

# POLK CITY

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

January 21, 2020

Polk City Government Center  
123 Broadway Blvd., SE

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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**

**APPROVE CONSENT AGENDA**

**PRESENTATIONS AND RECOGNITIONS**

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

### AGENDA

1. Proposal – Grant Writer – CDBG
2. Purchase of Truck for Public Works
3. Planning Commission Appointments
4. Contract with Odom Contracting for Street Paving, Parking Lot Paving and Parking Lot Overlay

### CITY MANAGER ITEMS

### CITY ATTORNEY ITEMS

### COMMISSIONER ITEMS

Vice Mayor Kimsey  
Commissioner Blethen  
Commissioner Carroll  
Commissioner Harper  
Mayor LaCascia

### ANNOUNCEMENTS

### 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.

**CONSENT AGENDA**  
**January 21, 2020**

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 – December 16, 2019 – City Commission Meeting
2. Accept minutes – December 16, 2019 – City Commission Workshop

**B. REPORTS**

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

**C. OTHER**

**City Commission Meeting  
January 21, 2020**

**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:

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

**ANALYSIS:**

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

**Polk City Permits Added**  
From: 12/01/19 To: 12/31/2019

**COMMERCIAL**

<u>Permit Number</u>	<u>Address</u>		<u>Declared Value</u>	<u>Date Added</u>
BC-2019-1572	1240 33868	Orange	Blvd, Polk City, FL 2,000.00	12/03/2019
			<b>Subtotal:</b>	<b>\$2,000.00</b>

**ELECTRICAL**

<u>Permit Number</u>	<u>Address</u>		<u>Declared Value</u>	<u>Date Added</u>
BT-2019-16068	8771 Rindge RD, Polk City, FL 33868		2,000.00	12/02/2019
BT-2019-16216	626 GORDON RD, POLK CITY, FL 33868		2,350.00	12/05/2019
BT-2019-16236	109 AZALEA AVE, POLK CITY, FL 33868		1,000.00	12/05/2019
			<b>Subtotal:</b>	<b>\$5,350.00</b>

**MECHANICAL**

<u>Permit Number</u>	<u>Address</u>		<u>Declared Value</u>	<u>Date Added</u>
BT-2019-16016	416 2ND ST, POLK CITY, FL 33868		6,088.00	12/02/2019
BT-2019-17020	202 BAYBERRY DR, POLK CITY, FL 33868		5,000.00	12/23/2019
			<b>Subtotal:</b>	<b>\$11,088.00</b>

**RESIDENTIAL**

<u>Permit Number</u>	<u>Address</u>		<u>Declared Value</u>	<u>Date Added</u>
BR-2019-10903	5457 Animosh CT, Polk City, FL 33868		111,100.00	12/03/2019
BR-2019-10904	8774 Micmac CT, Polk City, FL 33868		127,600.00	12/03/2019
BR-2019-10908	8830 Fox DR, Polk City, FL 33868		101,200.00	12/03/2019
BR-2019-10910	8817 Fox DR, Polk City, FL 33868		100,100.00	12/03/2019
BR-2019-11296	8844 SUNAPEE LOOP, POLK CITY, FL 33868		15,000.00	12/12/2019
BR-2019-11417	8846 Fox DR, Polk City, FL 33868		111,100.00	12/13/2019
BR-2019-11588	7470 BERKLEY RD, POLK CITY, FL 33868		4,200.00	12/19/2019
BR-2019-11594	0 TEABERRY POLK CITY, FL 33868		20,000.00	12/13/2019
BR-2019-11597	8842 Fox DR, Polk City, FL 33868		101,200.00	12/19/2019
			<b>Subtotal:</b>	<b>\$691,500.00</b>

**Grand Total: \$709,938.00**

*68 578.00 to Date*

## Code Enforcement Report DECEMBER 2019

DATE	ADDRESS	VIOLATION	STATUS/ LOCATION
12/3/2019	CITY WIDE	SNIFE SIGNS	REMOVED 7
12/3/2019	117 SUNSHINE	JUNK AND DEBRIS	FOUND OUT TENANT MOVED
12/3/2019	0 LAKESHORE	VEHICLE	SPOKE W/OWNER OF CAR
12/3/2019	OFFICE	WREATH/LOBBY	CITY HALL
12/4/2019	CITY HALL	PREP WORK FOR DECORATIONS	COMMISSION CHAMBER
12/5/2019	UTILITIES	WORKED ON THE GOLF CART/FLOAT	UTILITIES
12/10/2019	CITY HALL	RETURNED CALLS AND EMAILS	OFFICE
12/10/2019	CITY HALL	FILED COMPLIED CASES ON PC AND SOME IN FILE CABINET	OFFICE
12/10/2019	CITY HALL	HELPED WITH WORK CHRISTMAS	OFFICE
12/11/2019	CITY WIDE	SNIFE SIGNS	REMOVED 8
12/11/2019	CITY WIDE	CHECKED ON OPEN CASES	TOOK PHOTOS/NOTES
12/11/2019	CITY HALL	UPLOADED PHOTOS INTO CASES	OFFICE
12/11/2019	CITY HALL	MET WITH CITIZEN IN OFFICE	OFFICE
12/12/2019	CITY WIDE	CHECKED DAILY CASES	FIELD
12/12/2019	CITY HALL	RETURNED CALLS AND EMAILS	OFFICE
12/17/2019	CITY HALL	FILED CASES	OFFICE
12/17/2019	CITY WIDE	CHECKED OPEN CASES	FIELD
12/17/2019	CITY HALL	MET CITIZEN IN OFFICE	OFFICE
12/17/2019	CITY HALL	FILED 2019 CASES C/O	OFFICE
12/18/2019	CITY HALL	WENT OVER CASES FOR SM	CHECKED FILES
12/18/2019	CITY WIDE	SNIFE SIGNS	REMOVED 5
12/18/2019	CITY HALL	CHRISTMAS LUNCH	CITY HALL
12/19/2019	CITY HALL	RETURNED CALLS	OFFICE
12/19/2019	CITY WIDE	INSPECTED PROPERTIES TOOK PHOTOS/NOTES	FIELD
12/19/2019	CITY HALL	MET WITH OWNER IN OFFICE	OFFICE
12/23/2019	CITY HALL	SENT OUT 2 VIOLATIONS	LETTERS
12/23/2019	CITY WIDE	SNIFE SIGNS	REMOVED 6
12/23/2019	CITY WIDE	TOOK PHOTOS AND MET WITH CITIZENS	FIELD
12/23/2019	CITY HALL	UPLOADED PHOTOS AND NOTES TO CASES	OFFICE
12/23/2019	CITY HALL	MET WITH A REALTOR ABOUT 111 PALMETTO	OFFICE
12/31/2019	CITY HALL	PC WOULD NOT WORK , I WORKED W/IT TO RESOLVE ISSUES	OFFICE
12/31/2019	CITY HALL	RETURNED CALLS AND EMAIL	OFFICE
12/31/2019	CITY HALL	PACKED AWAY CHRISTMAS IN OFFICE	OFFICE
12/31/2019	CITY WIDE	ANSWERED QUESTIONS ON PROPERTY	FIELD
12/31/2019	CITY WIDE	SNIFE SIGNS	REMOVED 7
12/31/2019	322 BROADWAY BLVD	ASKED TO REMOVE SALE SIGNS	FIELD
12/31/2019	303 BROADWAY BLVD	ASKED TO REMOVE FLAGS	FIELD
12/31/2019	329 LAKESHORE CT	INSPECTED VIOLATION CORRECTED	C/O
12/31/2019	CITY HALL	RETURNED CALLS	OFFICE
12/31/2019	CITY HALL	REPORT	OFFICE
	HAPPY	NEW	YEAR

POLK CITY  
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	2,495,496.32	
01-101-800	Cash - GF Police Public Safety Impact Fees	164,119.77	
01-101-801	Cash - GF Fire Public Safety Impact Fees	107,974.20	
01-101-802	Cash - GF Recreation Impact Fees	323,489.60	
01-101-803	Cash - GF Gen Gov'L Facilities Impact Fees	315,045.34	
01-101-990	Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	23,024.03	
01-115-110	Accounts Receivable - NSF	50.00	
01-115-120	Accounts Receivable - Local Bus Licenses	7,100.00	
01-115-130	Accounts Receivable - Readiness to Serve	2,476.98	
01-115-200	Accounts Receivable - Year End	171,090.91	
01-117-100	Allowance for Bad Debt	8,857.17	
01-117-200	Allowance for Uncollectible A/R	2,476.98	
01-140-100	Due From Other Governmental Units	86,142.26	
01-140-101	Due from Others (Franchise & Public Serv. Tax)	7,282.75	
01-153-100	Restricted Cash - New Local Opt Gas Tax	115,896.59	
01-153-303	Restricted Cash - Building and Codes	160,917.77	
01-160-902	Reserve Account	177,764.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		3,822,565.17
01-202-100	Accounts Payable	21,401.81	
01-202-200	Accounts Payable - Year End	24,155.86	
01-202-900	Customer Deposits	4,385.00	
01-208-200	Due to BCAIB - Builder's Surcharge	6.00	
01-208-300	Due to County - Impact Fees	38,834.08	
01-208-310	Due to DCA - Bldg Permit Surcharge	1,532.56	
01-208-320	Due to Dept of Business - License Fees	946.01	
01-208-330	Due to PCSO - Police Education Revenue	360.22	
01-216-100	Accrued Payroll	12,712.66	
01-217-200	Accrued Sales Tax	399.34	
01-218-050	Payroll Liabilities	87.80	
01-218-100	Payroll Taxes Payable	7,429.93	
01-218-200	FRS Retirement Payable	6,517.82	
01-218-310	Long Term Disability Payable	964.00	
01-218-320	Supplemental Insurance Payable	2,454.36	
01-218-327	CHL- Child Support	414.01	
01-218-400	Dental Plan Payable	411.57	
01-218-410	Vision Plan Payable	408.81	
01-218-700	ICMA-RC	20.00	
	** TOTAL LIABILITY**		53,518.44
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	3,134,062.37	
	** TOTAL EQUITY**		3,134,062.37
	** TOTAL REVENUE**		1,188,088.42
	** TOTAL EXPENSE**		553,104.06
	TOTAL LIABILITY AND EQUITY		3,822,565.17



POLK CITY  
DECEMBER 2019 MONTHLY FINANCIALS

GENERAL FUND REVENUES  
25.00 % Yr Complete For Fiscal Year: 2020 / 12

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-311-100	Ad Valorem Taxes	782,473.21	927,853.00	927,853.00	680,280.99	799,842.13	128,010.87	86.20 %
01-312-300	9th Cent Gas Tax	15,347.53	14,594.00	14,594.00	1,267.02	1,267.02	13,326.98	8.68 %
01-312-400	Local Option Gas Tax	85,233.57	84,702.00	84,702.00	7,714.02	14,756.44	69,943.56	17.42 %
01-312-410	New Local Option Gas Tax	53,778.65	52,721.00	52,721.00	4,508.63	8,692.25	44,028.75	16.49 %
01-314-100	Electric - Utility Tax	118,047.79	102,387.00	102,387.00	8,397.86	19,565.10	82,821.90	19.11 %
01-314-300	Water - Utility Tax	65,509.85	57,258.00	57,258.00	5,734.35	11,580.27	45,677.73	20.22 %
01-314-301	Water - Utility Tax - Readiness to Se	0.00	2,171.00	2,171.00	0.00	0.00	2,171.00	0.00 %
01-314-400	Gas - Utility Tax	7,883.91	5,800.00	5,800.00	565.80	949.09	4,850.91	16.36 %
01-315-100	Communications Services Tax	214,000.60	215,244.00	215,244.00	0.00	16,615.36	198,628.64	7.72 %
01-316-100	Local Business Licenses	5,344.00	17,500.00	17,500.00	160.00	7,150.20	10,349.80	40.86 %
01-316-102	County Business Tax	1,260.08	0.00	0.00	27.39	119.46	(119.46)	0.00 %
01-322-100	Building Permits	59,808.62	54,075.00	54,075.00	5,760.83	25,831.16	28,243.84	47.77 %
01-322-101	Bldg Permit - Plan Checking	19,077.94	26,780.00	26,780.00	2,900.50	12,120.01	14,659.99	45.26 %
01-322-102	Bldg Permit - Admin Fee	5,120.00	2,060.00	2,060.00	320.00	1,360.00	700.00	66.02 %
01-322-103	Bldg Permit - Electrical	8,895.00	12,875.00	12,875.00	1,275.00	5,650.00	7,225.00	43.88 %
01-322-104	Bldg Permit - Plumbing	7,900.00	12,875.00	12,875.00	875.00	4,750.00	8,125.00	36.89 %
01-322-105	Bldg Permit - Mechanical	8,725.00	12,875.00	12,875.00	875.00	5,625.00	7,250.00	43.69 %
01-322-107	Bldg Permit - Cert of Occupancy	3,450.00	3,090.00	3,090.00	120.00	150.00	2,940.00	4.85 %
01-322-108	Bldg Permit - Inspections	137,495.65	100,000.00	100,000.00	6,697.80	15,217.15	84,782.85	15.22 %
01-322-109	Bldg Permit - Demolition	57.50	0.00	0.00	0.00	0.00	0.00	0.00 %
01-323-100	Electric	74,157.26	76,492.00	76,492.00	0.00	0.00	76,492.00	0.00 %
01-323-300	Solid Waste	33,627.76	65,640.00	65,640.00	2,250.00	2,250.00	63,390.00	3.43 %
01-324-100	Police - Public Safety Impact Fee	27,089.58	59,984.00	59,984.00	3,869.94	23,031.67	36,952.33	38.40 %
01-324-110	Fire/Rescue - Public Safety Impact Fe	14,494.62	32,095.00	32,095.00	2,070.66	11,388.63	20,706.37	35.48 %
01-324-310	Transportation Impact Fee	(995.10)	0.00	0.00	0.00	0.00	0.00	0.00 %
01-324-610	Parks & Recreation Impact Fee	42,646.56	96,734.00	96,734.00	6,240.96	34,325.28	62,408.72	35.48 %
01-324-710	Public Facilities Impact Fee	73,416.42	162,564.00	162,564.00	10,488.06	57,684.33	104,879.67	35.48 %
01-329-220	Site Plan Reviews	10,835.00	1,600.00	1,600.00	1,900.00	1,900.00	(300.00)	118.75 %
01-331-400	FEMA Federal Reimb. - Irma 2017	60,999.44	0.00	0.00	0.00	0.00	0.00	0.00 %
01-334-201	Justice Assistance Grant (JAG)	0.00	5,113.00	5,113.00	0.00	0.00	5,113.00	0.00 %
01-334-400	FEMA State Reimb. - Irma 2017	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-334-910	DEO GRANT	30,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-335-120	MRS - State Sales Tax	58,081.06	58,720.00	58,720.00	0.00	9,786.72	48,933.29	16.67 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	17,725.70	17,888.00	17,888.00	0.00	2,866.54	15,023.46	16.01 %
01-335-123	MRS - Municipal Fuel Tax	51.70	50.00	50.00	0.00	1.24	48.76	2.48 %
01-335-140	Mobile Home License	5,455.30	5,486.00	5,486.00	987.45	2,973.40	2,512.60	54.20 %
01-335-150	Alcoholic Beverage License	1,125.71	1,126.00	1,126.00	0.00	0.00	1,126.00	0.00 %
01-335-180	Half-Cent Sales Tax	121,629.13	143,520.00	143,520.00	11,637.94	22,329.75	121,190.25	15.56 %
01-337-100	Library Coop Funding	33,876.08	31,990.00	31,990.00	0.00	0.00	31,990.00	0.00 %

