

       INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

Repair of Hydro-Pneumatic Tanks at Jacob Water Plant

**ATTACHMENTS:** Yes

**ANALYSIS:**

The two hydro-pneumatic Tanks at the Jacob Water Plant had their five-year inspection, and are in need of repair. Initially, we thought the tanks would have to be replaced; however, the inspection revealed they could be repaired. Per our Code of Ordinances, three quotes were received for the repair as follows:

- |                             |             |
|-----------------------------|-------------|
| 1. Corrosion Control        | \$16,000.00 |
| 2. Utility Technicians, Inc | \$17,387.40 |
| 3. InDepth Services, Inc    | \$23,000.00 |

Our Code of Ordinances states if the City Manager recommends the acceptance of a bid other than the bid with the lowest total price, the reason for the recommendation shall be given. Lori Pearson is requesting the Commission to consider Utility Technicians as she has worked with Corrosion Control in the past and they had to come back several times to correct their work; however, it was corrected satisfactorily. Staff has no issues with using Corrosion Control or Utility Technicians.

The City has money in the budget for this project.

**STAFF RECOMMENDATION:**

Motion to approve Corrosion Control in the amount of \$16,000.00.

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# Polk City Utility Department

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## Memorandum

To: Patricia Jackson

**SUBJECT:** Jacob's Hydro Pneumatic Tanks

Description: Refurnish and paint Tank 1 and Tank 2 at Jacob's Plant

I received three quotes:

1. Corrosion Control \$16,000.00
2. Utility Technicians \$17,387.40
3. Indepth \$ 23,000.00

My recommendation is to use Utility Technicians to refurnish Jacob's Hydro Tanks. I have worked with Corrosion Control in the past, they had to come back several times to correct their work.

Thank you  
Lori Pearson

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Estimate #19-422513

April 1, 2019

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

Attention: Lori Pearson  
Reference: #1 & #2 Hydro Tanks at Mt. Olive Water Plant

We are pleased to submit our quotation for preparation and coating of the #1 and #2 hydro tanks located at the Mt. Olive Water Plant per our discussion. Price includes interior and exterior of tanks and piping and associated with tanks. All materials, equipment, labor and supervision to perform this job is provided in pricing.

**Scope of Work – Interior**

- SSPC-SP10 near white metal blast complete interior of tank
- Stripe coat all welds with potable water epoxy @ 5 – 8 mils DFT (white in color)
- Apply a full prime coat of potable water epoxy @ 5 – 8 mils DFT (blue in color)
- Low voltage holiday test for pin holes
- Repair any pinholes if necessary and re test
- Apply a full finish coat of potable water epoxy @ 5 – 8 mils DFT (White in color)

**Scope of Work – Exterior**

- Power wash entire exterior of tanks and piping with 4000 psi pressure washer to remove all debris and loose paint
- Apply one full coat of Sherwin Williams Shercyl high performance acrylic @ 2 – 4 mils DFT (color to match existing tanks and color coding on piping)

Note: Interior coat must have 7 days to full cure before water can be put in tank.

