

POLK CITY

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

September 21, 2020

Polk City Government Center
123 Broadway Blvd., SE

CALL TO ORDER – Mayor Joe LaCascia

INVOCATION – Pastor Walter Lawlor, New Life Community Church

PLEDGE OF ALLEGIANCE – Mayor Joe LaCascia

ROLL CALL – 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. Public Hearing – Community Development Block Grant Program – Projects
2. Planning Services Agreement with Central Florida Regional Planning Council
3. Generators for the Public Works / Utilities Facilities

CITY MANAGER ITEMS

1. Emergency Repair of Water Hydrant and 6" water main on Lakeshore
2. Emergency Repair of Deming Pump at Cardinal Hill WWF

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
September 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 – August 13, 2020 – Budget Workshop
2. Accept minutes – August 17, 2020 - City Commission Workshop
3. Accept minutes – August 17, 2020 – City Commission Meeting
4. Accept minutes – September 10, 2020 – Budget Hearing 1st Reading

B. REPORTS

1. Building Permits Report – August 2020
2. Code Enforcement Report – August 2020
3. Financial Report – August 2020
4. Library Report – August 2020
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – August 2020
7. Public Works Report – August 2020
8. Utilities Report – N/A

C. OTHER

**City Commission Meeting
September 21, 2020**

CONSENT AGENDA ITEM: Accept minutes for:

1. Accept minutes – August 13, 2020 – Budget Workshop
2. Accept minutes – August 17, 2020 - City Commission Workshop
3. Accept minutes – August 17, 2020 – City Commission Meeting
4. Accept minutes – September 10, 2020 – Budget Hearing 1st Reading

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

1. Accept minutes – August 13, 2020 – Budget Workshop
2. Accept minutes – August 17, 2020 - City Commission Workshop
3. Accept minutes – August 17, 2020 – City Commission Meeting
4. Accept minutes – September 10, 2020 – Budget Hearing 1st Reading

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

BUDGET WORKSHOP MINUTES

August 13, 2020

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

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

Absent: Commissioner Micheal T. Blethen, Commissioner Randy Carroll, City Attorney Thomas Cloud

ORDER OF BUSINESS

Discussion of Fiscal Year 2020-2021 Budget

City Manager Jackson discussed the highlights of the Proposed FY 2020-2021 Budget of which a copy is available in the City Manager's Office (see attached)

Please be advised we are still making some changes to the proposed budget; however, the bottom line will not change. We are putting revenue in the unrestricted reserves while we are putting together a pay plan for the city employees with paygrades, etc., as well as looking at a 2.5% cost of living for all employees. Any merit increases will have to be justified by an employee evaluation.

The FY 2020/21 Budget is based on a **Millage Rate of 6.0000** which is the Roll-back Rate (current Millage Rate is 5.6327).

The millage rate has been reduced for approximately 6 years. City Manager Jackson is recommending that we stay at the rate of 6.0000 for one additional year.

Please note the following:

- 1) The total budget for FY 2020-2021 is \$6,299,757, which is an increase of 1.6% (\$98,424)
 - a. Capital Projects
 - b. New Employee (Water Plant Operator position)
 - c. Benefits, which have stayed steady 1.3 % increase in health insurance
 - d. CDBG Grant (estimated \$650,000) Application due in October
 - e. Decrease in some operational budgets
2. Charges for services in the Enterprise Fund (Water Charges/Sewer Charges) increased \$391,416 (due to city growth)

3. Building Permits, Inspections, etc. decreased in Revenue only twenty permits left in Fountain Park and five in Mt. Olive Shores North.
4. Capital Improvement Projects total \$1,083,682 (includes \$650,000 proposed CDBG Projects)
 - \$5,000 for fence project in the Streets and Roads Department
 - \$650,000 in CDBG project just discussed
 - \$25,000 for an F-250 truck
 - \$3,500 for a box trailer
 - \$2,600 for a 60-inch slope cutter for John Deere tractor
 - \$10,000 for windows replacement at the Library
 - \$2,000 for landscape and fencing
 - \$18,000 for library books, media and subscriptions
 - \$10,000 for improvements and upgrades to freedom park, and fishing pier
 - \$60,000 for Repairs meters and registers - move into regular expenditures
 - \$80,000 for a Generator at Mt. Olive water plant
 - \$15,000 Replace valves at Aeration basin
 - \$92,682 for purchase of a Vac and Jetter truck/trailer – we have been using ACT (Bartow) to do the work. We have spent approximately \$15,000 in the last year to do projects with the sewer line/lateral/storm drain clogs. We have received assistance from other cities with use of their Jetter. This would be a good tool for the City to have.
 - \$60,000 for Perc Ponds for some kind of a boat with motor and trailer