POLK CITY  
 DECEMBER 2019 MONTHLY FINANCIALS

GENERAL FUND REVENUES  
 25.00 % Yr Complete For Fiscal Year: 2020 / 12

G/L		2019	2020	ADJ	2020	2020	2020	PERCENTAGE
ACCOUNT	DESCRIPTION	PRIOR YR REVENUE	ANTICIPATED REVENUE	ANTICIPATED	CURRENT REVENUE	YTD REVENUE	(EXCESS)/DEFICIT	REALIZED
01-340-400	Solid Waste	303,419.35	326,479.00	326,479.00	25,077.06	51,199.31	275,279.69	15.68 %
01-340-700	Stormwater Utility Fees	31,540.17	24,019.00	24,019.00	2,768.91	5,534.82	18,484.18	23.04 %
01-340-900	Notary Fees	175.00	0.00	0.00	15.00	65.00	(65.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	16,303.82	16,304.00	16,304.00	0.00	0.00	16,304.00	0.00 %
01-347-100	Library Income	7,209.99	6,000.00	6,000.00	685.65	1,768.10	4,231.90	29.47 %
01-351-200	Fines, Penalties, and Forfeitures	11,166.63	6,500.00	6,500.00	282.87	623.10	5,876.90	9.59 %
01-359-100	Other Fines and/or Forfeitures	902.50	0.00	0.00	0.00	290.00	(290.00)	0.00 %
01-359-300	Late Fees	204.08	200.00	200.00	21.00	93.00	107.00	46.50 %
01-361-100	Interest Income	1,009.22	900.00	900.00	0.00	0.00	900.00	0.00 %
01-362-100	Activity Center Rentals	3,150.00	2,700.00	2,700.00	100.00	350.00	2,350.00	12.96 %
01-362-200	Donald Bronson Community Center Renta	8,450.00	5,000.00	5,000.00	850.00	2,250.00	2,750.00	45.00 %
01-365-100	Sales of Surplus Property	136.10	0.00	0.00	0.00	0.00	0.00	0.00 %
01-366-100	Private Donations	490.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-366-101	Private Donations - Christmas	2,000.00	2,000.00	2,000.00	1,200.00	1,775.00	225.00	88.75 %
01-366-102	Private Donations - Halloween	1,000.00	1,000.00	1,000.00	1,000.00	1,605.00	(605.00)	160.50 %
01-366-110	Private Donations - Library	7,395.00	1,000.00	1,000.00	20.50	20.50	979.50	2.05 %
01-369-100	Misc. Income	852.61	100.00	100.00	0.00	0.00	100.00	0.00 %
01-369-101	Misc Income - Copies and Faxes	105.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-369-102	Misc Income - Collection Allowance	8,443.98	5,000.00	5,000.00	975.65	2,376.39	2,623.61	47.53 %
01-369-120	Misc Income - Christmas	180.00	160.00	160.00	20.00	300.00	(140.00)	187.50 %
01-369-130	Misc Income - Halloween	320.00	240.00	240.00	0.00	60.00	180.00	25.00 %
01-369-400	Insurance Proceeds	2,214.91	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-369-401	Insurance - Claims	2,265.16	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-500	Refund of State Gas Tax	1,391.22	500.00	500.00	0.00	0.00	500.00	0.00 %
01-381-400	Transfer From Enterprise Fund	0.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-381-900	Cash Carry Forward	0.00	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
DEPARTMENT TOTALS		2,595,399.86	2,944,564.00	2,944,564.00	799,841.34	1,188,088.42	1,756,475.58	40.35 %



POLK CITY  
DECEMBER 2019 MONTHLY FINANCIALS

General Fund Expenditures  
25.00 % Yr Complete For Fiscal Year: 2020 / 12

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	7,863.60	10,800.00	10,800.00	900.00	2,700.00	8,100.00	25.00 %
01-511-160	Bonuses and Gift Certificates - Legis	2,165.65	2,500.00	2,500.00	0.00	2,707.11	(207.11)	108.28 %
01-511-210	Fica Taxes - Legislative	767.21	1,033.00	1,033.00	68.83	413.64	619.36	40.04 %
01-511-240	Workers's Compensation - Legislati	11.00	25.00	25.00	0.00	13.61	11.39	54.44 %
01-511-400	Travel and Training - Legislative	5,034.30	5,500.00	5,500.00	0.00	25.00	5,475.00	0.45 %
01-511-470	Printing and Reproduction - Legislati	54.69	500.00	500.00	0.00	0.00	500.00	0.00 %
01-511-480	Promo Activities & Legal Ads - Legisi	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-511-490	Other Current Charges - Legislative	150.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-511-510	Office Supplies - Legislative	142.22	400.00	400.00	0.00	0.00	400.00	0.00 %
01-511-520	Operating Supplies - Legislative	857.40	1,000.00	1,000.00	16.00	16.00	984.00	1.60 %
01-511-540	Books, Pub., Sub., & Memberships - Le	3,670.00	4,000.00	4,000.00	1,203.00	3,203.00	797.00	80.08 %
DEPARTMENT TOTAL		20,716.07	31,258.00	31,258.00	2,187.83	9,078.36	22,179.64	29.04 %
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	137,526.06	139,276.00	139,276.00	12,155.21	32,825.02	106,450.98	23.97 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	1,107.72	3,692.28	23.08 %
01-512-140	Overtime - Executive	71.80	0.00	0.00	0.00	0.00	0.00	0.00 %
01-512-160	Bonuses and Gift Certificates - Execu	21,056.34	22,750.00	22,750.00	0.00	25,663.26	(2,913.26)	112.81 %
01-512-210	Fica Taxes - Executive	12,249.92	11,022.00	11,022.00	943.40	4,754.57	6,267.43	43.14 %
01-512-220	Retirement Contribution - Executive	25,392.26	26,529.00	26,529.00	2,423.78	7,152.25	19,376.75	26.96 %
01-512-230	Life & Health Insurance - Executive	17,890.94	18,868.00	18,868.00	1,588.42	4,765.26	14,102.74	25.26 %
01-512-240	Worker's Compensation - Executive	194.00	320.00	320.00	0.00	175.49	144.51	54.84 %
01-512-310	Professional Services - Executive	32.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-512-400	Travel and Training - Executive	4,132.50	5,500.00	5,500.00	50.22	692.22	4,807.78	12.59 %
01-512-410	Communication Services - Executive	738.89	700.00	700.00	186.81	186.81	513.19	26.69 %
01-512-470	Printing and Reproduction - Executive	0.00	200.00	200.00	0.00	133.50	66.50	66.75 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	800.00	800.00	0.00	0.00	800.00	0.00 %
01-512-490	Other Current Charges - Executive	2,780.48	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
01-512-510	Office Supplies - Executive	362.73	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-512-520	Operating Supplies - Executive	1,534.19	1,000.00	1,000.00	0.00	63.97	936.03	6.40 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	889.33	2,000.00	2,000.00	366.42	551.41	1,448.59	27.57 %
DEPARTMENT TOTAL		229,651.56	238,565.00	238,565.00	16,083.50	78,071.48	160,493.52	32.73 %

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CITY CLERK								
01-513-310	Professional Services - City Clerk	120.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-513-400	Travel and Training - City Clerk	2,467.10	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-513-460	Repairs and Maintenance - City Clerk	160.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-513-470	Printing and Reproduction - City Clerk	3,585.75	3,500.00	3,500.00	0.00	1,175.00	2,325.00	33.57 %
01-513-490	Other Current Charges - City Clerk	7,580.01	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
01-513-492	Recording & Other Fees - City Clerk	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-513-510	Office Supplies - City Clerk	267.30	800.00	800.00	207.45	261.70	538.30	32.71 %
01-513-520	Operating Supplies - City Clerk	942.69	900.00	900.00	63.98	213.96	686.04	23.77 %
01-513-540	Books, Pub., Sub., & Memberships - Ci	701.00	500.00	500.00	0.00	110.00	390.00	22.00 %
DEPARTMENT TOTAL		15,823.85	15,700.00	15,700.00	271.43	1,760.66	13,939.34	11.21 %
LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	42,992.10	60,000.00	60,000.00	5,244.17	10,997.10	49,002.90	18.33 %
01-514-480	Promo Activities & Legal Ads - Legal	13,487.56	10,000.00	10,000.00	153.65	2,328.64	7,671.36	23.29 %
DEPARTMENT TOTAL		56,479.66	70,000.00	70,000.00	5,397.82	13,325.74	56,674.26	19.04 %
COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	25,000.00	25,000.00	25,000.00	12,500.00	12,500.00	12,500.00	50.00 %
01-515-312	Professional Services-Other- Comp Pla	3,000.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-515-320	DEO - Grants	30,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
DEPARTMENT TOTAL		58,000.00	53,000.00	53,000.00	12,500.00	12,500.00	40,500.00	23.58 %
FINANCE AND ACCOUNTING								

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01-516-120	Regular Salary - Wages - Fin & Acctng	74,903.00	87,256.00	87,256.00	6,548.80	17,575.76	69,680.24	20.14 %
01-516-140	Overtime - Fin & Acctng	246.23	519.00	519.00	139.34	183.68	335.32	35.39 %
01-516-210	Fica Taxes - Fin & Acctng	5,329.03	6,715.00	6,715.00	487.73	1,426.83	5,288.17	21.25 %
01-516-220	Retirement Contribution - Fin & Acctng	6,216.66	7,435.00	7,435.00	566.50	1,652.63	5,782.37	22.23 %
01-516-230	Life & Health Insurance - Fin & Acctng	18,332.84	18,580.00	18,580.00	1,564.44	4,693.32	13,886.68	25.26 %
01-516-240	Worker's Compensation - Fin & Acctng	124.00	202.00	202.00	0.00	109.94	92.06	54.43 %
01-516-310	Professional Services - Fin & Acctng	1,500.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-516-400	Travel and Training - Fin & Acctng	2,003.39	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	586.72	600.00	600.00	198.81	198.81	401.19	33.14 %
01-516-470	Printing and Reproduction - Fin & Acctng	410.40	700.00	700.00	0.00	0.00	700.00	0.00 %
01-516-510	Office Supplies - Fin & Acctng	731.34	1,200.00	1,200.00	0.00	25.57	1,174.43	2.13 %
01-516-520	Operating Supplies - Fin & Acctng	2,947.21	3,000.00	3,000.00	98.32	98.32	2,901.68	3.28 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	463.74	450.00	450.00	179.88	179.88	270.12	39.97 %
DEPARTMENT TOTAL		113,794.56	131,657.00	131,657.00	9,783.82	26,144.74	105,512.26	19.86 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	74,323.84	76,922.00	76,922.00	6,395.95	19,012.99	57,909.01	24.72 %
01-517-720	Interest - CB&T Debt Service Pmts	45,486.61	42,865.00	42,865.00	3,588.26	10,939.64	31,925.36	25.52 %
DEPARTMENT TOTAL		119,810.45	119,787.00	119,787.00	9,984.21	29,952.63	89,834.37	25.00 %
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	99,374.00	101,500.00	101,500.00	0.00	25,324.25	76,175.75	24.95 %
01-521-310	Professional Services - Law Enf	27,920.00	28,000.00	28,000.00	3,264.00	6,816.00	21,184.00	24.34 %
01-521-460	Repairs and Maintenance - Law Enf	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-521-510	Office Supplies - Law Enf	0.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-521-520	Operating Supplies - Law Enf	0.00	150.00	150.00	0.00	0.00	150.00	0.00 %
01-521-649	Machinery & Equip - JAG Grant - Law E	0.00	5,113.00	5,113.00	0.00	0.00	5,113.00	0.00 %
DEPARTMENT TOTAL		127,294.00	135,363.00	135,363.00	3,264.00	32,140.25	103,222.75	23.74 %

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BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zoning	82,135.82	87,048.00	87,048.00	6,653.61	17,800.03	69,247.97	20.45 %
01-524-140	Overtime - Bldg & Zoning	384.86	464.00	464.00	169.88	354.82	209.18	54.92 %
01-524-210	Fica Taxes - Bldg & Zoning	6,060.85	6,695.00	6,695.00	507.92	1,484.79	5,210.21	22.18 %
01-524-220	Retirement Contribution - Bldg & Zoning	6,780.09	7,412.00	7,412.00	577.96	1,691.20	5,720.80	22.82 %
01-524-230	Life & Health Insurance - Bldg & Zoning	17,615.24	18,623.00	18,623.00	1,568.05	4,704.15	13,918.85	25.26 %
01-524-240	Worker's Compensation - Bldg & Zoning	912.00	1,331.00	1,331.00	0.00	977.40	353.60	73.43 %
01-524-310	Professional Services - Bldg & Zoning	142,346.23	100,000.00	100,000.00	0.00	14,637.85	85,362.15	14.64 %
01-524-311	Engineering Services - Bldg & Zoning	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-524-400	Travel and Training - Bldg & Zoning	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-524-480	Promo Activities & Legal Ads - Bldg & Zoning	0.00	0.00	0.00	0.00	432.20	(432.20)	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	299.84	200.00	200.00	8.13	80.23	119.77	40.12 %
01-524-520	Operating Supplies - Bldg & Zoning	1,888.16	100.00	100.00	0.00	0.00	100.00	0.00 %
01-524-540	Books, Pub., Sub., & Memberships - Bldg & Zoning	226.68	0.00	0.00	14.99	29.98	(29.98)	0.00 %
01-524-630	Improvements Other than Building - Bldg & Zoning	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
DEPARTMENT TOTAL		258,649.77	231,373.00	231,373.00	9,500.54	42,092.65	189,280.35	18.19 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	21,424.50	23,978.00	23,978.00	1,951.09	5,276.71	18,701.29	22.01 %
01-529-210	Fica Taxes - Code Enf	1,563.19	1,834.00	1,834.00	145.16	428.34	1,405.66	23.36 %
01-529-220	Retirement Contribution - Code Enf	1,742.87	2,031.00	2,031.00	169.26	488.11	1,542.89	24.03 %
01-529-230	Life & Health Insurance - Code Enf	6,695.86	9,267.00	9,267.00	778.94	2,294.98	6,972.02	24.77 %
01-529-240	Worker's Compensation - Code Enf	372.00	549.00	549.00	0.00	403.08	145.92	73.42 %
01-529-310	Professional Services - Code Enf	4,000.00	6,000.00	6,000.00	500.00	1,500.00	4,500.00	25.00 %
01-529-400	Travel and Training - Code Enf	1,030.86	500.00	500.00	0.00	75.00	425.00	15.00 %
01-529-410	Communication Services - Code Enf	558.72	0.00	0.00	168.81	168.81	(168.81)	0.00 %
01-529-470	Printing and Reproduction - Code Enf	330.69	0.00	0.00	0.00	0.00	0.00	0.00 %
01-529-480	Promo Activities & Legal Ads - Code Enf	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-492	Recording & Other Fees	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-510	Office Supplies - Code Enf	167.44	200.00	200.00	0.00	33.45	166.55	16.73 %
01-529-520	Operating Supplies - Code Enf	1,611.39	100.00	100.00	0.00	0.00	100.00	0.00 %
01-529-540	Books, Pub., Sub., & Memberships - Code Enf	0.00	1,584.00	1,584.00	0.00	80.00	(1,504.00)	5.05 %

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01-529-630	Improvements Other than Building - Co	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
DEPARTMENT TOTAL		39,497.52	52,443.00	52,443.00	3,709.26	10,748.48	41,694.52	20.50 %
REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential Refus	140,669.36	176,840.00	176,840.00	28,105.94	42,109.70	134,730.30	23.81 %
01-534-342	Refuse Disposal - Commercial - Refuse	85,664.63	85,722.00	85,722.00	0.00	14,575.25	71,146.75	17.00 %
DEPARTMENT TOTAL		226,333.99	262,562.00	262,562.00	28,105.94	56,684.95	205,877.05	21.59 %
STORMWATER								
01-538-310	PROFESSIONAL SERVICES - STORMWATER	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-538-311	Engineering Services - Stormwater	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-538-400	Travel and Training - Stormwater	812.28	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-538-460	Repairs and Maintenance - Stormwater	0.00	14,000.00	14,000.00	8,585.00	8,585.00	5,415.00	61.32 %
01-538-492	Recording & Other Fees - Stormwater	100.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-538-540	Books, Pub., Sub., & Memberships - St	1,000.00	500.00	500.00	0.00	0.00	500.00	0.00 %
DEPARTMENT TOTAL		1,912.28	21,000.00	21,000.00	8,585.00	8,585.00	12,415.00	40.88 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov&#39;t	18,033.01	22,000.00	22,000.00	1,312.00	2,824.00	19,176.00	12.84 %
01-539-312	Professional Services - Other - Gen G	1,807.00	6,000.00	6,000.00	308.34	308.34	5,691.66	5.14 %
01-539-411	City Hall - Communication - Gen Gov&	13,566.49	15,500.00	15,500.00	2,159.96	4,439.65	11,060.35	28.64 %
01-539-413	Public Works - Communication - Gen Go	1,866.91	2,200.00	2,200.00	393.56	737.00	1,463.00	33.50 %
01-539-414	Community Center-Communication-Gen Go	1,686.78	2,000.00	2,000.00	307.10	622.87	1,377.13	31.14 %
01-539-431	City Hall - Utilities - Gen Gov&#39;t	15,832.67	23,000.00	23,000.00	2,011.48	4,075.29	18,924.71	17.72 %
01-539-432	Activity Center - Utilities - Gen Gov	4,658.25	4,000.00	4,000.00	320.46	606.53	3,393.47	15.16 %
01-539-433	Public Works - Utilities - Gen Gov&#3	2,466.57	3,000.00	3,000.00	252.03	618.44	2,381.56	20.61 %
01-539-434	Community Center-Utilities-Gen Gov&#3	5,235.40	5,500.00	5,500.00	610.00	1,397.11	4,102.89	25.40 %