**Price..... \$16,000.00**

P.O. Box 169

Mulberry, FL 33860

Phone: 863-425-3101

Fax: 863-425-8298

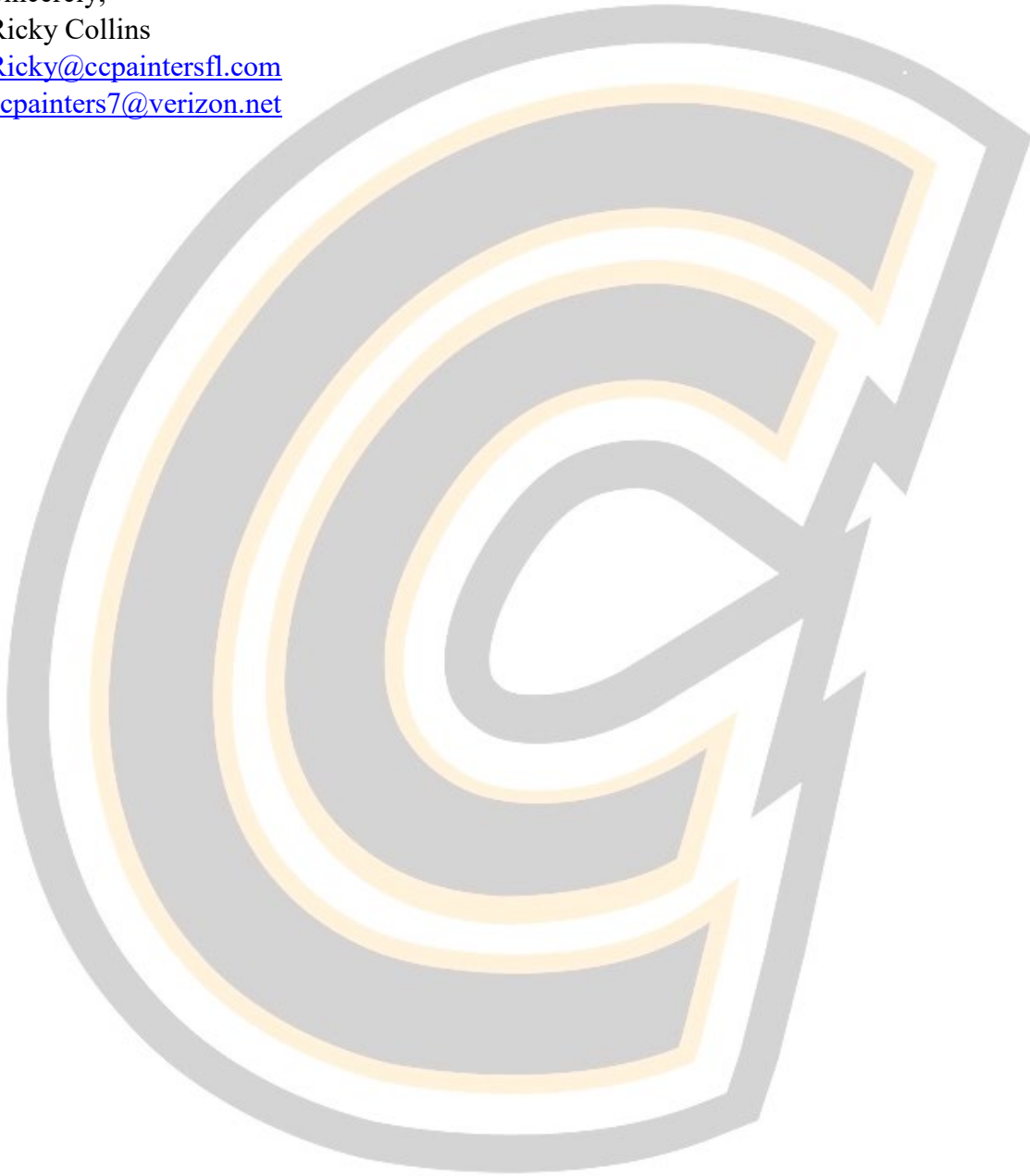
Thank you for the opportunity to quote you on this project. If you have any questions please contact us.

Sincerely,

Ricky Collins

[Ricky@ccpaintersfl.com](mailto:Ricky@ccpaintersfl.com)

[ccpainters7@verizon.net](mailto:ccpainters7@verizon.net)



P.O. Box 169

Mulberry, FL 33860

Phone: 863-425-3101

Fax: 863-425-8298





**In Depth Inc.**  
 800 Belle Terre Pkwy Unit 200 #122  
 Palm Coast, FL 32164  
 (386) 202-2771

City of Polk City

Phone: 863-984-1375  
 X302

Date: 3/5/2019

**Attn: Keith Prestage**  
 123 Broadway Blvd SE  
 Polk City, FL 33868

Cell: 863-242-2642

Email:  
 keith.prestage@mypolkcity.org

**Painting Preparation & Application Services to Hydro Tanks**

<b>Tanks</b>	<b>Tank Description</b>	<b>Additional Information</b>	<b>Scope of Work To Include</b>
2	10,000 gallon Concrete Hydro Tank 30' length x 8' diam	All welds will be stripe coated with tnmec series 22 nsf approved epoxy.	<b>Internal Only</b> Sandblast to a sp 10 near white blast then all sand and debris will be vacuumed out.
		Note: 5 day cure time is needed before putting the tank back in service.	<b>Coating type:</b> 1 full coat of tnmec series 22 nsf approved epoxy will be applied at 20-24 mills dft
<p><b>Proposal Total: \$23,000.00</b></p> <p><i>Rate to be expected on an 8hr. work day (subjected to weather &amp; environmental delays)</i></p> <p>The bid price listed above is valid for 90 days from date shown.</p> <p>Proposals signed and returned to In Depth Inc. are valid for one year from date of acceptance.</p> <p><b>NOTE:</b> All coating applications will be supervised by NACE coating inspector.</p>			

**Payment terms:** 1% Ten Days, Net 30 Days. 1.5% interest will be charged on all accounts past 30 days.

Sandblast and recoat interior of 2 10,000 gal hydrotanks. interior will be blasted to a sp 10 near white blast then all sand and debris will be vacuumed out all welds will be stripe coated with tnmec series 22 nsf approved epoxy then 1 full coat of tnmec series 22 nsf approved epoxy will be applied at 20-24 mills dft. A 5 day cure time is needed before putting the tank back in service. We also has temporary bypass tanks available for rent rental price based on location of job

**If additional work is requested, or needed, such as; structural repairs, crack filling, stripe coat, additional layers of coating, hatch repairs, screen replacements, or any other repairs, etc. (including epoxy repairs) an approval (AWA) will then need to be signed by a designated on-site representative, in which each of these services will be performed at a rate of \$475.00 per hour plus cost of any necessary materials. All services will have to be evaluated and approved by In Depth Inc. crew supervisor.**



In Depth Inc. will provide all personnel and equipment necessary to provide and perform services listed above to the referenced tank(s) or reservoir(s). The tank(s) or reservoir(s) will be coated in accordance to American Water Works Association (AWWA), NACE, SSPC, ASNT, ACI and AWS standards. All agreements are contingent upon strikes, accidents or delays beyond control. Precautions will be taken to protect landscaping, but not liable for.