City Manager Jackson will provide Commission with a copy of the Capital Improvement Plan list.

5. Transfer to General Fund Unrestricted Reserves and Enterprise Fund Unrestricted Reserves \$145,000 from Enterprise to General

The transfer from the Enterprise Fund went from \$25,000 to \$145,000 budgeted. If we go by the percentages, the actual amount needs to be \$155,000. City Manager Jackson recommended an additional \$10,000 to be transferred from the Enterprise Fund to the General Fund; for a total of \$155,000.

The City Commission provided consensus for this this increase.

6. Impact Fees decreased in General Fund and Enterprise Fund
7. Debt Service is \$917,242 (\$119,811) in the General Fund and (\$797,430) in the Enterprise Fund, which includes the relocation of the S.R. 33 Sprayfield.

General Fund Revenues

- Ad Valorem is based on the Millage Rate of 6.0000, which will bring in \$1,040,510 (\$112,657) more than what is budgeted for FY 2020).
- There will be a small increase in Utility Tax due to growth
- There will be a small increase in estimated Communication Services Tax based on State estimate
- Building Permits shows a decrease
- Impact Fees will show a decrease
- Grants from Other Local Units – DEO CDBG Estimated \$650,000
- Charges for Services had an increase due to growth
- Intergovernmental Transfers -- Enterprise Fund (\$145,000 budgeted this year)
- There is no cash-carry forward budgeted

Total General Fund Revenue increased \$405,080 from FY 2019-2020 (due to CDBG)

General Fund Expenditures

- **Legislative** had a decrease
- **Executive** had an increase – combined Executive and City Clerk Budgets
- **City Clerk** – combined with Executive
- **Legal Counsel** - no increase
- **Comprehensive Planning** – no increase
- **Finance and Accounting** – slight increase
- **Law Enforcement** – Slight increase
- **Building & Zoning** – slight increase
- **Code Enforcement** – slight decrease
- **Refuse/Sanitation** – increase for growth
- **Stormwater** – increase for repairs and maintenance
- **General Gov't** – decrease
- **Streets and Roads** – increase due to CDBG Estimated \$650,000
- **Library** – increase
- **Parks & Recreation** – increase
- **Special Events** – increase
- **Non-Departmental** - Decrease

Total General Fund Expenditures are up \$405,080

Enterprise Fund Revenues

- **Impact Fees** – Decrease. A rate study will be FRWA. Not sure when it will be complete, but the City Commission will receive a copy when ready.
- **Special Assessments** – Decrease
- No grants and Aids from Federal or State
- **Charges for Services** – Increase of water and sewer revenue of \$196,119
- **Other Judgments, fines & forfeitures** – increase of \$13,100

- No interest income
- **Cash carry-forward** – none at this time; however, we have some capital projects to discuss with the Commission that money has been set aside in reserves to do.

The Enterprise Fund Revenues decreased \$306,656

Enterprise Fund Expenditures

Water Operations

- Personnel Expenses Increased – Lori Pearson is now the Utilities Director, and there is a request for additional operator
- Water Operating Expenditures are less; however, we need to address meter/register repairs/replacements
- Operating Supplies -- decreased \$15,000 (separated out meters/registers last year)
- Capital Outlay has decreased; however, I would like to discuss at workshop

Overall decrease in Water Operations is \$134,228

Sewer Operations

- Personnel Expenses has decrease
- Sewer Operating Expenditures are less
- Capital Outlay has decreased; however, I would like to discuss at workshop
- Debt Service – slight increase

Overall decrease in Sewer Operations: \$371,592

Non-Departmental

- Slight increase in Non-Departmental Operating Expenses
- Decrease in water and sewer impact fees going into restricted reserves
- Transfer to unrestricted reserves is \$205,523, which could decrease after discussion of discussion of water and sewer budgets
- Transfer to the General Fund increased \$120,000

Overall decrease in Non-Departmental: \$345,368

Enterprise Fund had a total increase of \$164,590

Commissioner Harper inquired about the number of employees Polk City has?