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01-541-490	Other Current Charges - Roads & Stree	6.60	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-493	Equipment Rental - Roads & Streets	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-541-510	Office Supplies - Roads & Streets	695.03	1,000.00	1,000.00	70.24	89.59	910.41	8.96 %
01-541-520	Operating Supplies - Roads & Streets	12,810.30	10,000.00	10,000.00	598.30	1,284.13	8,715.87	12.84 %
01-541-524	Chemicals - Roads & Streets	141.98	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & S	3,376.09	15,000.00	15,000.00	1,116.05	1,116.05	13,883.95	7.44 %
01-541-531	Landscape Materials & Supplies - Road	0.00	0.00	0.00	3,196.16	3,196.16	(3,196.16)	0.00 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	208.20	500.00	500.00	14.99	29.98	470.02	6.00 %
01-541-630	Improvements Other than Building - Ro	0.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	9,061.76	50,000.00	50,000.00	562.98	562.98	49,437.02	1.13 %
DEPARTMENT TOTAL		344,448.93	545,817.00	545,817.00	31,624.64	86,124.86	457,692.14	16.15 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	74,947.60	83,606.00	83,606.00	5,286.35	14,018.36	69,587.64	16.77 %
01-571-140	Overtime - Library	451.71	986.00	986.00	339.09	471.11	514.89	47.78 %
01-571-210	Fica Taxes - Library	5,542.34	6,471.00	6,471.00	411.20	1,169.01	5,301.99	18.07 %
01-571-220	Retirement Contribution - Library	6,229.31	7,165.00	7,165.00	476.48	1,354.53	5,810.47	18.90 %
01-571-230	Life & Health Insurance - Library	17,626.07	18,756.00	18,756.00	1,568.66	4,705.98	14,050.02	25.09 %
01-571-240	Worker's Compensation - Library	0.00	195.00	195.00	0.00	105.04	89.96	53.87 %
01-571-310	Professional Services - Library	4,938.44	2,000.00	2,000.00	653.50	1,099.50	900.50	54.98 %
01-571-312	Professional Services - Other - Libra	1,752.50	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-571-400	Travel and Training - Library	194.75	700.00	700.00	0.00	0.00	700.00	0.00 %
01-571-410	Communication Services - Library	3,741.50	6,200.00	6,200.00	550.40	1,070.65	5,129.35	17.27 %
01-571-420	Education Reimbursement - Library	0.00	2,040.00	2,040.00	0.00	0.00	2,040.00	0.00 %
01-571-430	Utilities - Library	3,015.20	4,500.00	4,500.00	508.30	892.70	3,607.30	19.84 %
01-571-460	Repairs and Maintenance - Library	3,617.00	4,100.00	4,100.00	39.94	39.94	4,060.06	0.97 %
01-571-480	Promo Activities & Legal Ads - Librar	583.48	2,500.00	2,500.00	0.00	25.64	2,474.36	1.03 %
01-571-490	Other Current Charges - Library	0.00	0.00	0.00	42.79	42.79	(42.79)	0.00 %
01-571-510	Office Supplies - Library	449.83	1,300.00	1,300.00	6.25	138.10	1,161.90	10.62 %
01-571-520	Operating Supplies - Library	3,604.76	9,000.00	9,000.00	492.35	1,060.19	7,939.81	11.78 %
01-571-540	Books, Pub., Sub., & Memberships - Li	706.07	600.00	600.00	0.00	0.00	600.00	0.00 %
01-571-660	Books, Pub. & Library Materials - Libr	16,033.54	17,000.00	17,000.00	996.64	3,435.28	13,564.72	20.21 %
DEPARTMENT TOTAL		143,434.10	169,619.00	169,619.00	11,371.95	29,628.82	139,990.18	17.47 %

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PARKS								
01-572-310	Professional Services - Parks	1,056.50	0.00	0.00	1,135.23	3,743.77	(3,743.77)	0.00 %
01-572-430	Utilities - Parks	7,026.15	23,000.00	23,000.00	611.56	1,665.22	21,334.78	7.24 %
01-572-460	Repairs and Maintenance - Parks	12,232.19	15,000.00	15,000.00	26.97	11,308.06	3,691.94	75.39 %
01-572-493	Equipment Rental - Parks	0.00	1,000.00	1,000.00	0.00	446.20	553.80	44.62 %
01-572-520	Operating Supplies - Parks	1,829.33	1,200.00	1,200.00	0.00	211.50	988.50	17.63 %
01-572-630	Improvements Other than Building - Pa	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-572-640	Machinery & Equipment - Parks	0.00	0.00	0.00	562.98	562.98	(562.98)	0.00 %
DEPARTMENT TOTAL		22,144.17	50,200.00	50,200.00	2,336.74	17,937.73	32,262.27	35.73 %
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	680.00	2,000.00	2,000.00	560.00	560.00	1,440.00	28.00 %
01-574-440	Rentals and Leases - Spec Events	125.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-470	Printing and Reproduction - Spec Even	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-574-480	Promo Activities & Legal Ads - Spec E	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-490	Other Current Charges - Spec Events	0.00	0.00	0.00	145.58	145.58	(145.58)	0.00 %
01-574-520	Operating Supplies - Spec Events	8,652.46	11,000.00	11,000.00	4,226.73	7,602.96	3,397.04	69.12 %
DEPARTMENT TOTAL		9,457.46	16,500.00	16,500.00	4,932.31	8,308.54	8,191.46	50.35 %
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	9,785.28	25,000.00	25,000.00	1,494.77	2,297.27	22,702.73	9.19 %
01-590-311	Engineering Services - Non-Dept	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-590-312	Professional Services - Other - Non-D	2,310.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
01-590-315	Inmate Labor - GF Non - Dept	28,748.50	28,749.00	28,749.00	7,187.13	14,374.26	14,374.74	50.00 %
01-590-320	Accounting and Auditing - Non-Dept	19,271.44	17,000.00	17,000.00	645.14	4,155.11	12,844.89	24.44 %
01-590-450	Liability Insurance - Non-Dept	65,121.50	70,000.00	70,000.00	0.00	36,479.50	33,520.50	52.11 %
01-590-464	Vehicle Fuel - Non- Departmental	443.55	500.00	500.00	16.08	59.89	440.11	11.98 %
01-590-465	Vehicle Maintenance - Non-Departmenta	823.41	500.00	500.00	57.50	57.50	442.50	11.50 %

POLK CITY  
 DECEMBER 2019 MONTHLY FINANCIALS

General Fund Expenditures  
 25.00 % Yr Complete For Fiscal Year: 2020 / 12

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-590-510	Office Supplies - Non-Departmental	937.63	2,000.00	2,000.00	139.96	139.96	1,860.04	7.00 %
01-590-520	Operating Supplies - Non-Dept	2,625.27	3,000.00	3,000.00	307.34	626.58	2,373.42	20.89 %
01-590-521	Emergencies & Contingencies - Operati	3,676.27	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
01-590-525	Uniforms - Non Dept	2,899.14	4,500.00	4,500.00	519.85	619.85	3,880.15	13.77 %
01-590-528	Postage - Non-Dept	766.10	1,000.00	1,000.00	44.80	44.80	955.20	4.48 %
01-590-540	Books, Pub., Sub., & Memberships -NON	0.00	0.00	0.00	0.00	2,725.00	(2,725.00)	0.00 %
01-590-930	Transfer - Police Public Safety Impact	0.00	59,984.00	59,984.00	0.00	0.00	59,984.00	0.00 %
01-590-931	Transfer to Fire Public Safety Impact	0.00	32,095.00	32,095.00	0.00	0.00	32,095.00	0.00 %
01-590-932	Transfer - Parks & Rec Impact Reserve	0.00	96,734.00	96,734.00	0.00	0.00	96,734.00	0.00 %
01-590-933	Transfer -Public Facility Impact Rese	0.00	162,564.00	162,564.00	0.00	0.00	162,564.00	0.00 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	63,392.00	63,392.00	0.00	0.00	63,392.00	0.00 %
01-590-941	Reserves - Emergencies & Contingencie	5,191.76	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	2,340.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-590-992	Unemployment Claims - Non-Dept	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-590-996	Bad Debt - Non-Dept	(2,476.98)	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-590-999	Other - Non-Operating Charges - Non-D	(789.45)	5,500.00	5,500.00	714.86	1,166.20	4,333.80	21.20 %
DEPARTMENT TOTAL		141,673.42	621,018.00	621,018.00	11,129.43	62,745.92	558,272.08	10.10 %
General Fund Revenues Total		2,536,834.99	2,944,564.00	2,944,564.00	799,841.34	1,188,088.42	1,756,475.58	59.65%
General Fund Expenditures Total		-2,079,363.25	-2,944,564.00	-2,944,564.00	-188,491.65	-553,104.06	-2,391,457.94	81.22%
Total Revenue vs. Expenditures		523,471.74	0.00	0.00	611,246.69	634,984.36	-634,982.36	

POLK CITY  
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
05-100-000	Cash - Checking	529,689.59	
05-100-710	Cash - Enterprise Fund Capital Imprvmnts	52,898.45	
05-100-800	Cash - Sewer Impact fee Account	1,708,594.39	
05-100-800	Cash - Water Impact Fee Account	373,629.05	
05-100-810	DEP Loan - Sinking Fund	43,552.02	
05-100-810	Tax Exempt Leasing - Sinking Fund	52,840.74	
05-100-910	US Bank - Sink Fund	189,041.62	
05-100-910	US Bank - Renewal & Replacement Series	9,375.23	
05-100-920	Cash - Customer Deposits	368,010.31	
05-100-930	Restricted Cash - Reclass	737,400.48	
05-100-934	Fifth Third Bank - Reserves	610,967.73	
05-100-935	Fifth Third Bank - Renewal & Replacement	150,000.00	
05-100-990	Restricted Class - Reclass	737,400.48	
05-110-100	Accounts Receivable - Utilities	132,225.98	
05-110-110	Accounts Receivable - Readiness to Serve	63,560.29	
05-110-200	Accounts Receivable - Year End	344,321.00	
05-117-100	Allowance for Bad Debt	42,672.50	
05-117-200	Allowance for Uncollectible A/R	57,398.98	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	37,363.62	
05-159-100	Deferred Outflows - Related to Pension	82,455.25	
05-159-200	Deferred Outflows - Loss on Refunding	810,157.03	
05-160-902	Reserve Account	225,392.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-160-904	Reserve Acct - CIP Purchases	25,778.78	
05-160-906	Reserve Acct - Cardinal Hill	25,000.00	
05-161-900	Fixed Assets - Land	2,730,735.50	
05-164-100	Utility Plant in Service	12,268,964.59	
05-164-900	Improvements Other than Buildings	33,331.74	
05-164-910	Improvements Other than Buildings - MOSN	33,331.74	
05-165-900	Acc.Dep: - Improvements Other than Build	316,892.74	
05-166-900	Equipment & Furniture	400,049.61	
05-167-900	Accumulated Depreciation - Equipment	3,519,580.52	
05-169-900	CIP - Construction Costs	161,736.60	
	** TOTAL ASSET**		16,554,744.68
05-202-100	Accounts Payable	172,157.97	
05-202-900	Customer Deposits	316,773.76	
05-203-100	Accumulated Interest Payable	56,733.60	
05-203-600	SRF Loan WWS1201P	2,059,675.11	
05-203-610	SRF Loan WWS1140/SG511401 Effluent Disposal	35,641.30	
05-203-710	US Bank 2017 Bond Note	8,185,000.00	
05-203-750	Tax Exempt Leasing Loan	45,074.78	
05-203-910	Unamortized Bond Premiums - US Bank	602,902.93	
05-208-305	Taxes Payable	5,945.34	
05-210-800	Compensated Absences - Current	9,180.20	
05-216-100	Accrued Payroll	5,931.77	
05-225-100	Deferred Inflows - Related to Pension	15,306.77	
05-234-100	L-T-D - Current Portion	509,139.61	
05-234-901	Less: Current Portion of LTD	509,139.61	
05-235-900	Net Pension Liability	151,555.85	
	** TOTAL LIABILITY**		11,275,448.82
05-243-100	Encumbrances Placed	103,670.90	
05-245-100	Reserved for Encumbrances	103,670.90	
	** TOTAL ENCUMBRANCE**		0.00

POLK CITY  
 Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
05-250-100	Contributed Capital	598,715.40	
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	3,817,725.94	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		5,177,437.13
	** TOTAL REVENUE**		640,792.27
	** TOTAL EXPENSE**		541,046.03
	TOTAL LIABILITY AND EQUITY		16,552,632.19

POLK CITY  
 DECEMBER 2019 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE  
 25.00 % Yr Complete For Fiscal Year: 2020 / 12

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS) / DEFICIT	PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTY T	2,112.49	0.00	0.00	0.00	0.00	0.00	0.00 %
05-324-210	Water Impact Fees	85,603.00	162,471.00	162,471.00	12,229.00	57,651.00	104,820.00	35.48 %
05-324-220	Sewer Impact Fees	211,920.00	410,595.00	410,595.00	22,075.00	141,280.00	269,315.00	34.41 %
05-325-111	Connection Fees - Water - Cash Basis	42,430.16	81,840.00	81,840.00	5,220.00	29,145.00	52,695.00	35.61 %
05-325-112	Connection Fees - Water - Accrual Bas	3,045.00	500.00	500.00	435.00	2,044.84	(1,544.84)	408.97 %
05-325-210	Readiness to Serve Charge - Sewer	30,892.30	29,148.00	29,148.00	0.00	0.00	29,148.00	0.00 %
05-325-211	Readiness to Serve Charge - Water	21,260.00	21,704.00	21,704.00	0.00	0.00	21,704.00	0.00 %
05-329-200	Other Lic./Fees/Permits	2,661.00	2,000.00	2,000.00	0.00	500.00	1,500.00	25.00 %
05-331-370	Small Community Wastewater Grant	128,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-340-300	Water Utility Revenue	1,165,225.74	1,214,879.00	1,214,879.00	98,324.83	199,872.80	1,015,006.20	16.45 %
05-340-500	Sewer Utility Revenue	1,091,753.54	1,149,532.00	1,149,532.00	94,440.23	187,659.50	961,872.50	16.32 %
05-359-100	Other Fines and/or Forfeitures	30,795.00	23,800.00	23,800.00	3,515.00	9,920.00	13,880.00	41.68 %
05-359-200	Non Sufficient Funds	1,560.00	1,300.00	1,300.00	85.00	265.00	1,035.00	20.38 %
05-359-300	Late Fees	30,996.00	29,000.00	29,000.00	2,184.00	6,772.50	22,227.50	23.35 %
05-369-100	Misc. Income	(505.68)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-400	Insurance Proceeds	0.00	0.00	0.00	5,681.63	5,681.63	(5,681.63)	0.00 %
05-369-401	Insurance - Claims	7,023.45	0.00	0.00	0.00	0.00	0.00	0.00 %
05-381-900	Cash Carry Forward	0.00	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00 %
DEPARTMENT TOTALS		2,854,772.00	3,256,769.00	3,256,769.00	244,189.69	640,792.27	2,615,976.73	19.68 %



POLK CITY  
DECEMBER 2019 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
25.00 % Yr Complete For Fiscal Year: 2020 / 12