- **In Depth Inc. is fully bondable and insured.**
- **Client will be responsible for taking tanks offline and draining prior to crews' arrival. After all services are completed, client will also be responsible for disinfecting and putting tanks back online into service.**
- **Schedule dates are tentative and are subject to change.**
- **Client is to carry fire, tornado, and other necessary insurance upon above work.**
- **If In Depth Inc. crew is required to stop working or is delayed working due to unforeseen circumstances or any reasons beyond our control (i.e. no utility personnel onsite, inability to access designated work site, insufficient means of running water, etc.) a down-time charge of \$475.00 per hour will be charged.**
- **A futile trip charge of \$1,200.00 will be charged if we are unable to get our truck to a tank location. Please understand that use of utility vehicles or equipment may be necessary to get our equipment to a tank.**
- **In Depth Inc. makes every attempt to obtain complete information from customers prior to the presentation of bids concerning fees required for municipal licenses, registration fees, Sales Tax or Use Taxes in your area. These items are identified on your contract. In the event that additional fees are discovered or charged, after the bid has been submitted, these charges will be added to the stated contract amount when billed.**

Sue Couslin, Regional Account Manager

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Approval initial: \_\_\_\_\_

**To accept**, please sign and date proposal, then scan and Email both pages to: [sue@indepthservicesinc.com](mailto:sue@indepthservicesinc.com)

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Completion Date** – With acceptance this work will be completed at a mutually acceptable date within one year. If the budgeted funds for this work has to be used by a specific date, please indicate the date here: \_\_\_\_/\_\_\_\_/\_\_\_\_ (additional fees may apply)

**Important Information: Please Read and Show Acceptance**

**Running Water and Accessibility** - Please initial below that you have been advised, and understand, the entry point in to structures must be at least 24" in diameter. Client will furnish a source of running water upon crews' arrival. A \$1,200.00 futile trip charge will be levied if the team is unable to work due to location / site access or hatch size being too small to allow entry.

**Utility Representative Initial Here** \_\_\_\_\_

**Tank Information** – Please initial below to verify the type of structure, dimensions or information listed in the proposal is accurate. If the structure dimensions or information is not accurate as listed then additional costs may be added.

**Utility Representative Initial Here** \_\_\_\_\_



# Utility Technicians, Inc.

Water and Sewer Specialty Contractor  
State Licensed Utility Contractor #CUCO52605

Office (352) 669-5822  
Fax (352) 669-6037

## Proposal

630 Goodbar Avenue  
Umatilla, Florida 32784

NAME / ADDRESS

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

DATE 2/25/2019 Proposal # 7783

Job: Jacobs Plant Tank Painting

Utility Technicians Inc. to provide all materials, equipment and labor to perform the following modifications on (2) Hydro-pneumatic Tanks at the Water Treatment Plant at Jacobs Plant in Polk City, FL.

Each tank shall be bypassed one at a time to keep system operational.

Sandblast and recoat the interior of each hydro tank as follows:

- Stripe and prime coat to be Tnemec series N-140 white in color (67%) solids @ 6.0 mils dry film thickness.
- Top coat to be Tnemec series N-141 beige in color (81%) solids @ 8.0 mils dry film thickness.
- Overall dry film thickness to be between 12.0 mils-14.0 mils.

**\*\*IMPORTANT\*\***

This process requires that each hydro tank be drained and offline for a minimum of 14 days. We recommend allowing three weeks each for this process. This includes 1-2 days of abrasive blasting the interior, 1 day for the stripe and prime coat on the interior, 1 day for the final coat of the interior, 7 days of good weather for paint cure time, 1 day to close up the tank and refill, 2 day bacteriological sampling of the newly painted tank and 1-2 days for the bac-tee results.

NOTES:

- 1)Any permitting or DEP notification required by others.
- 2)Boil water notices by others.
- 3)All bacteriological sampling by others.
- 4)Scheduling of the one day shutdown for the installation of the bypass fittings by others.
- 5)Bypass connections being installed are contingent upon the existing isolation valves being operational and holding drip tight. This quotation does not include replacement of the isolation valves.
- 6)The bypass system will run off the existing pressure switches and well controls.

**TOTAL:** \$17,387.40

All material and workmanship is guaranteed for 1 year or as stated. All work is to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an additional charge over and above this estimate. All agreements are contingent upon strikes, accidents and/or delays beyond our control. Employees of Utility Technicians are covered by Worker's Compensation Insurance.

Terms: Proposal is valid for 30 days from the date listed above. Payment is due 30 days from invoice or as stated above.

SIGNATURE: Chase Norris DATE: 2/25/2019

ACCEPTANCE OF CONTRACT: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified above:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_