City Manager Jackson responded 21.

Keith Prestage, Public Works Director discussed hiring a custodian in an effort to keep things clean at all times. Having a staff custodian would eliminate the cleaning company Polk City currently uses.

Commissioner Harper inquired about the number of employees Polk City has?

City Manager Jackson responded 21.

Mayor LaCascia briefly discussed the 2.5% COLA for all employees. However, please clarify how the merit increase is done.

City Manager Jackson responded the evaluations forms that are used are given to the Department Heads to evaluate each of their employees and review with them. This is similar to the City Manager evaluation. When the completed forms are returned to me, I scrutinize each of them before any percentage of an increase is finalized. Each Department Head present was in agreement with the evaluation form.

Vice-Mayor Kimsey asked if employee punctuality is a must.

City Manager Jackson stated yes, we do have a program in place. We also have an infractions list in place for employees should they not follow guidelines. The day starts at 8am and ends at 5pm. We have a couple of employees that have a varied schedule, but everyone acquires their eight (8) hours per day.

Mayor LaCascia is looking for something for the residents.

City Manager Jackson explained we have some cushions in Reserves. If there is not a lot of Reserves, we have to amend the budget.

Mayor LaCascia discussed the roll back rate of 5.6327 as well as millage rate of 5.5 and 5.0.

City Manager Jackson responded the roll-back rate would reduce the budget \$64,296. The 5.5 millage rate would reduce the budget \$87,309. The 5.0 millage rate was briefly discussed, but not recommended.

After further discussion, it was the consensus of the Commission to leave the millage rate at 6.0000 for one more year.

If the millage rate is dropped to 5.0, it would be less than the roll back rate would be, and is less than we currently receive, which is not recommended.

City Manager Jackson reiterated not going to the 5.0 Millage Rate.

Mayor LaCascia discussed expenditures in several different departments, which were answered to his satisfaction. On the revenue side there were questions regarding impact fees and building permits.

Mayor LaCascia's questions were answered to his satisfaction by City Manager Jackson.

The consensus of the Commission is there is no need for the scheduled August 27, 2020 Budget Workshop #2.

ADJOURNMENT – 8:30 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CITY COMMISSION WORKSHOP MINUTES

August 17, 2020

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

ROLL CALL – City Manager Patricia Jackson

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

Agenda Review - City Commission Meeting – August 17, 2020

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

Appointment to Planning Commission – Alternate Member

City Manager Jackson discussed the Polk City's Planning Commission currently has two alternate vacancies. Polk City's Land Development Code requires that members of the Planning Commission must be a registered voter of Polk City, and a full-time resident of the city, owners or appointed employees of businesses within the City limits, or live within five miles of the City limits in unincorporated Polk County.

On July 15, 2020, Mr. Antonio Thomas submitted his volunteer application to serve on the Planning Commission as an alternate. Mr. Thomas is a resident of Polk City and meets all the requirements to serve on the Planning Commission as an alternate. Mr. Thomas' term will be set for January 1, 2020 and end December 31, 2022.

Mr. Thomas will be present for the Regular Meeting at 7 pm.

APPROVAL OF LEASE WITH POLK COUNTY FOR FIRE STATION

City Manager Jackson stated Polk County and Polk City renewed a lease agreement for certain land and building located at 200 Commonwealth in September 2015. That lease is now up for renewal, and Polk County would like to continue with the Lease, which is a benefit for Polk City.

The renewal will be for a period of five years, which would end on September 30, 2025.

At the 7pm Regular Meeting, Staff will be requesting approval of the Lease Agreement between Polk City (Landlord) and Polk County (Tenant) for a period of five years commencing October 1, 2020 and expiring September 30, 2025.