G/L		2019	2020	2020	2020	2020	2020	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
	Water							
05-533-120	Regular Salary - Wages - Water Oper	176,307.51	205,272.00	205,272.00	13,394.90	31,032.81	174,239.19	15.12 %
05-533-140	Overtime - Water Oper	2,916.21	5,262.00	5,262.00	1,064.49	1,850.38	3,411.62	35.16 %
05-533-210	Fica Taxes - Water Oper	13,253.83	16,106.00	16,106.00	1,079.01	2,727.22	13,378.78	16.93 %
05-533-220	Retirement Contribution - Water Oper	14,565.97	17,832.00	17,832.00	1,224.71	3,493.51	14,338.49	19.59 %
05-533-230	Life & Health Insurance - Water Oper	44,296.51	54,105.00	54,105.00	2,906.21	11,714.18	42,390.82	21.65 %
05-533-240	Worker's Compensation - Water Oper	7,570.00	9,746.00	9,746.00	0.00	6,304.58	3,441.42	64.69 %
05-533-310	Professional Services - Water Oper	28,291.81	20,000.00	20,000.00	1,309.80	3,074.80	16,925.20	15.37 %
05-533-311	Engineering Services - Water Oper	(1,558.00)	30,000.00	30,000.00	2,937.50	2,937.50	27,062.50	9.79 %
05-533-312	Professional Services - Other - Water	3,952.02	20,000.00	20,000.00	207.53	889.13	19,110.87	4.45 %
05-533-313	Professional Services - Polk Regional	2,871.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-533-400	Travel and Training - Water Oper	872.95	500.00	500.00	0.00	0.00	500.00	0.00 %
05-533-410	Communication Services - Water Oper	4,160.22	3,500.00	3,500.00	701.48	1,127.60	2,372.40	32.22 %
05-533-420	Education Reimbursement - Water Oper	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-533-430	Utilities - Water Oper	1,266.22	0.00	0.00	133.48	315.29	(315.29)	0.00 %
05-533-431	Mt. Olive WTP - Utilities - Water Oper	3,191.68	6,900.00	6,900.00	717.20	5,694.30	1,205.70	82.53 %
05-533-432	Commonwealth WTP - Utilities - Water	1,501.25	4,620.00	4,620.00	32.11	52.91	4,567.09	1.15 %
05-533-433	V.Matt Williams WTP - Utilities - Water	12,853.99	12,000.00	12,000.00	2,169.08	3,208.21	8,791.79	26.74 %
05-533-460	Repairs and Maintenance - Water Oper	39,221.53	40,000.00	40,000.00	1,933.27	2,952.67	37,047.33	7.38 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	34,080.99	10,000.00	10,000.00	0.00	2,148.00	7,852.00	21.48 %
05-533-462	Commonwealth WTP - Repairs and Maint	0.00	8,000.00	8,000.00	0.00	2,586.00	5,414.00	32.33 %
05-533-463	V.Matt Williams WTP - Repairs and Maint	0.00	8,000.00	8,000.00	0.00	4,061.41	3,938.59	50.77 %
05-533-464	Vehicle Fuel - Water Oper	10,665.49	7,000.00	7,000.00	743.19	1,517.74	5,482.26	21.68 %
05-533-465	Vehicle Maintenance - Water Oper	13,133.97	8,000.00	8,000.00	0.00	226.32	7,773.68	2.83 %
05-533-466	Public Works/Utilities Facility - Rep	4,265.01	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
05-533-470	Printing and Reproduction - Water Oper	0.00	0.00	0.00	0.00	155.00	(155.00)	0.00 %
05-533-492	Recording & Other Fees - Water Oper	5,300.00	4,300.00	4,300.00	0.00	0.00	4,300.00	0.00 %
05-533-510	Office Supplies - Water Oper	252.66	1,000.00	1,000.00	21.56	56.24	943.76	5.62 %
05-533-520	Operating Supplies - Water Oper	24,075.89	15,000.00	15,000.00	912.08	5,591.05	9,408.95	37.27 %
05-533-524	Chemicals - Water Oper	3,233.99	9,000.00	9,000.00	811.00	1,594.00	7,406.00	17.71 %
05-533-526	Meter Supplies - New Installs - Water	56,117.68	90,000.00	90,000.00	14,075.08	44,513.16	45,486.84	49.46 %
05-533-527	Meter Supplies - Repairs & Maintenance	11,814.64	20,000.00	20,000.00	588.67	15,388.41	5,874.69	76.94 %
05-533-530	Road Materials & Supplies - Water Oper	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-540	Books, Pub., Sub., & Memberships - Water	1,403.78	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-605	Depreciation Expense - Water Oper	122,184.87	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-640	Machinery & Equipment - Water Oper	0.00	120,000.00	120,000.00	0.00	0.00	120,000.00	0.00 %
05-533-641	Mt. Olive WTP - Machinery & Equipment	0.00	150,000.00	150,000.00	0.00	20,000.00	25,066.00	13.33 %
05-533-642	Commonwealth WTP - Machinery & Equipm	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %

POLK CITY  
DECEMBER 2019 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
25.00 % Yr Complete For Fiscal Year: 2020 / 12

G/L		2019	2020	2020	2020	2020	2020	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
05-533-643	V.Matt Williams WTP - Machinery & Equ	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-533-660	Other Capital Assets - Water Operatio	0.00	0.00	0.00	0.00	32,177.50	(32,177.50)	0.00 %
05-533-710	Principal - Water Oper	0.00	79,277.00	79,277.00	0.00	0.00	79,277.00	0.00 %
05-533-720	Interest - Water Oper	76,351.08	72,847.00	72,847.00	0.00	0.00	72,847.00	0.00 %
DEPARTMENT TOTAL		718,414.75	1,104,267.00	1,104,267.00	46,962.35	207,389.92	793,206.18	18.78 %

Sewer

05-535-120	Regular Salary - Wages - Sewer Oper	109,003.76	130,319.00	130,319.00	7,474.08	16,355.36	113,963.64	12.55 %
05-535-140	Overtime - Sewer Oper	3,492.28	3,475.00	3,475.00	514.70	1,678.06	1,796.94	48.29 %
05-535-210	Fica Taxes - Sewer Oper	8,464.96	10,235.00	10,235.00	599.42	1,504.41	8,730.59	14.70 %
05-535-220	Retirement Contribution - Sewer Oper	9,269.89	11,332.00	11,332.00	676.67	2,043.89	9,288.11	18.04 %
05-535-230	Life & Health Insurance - Sewer Oper	23,930.52	30,744.00	30,744.00	961.13	5,878.94	24,865.06	19.12 %
05-535-240	Worker's Compensation - Sewer Oper	3,694.00	10,388.00	10,388.00	0.00	0.00	10,388.00	0.00 %
05-535-310	Professional Services - Sewer Oper	35,123.80	25,000.00	25,000.00	1,764.00	9,880.45	15,119.55	39.52 %
05-535-311	Engineering Services - Sewer Oper	(1,558.00)	20,000.00	20,000.00	2,177.50	8,238.79	11,761.25	41.19 %
05-535-312	Professional Services - Other - Sewer	4,566.06	14,000.00	14,000.00	245.83	295.83	13,704.17	2.11 %
05-535-400	Travel and Training - Sewer Oper	1,941.52	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-410	Communication Services - Sewer Oper	3,299.99	3,500.00	3,500.00	455.88	852.02	2,647.98	24.34 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	975.47	1,500.00	1,500.00	131.70	131.70	1,368.30	8.78 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,376.00	2,500.00	2,500.00	395.90	833.85	1,666.15	33.35 %
05-535-430	Utilities - Sewer Oper	6,216.09	7,000.00	7,000.00	1,039.98	1,727.51	5,272.49	24.68 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	18,679.65	21,000.00	21,000.00	3,195.16	4,652.06	16,347.94	22.15 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	7,476.06	11,000.00	11,000.00	1,315.94	2,283.46	8,716.54	20.76 %
05-535-460	Repairs and Maintenance - Sewer Oper	53,550.80	100,000.00	100,000.00	14,641.91	27,100.54	72,899.46	27.10 %
05-535-461	Cardinal Hill - Repairs and Maint - S	4,887.70	40,000.00	40,000.00	0.00	1,494.00	38,506.00	3.74 %
05-535-464	Vehicle Fuel - Sewer Oper	12,007.80	4,000.00	4,000.00	718.76	1,583.52	2,416.48	39.59 %
05-535-465	Vehicle Maintenance - Sewer Oper	13,287.66	8,000.00	8,000.00	539.21	762.04	7,237.96	9.53 %
05-535-466	Public Works/Utilities Facility - Rep	4,420.68	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
05-535-470	Printing and Reproduction - Sewer Oper	0.00	60.00	60.00	0.00	0.00	60.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	168.22	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	125.00	1,000.00	1,000.00	100.00	100.00	900.00	10.00 %
05-535-493	Equipment Rental - Sewer Oper	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	262.98	1,000.00	1,000.00	21.56	56.25	943.75	5.63 %
05-535-520	Operating Supplies - Sewer Oper	11,207.82	8,000.00	8,000.00	208.75	1,651.07	6,348.93	20.64 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	27.34	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %

POLK CITY  
DECEMBER 2019 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
25.00 % Yr Complete For Fiscal Year: 2020 / 12

G/L		2019	2020	2020	2020	2020	2020	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
05-535-522	Cardinal Hill WWTP - Sludge Hauling	15,360.00	0.00	0.00	1,976.00	1,976.00	(1,976.00)	0.00 %
05-535-524	Chemicals - Sewer Oper	30,789.99	17,000.00	17,000.00	1,791.00	4,254.00	12,746.00	25.02 %
05-535-530	Road Materials & Supplies - Sewer Oper	27.74	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-540	Books, Pub., Sub., & Memberships - Se	418.27	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-535-605	Depreciation Expense - Sewer Oper	207,323.29	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-630	Improvements Other than Building - Se	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	930.00	80,000.00	80,000.00	0.00	0.00	80,000.00	0.00 %
05-535-641	Cardinal Hill - Mach & Equip - Sewer	950.00	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	0.00	410,595.00	410,595.00	112,445.80	169,655.90	240,939.10	41.32 %
05-535-710	Principal - Sewer Oper	0.00	319,972.00	319,972.00	0.00	0.00	319,972.00	0.00 %
05-535-720	Interest - Sewer Oper	302,312.44	295,533.00	295,533.00	0.00	0.00	295,533.00	0.00 %
05-535-722	Interest - DEP Effluent Disposal Loan	4,626.30	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		899,636.08	1,688,153.00	1,688,153.00	153,390.88	264,989.61	1,423,163.39	15.70 %

EF Non-Departmental

05-590-310	Professional Services - Non-Dept	27,327.92	25,000.00	25,000.00	4,364.12	6,786.67	18,213.33	27.15 %
05-590-311	Engineering Services - Non-Dept	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-590-312	Professional Services - Other - Non-D	8,240.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-590-315	Inmate Labor - EF Non - Dept	28,748.50	28,749.00	28,749.00	7,187.12	14,374.24	14,374.76	50.00 %
05-590-320	Accounting and Auditing - Non-Dept	30,497.31	17,000.00	17,000.00	1,309.86	8,436.14	8,563.86	49.62 %
05-590-440	Rentals and Leases - Non-Dept	4,609.06	0.00	0.00	396.33	948.89	(948.89)	0.00 %
05-590-450	Liability Insurance - Non-Dept	26,351.50	70,000.00	70,000.00	0.00	36,479.50	33,520.50	52.11 %
05-590-510	Office Supplies - Non-Departmental	840.65	1,000.00	1,000.00	139.96	139.96	860.04	14.00 %
05-590-520	Operating Supplies - Non-Dept	843.76	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-521	Emergencies & Contingencies - Operati	9,197.82	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-590-525	Uniforms - Non Dept	1,493.52	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
05-590-528	Postage - Non-Dept	64.32	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-540	Books, Pub., Sub., & Memberships -NON	0.00	0.00	0.00	0.00	1,152.00	(1,152.00)	0.00 %
05-590-720	Interest - Bond 2017 Issue	(44,749.17)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	64,104.94	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	0.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
05-590-930	Transfer to Water Impact Fee Reserves	0.00	162,471.00	162,471.00	0.00	0.00	162,471.00	0.00 %
05-590-941	Reserves - Emergencies & Contingencie	0.00	83,077.00	83,077.00	0.00	0.00	83,077.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-590-994	Bank Fees - Non-Dept	0.00	1,550.00	1,550.00	0.00	0.00	1,550.00	0.00 %

POLK CITY  
 DECEMBER 2019 MONTHLY FINANCIALS

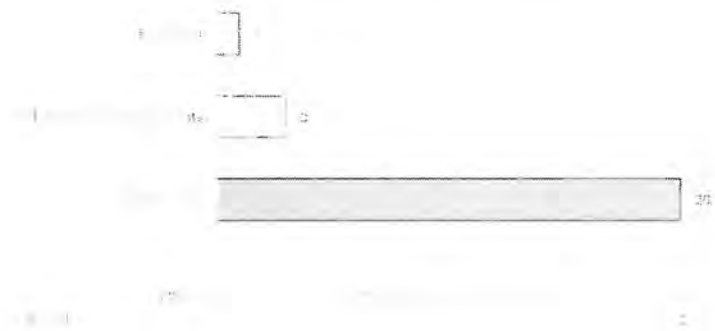
Enterprise Fund Expenditures  
 25.00 % Yr Complete For Fiscal Year: 2020 / 12

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
05-590-996	Bad Debt - Non-Dept	11,249.07	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-999	Other - Non-Operating Charges - Non-D	401.92	0.00	0.00	174.85	589.10	(349.10)	0.00 %
DEPARTMENT TOTAL		169,221.12	464,347.00	464,347.00	13,572.24	68,666.50	395,680.50	14.79 %
<b>General Fund Revenues Total</b>		2,596,834.99	2,944,564.00	2,944,564.00	799,841.34	1,188,088.42	1,756,475.58	59.65%
<b>General Fund Expenditures Total</b>		-2,073,363.25	-2,944,564.00	-2,944,564.00	-188,494.65	-553,104.06	-2,391,457.94	81.22%
<b>Total Revenue vs. Expenditures</b>		523,471.74	0.00	0.00	611,346.69	634,984.36	-634,982.36	



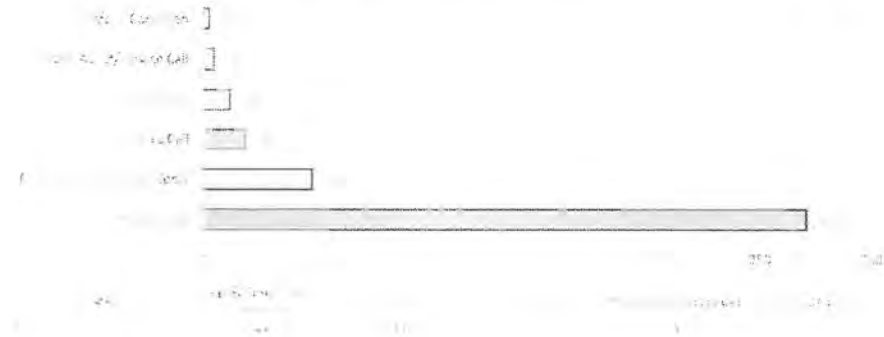
Previous Month Incidents by Category

Total Incidents: 25



Year to Date Incidents by Category

Total Incidents: 361



Previous Month Incidents by Category

Total Incidents: 20



Year to Date Incidents by Category

Total Incidents: 271



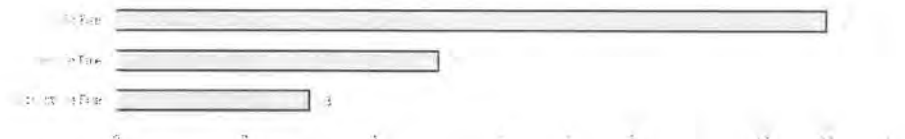
Previous Month Fire Calls by Category

Total Incidents: 0



Year to Date Fire Calls by Category

Total Incidents: 19



Total Calls: YTD - 361 Last Mo. - 25

Dispatch to Arrival: Average: 5:36, 90th Percentile: 11:28  
Total Response Time: Average: 6:53, 90th Percentile: 13:04



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

*STATISTICAL DATA*

West Division

January 09, 2020

Northwest District

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

ACTIVITY	
FELONY ARREST	
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	7
AFFIDAVITS MISDEMEANOR	
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	7
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	23
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	26
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	8
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	1500
TRAFFIC STOPS	65
TOTAL DISPATCHED CALLS FOR SERVICE	99

In December 2019, there were three (3) PROCAP captured crimes as compared to four (4) in December 2018. In December 2019 there was one reported residential burglary of a residence under construction in Fountain Park Subdivision. During this incident cooper wire was cut and removed to the residence under construction. Total theft was 10 foot of 12.2 gauge cooper wire an estimate of \$20.00 in wire stolen, however now the entire house will have to be rerun with cooper wire approximate cost for rerun \$300.00. In December there was a report of two Christmas light projectors stolen from a front yard of a residence. One criminal mischief occurred which was done by an ex-boyfriend. The ex-boyfriend busted out the front windshield and passenger side window of the victims vehicle. The suspect was later arrested in this case. These cases do not pose to be a trend and are not related at this time. In 2019 we ended the year with a -4% decrease in crime in the city limits as compared to 2018.

Case#	Inc. Date	Rep. Date	Day	Location	Description	Sex	Arrested	Winged	CASE STATUS
<b>BURGLARY CONVEYANCE</b>									
PCSO-19005534	2019-11-30 / 1900hrs	2019-12-01 / 1000hrs	Sun	220 ARBORVIAE LNE	Unk susp removed 2 Christmas light projectors from the victs front yard		Arbo	No	Ongoing
<b>BURGLARY RESIDENCE</b>									
PCSO-190050400	2019-12-30 / 1600hrs	2019-12-31 / 1226hrs	Tues	8805 FOX DR FOUNTAIN PARK	Resid Under Construction/no door or windows; Unk suso entered resid under construction, cut wiring in multiple places throughout resid & removed #110' of copper wire				
<b>CRIMINAL MISCHIEF</b>									
PCSO-190058988	2019-12-24 / 0030hrs	2019-12-24 / 0045hrs	Tues	641 4TH ST	Known susp was angry with vict & busted out the front windshield & passenger side windows of victs veh				

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	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
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	3	1	0%	0.3	0.1	
Burg. Residence	2	2	1	2	0	0	0	0	6	1	0	0	0	0	0	0	2	6	0	1	1	2	1	18	8	0%	1.5	0.8		
Burg. Structure	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	0	0	0	0	0	2	1	0%	0.2	0.1	
Burg. Conveyance	0	0	0	1	1	0	0	0	0	1	3	0	0	14	0	0	1	0	5	0	1	1	0	0	11	17	-100%	0.9	1.4	
Vehicle Theft	1	0	0	0	1	2	0	0	0	1	0	1	0	0	0	0	0	0	1	2	0	0	0	0	3	6	0%	0.3	0.5	
Grand Theft	0	1	0	1	0	1	0	0	1	0	1	1	0	0	0	1	1	0	1	1	0	0	0	0	4	6	0%	0.3	0.5	
Petit Theft	0	0	0	0	0	0	0	0	0	0	2	0	0	1	0	0	1	0	1	0	0	0	0	1	4	2	100%	0.3	0.2	
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1	0%	0.1	0.1		
Retail Theft	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0%	0.1	0.0	
Criminal Mischief	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	2	0	0	0	0	0	0	0	1	1	4	3	100%	0.3	0.3
<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>3</b>	<b>2</b>	<b>1</b>	<b>16</b>	<b>1</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>15</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>51</b>	<b>49</b>	<b>80%</b>	<b>4.3</b>	<b>4.1</b>		
% Change	<b>33%</b>		<b>300%</b>		<b>50%</b>		<b>NA</b>		<b>-63%</b>		<b>-67%</b>		<b>1600%</b>		<b>300%</b>		<b>-17%</b>		<b>-40%</b>		<b>-32%</b>		<b>-25%</b>		<b>-4%</b>		<b>-4%</b>			
FIR's	0	0	0	3	0	1	3	0	0	4	2	4	0	0	2	8	0	1	1	1	1	0	0			<b>-2</b>				

# ***Public Works Report***

## **December 2019**

### **Public Works**

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

- Mowed and trimmed all City facilities
- Inspected Freedom Park, Recreation Courts, Fishing Pier, and McManigle Park,
- Activity Center – Set up and tear down of facility for Rental of Building.
- Bronson Center- Set up and tear down of facility for Rental of Building
- Monitored and serviced all storm drains throughout Polk City.
- Completed Work Orders-12 (Repairs and Maintenance of Equipment, Electrical, plumbing, Building Maintenance, Vehicle Maintenance, etc.)

### **January Objectives:**

Continue maintaining the mowing and preventive maintenance of all City facilities, service equipment. Install new soffit at the Activity Center.

# UTILITY DEPARTMENT

October 2019

**Summary:** Water/Wastewater continued to maintain sampling of the Wastewater Treatment Plant. Continue to pull all samples for the Water Plants.

All samples were in-compliance.

Completed monthly MORs/DMR reports for DEP.

Met all DEP requirements to keep Polk City in compliance. Pulled all monitor well samples. Continue to do daily inspections on the new Reclaim Pond Relocation. Turn in monthly reports on the New Reclaim Pond.

Met with contractors on upgrading the water plant facilities.

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
- Work Orders
- Turn On
- Turn off
- Misc (rereads, laptops, vacation turn on, TBO from shut off)
- Fire Hydrant flushing and maintenance is being done weekly
- Valve exercising is being done weekly
- Continue preventative maintenance/housekeeping is being done
- WWTF is maintained by wasting, decanting, housekeeping
- Water Plants were painted and refurbished
- Tennis Courts that were purchased were cleaned
- Staff worked at Safe Haven Halloween

**November Objectives:** Meet all DEP requirements to stay in compliance, continuing to maintain work orders and locates. Property cleared on the back side of Ruth Road. Preparing to Aquatic Spray the property/Lori Pearson Aquatic Spraying Contractor License.

# UTILITY DEPARTMENT

November 2019

**Summary:** Water/Wastewater continued to maintain sampling of the Wastewater Treatment Plant. Continue to pull all samples for the Water Plants. All samples were in-compliance. Completed monthly MORs/DMR reports for DEP. Met all DEP requirements to keep Polk City in compliance. Pulled all monitor well samples. Continue daily inspections on the new Reclaim Pond Relocation. Submit monthly reports on the New Reclaim Pond. Met with contractors on upgrading the water plant facilities.

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
- Work Orders
- Turn On
- Turn off
- Misc (rereads, laptops, vacation turn on, TBO from shut off)
- Fire Hydrant flushing and maintenance is being done weekly
- Valve exercising is being done weekly
- Continue preventative maintenance/housekeeping is being done
- WWTF is maintained by wasting, decanting, housekeeping

**December Objectives:** Meet all DEP requirements to stay in compliance, continuing to maintain work orders and locates. Property cleared on the back side of Ruth Road. Preparing to Aquatic Spray the property/Lori Pearson Aquatic Spraying Contractor License.

**City Commission Meeting  
January 21, 2020**

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

1. Accept minutes – December 16, 2019 – City Commission Meeting
2. Accept minutes – December 16, 2019 – City Commission Workshop

       INFORMATION ONLY  
  X   ACTION REQUESTED

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

**ATTACHMENTS:**

1. Accept minutes – December 16, 2019 – City Commission Meeting
2. Accept minutes – December 16, 2019 – City Commission Workshop

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:**      Approval of Minutes



## CITY COMMISSION WORKSHOP MINUTES

December 16, 2019

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

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

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

### Agenda Review - City Commission Meeting – December 16, 2019

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

### ORDER OF BUSINESS

#### DEP Project Contingencies

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

Gerry Hartman discussed the DEP Project contingencies.

The overall project is on time, within budget and substantially complete. The \$84,000 contingency is still available and is pre-approved by DEP as Direct Purchases for the contingencies.

**a) Polk City can have an **irrigation system** installed which will be a benefit long term. This provides for radio transmitting and the City can acquire real time on flows and pressures. This will reduce labor cost in the amount of \$13,000. This will also save in long term operating cost.**

**b) Well Abandonment** – This is a Polk City well, not connected to the power source. The SWFWMD requires all wells not in service be abandoned and properly plugged. This project was bid out by the hydrogeologist, Ardaman and Associates, Inc. Their

recommendation was for *A.C. Schultes of Florida, Inc.* to do this project. It is better to do this out of contingencies to save present value of the money. The company will remove the pump and log it as required by DEP, place a cloth balloon filled with gravel cement from bottom to top. It's 10 inch and 654 feet; therefore 654 feet will have to be plugged. This well will have to be plugged whether Polk City is doing a DEP project or not. This cannot be a water supply to the City.

**c) Mower** – For the site – the slopes are 1 to 4 in the area. Therefore, a fairly large wheel and good size mower is necessary. DEP authorized between \$9,000 and \$11,000 for this mower. This is a 52 inch.

Commissioner Blethen questioned the wheel size on the mower. Feels that what he saw on the website is the equivalent of a zero turn mower.

Mr. Hartman provided clarification. This is not a tractor, it's a mower. The distance down the slope of a few hundred feet. We've been told by the manufacturer that this mower would work for this specific area with all of the angles and slopes. Fields can come out to the site and provide assurance that this particular mower will work.

Shed by Odom Contracting – The shed was built for \$1,200.00 and it's an 8x8x8 in size.

City Manager Jackson stated the contingency items total \$59,979.17, which will leave approximately \$25,000 remaining in the Contingency Fund.

### **Purchase of Truck for Work Squad**

City Manager Jackson stated this item is in the budget. Would like to piggy-back off the County's contract with Weikert Ford.

Commissioner Harper asked if all the inmates would fit in the vehicle?

Commissioner Blethen asked why a truck and not a van.

Keith Prestage, Public Works Director responded most of the work we do requires pulling a trailer. A van is designed for hauling people and not really conducive for people and trailers. The truck is not a 4-wheel drive. The van currently used is owned by Polk City for transporting the inmates, and is in the DOC/Polk City Contract.

Blethen inquired about repairs and maintenance on the van.

Keith Prestage responded the van was purchased in 2007 (used) and Polk City has spent over \$8,000 in repairs to date.

City Manager Jackson stated this van along with several other items will be presented to the City Commission for surplus in January or February. This is a capital project in the budget. Capital expenses are greater than \$1,000 and split between the General

Fund and Enterprise Fund.

Commissioner Carroll inquired about where the vehicle would be housed.

City Manager Jackson responded at the prison facility.

**Proposals – Grant Writer – CDBG**

City Manager Jackson discussed the CDBG Grant Writer Proposals. Each Commissioner was given a scoring packet.

Polk City has opted out of the County funds and applied for State Funding and would get more money. Polk City did appoint a Task Force for this purpose. This Task Force will make the final recommendation to the City Commission.

In an effort to allow more time for the City Commission to review the scoring materials, and score fairly, it will be recommended at the Regular Meeting (7pm) that this item be tabled until the January 21, 2020 City Commission meeting; therefore, Summit Consulting and Fred Fox Enterprises Inc., can be present for this meeting. All scoring documents will need to be submitted by that date.

**Flag Pole** – City Manager Jackson stated flag poles and flags will be ordered for the Donald Bronson Community Center. Mayor LaCascia would like for the Commission to have input on where the pole will be placed.

**ADJOURNMENT** – 6:55 pm

\_\_\_\_\_  
Patricia Jackson, City Manager

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

## CITY COMMISSION MINUTES

December 16, 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 Commissioner Harper** to approve the Consent Agenda; this motion was seconded by Vice Mayor Kimsey. **Motion carried unanimously by Voice Vote.**

**Correction to the November 7, 2019 Workshop minutes, page 3. The second sentence change 2030 to 2026.**

**PUBLIC COMMENT** - None

### **ORDER OF BUSINESS**

#### **DEP Project Contingencies**

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

We have completed the Mayor LaCascia stated these three items were discussed in great detail at the 6pm Workshop.

**Motion by Commissioner Harper** to approve the DEP Project Contingencies in the amount of \$59,979.17; this motion was seconded by Vice Mayor Kimsey.

No Discussion.

**Motion carried unanimously by Voice Vote.**

#### **Purchase of Truck for Work Squad**

Mayor LaCascia stated these three items were discussed in great detail at the 6pm

Workshop.

**Motion by Vice Mayor Kimsey** to approve the purchase of a Ford F250 truck for the Department of Corrections Work Squad in the amount of \$25,707.30; this motion was seconded by Commissioner Carroll.

City Manager Jackson and Keith Prestage reiterated this is a 2-wheel drive to be used for transporting inmates and pulling a trailer to accomplish City work.

**Motion carried unanimously by Voice Vote.**

**Proposals – Grant Writer – CDBG**

This item was tabled until the January 21, 2020 City Commission meeting.

**CITY MANAGER ITEMS**

**Martin Luther King Jr. Holiday** – Move City Commission Meeting from Monday, January 20, 2020 to Tuesday, January 21, 2020. **Commission Consensus provided.**

**Jacobs Water Plant** – One small Change order and this will not require any additional pipework. This change order will not cost Polk City any additional money.

**2019 Christmas Parade** – A huge success. Working with FDOT on plans for next year.

**City Manager Vacation** – December 26, 2019 – January 2, 2020.

**Girl Scouts Deposit** – City Manager Jackson requested a refund of their deposit for use of the Activity Center. **Commission Consensus provided.**

**CITY ATTORNEY ITEMS** – None

**COMMISSIONER ITEMS**

**Vice Mayor Kimsey** - Spoke about the 2019 Christmas Party. **Motion by Vice Mayor Kimsey** to compensate Butch Jackson with a \$250 stipend; this motion was seconded by Commissioner Harper. **Motion carried unanimously by Voice Vote.**

**Commissioner Blethen** – Recognized the Girl Scout Troop. Happy Holidays!

**Commissioner Carroll** – Recognized the Girl Scout Troop. Merry Christmas!

**Commissioner Harper** – Recognized the Girl Scout Troop. Merry Christmas!

**Mayor LaCascia** – Spoke in regarding to placing a flag pole at the city facilities. Commission should have input on where they are placed. Expressed appreciation to the Girl Scouts. Merry Christmas!

**ANNOUNCEMENTS** - None

**ADJOURNMENT** – 7:30 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor



**CONSENT AGENDA**  
**December 16, 2019**

MAY ALL BE APPROVED BY ONE VOTE OF COMMISSION TO ACCEPT CONSENT AGENDA. Commission Members may remove a specific item below for discussion, and add it to the regular agenda under New or Unfinished Business, whichever category best applies to the subject.

**A. CITY CLERK**

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

**B. REPORTS**

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

**C. OTHER**

## CITY COMMISSION WORKSHOP MINUTES

December 16, 2019

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

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

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

### Agenda Review - City Commission Meeting – December 16, 2019

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

### ORDER OF BUSINESS

#### DEP Project Contingencies

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

Gerry Hartman discussed the DEP Project contingencies.

The overall project is on time, within budget and substantially complete. The \$84,000 contingency is still available and is pre -approved by DEP as Direct Purchases for the contingencies.

**a)** Polk City can have an **irrigation system** installed which will be a benefit long term. This provides for radio transmitting and the City can acquire real time on flows and pressures. This will reduce labor cost in the amount of \$13,000. This will also save in long term operating cost.

**b) Well Abandonment** – This is a Polk City well, not connected to the power source. The SWFWMD requires all wells not in service be abandoned and properly plugged. This project was bid out by the hydrogeologist, Ardaman and Associates, Inc. Their



recommendation was for *A.C. Schultes of Florida, Inc.* to do this project. It is better to do this out of contingencies to save present value of the money. The company will remove the pump and log it as required by DEP, place a cloth balloon filled with gravel cement from bottom to top. It's 10 inch and 654 feet; therefore 654 feet will have to be plugged. This well will have to be plugged whether Polk City is doing a DEP project or not. This cannot be a water supply to the City.

**c) Mower** – For the site – the slopes are 1 to 4 in the area. Therefore, a fairly large wheel and good size mower is necessary. DEP authorized between \$9,000 and \$11,000 for this mower. This is a 52 inch.

Commissioner Blethen questioned the wheel size on the mower. Feels that what he saw on the website is the equivalent of a zero turn mower.

Mr. Hartman provided clarification. This is not a tractor, it's a mower. The distance down the slope of a few hundred feet. We've been told by the manufacturer that this mower would work for this specific area with all of the angles and slopes. Fields can come out to the site and provide assurance that this particular mower will work.

Shed by Odom Contracting – The shed was built for \$1,200.00 and it's an 8x8x8 in size.

City Manager Jackson stated the contingency items total \$59,979.17, which will leave approximately \$25,000 remaining in the Contingency Fund.

### **Purchase of Truck for Work Squad**

City Manager Jackson stated this item is in the budget. Would like to piggy-back off the County's contract with Weikert Ford.

Commissioner Harper asked if all the inmates would fit in the vehicle?

Commissioner Blethen asked why a truck and not a van.

Keith Prestage, Public Works Director responded most of the work we do requires pulling a trailer. A van is designed for hauling people and not really conducive for people and trailers. The truck is not a 4-wheel drive. The van currently used is owned by Polk City for transporting the inmates, and is in the DOC/Polk City Contract.

Blethen inquired about repairs and maintenance on the van.

Keith Prestage responded the van was purchased in 2007 (used) and Polk City has spent over \$8,000 in repairs to date.

City Manager Jackson stated this van along with several other items will be presented to the City Commission for surplus in January or February. This is a capital project in the budget. Capital expenses are greater than \$1,000 and split between the General

Fund and Enterprise Fund.

Commissioner Carroll inquired about where the vehicle would be housed.

City Manager Jackson responded at the prison facility.

**Proposals – Grant Writer – CDBG**

City Manager Jackson discussed the CDBG Grant Writer Proposals. Each Commissioner was given a scoring packet.

Polk City has opted out of the County funds and applied for State Funding and would get more money. Polk City did appoint a Task Force for this purpose. This Task Force will make the final recommendation to the City Commission.

In an effort to allow more time for the City Commission to review the scoring materials, and score fairly, it will be recommended at the Regular Meeting (7pm) that this item be tabled until the January 21, 2020 City Commission meeting; therefore, Summit Consulting and Fred Fox Enterprises Inc., can be present for this meeting. All scoring documents will need to be submitted by that date.

**Flag Pole** – City Manager Jackson stated flag poles and flags will be ordered for the Donald Bronson Community Center. Mayor LaCascia would like for the Commission to have input on where the pole will be placed.

**ADJOURNMENT** – 6:55 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

**City Commission Meeting  
January 21, 2020**

**AGENDA ITEM # 1:            PROPOSALS – GRANT WRITER, COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM**

     INFORMATION ONLY  
  X   ACTION REQUESTED

**ISSUE:**

Proposals – Grant Writer, Community Development Block Grant Program

**ATTACHMENTS:**

1. Copy of scoring criteria
2. Scoring Sheet for each Proposal

**ANALYSIS:**

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

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

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

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

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

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

Also, please refer to your December packet with the detailed information from the two companies who sent in their proposals. These are on file in the City Manager's Office and/or Sheandolen's Office.

**STAFF RECOMMENDATION:**

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

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

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

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

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

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

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

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

For Grant Writing Services:

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

For Grant Administration Services:

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

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



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

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

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

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(Newspaper Advertisement  
Must be Placed in a Regional Newspaper)

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

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



**SCORE SHEET FOR SUMMIT PROFESSIONALS**

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

**For Grant Administration Services**

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

**SCORE SHEET FOR FOX ENTERPRISES**

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

**For Grant Administration Services**

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

**City Commission Meeting  
January 21, 2020**

**AGENDA ITEM #2:      Purchase of Truck for Public Works**

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

Purchase of Truck for Public Works

**ATTACHMENTS:**

- Weikert Ford F-250 and F-150 regular cab quotes
- Memo from Keith Prestage, Public Works Director

**ANALYSIS**

The 2002 city owned F150 has shown signs of extreme wear and has generated high repair cost. This vehicle was purchased new in 2002; therefore, it is 18 years old and has 137,000 miles.