Resolution 2020-07 – A Resolution of City Commission of Polk City, Florida adopting the 2020 Polk County Multi-Jurisdictional Local Mitigation Strategy Update.

City Manager Jackson provided a thorough explanation of this Resolution of the City Commission of the City Commission of Polk City, Florida; approving its portion of the Polk County Local Mitigation Strategy. Adoption of this Plan ensures Polk City's eligibility to participate in funding opportunities in the years ahead. Please visit <http://polkcountyflms.org> to review the updated plan.

At the 7pm Regular Meeting, Staff will be recommending adoption of Resolution 2020-07 Polk County Location Mitigation Strategy Update.

Mt. Olive Road Wastewater System Evaluation – Wood Environment and Infrastructure Solutions, Inc.

City Manager Jackson stated Due to the growth along Mt. Olive Road that is in the Polk City's Utility Service Area, Polk City requested a proposal from Wood Environment & Infrastructure Solutions, Inc. to evaluate the Mt. Olive Road Wastewater System to review the existing conditions as well as future demands on the System.

The proposed residential subdivision, known as "The Landings at Mt. Olive" is currently in the Development Review Process and is planned to add approximately 382 homes to Polk City. Two onsite lift stations are anticipated to be constructed as part of "The Landings at Mt. Olive" Development, and are anticipated to discharge to the west through the new sanitary force main along Mt. Olive Road before discharging into the existing lift station at Mount Olive Shores South (Lift Station #10). The cost of this evaluation is \$13,745.

At the 7pm Regular Meeting, Staff will recommend approval of the proposal from Wood Environmental and Infrastructure Solutions Inc. for the Mt. Olive Wastewater System Evaluation in the amount of \$13,745.

Audit Presentation – FY 2019 – Mike Brynjulfson

Mike Brynjulfson will be at the 7pm Regular Meeting to present the FY 2019 Audit Report.

CITY MANAGER ITEMS

Polk City Special Events

City Manager Jackson discussed the Special Events and how it is related to COVID-19 – Halloween is October. There are several cities that have already cancelled their events for the remainder of this year. This is not a bad idea for Polk City. Therefore, I'm asking the City Commission if we can cancel for this year. Also, FDOT is wanting to change Polk City's route to streets that traffic cannot accommodate parade kind of traffic. Barfield and Smith Road is too long of a route. Do away with the parade for this year! Donation letters have gone out and we have received confirmation from Lakeland Electric to receive a

donation in October. However, they are waiting to hear back from us as to whether or not Polk City will have its special events this year.

Mayor LaCascia clarified with the Commission that Mrs. Jackson is looking for a consensus to cancel the Special Events (Halloween and Christmas). Mayor LaCascia stated he does not have a problem cancelling the Special Events this year.

Vice Mayor Kimsey would like to see if there is a way possible for the parade to happen.

City Manager Jackson stated we would still have to wear a mask and maintain social distancing.

Vice-Mayor Kimsey stated the vaccine should be available in October.

City Manager Jackson stated we cannot wait until October to start planning this event. FDOT is not going to budge as they've laid out this route. We cannot put people on our city streets and 18 wheelers.

Deputy Poindexter agrees that the proposed route from FDOT is not going to work.

City Manager Jackson stated we don't know what will happen and need time to properly plan. Cancelling for this year will give us that time to do so.

Mayor LaCascia stated he has no problem with this cancellation.

Commissioner Harper stated this is going to put a damper on our plans in the future.

City Manager Jackson stated the parade is just about gone, but we can certainly plan something different for next year.

City Manager Jackson stated Orange Boulevard which is where we stage for the parade; but it is not wide enough for two-way traffic and Citrus Grove Boulevard is not either.

Mayor LaCascia confirmed that this cancellation will be printed in the next Polk City newsletter for both events.

City Manager Jackson responded Yes.

Lift Station – Pig Tails

Polk City needs eight (8) more pig tails for the generators for lift station hookups. Four (4) have been located. The original quote was in the amount of \$10,800, which was just for the pig tails. The final cost of \$14,921 from Southern Electric was for parts, materials and labor. This was an emergency and will be brought before the Commission at the 7pm Regular meeting to be ratified since this is above the City Manager's \$10,000 spending limit.

Bid for Utility Relocation – Multi-Use Trail

At the last meeting, City Manager Jackson acquired permission to go out to bid for the Utility Relocation. The quote received was for \$24,231, which is under our bid price. Would like to get permission to get two more quotes and use the lowest bid.

Odom Contracting does the majority of Polk City's Utility work and has been the lowest bidder; Odom also does good for the City and we've used him for several years now.

City Attorney Cloud stated the bid limits run anywhere from \$10,000 to \$100,000. The City Manager Spending limits in Florida are all over the place. Currently, Polk City has a \$10,000 City Manager Spending Limit and a \$25,000 Bid limit.

Would recommend establishing a \$25,000 spending limit for the City Manager. The current City Manager has certainly proven herself worthy of an increase in the spending limit. Would recommend a \$50,000 Bid limit.

City Attorney Cloud stated the City Manager spending limit does require a change in the Ordinance. However, since an emergency was declared, the requirements can be waived during the declaration of an emergency. This could be approved via emergency at tonight's 7pm Regular Meeting.

Lengthy discussion ensued.

The recommendation for the 7pm Regular Meeting will be to authorize City Attorney Cloud to prepare the City Manager's Spending Limit Ordinance.

Vice Mayor Kimsey

Discussed Polk City investing \$1 million in the stock market.

City Manager Jackson stated Polk City would have to hire a Financial Advisor to come in to consult on this issue.

Lengthy discussion ensued.

ADJOURNMENT – 6:50 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CITY COMMISSION MINUTES

August 17, 2020

Mayor Joe LaCascia called the meeting to order at 7:05 pm.

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

ROLL CALL –City Manager Patricia Jackson

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

APPROVE CONSENT AGENDA

Motion by Commissioner Harper to approve the July 20, 2020 (City Commission Workshop) and July 20, 2020 (Regular Meeting) minutes; this motion was seconded by Commissioner Carroll. **Unanimously approved by Voice Vote.**

PUBLIC COMMENT

Robert Baker (525 Orange Boulevard) – Spoke regarding bidding on projects. Has a company that may want to bid on projects.

ORDER OF BUSINESS

Appointment to Planning Commission – Alternate Member – Antonio Thomas

Polk City's Planning Commission currently two alternate vacancies. Polk City's Land Development Code requires that members of the Planning Commission must be a registered voter of Polk City, and a full-time resident of the city, owners or appointed employees of businesses within the City limits, or live within five miles of the City limits in unincorporated Polk County.

On July 15, 2020, Mr. Antonio Thomas submitted his volunteer application to serve on the Planning Commission as an alternate. Mr. Thomas is a resident of Polk City and meets all the requirements to serve on the Planning Commission as an alternate. Mr. Thomas' term will be set for January 1, 2020 and end December 31, 2022.

Mr. Thomas spoke introduced himself and spoke briefly to the City Commission as to why he desires to serve on the Planning Commission.

Motion by Vice Mayor Kimsey to approve Antonio Thomas' appointment as an Alternate Member to the Planning Commission; this motion was seconded by Commissioner Harper.

Motion carried unanimously by Voice Vote.

Approval of Lease with Polk County for Fire Station

Mayor LaCascia briefly discussed the Polk County and Polk City renewing a lease agreement for certain land and building located at 200 Commonwealth in September 2015. That lease is now up for renewal, and Polk County would like to continue with the Lease, which is a benefit for Polk City.

The renewal will be for a period of five years, which would end on September 30, 2025.

Move to approve the Lease Agreement between Polk City (Landlord) and Polk County (Tenant) for a period of five years commencing October 1, 2020 and expiring September 30, 2025.

Motion by Vice Mayor Kimsey to approve the lease agreement with Polk County for the Fire Station located in Polk City; this motion was seconded by Commissioner Harper.

Motion carried unanimously by Voice Vote.

Resolution 2020-07 – A Resolution of City Commission of Polk City, Florida adopting the 2020 Polk County Multi-Jurisdictional Local Mitigation Strategy Update.