The Public Works Department is requesting permission to purchase a F250 regular cab with an 8-foot bed, which would allow safer pulling of the loaded dump trailer. The cost difference between an F150 regular cab (\$21,042.40) and an F250 regular cab ( \$23,542.80) is \$2,500.40.

**STAFF RECOMMENDATION:**

Staff is recommending Polk City piggy-back off a Polk County contract with Weikert Ford to purchase a 2020 Ford F-250 regular cab in the amount of \$23,542.80.

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# Polk City Public Works Department



## Memorandum

To: Patricia Jackson, City Manager  
From: Keith Prestage, Public Works Director  
Date: January 6, 2020

**SUBJECT: Replace 2002 Ford F150 Regular Cab Truck**

The 2002 city-owned F150 has showed signs of extreme wear and has generated high repair cost. This vehicle was purchased new in 2002; therefore, it is 18 years old and has 137,000 miles.

The Public Works Department is requesting permission to purchase a F250 regular cab with an 8-foot bed, which would allow safer pulling of the loaded dump trailer. The cost difference between an F150 Regular Cab (\$21,042.40) and an F250 Regular Cab (\$23,542.80) is \$2,500.40.

It is recommended that Polk City piggy-back off a Polk County contract with Weikert Ford to purchase a new Ford F-250 Regular Cab.

**Cost - \$23,542.80.**

CNGP530

VEHICLE ORDER CONFIRMATION

01/03/20 18:29:01

Dealer: F24493

==>

2020 F-SERIES SD

Page: 1 of 1

Order No: 0001 Priority: B3 Ord FIN: QB639 Order Type: 5B Price Level: 025

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

		RETAIL	DLR INV		RETAIL	DLR INV
F2A	F250 4X2 SD R/C	\$33705	\$32020.00	10000#	GVWR PKG	
	142" WHEELBASE			425	50 STATE EMISS	NC NC
Z1	OXFORD WHITE			512	SPARE TIRE/WHL2	NC NC
A	VNYL 40/20/40			52B	BRAKE CONTROLLR	270 246.00
S	MEDIUM EARTH GR				JACK	
600A	PREF EQUIP PKG				SP DLR ACCT ADJ	(1525.00)
	.XL TRIM				SP FLT ACCT CR	(934.00)
572	.AIR CONDITIONER	NC	NC		FUEL CHARGE	19.52
	.AMFM/MP3/CLK			B4A	NET INV FLT OPT	NC 7.00
996	.6.2L EFI V8 ENG	NC	NC		DEST AND DELIV	1595 1595.00
44S	6-SPD AUTOMATIC	NC	NC	TOTAL	BASE AND OPTIONS	35570 31428.52
TD8	.LT245 BSW AS 17			TOTAL		35570 31428.52
X37	3.73 REG AXLE	NC	NC	*THIS IS NOT AN INVOICE*		
	JOB #1 BUILD					
	TRAILER TOW PKG					

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

F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC047981

31,428.52

314.28 1%

31,742.80

-8200.00 6PC

23,542.80

IMS2 screen capture

CNGP530

VEHICLE ORDER CONFIRMATION

01/03/20 18:35:16

==>

Dealer: F24493

2020 F-150

Page: 1 of 1

Order No: 0001 Priority: C2 Ord FIN: QB639 Order Type: 5B Price Level: 020

Ord PEP: 100A Cust/Flt Name: POLK CITY PO Number:

		RETAIL	DLR INV		RETAIL	DLR INV
F1C	F150 4X2 R/C	\$28795	\$27499.00	FLEX FUEL		
	141" WHEELBASE			SP DLR ACCT ADJ		(1322.00)
YZ	OXFORD WHITE			SP FLT ACCT CR		(816.00)
A	VINYL 40/20/40	NC	NC	FUEL CHARGE		9.76
G	MED EARTH GRAY			B4A NET INV FLT OPT	NC	7.00
100A	EQUIP GRP			DEST AND DELIV	1595	1595.00
	.XL SERIES			TOTAL BASE AND OPTIONS	31260	27764.76
	.17"SILVER STEEL			TOTAL	31260	27764.76
99B	3.3L V6 PFDI			*THIS IS NOT AN INVOICE*		
446	ELEC 6-SPD AUTO					
	.245/70R-17 A/S					
X26	3.73 REG AXLE	NC	NC			
	6170# GVWR					
53A	TRAILER TOW PKG	595	542.00			
67T	TRL BRAKE CONTR	275	250.00			

F1=Help F2=Return to Order  
F4=Submit F5=Add to Library

F3/F12=Veh Ord Menu

S099 - PRESS F4 TO SUBMIT

QC047981

27,764.76

277.64 10%

28042.40

- 7000.00 GPC

21,042.40

1/3/2020

**City Commission Meeting  
January 21, 2020**

**AGENDA ITEM #3:            Planning Commission Appointments**

       INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:** Planning Commission Appointments

**ATTACHMENTS:**

Appointment Forms

**ANALYSIS:**

There are five appointments. Mr. Bradley Denault was appointed to fill an unexpired term; however, he has not attended any meeting. We are asking Mr. Denault to be removed as a full member and replaced with Mr. Robert Baker.

Appointments:

William Stefanski: January 1, 2019 – December 31, 2021 (up-to-date)  
Mike Denico: January 1, 2019 – December 31, 2021 (fill unexpired term—replacing Denault)  
Michael Ho-Shing: January 1, 2020 – December 31, 2022 (reappointment)  
David Prins: January 1, 2020 – December 31, 2022 (reappointment)  
Robert Baker: January 1, 2020 – December 31, 2022 (reappointment)

**STAFF RECOMMENDATION:**



# APPOINTMENT

COUNTY OF POLK  
STATE OF FLORIDA

WHEREAS, there is a vacancy in the office of the Planning Commission, in Polk City; and, whereas we, the City Commission of said City, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, William Stefanski, the said Planning Commission Member of the city; and upon your taking the oath of office set forth below, and this appointment and the certificate of said oath of office being recorded by the City Clerk, you shall have the powers to perform the duties and be subject to the liabilities of such office, including all of the terms and conditions of the City's personnel policies for a period beginning January 1, 2019; such term expiring December 31, 2021, or until you are removed from office for cause by written notice of the City Commission, whichever first occurs.

City Commission of Polk City

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

I, William Stefanski, solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent upon me as Planning Commission Member according to the best of my abilities, agreeable to the rules and regulations of the constitution and the laws of the State of Florida.

SO HELP ME GOD \_\_\_\_\_

COUNTY OF POLK  
STATE OF FLORIDA

Personally appeared the above-named \_\_\_\_\_ who  
took and subscribed the following oath. Before me \_\_\_\_\_,  
Date \_\_\_\_\_, 20\_\_\_\_.

Received and recorded

\_\_\_\_\_  
City Manager

# APPOINTMENT

COUNTY OF POLK  
STATE OF FLORIDA

WHEREAS, there is a vacancy in the office of the Planning Commission, in Polk City; and, whereas we, the City Commission of said City, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, Mike Denico, the said Planning Commission Member of the city; and upon your taking the oath of office set forth below, and this appointment and the certificate of said oath of office being recorded by the City Clerk, you shall have the powers to perform the duties and be subject to the liabilities of such office, including all of the terms and conditions of the City's personnel policies for a period beginning January 1, 2019; such term expiring December 31, 2021, (filling unexpired term) or until you are removed from office for cause by written notice of the City Commission, whichever first occurs.

City Commission of Polk City

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

I, Mike Denico, solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent upon me as Planning Commission Member according to the best of my abilities, agreeable to the rules and regulations of the constitution and the laws of the State of Florida.

SO HELP ME GOD \_\_\_\_\_

COUNTY OF POLK  
STATE OF FLORIDA

Personally appeared the above-named \_\_\_\_\_ who  
took and subscribed the following oath. Before me \_\_\_\_\_  
Date \_\_\_\_\_, 20\_\_\_\_.

Received and recorded

\_\_\_\_\_  
City Manager

# APPOINTMENT

COUNTY OF POLK  
STATE OF FLORIDA

WHEREAS, there is a vacancy in the office of the Planning Commission, in Polk City; and, whereas we, the City Commission of said City, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, Michael Ho-Shing, the said Planning Commission Member of the city; and upon your taking the oath of office set forth below, and this appointment and the certificate of said oath of office being recorded by the City Clerk, you shall have the powers to perform the duties and be subject to the liabilities of such office, including all of the terms and conditions of the City's personnel policies for a period beginning January 1, 2020; such term expiring December 31, 2022, or until you are removed from office for cause by written notice of the City Commission, whichever first occurs.

City Commission City of Polk City

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

I, Michael Ho-Shing, solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent upon me as Planning Commission Member according to the best of my abilities, agreeable to the rules and regulations of the constitution and the laws of the State of Florida.

SO HELP ME GOD \_\_\_\_\_

COUNTY OF POLK  
STATE OF FLORIDA

Personally appeared the above-named \_\_\_\_\_ who  
took and subscribed the following oath. Before me \_\_\_\_\_  
Date \_\_\_\_\_, 20\_\_\_\_.

Received and recorded

\_\_\_\_\_  
City Manager

# APPOINTMENT

COUNTY OF POLK  
STATE OF FLORIDA

WHEREAS, there is a vacancy in the office of the Planning Commission, in Polk City; and, whereas we, the City Commission of said City, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, David Prins, the said Planning Commission Member of the city; and upon your taking the oath of office set forth below, and this appointment and the certificate of said oath of office being recorded by the City Clerk, you shall have the powers to perform the duties and be subject to the liabilities of such office, including all of the terms and conditions of the City's personnel policies for a period beginning January 1, 2020; such term expiring December 31, 2022, or until you are removed from office for cause by written notice of the City Commission, whichever first occurs.

City Commission of Polk City

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

I, David Prins, solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent upon me as Planning Commission Member according to the best of my abilities, agreeable to the rules and regulations of the constitution and the laws of the State of Florida.

SO HELP ME GOD \_\_\_\_\_

COUNTY OF POLK  
STATE OF FLORIDA

Personally appeared the above-named \_\_\_\_\_ who  
took and subscribed the following oath. Before me \_\_\_\_\_  
Date \_\_\_\_\_, 20\_\_\_\_.

Received and recorded

\_\_\_\_\_  
City Manager

# APPOINTMENT

COUNTY OF POLK  
STATE OF FLORIDA

WHEREAS, there is a vacancy in the office of the Planning Commission, in Polk City; and, whereas we, the City Commission of said City, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, **Robert Baker**, the said Planning Commission Member of the city; and upon your taking the oath of office set forth below, and this appointment and the certificate of said oath of office being recorded by the City Clerk, you shall have the powers to perform the duties and be subject to the liabilities of such office, including all of the terms and conditions of the City's personnel policies for a period beginning January 1, 2020; such term expiring December 31, 2022, or until you are removed from office for cause by written notice of the City Commission, whichever first occurs.

City Commission of Polk City

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

I, **Robert Baker**, solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent upon me as Planning Commission Member according to the best of my abilities, agreeable to the rules and regulations of the constitution and the laws of the State of Florida.

SO HELP ME GOD \_\_\_\_\_

COUNTY OF POLK  
STATE OF FLORIDA

Personally appeared the above-named \_\_\_\_\_ who  
took and subscribed the following oath. Before me \_\_\_\_\_.  
Date \_\_\_\_\_, 20\_\_\_\_.

Received and recorded

\_\_\_\_\_  
City Manager

**City Commission Meeting  
January 21, 2020**

**AGENDA ITEM #4:      Contract with Odom Contracting for Street Paving, Parking Lot Paving and Parking Lot Overlay**

     INFORMATION ONLY  
  X   ACTION REQUESTED

---

**ISSUE:**

Contract with Odom Contracting for Street Paving, Parking Lot Paving and Parking Lot Overlay

**ATTACHMENTS:**

- Polk City Piggyback Purchasing Agreement for Road Paving Services with Odom Contracting
- Exhibit A - City of Lake Alfred Bid Advertisement Documents
- Exhibit B - Polk City Projects Proposal Packet

**ANALYSIS:**

At the November meeting, the City Commission approved paving projects to be done by Odom Contracting as listed below:

- Hydrangea Avenue North and South - **\$50,338.50**
- Bronson Community Center Parking Lot Paving - **\$96,398.40**
- Library Parking Lot Paving Overlay - **\$12,510.00**

**Grand Total for Paving Projects = \$159,246.90**

**STAFF RECOMMENDATION:**

Approval of the contract with Odom Contracting for the paving projects as listed in the amount of \$159,246.90.



**POLK CITY PIGGYBACK PURCHASING AGREEMENT  
FOR ROAD PAVING SERVICES  
WITH ODOM CONTRACTING, LLC**

This Polk City Piggyback Purchasing Agreement for Road Paving Services (the "Agreement") is made and entered into this \_\_\_ day of \_\_\_\_\_, 2020, by and between the **Polk City, Florida**, a municipal corporation created under the laws of the State of Florida (hereafter the "City") and **Odom Contracting, LLC**, a Florida limited liability corporation with offices located 4605 County Rd 542, Lakeland, FL 33801, (hereafter the "Vendor").

**RECITALS**

**A.** The City desires to have a Vendor provide certain road milling, resurfacing, and repaving services on Hydrangea Avenue North and South, the paving of a parking lot for the Bronson Community Center, and the repaving of a parking lot for the City Library (hereafter the "Project") within Polk City, Florida.

**B.** The City of Lake Alfred, Florida, has taken competitive bids and selected the Vendor as the low cost bidder pursuant to a Bid Advertisement for City of Lake Alfred, Florida Street Resurfacing dated December 27, 2018 and entered into a contract with Vendor for road paving services, a copy of which contract is represented by a purchase order and the bidding documents which are attached hereto as Exhibit "A" and incorporated herein by this reference (the "Lake Alfred Agreement").

**C.** The City has evaluated Vendor's qualifications and desires to utilize the bid results obtained by the City of Lake Alfred pursuant to the Lake Alfred Agreement as the basis upon which to award to the Vendor a contract for the Project for the City based upon the terms and conditions of the Lake Alfred Agreement, conformed to the extent necessary to apply to the City's required scope of work.

**D.** Due to the anticipated nature and value of the work to be performed by the Vendor, the City is not required under Chapter 287, Florida Statutes, to perform an independent request for proposals and bid evaluation for the services to be provided by the Vendor and to do so would unnecessarily incur additional costs.

**ACCORDINGLY**, in consideration of the above stated Recitals, the mutual covenants and agreement hereinafter contained, and other good and valuable consideration the receipt and sufficiency of which is acknowledged by the parties, the parties hereto agree as follows:

**SECTION 1. TERMS AND CONDITIONS.** The Vendor shall perform the Project and those described road paving services set out in the Scope of Work attached hereto as Exhibit "B" under the terms and pricing under the Lake Alfred Agreement attached hereto and incorporated herein by this reference, subject to the following conforming changes:

**A.** "City" and "City of Lake Alfred" everywhere used in the Lake Alfred Agreement shall be deemed for purposes of this Agreement to refer to the Polk City, a municipal corporation



whose address is 123 Broadway Blvd. SE Polk City, FL 33868. References to County and its governing body, officials agents, employees, divisions and departments shall be deemed a reference to Polk City's governing body, officials agents, employees, divisions and departments. City will determine which City division, department, contact person or process will apply in the event there is not a direct correlation between the City department, division, contact person or processes and those of the City of Lake Alfred referenced in the Lake Alfred Agreement.

B. Any reference to an applicable Lake Alfred code shall be deemed a reference for purposes of this Agreement to the equivalent code, ordinance, resolution or policy (if any) of the Polk City or Polk County (as applicable).

C. Time is of the essence in the performance of this contract. City shall be entitled to liquidated damages in the amount of \$500 per day, for each day subsequent to the date set forth in paragraph 2 hereof that Vendor has failed to properly and completely deliver all of the goods or provide all of the services herein specified. Vendor specifically acknowledges that the foregoing sum is reasonable and does not constitute a penalty.

D. Vendor fully warrants the title to any goods provided hereunder, and agrees to defend the same against all claims whatsoever. At the time of delivery, Vendor shall furnish to the City a bill of sale absolute, with full warranties, or other evidence of title transfer satisfactory to the City, for the goods specified herein.

E. Vendor expressly warrants that all goods delivered hereunder are of merchantable quality and fit for the purpose for which the City has purchased the same. Vendor further warrants that any defects in the goods shall be properly repaired by Vendor for a period of twelve (12) months from final delivery, including all parts and labor associated with said repairs.

F. City reserves the right to reject any defective goods, notwithstanding City's payment of the purchase price provided herein.

G. Vendor fully warrants that all services provided hereunder have been provided in a good and workmanlike manner. Vendor guarantees said services for a period of TWELVE (12) months from the date of final performance. Vendor shall provide all labor and materials necessary to repair any defective workmanship reported to Vendor within said guarantee period.