City Manager Jackson provided a thorough explanation and purpose of this Resolution. A Resolution of the City Commission of the City Commission of Polk City, Florida; approving its portion of the Polk County Local Mitigation Strategy. Adoption of this Plan ensures Polk City's eligibility to participate in funding opportunities in the years ahead. The LMS is updated every five years.

Please visit <http://polkcountylms.org> to review the updated plan.

Adopt Resolution 2020-07 Polk County Location Mitigation Strategy Update.

Motion by Commissioner Harper to adopt Resolution 2020-07 Local Mitigation Strategy Update; this motion was seconded by Vice Mayor Kimsey.

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

Motion carried unanimously.

Mt. Olive Road Wastewater System Evaluation – Wood Environment and Infrastructure Solutions, Inc.

Mayor LaCascia stated due to the growth along Mt. Olive Road that is in the Polk City's Utility Service Area, Polk City requested a proposal from Wood Environment & Infrastructure Solutions, Inc. to evaluate the Mt. Olive Road Wastewater System to review the existing conditions as well as future demands on the System.

The proposed residential subdivision, known as "The Landings at Mt. Olive" is currently in the Development Review Process and is planned to add approximately 382 homes to Polk City. Two onsite lift stations are anticipated to be constructed as part of "The Landings at Mt. Olive" Development, and are anticipated to discharge to the west through the new sanitary force main along Mt. Olive Road before discharging into the existing lift station at Mount Olive Shores South (Lift Station #10). The cost of this evaluation is \$13,745.

Motion by Commissioner Harper to approve the Mt. Olive Road Wastewater System Evaluation by Wood Environment and Infrastructure Solutions, Inc. in the amount of \$13,745; this motion was seconded by Mayor LaCascia.

Commissioner Harper asked if a study is being done on the existing system? Is there a plan by Polk County to make any road upgrades.

City Manager Jackson stated unless a R-O-W is done, there is not much that can be done. This R-O-W would be at the City's cost. There is nothing showing in the TPO 5-year plan at this time.

Vice Mayor Kimsey and Commissioner Blethen asked if there was another company other than Wood Environmental.

City Manager Jackson stated No. However, we can try to get three proposals.

It is the consensus of the Commission to go out for RFQ's for the Mt. Olive Road Wastewater System Evaluation.

After lengthy discussion, **motion by Commissioner Harper to withdraw** his original motion; this motion to withdraw was also seconded by Mayor LaCascia.

Motion to withdraw the original motion was carried unanimously by Voice Vote.

Audit Presentation – FY 2019 – Mike Brynjulfson

FY 2019 Audit was presented by Mike Brynjulfson (President, Brynjulfson CPA's). Polk City had no material errors. The Bank Statements are up-to-date. However, Polk City is in good financial condition. After a lengthy presentation, Mr. Brynjulfson addressed questions by the Commissioners.

The Commissioners expressed their appreciation to Mr. Brynjulfson and City Staff for their work on the FY 2019 Audit.

Motion by Commissioner Harper to approve the Presentation of the Financial Statement ending September 30, 2019 by Mike Brynjulfson; this motion was seconded by Vice Mayor Kimsey.

Motion carried unanimously by Voice Vote.

CITY MANAGER ITEMS

Christmas Parade

City Manager Jackson opened discussion regarding the Special Events 2020 (Halloween and Christmas Parade) as discussed in the 6pm Workshop. We are requesting to cancel due to COVID-19 and the crowds are not going to abide by the social distancing rules set forth. Also, FDOT has changed the parade route and staging. Staging the currently at Orange Boulevard and come down Commonwealth and end at Freedom Park. This year we cannot do that. FDOT wants that as a detour. This road is not wide enough for two-way traffic. Look at the proposed route by FDOT, the reroute is thru Citrus Grove, thru Berkley – this is not going to work. We would like a year to plan a new type of Christmas event. If the Commission does not want this cancelled, we will try to figure something out. The parade is not going to happen with the proposed route from FDOT. So, we are asking the Commission to allow us to cancel this year. If we don't do it like FDOT wants it done, they will not approve the Road Closure Permit. We considered Smith and Barfield Roads area, but that is way too long of a parade and folks would have to park on the right-of-way and that won't work because that is county road.

City Manager Jackson stated we are requesting cancellation because of COVID-19.

Motion by Wayne Harper to approve cancelling the Special Events this year; this motion was seconded by Mayor LaCascia.

Vice Mayor Kimsey stated he does not want to see the parade leave. But, we really don't have any other alternatives.

Commissioner Blethen stated he is personally at a point to tell FDOT to "stick it!". They don't come to Polk City! They don't know our community! There are no other options other than SR 33. We have one main road in this community. We cannot go down the side roads for a parade. We are asking FDOT for two hours. FDOT is completely bullying, for lack of a better term. I've been here long enough to see the Polk City Elementary Fair come to an end. If we allow FDOT to push us to end this, we won't see the parade again. I personally do not think..... we have all been on the sidelines of the parade. Polk City is not being irresponsible by still having the parade, other than the permit required by FDOT. That's just my opinion!

Mayor LaCascia stated if you've never dealt with FDOT, I will have Patricia and Keith characterize that for you.

City Manager Jackson stated FDOT almost did not give us the Road Closure Permit last year. The traffic has greatly increased north and south and we have no good detours in Polk City. This is the main factor!

Mayor LaCascia inquired about exactly what FDOT is saying.

City Manager Jackson stated FDOT gave us the proposed routes.

Public Works Director Keith Prestage stated if we can come up with alternate routes that DO NOT STOP TRAFFIC for any reason, then we have something to work with. But, the heavy traffic on SR 33 will tear up the roads throughout Polk City. The rep for FDOT is not saying they won't work with us, but there is not an option that will not stop traffic.

Commissioner Blethen stated FDOT does have options.....build some roads! To just say no to us is just arrogant

Commissioner Harper inquired about what kind of penalty would Polk City face if we stopped the traffic for two hours. If there is an accident on I-4, traffic is stopped for hours. Will they fine Polk City \$1,000, \$10,000, etc.?

City Manager Jackson stated that they detour traffic.

Public Works Director Keith Prestage stated if we cannot get a permit, the Polk County Sheriff's Office will not shut down the road. FDOT and PCSO works hand in hand. We can submit application for a permit and see if it gets approved. We have not been able to come up with an alternate plan.

Commissioner Harper asked where the trucks go to detour.

City Manager Jackson stated they would Detour onto Deen Still Road.

Public Works Director Keith Prestage stated the amount of traffic has doubled.

City Manager Jackson stated the other detour was Mt. Olive or Berkeley in HoneyBee.

Commissioner Blethen there are no truckers coming from Deen Still, Clermont and Polk City. They can turn left on Deen Still and go towards Davenport and go that way. Southside can do the same thing.

City Manager Jackson stated the parade has gone on a long time, but at this point the traffic has more than doubled in Polk City.

Commissioner Blethen would love to have FDOT come here and present something. They've only given us problems, not solutions.

Public Works Director Keith Prestage stated Brian and Selina from FDOT presented this proposed plan.

Mayor LaCascia in a practical sense, we don't have time to come FDOT come in between now and the time for parade in the first week in December.

Public Works Director Keith Prestage stated FDOT would be willing to listen to other ideas. I've evaluated all the roads in Polk City and they roads would be torn up. We have exhausted all avenues literally riding through the City in an effort to come up with a plan.

Mayor LaCascia stated FDOT said come up with a plan.

City Manager Jackson stated FDOT gave us this plan. We don't agree with this plan. We cannot come up with a feasible alternate plan for obvious logistical reasonings. If we went with their proposed routes, this would involve blocking residential homes.

Vice Mayor Kimsey asked if we have any conversation with Kermit Weeks at Fantasy of Flight.

City Manager Jackson stated we do not have a relationship with him.

Vice Mayor Kimsey stated we can close down 559. If we had a better relationship with Kermit, maybe we could use his property. It would be nice if we did.

City Manager Jackson stated no we cannot! 559 is the parade route. We would still have to get a permit; the only other place is on Broadway.

Public Works Director Keith Prestage stated that FDOT will not be giving us a permit to close any State Road unless there is an official detour in place. We cannot do this on any of the options we have. If there is no way around it, no permit will be issued.

Commissioner Blethen asked if FDOT came to Polk City and rode the area.