H. To the extent that this agreement requires Vendor to provide any services of any kind, Vendor and all of Vendor's subVendors shall maintain public liability insurance in a combined single limit for bodily injury and property damage in the amount of not less than \$1,000,000 satisfactory to the City Manager of City, naming the City as additional insured and providing coverage up through and including the final performance of any services provided hereunder. Vendor and all of Vendor's subVendors shall maintain in full force and affect a policy of worker's compensation insurance for all of Vendor's employees in accordance with applicable state and federal law. Said insurance coverage shall include employer's liability with a single limit of \$100,000.00 per accident or occurrence. Vendor shall present City with a certificate for

all of the foregoing insurance, at the time of executing this agreement and at such other times requested by the City.

I. In consideration of the payment of ten dollars as part of the above purchase price, Vendor shall indemnify, defend and hold the City harmless for itself, its employees, agents and assigns, from and against any and all losses, claims, damages, suits, actions, or demands, including attorneys fees and costs of litigation through all appellate proceedings, arising from the performance or non-performance of this agreement, whether caused in part by the City or not.

J. Vendor agrees that all prior representations and warranties made to City of Lake Alfred referenced in the Lake Alfred Agreement are still true and accurate and hereby deemed to be restated as of the date of this Agreement and may be relied upon by the City in entering into this Agreement.

**SECTION 2. CONTACT INFORMATION.** All notices required under this Agreement to be sent to the City by Vendor shall be sent via certified U.S. mail to:

City Manager  
Polk City, Florida  
123 Broadway Blvd. SE  
Polk City, FL 33868

**SECTION 3. PROJECT MANAGER FOR CITY.** The following shall be designated as the City's project manager for purposes of interfacing with the Vendor under this Agreement:

Keith Prestage  
Polk City  
123 Broadway Blvd. SE  
Polk City, FL 33868

**SECTION 4. PAYMENT.** The City agrees to pay the Vendor for the services based upon the payment terms set forth in the Lake Alfred Agreement.

**SECTION 5. CONTRACT DOCUMENTS.** This Agreement shall be deemed to consist of all of the following (in order of precedence for purposes of any conflicts among the terms contained in each):

- A. this cover Agreement;
  - B. the Lake Alfred Agreement attached hereto as Exhibit "A" as conformed above;
- and,
- C. the Scope of Work attached hereto as Exhibit "B".

To the extent that any terms in the attached proposal conflict with the terms of this agreement, the terms of this agreement shall control and supersede such conflicting terms in the attached proposal, to the extent of such conflict.

**IN WITNESS WHEREOF**, the parties have hereto caused the execution of these documents, the year and date first above written.

**ODOM CONTRACTING, LLC**

\_\_\_\_\_

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

**Title:** \_\_\_\_\_

**[CORPORATE SEAL]**

**POLK CITY, FLORIDA**, a municipal corporation

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

**ATTEST:**

\_\_\_\_\_  
**Patricia R. Jackson, City Manager/Clerk**

**Approved as to form and correctness:**

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

EXHIBIT "A"

**ATTACHMENT "B"**

**SCOPE OF WORK**

# EXHIBIT A



155 E. Pomelo Street  
Lake Alfred, FL 33850-2135

CITY OF LAKE ALFRED

Ph: (863) 298-5458  
Fax: (863) 298-4440

November 27, 2018

## **BID ADVERTISEMENT**

FOR  
CITY OF LAKE ALFRED, FLORIDA  
STREET RESURFACING

The City of Lake Alfred will receive sealed bids at Lake Alfred City Hall, 120 East Pomelo Street, Lake Alfred, Florida up until 2:00 p.m., Thursday, December 27, 2018 for the milling and/or resurfacing of streets located in the City limits of Lake Alfred. Specifications for street milling and or resurfacing are attached. All bids must be submitted in sealed envelopes, addressed to the Public Works Department, City of Lake Alfred and plainly marked on the outside "**Sealed Bid - Street Resurfacing**".

Bid packages may be picked up Monday thru Friday from 8:00 a.m. - 4:00 p.m. at Lake Alfred City Hall, 120 E. Pomelo St., Lake Alfred, Florida or by calling (863) 298-5458.

It is the responsibility of the bidder to deliver their bid to Lake Alfred City Hall, 120 E. Pomelo St., Lake Alfred, Florida on or before the specified date and time.

Bidders are also required to submit a completed Non-Collusion Affidavit of Prime Bidder form and PUR 7068 form with the sealed bid. Project to be bonded.

Bidders will be required to submit a list of performance evaluations.

The City reserves the right to reject any and all bids, to waive informalities, to readvertise and to accept the bid in the best interest of the City, not necessarily the lowest bid.

For more information, please do not hesitate to contact John Deaton, Public Works Director at (863) 298-5458.

Sincerely,

John Deaton  
Public Works Director



155 E. Pomelo Street  
Lake Alfred, FL 33850-2135

## CITY OF LAKE ALFRED

Ph: (863) 298-5458  
Fax: (863) 298-4440

### CITY OF LAKE ALFRED STREET RESURFACING SPECIFICATIONS EXHIBIT A

1. All pot holes shall be patched prior to the resurfacing.
2. Intersections when needed will be milled for a smooth transition when resurfacing.
3. Road ways without curbing will be edged and sweep before resurfacing.
4. Road ways with curbing will be cleaned and free of vegetation before milling and resurfacing.
5. Contractor will arrange work so it will not interfere with the normal flow of daily traffic.
6. Contractor will arrange work schedule to accommodate Schools and School Crossings at times they are in use.
7. Resurfacing will be done with minimum two (2) inch of type S-1 or better asphalt.
8. Roads to be milled will be done at a minimum of (1) one inch.
9. Where manholes are located in the paved area the new surfacing will be done to insure a smooth transition around such manhole.
10. Contractor will be responsible for all traffic control and detouring during construction.
11. The City will reserve the rights to use any or all milling removed from city streets.
12. Manhole ring and cover adjustments will be performed by contractor. Approved risers manufactured by East Jordan Ironworks.



## PAVING LIST

#1 LAKE SWOOPE RD

#2 HAINES PORT DR

#3 EAST TANGERINE AVE

#4 EAST LEMON AVE

#5 EAST MIDMAY AVE

#6 EAST GRAPEFRUIT AVE

#7 EAST ORANGE AVE

**City of Lake Alfred, Florida  
2019 Street Resurfacing**

**Bid Opening  
December 27, 2018 @ 2 pm  
City Hall**

*Sealed bids were publicly opened on December 27, 2018 at 2:00 pm in the Lake Alfred City Hall at 120 E. Pomelo Street, Lake Alfred, FL 33850.*

Staff City of Lake Alfred: Public Works Director John Deaton and Deputy City Clerk Mamie Drane  
*The following companies submitted bids as indicated below listed alphabetically.*

- |   |              |
|---|--------------|
| 1. Hubbard Construction<br>1936 Lee Road, Suite 300<br>Winter Park, FL 32789                | \$247,995.00 |
| 2. Odom Contracting<br>PO Box 92019<br>Lakeland, FL 33804                                   | \$152,806.45 |
| 3. Preferred Materials Inc.<br>1806 33 <sup>rd</sup> Street, Suite 150<br>Orlando, FL 32839 | \$195,000.00 |
| 4. Tucker Paving<br>3545 Lake Alfred Road<br>Winter Haven, FL 33881                         | \$229,413.00 |

4 Bids Submitted

Sincerely,



Mamie Drane  
Deputy City Clerk

SEALED BID REQUEST CITY OF LAKE ALFRED

PRICE TOTAL:

\$ 152,806.45

JD  
152.306.45

NAME OF BIDDER: ODOM CONTRACTING LLC

ADDRESS:

P. O. Box 92019

LAKELAND, FL 38804

PHONE:

863-670-7852

FAX:

863-337-5402

SIGNATURE:



TITLE:

Mgr

DATE:

12/26/18

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

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

1. This sworn statement is submitted to City of LAKE ACRE  
[Print name of the public entity]

By: KEVIN S. ODOM, Mayor  
[Print individual's name and title]

For: ODOM CONTRACTING, LLC  
[Print name of entity submitting sworn statement]

Whose business address is

P.O. Box 92019  
LAKELAND FL 33804

and (if applicable) its Federal Employer Identification Number (FEIN) is 20-8454652

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

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(9a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

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

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

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

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

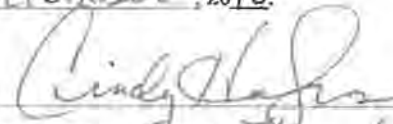
  
[Signature]

Sworn to and subscribed before me this 27<sup>th</sup> day of December, 2018.

Personally known

Or Produced identification FL Dr. License

(Type of Identification)

  
Notary Public - State of Florida

My commission expires 6/17/19

(Printed typed or stamped commissioned name of notary public)



NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of FLORIDA )

County of POLK )

SS.

KEVIN ODOM , being first duly sworn, deposes and says that:  
Name

- (1) He/She is MAN of, ODOM CONTRACTING, LLC  
Title Company  
the Bidder that has submitted the attached bid;
- 2. He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- 3. Such Bid is genuine and is not a collusive or sham Bid;
- 4. Neither the said Bidder nor any of his/her officers, partners, owners, agents, representatives employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the contract for which the attached Bid has been submitted or has refrained from bidding in connection with such contract; nor in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, nor has fixed any overhead, profit or cost element of the Bid price, or the Bid price of any other Bidder; nor has secured through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the City of Lake Alfred, Florida or any person interested in the proposed Contract; and
- 5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its' agents, representatives, owners, employees, or parties in interest, including this affiance.

Subscribed and sworn to before me  
This 27<sup>th</sup> day of Dec, 2018.

(Signed) \_\_\_\_\_  
Name

Cindy Hodges  
Signature

MAN  
Title







**AIA**<sup>®</sup>

# Document A310™ – 2010

## **Bid Bond**

**CONTRACTOR:**

*(Name, legal status and address)*

Kevin J. Odom Contracting, LLC  
4825 E Carroll Rd.  
Lakeland, FL 33801

**SURETY:**

*(Name, legal status and principal place of business)*

Developers Surety & Indemnity Company  
PO Box 19725  
Irvine, CA 92623

**OWNER:**

*(Name, legal status and address)*

City of Lake Alfred  
120 E. Pomelo St.  
Lake Alfred, FL 33850

**BOND AMOUNT: \$**

**PROJECT:**

*(Name, location or address, and Project number, if any)*

Uninterruptible Power Supply (UPS)  
Street Resurfacing  
Lake Alfred, FL

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Intll

Signed and sealed this 27 day of December, 2018

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Witness)

**Odom Contracting, LLC**

(Contractor as Principal)

(Seal)

**Kevin J. Odom**

(Title) President

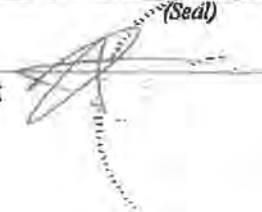
**Developers Surety & Indemnity Company...**

(Surety)

(Seal)

**Jeremy Toton**

(Title) Attorney-in-Fact



Int.



KEVIN J. ODOM

P.O. Box 92019  
 Lakeland, FL 33804-2019  
 CUC 1224368 Class V

Office: (863) 337-6499  
 Cell: (863) 670-7852  
 Fax: (863) 337-5402

CUSTOMER  
 KEVIN ODOM

QUOTE NO.  
 18-242

QUOTE DATE:  
 12/20/2018

ADDRESS  
 CITY OF LAKE ALFRED

CITY/STATE/ZIP  
 LAKE ALFRED FL 33850

PHONE

E-MAIL

SALESPERSON  
 MARK GRANGER  
 (863) 528-4579

PROJECT  
 CITY OF LAKE ALFRED-  
 OVERLAY STREETS

PREPARED BY:  
 BRANDY BOWLIN

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		MOBILIZATION		\$7,000.00
		LAKE SWOOPE ROAD		
4200	SQ YDS	2" TYPE 12.5 SP ASPHALT	\$8.34	\$40,032.00
2130	LF	MILL NEXT TO CURB	\$0.75	\$1,597.50
2150	LF	D- YELLOW LINE	\$1.25	\$2,700.00
		HAINES PORT DRIVE		
2815	SQ YDS	2" TYPE 12.5 SP ASPHALT	\$8.34	\$23,447.10
1125	LF	BUMP MILL BESIDE CURB	\$0.75	\$843.75
		EAST TANGERINE AVE		
1833	SQ YDS	2" TYPE 12.5 SP ASPHALT	\$8.34	\$15,287.22
		EAST LEMON AVE		
1833	SQ YDS	2" TYPE 12.5 SP ASPHALT	\$8.34	\$15,287.22
	EA	STOP BAR	\$125.00	\$250.00
		EAST MIDWAY AVE		
1833	SQ YDS	2" TYPE 12.5 SP ASPHALT	\$8.34	\$15,287.22
	EA	STOP BAR	\$125.00	\$250.00
		EAST GRAPE FRUIT AVE		
1833	SQ YDS	2" TYPE 12.5 SP ASPHALT	\$8.34	\$15,287.22
	EA	STOP BAR	\$125.00	\$250.00
		EAST ORANGE AVE		
1833	SQ YDS	2" TYPE 12.5 SP ASPHALT	\$8.34	\$15,287.22
		QUOTE TOTAL		\$145,906.45

\$ 152,806.45

NOTES: NOT INCLUDED IN BID

ACCEPTANCE OF PROPOSAL: THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE HEREBY ACCEPTED. All material is guaranteed to be as specified. All work completed in a workmanlike 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 extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. In the event of default in payment, \_\_\_\_\_ agrees to pay all costs of collection, including a reasonable attorney's fee, whether or not litigation is involved, plus late charges on all

ACCEPTED:

SIGNATURE:

DATE:



# Change Order

Date: 2/14/19

Owner: LAKE ALFRED

Contractor: ODOM CONTRACTING

Project name: Street Resurfacing

Change order number: #2

Original contract date: 1/8/19

You are directed to make the following changes in this contract:

OVERLAY EXISTING PARKING lot & ADD NEW PARKIN lot

The original contract sum was:	\$ <u>152,306.45</u>
Net amount of previous change orders:	<u>65,574.97</u>
Total original contract amount plus or minus net change orders:	<u>217,881.42</u>
Total amount of this change order:	<u>42,518.10</u>
The new contract amount including this change order will be:	<u>260,399.52</u>
The contract time will be changed by the following number of days:	<u>(0) Days</u>
The date of completion as of the date of this change order is:	

**Contractor:**

ODOM CONTRACTING  
Company name

PO BOX 92019  
Address

LAKE LAND FL 33804  
City, State, Zip

2/14/19  
Date

Signature

**Owner:**

CITY OF LAKE ALFRED  
Name

120 EAST POMERO ST  
Address

LAKE ALFRED FL 33850  
City, State, Zip

2/14/19  
Date

Signature



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

CITY OF LAKE ALFRED  
LAKE ALFRED, FL  
PH: 289-5458  
EM: jdeaton@mylakealfred.com

DATE: 02/14/19

ATTN: JOHN DEATON

RE: OVERLAY EXISTING PARKING LOT & NEW PARKING LOT, CITY OF LAKE ALFRED

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
MISCELLANEOUS MOBILIZATION	1	LS		
<b>TOTAL MISCELLANEOUS</b>				<u><u>\$1,200.00</u></u>
OVERLAY EXISTING PARKING LOT 1-1/2 TYPE 95 SP ASPHALT TACK COAT STRIPING LINE	1120	SQYD		
<b>TOTAL OVERLAY EXISTING PARKING LOT</b>				<u><u>\$19,552.10</u></u>
NEW PARKING LOT 2" TYPE 12.5 SP ASPHALT 3" BLACK BASE 5" SUBGRADE	305 305	SQYD SQYD		
<b>TOTAL NEW PARKING LOT</b>				<u><u>\$23,766.00</u></u>
<b>TOTAL PROJECT</b>				<u><u><del>\$44,518.10</del></u></u>

*42,518.10*

NOTES: NOT INCLUDED IN BID

ACCEPTANCE OF PROPOSAL: THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE HEREBY ACCEPTED. ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COST, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. IN THE EVENT OF DEFAULT IN PAYMENT, CITY OF LAKE ALFRED AGGRESS TO PAY ALL COSTS OF COLLECTION, INCLUDING A REASONABLE ATTORNEY'S FEE, WHETHER OR NOT LITIGATION IS INVOLVED, PLUS LATE CHARGES ON ALL AMOUNT PAID AT A RATE OF 1.5% PER MONTH.

KEVIN ODOM

JOHN DEATON

ODOM CONTRACTING LLC

CITY OF LAKE ALFRED

Odom Contracting LLC

P. O. Box 92019  
Lakeland, FL 33804

# Invoice

Date	Invoice #
8/5/2019	TS1902

Bill To
City of Lake Alfred 155 E. Pomelo St. Lake Alfred, FL 33850

P.O. No.	Terms	Project
	Net 30	Third St. Park - Sidewalk

Quantity	Description	Rate	Amount
1	Current payment due for Third St. Park - Sidewalk		
1	Mobilization	250.00	250.00
1	4" Thick Sidewalk	4,387.50	4,387.50
<b>ENTERED</b>			
Vendor #: <u>3761</u>			
Received by: <u>[Signature]</u>			
Recalculation: <u>[Signature]</u>			
Invoice Approval: <u>[Signature]</u>			
G/L Verified: <u>[Signature]</u>			
G/L Acct #: <u>001-54121-453-000</u>			
G/L Acct #:			
<b>Total</b>			\$4,637.50





# Change Order

Date: 2/14/19

Owner: LAKE ALFRED

Contractor: ODOM CONTRACTING

Project name: Street Resurfacing

Change order number: #2

Original contract date: 1/8/19

You are directed to make the following changes in this contract:

OVERLAY EXISTING PARKING LOT & ADD NEW PARKING LOT

The original contract sum was:	\$ <u>152,306.45</u>
Net amount of previous change orders:	<u>65,574.97</u>
Total original contract amount plus or minus net change orders:	<u>217,881.42</u>
Total amount of this change order:	<u>42,518.10</u>
The new contract amount including this change order will be:	<u>260,399.52</u>
The contract time will be changed by the following number of days:	<u>(0) Days</u>
The date of completion as of the date of this change order is:	

## Contractor:

ODOM CONTRACTING

Company name

PO BOX 92019

Address

LAKE LAND FL 33804

City, State, Zip

2/14/19

Date

Signature

## Owner:

CITY OF LAKE ALFRED

Name

120 EAST POMELO ST

Address

LAKE ALFRED FL 33850

City, State, Zip

2/14/19

Date

Signature

# EXHIBIT B

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## Polk City Utility Department



### Memorandum

To: Patricia Jackson  
From: Keith Prestage

**SUBJECT: Hydrangea Ave North and South street mill and resurfacing.**

Hydrangea Ave North and South has shown evidence of aged asphalt cracking and separation which leads to many pothole repairs. Hydrangea Ave South is a heavy traffic street as it is used for student car rider pick up daily. Resurfacing these streets will resolve the issue.

It is recommended that Polk City piggy back off an existing/ongoing bid contract with the City of Lake Alfred in which Odom Contracting was awarded as low bidder.

Cost to City \$50,338.50

Thank you

*Keith Prestage*

*Public Works Director*



P.O. BOX 92019  
LAKELAND, FL. 33804  
863-337-6499 Office  
863-337-5402 Fax

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

DATE: 10/21/19

PROPOSAL

ATTN: KEITH PRESTAGE

RE: HYDRANGEA AVE

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
OVERLAY EXISTING STREET				
MOBILIZATION	1	LS		
MILL OUT 1" OF EXISTING ASPHALT & HAUL OFF (TO CITY YARD)	1	LS		
OVERLAY WITH 1 1/4" TYPE 9.5 ASPHALT	2945	YDS		
MOT TRAFFIC CONTROL	1	LS		
<b>TOTAL OVERLAY EXISTING STREET</b>				<b>\$50,338.50</b>
<b>TOTAL PROJECT</b>				<b>\$50,338.50</b>

NOTES & CONDITIONS:

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

EXCLUSIONS:

LAY OUT, SOIL TESTING, DEWATERING, CONFLICTS, ASBUILTS, E.P.A. POLLUTION PLAN, RELOCATING EXISTING UTILITIES, IRRIGATION, METERS & METER BOXES FOR POTABLE WATER, REMOVAL OR REPLACEMENT OF TREES AND LANDSCAPING (INCLUDING SOD, SEED, MULCH), REPAIR OF ROAD, M.O.T., ROOF DRAIN TIE-INS, POLE HOLDING, ELECTRIC FROM PANEL BOX TO POWER SOURCE.

KEVIN ODOM

KEITH PRESTAGE

ODOM CONTRACTING LLC

CITY OF POLK CITY

# Hydrangea Ave Paving

**Legend**  
● Street Resurface



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# Polk City Public Works Department



## Memorandum

To: Patricia Jackson  
From: Keith Prestage

**SUBJECT:** *Bronson Community Center Parking Lot Paving Project*

It is the recommendation of the Public Works Department that the Polk City pave the parking lot of the Bronson Center by using a piggy back off an existing/ongoing bid contract with the City of Lake Alfred in which Odom Contracting was awarded as low bidder. Using Change Order #2 (*Overlay Existing parking lot and Add New Parking Lot*)

Cost \$96,398.40

Public Work Director  
*Keith Prestage*



P.O. BOX 92019  
LAKELAND, FL. 33804  
863-337-6499 Office  
863-337-5402 Fax

CITY OF POLK CITY  
123 BROADWAY BLVD. SE  
POLK CITY, FL 33868  
PH: 863-984-1375 x302  
EM: keith.prestage@mypolkcity.org

DATE: 09/10/19

**PROPOSAL**

ATTN: KEITH PRESTAGE

RE: BRONSON CENTER POLK CITY

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<b>GENERAL CONDITIONS</b>				
MOBILIZATION	1	LS		
<b>TOTAL GENERAL CONDITIONS</b>				<u><u>\$3,360.00</u></u>
<b>EARTHWORK &amp; GRADING</b>				
DEMO & HAUL OFF EXISTING CONCRETE AT H/C STALLS, STRIP GRASS AT PARKING LOT, LOAD & HAUL OFF EXCESS MATERIAL, GRADE & COMPACT PARKING LOT, GRADE FOR SIDEWALK, FINAL DRESS (ONE TIME)	1	LS		
<b>TOTAL EARTHWORK &amp; GRADING</b>				<u><u>\$17,360.00</u></u>
<b>PAVING</b>				
1.25" TYPE S3 ASPHALT	1375	SY		
12" LIME ROCK	1410	SY		
COMPACTED SUBGRADE	1	LS		
<b>TOTAL PAVING</b>				<u><u>\$51,878.40</u></u>
<b>CONCRETE</b>				
TYPE F CURB NR (HAND FORMED)	206	LF		
4" THICK (NR) SIDEWALK	1275	SF		
4" THICK (NR) CURBED FLUME	1	EA		
<b>TOTAL CONCRETE</b>				<u><u>\$12,140.80</u></u>
<b>STRIPING &amp; SIGNS</b>				
PARKING STALLS	23	EA		
H/C STALLS	2	EA		
H/C ACCESS ISLE	1	EA		
24" STOP BAR	2	EA		
R1-1 30" STOP	2	EA		
RE-INSTALL EXIST H/C SIGNS & WHEEL STOPS	2	EA		
<b>TOTAL STRIPING &amp; SIGNS</b>				<u><u>\$2,419.20</u></u>
<b>MAINTENANCE OF TRAFFIC (THIS SCOPE ONLY)</b>				
MAINTENANCE OF TRAFFIC	1	LS		





P.O. BOX 92019  
LAKELAND, FL. 33804  
863-337-6499 Office  
863-337-5402 Fax

CITY OF POLK CITY  
123 BROADWAY BLVD. SE  
POLK CITY, FL 33868  
PH: 863-984-1375 x302  
EM: keith.prestage@mypolkcity.org

DATE: 09/10/19

**PROPOSAL**

ATTN: KEITH PRESTAGE

RE: BRONSON CENTER POLK CITY

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
TOTAL MAINTENANCE OF TRAFFIC				<u>\$4,256.00</u>
MATERIAL TESTING (THIS SCOPE ONLY)				
MATERIAL TESTING	1	LS		
TOTAL MATERIAL TESTING				<u>\$2,184.00</u>
CONSTRUCTION LAYOUT & AS-BUILTS ( THIS SCOPE ONLY)				
CONSTRUCTION LAYOUT & AS-BUILTS	1	LS		
TOTAL CONSTRUCTION LAYOUT & AS-BUILTS				<u>\$2,800.00</u>
<b>TOTAL PROJECT</b>				<u><b>\$96,398.40</b></u>

EXCLUSIONS:

PERMITS, FEES, BONDS, UTILITY RELOCATION, REMOVAL & REPLACEMENT OF UNSUITABLE MATERIALS, LANDSCAPING & IRRIGATION, SOD, SILT FENCE, WHEEL STOPS (EXCEPT AS NOTED) CAPPING OF WELLS, BUILDING CORNERS, WATER TO SITE FOR COMPACTION, DUMPSTER PAD & ENCLOSURE, FENCES & GATES, NIGHT WORK, BOLLARDS, HANDRAILS, TV INSPECTIONS, WATER/ SANITARY UTILITIES, SLEEVES, CLEARING & GRUBBING, MATERIAL PRICE INCREASE.

ALTERNATES: (NOT IN BASE BID)

1. SILT FENCE IF REQUIRED - \$1.68 PER LF
2. WHEEL STOPS IF REQUIRED - \$61.60 EA

NOTES:

1. PRICES FIRM FOR 30 DAYS FROM PROPOSAL DATE
2. REMOVAL/ADJUSTMENT OF EXISTING UTILITIES ( INCLUDING CONFLICTS) NOT INCLUDED.
3. CAD FILE MUST BE PROVIDED BY ENGINEER FOR CONSTRUCTION LAYOUT USAGE.

KEVIN ODOM

KEITH PRESTAGE

ODOM CONTRACTING LLC

CITY OF POLK CITY

# Bronson Center Parking Lot

Paving Project

## Legend

- 124 E Palmetto Ln (Bronson Tr)
- Asphalt
- Concrete Sidewalk
- Edge of Pavement
- Handicap Parking

124 E Palmetto Ln (Bronson Tr)





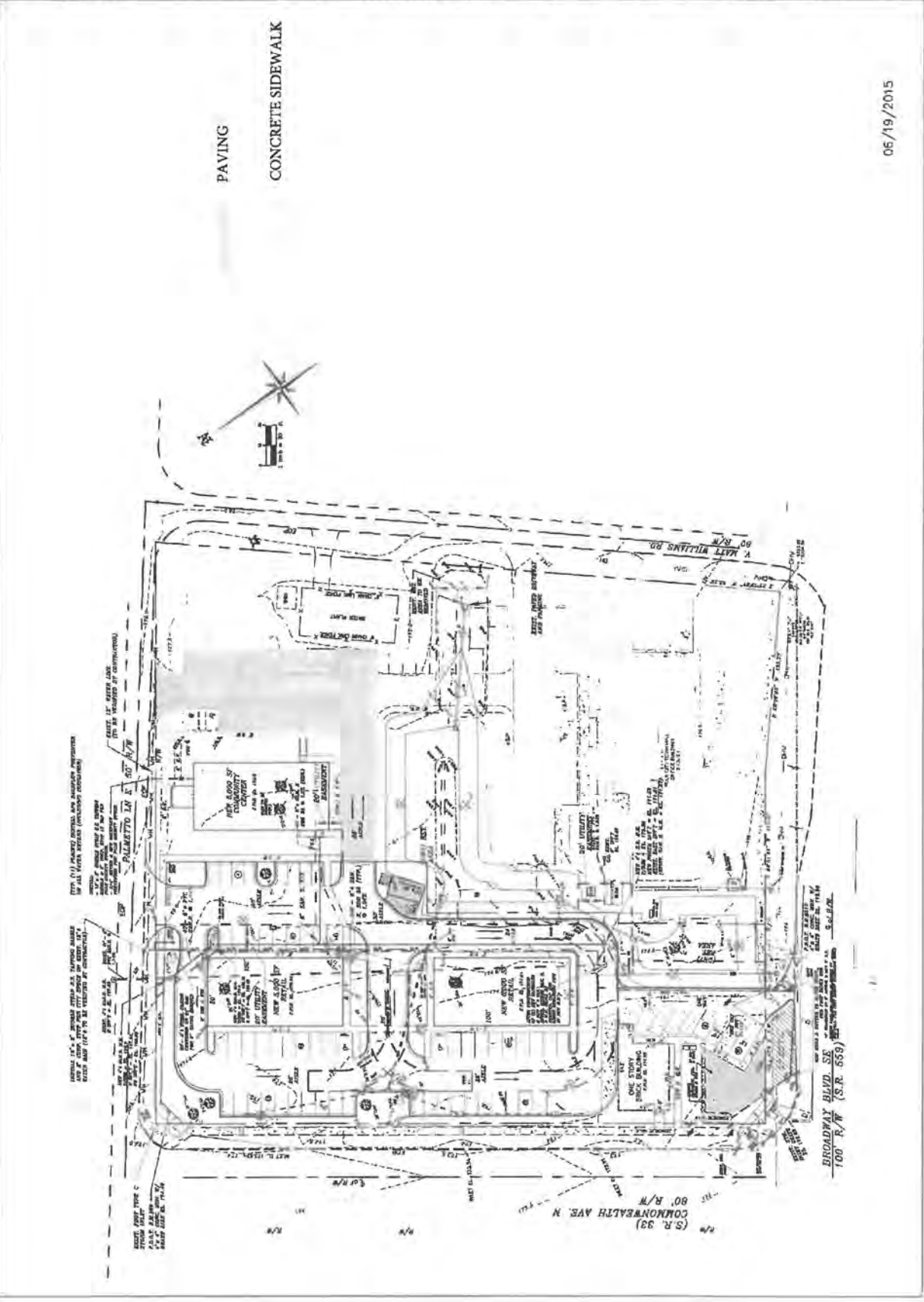
61-19  
600 US  
600

UTILITY PLAN  
NEW RETAIL CENTER  
CITY OF POLK CITY

23  
SHEET

PAVING  
CONCRETE SIDEWALK

06/19/2015



NOTE: (1) EXISTING UTILITIES SHOWN FOR INFORMATION ONLY. ALL UTILITIES SHOWN ARE BASED ON RECORD DRAWINGS AND FIELD SURVEY. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE UTILITIES SHOWN AND HAS FOUND THEM TO BE IN ACCORDANCE WITH THE RECORD DRAWINGS AND FIELD SURVEY. THE ENGINEER HAS NOT CONDUCTED ANY TESTS OF THE UTILITIES SHOWN.

NOTE: (2) ALL UTILITIES SHOWN ARE BASED ON RECORD DRAWINGS AND FIELD SURVEY. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE UTILITIES SHOWN AND HAS FOUND THEM TO BE IN ACCORDANCE WITH THE RECORD DRAWINGS AND FIELD SURVEY. THE ENGINEER HAS NOT CONDUCTED ANY TESTS OF THE UTILITIES SHOWN.

NOTE: (3) ALL UTILITIES SHOWN ARE BASED ON RECORD DRAWINGS AND FIELD SURVEY. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE UTILITIES SHOWN AND HAS FOUND THEM TO BE IN ACCORDANCE WITH THE RECORD DRAWINGS AND FIELD SURVEY. THE ENGINEER HAS NOT CONDUCTED ANY TESTS OF THE UTILITIES SHOWN.

NOTE: (4) ALL UTILITIES SHOWN ARE BASED ON RECORD DRAWINGS AND FIELD SURVEY. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE UTILITIES SHOWN AND HAS FOUND THEM TO BE IN ACCORDANCE WITH THE RECORD DRAWINGS AND FIELD SURVEY. THE ENGINEER HAS NOT CONDUCTED ANY TESTS OF THE UTILITIES SHOWN.

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# Polk City Utility Department



## Memorandum

To: Patricia Jackson  
From: Keith Prestage

**SUBJECT: Library Parking Lot paving overlay**

The Polk City Library has shown evidence of aged asphalt, cracking and separation which leads to many pothole repairs. Overlaying this Parking Lot with 1-1/4 asphalt will resolve the issue.

It is the recommendation of the Public Works Department that Polk City use a piggy back off an existing/ongoing bid contract with the City of Lake Alfred in which Odom Contracting was awarded as low bidder. Using Change Order #2 (*Overlay Existing parking lot and Add New Parking Lot*)

**COST: \$12,510.00**  
(this price includes stripping and concrete wheel bumpers)

Thank you

*Keith Prestage*

*Public Work Director*



P.O. BOX 92019  
LAKELAND, FL. 33804  
863-337-6499 Office  
863-337-5402 Fax

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

DATE: 10/21/19

PROPOSAL

ATTN: KEITH PRESTAGE

RE: COMMUNITY LIBRARY

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<b>OVERLAY EXISTING PARKING LOT</b>				
1 1/4" TYPE 9.5 ASPHALT	1	LS		
BUMP MILL NEXT TO ROAD	1	LS		
STRIPING	1	LS		
<b>TOTAL OVERLAY EXISTING PARKING LOT</b>				<u>\$12,510.00</u>
<b>TOTAL PROJECT</b>				<u>\$12,510.00</u>

NOTES & CONDITIONS:

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

EXCLUSIONS:

LAY OUT, SOIL TESTING, DEWATERING, CONFLICTS, ASBUILTS, E.P.A. POLLUTION PLAN, RELOCATING EXISTING UTILITIES, IRRIGATION, METERS & METER BOXES FOR POTABLE WATER, REMOVAL OR REPLACEMENT OF TREES AND LANDSCAPING (INCLUDING SOD, SEED, MULCH), REPAIR OF ROAD, M.O.T., ROOF DRAIN TIE-INS, POLE HOLDING, ELECTRIC FROM PANEL BOX TO POWER SOURCE.

KEVIN ODOM



KEITH PRESTAGE

ODOM CONTRACTING LLC

CITY OF POLK CITY

Library Parking Lot

**Legend**

-  Paving Overlay
-  Polk City Library

Polk City Library



Google Earth

90 ft