Public Works Director Keith Prestage responded FDOT did not come out and ride with City staff, they rode it on their own and came up with the plan you see before you.

Vice Mayor Kimsey stated he just hates to scratch the Parade.

Commissioner Blethen asked when was the first communication with FDOT?

Public Works Director Keith Prestage stated two weeks prior to the 2019 parade.

City Manager Jackson stated FDOT did not get back to us until June 2020

Public Works Director Keith Prestage stated we closed SR 33 for 1 hour five minutes. Their issue is to keep the traffic flowing.

Mayor LaCascia we need to meet with FDOT almost immediately.

City Manager Jackson stated we can call them tomorrow to see if they can come out here to meet with Polk City Commission.

Commissioner Harper stated we still have the issue of Corona Virus and social distancing. We are gonna have a problem this year whether we get a permit or not, because of Corona. I don't want to see it stopped either. Stop the parade because of Corona! You cannot depend on the officials to have a vaccine before the parade.

We need to work our something with FDOT, yes, but this year make an exception because of Corona. No Halloween, No Santa Claus because of Corona would say use restraint and common sense about this. If it were not for the virus, I would say fight FDOT tooth and nail.

Mayor LaCascia stated we may be able to go back to FDOT and say it is with reservation, but the principle reason out of consideration of Corona, we feel we can work something out and would they be willing to look at something going down the road, but this year, we are mostly basing our decision to cancel on Corona. But leave the door open to figure out plans for next year.

Commissioner Harper stated he does not want to see the first person get sick with the virus as a result of being at a City function.

Commissioner Blethen stated earlier today, we voted the coach in right here in this room. His boys are gonna be super close in wrestling.

Commissioner Blethen stated FHSAA sports start now all over Polk County. By the time we get to December. Is certain that in October, there will be a vaccine ready to go. I believe that the decision.....if we cannot find an option.....the parade is canned PERIOD!

Mayor LaCascia stated the City Commission wants FDOT to come here.

City Manager Jackson stated FDOT gave Polk City a pass last year. Then needed to know the time frame of the road closure.

Public Works Director Keith Prestage stated that we had to add Virtual Message Boards stating road closure.

City Manager Jackson also had to notify trucking companies in the area.

Mayor LaCascia stated the consensus is to have the FDOT to come here to discuss the options for the Polk City parade.

Commissioner Blethen stated I understand it is out of staffs control. But the flip side is we cannot continue taking from the people of Polk City.

Public Works Director Keith Prestage stated it won't be because we did not fight for this.

Pig Tails for Generators

Polk City needs eight (8) more pig tails for the generators for lift station hookups. Four (4) have been located. The original quote was in the amount of \$10,800, which was just for the pig tails. The final cost of \$14,921 from Southern Electric was for parts, materials and labor. This was an emergency and will be brought before the Commission at the 7pm Regular meeting to be ratified since this is above the City Manager's \$10,000 spending limit.

City Manager Jackson provided thorough clarification, reiterating this was an emergency expense. Lengthy discussion ensued.

Motion by Commissioner Blethen to approve the expenditure of \$14,921 to Southern Electric; this motion was seconded by Commissioner Harper.

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

Motion carried 4/1.

Bid for Utility Relocation – Multi-Use Trail

At the last meeting, City Manager Jackson acquired permission to go out to bid for the Utility Relocation. The quote received was for \$24,231, which is under our bid price. Would like to get permission to get two more quotes and use the lowest bid.

Odom Contracting does the majority of Polk City's Utility work and has been the lowest bidder; Odom also does good for the City and we've used him for several years now. A confirmation letter was received agreeing to have Odom Contracting to do the work.

Lengthy discussion ensued.

Commissioner Blethen stated as previously discussed, he would like for Polk City to acquire additional quotes for this project.

Motion by Commissioner Harper to approve Odom Contracting for the Bid for Utility Relocation – Multi-Use Trail in the amount of \$24,231; this motion was seconded by Commissioner Carroll.

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

Motion carried 4/1.

City ATTORNEY ITEMS

Update of the PRWC Mediation/Facilitation letter.

COMMISSIONER ITEMS

Vice Mayor Kimsey – Requested City Manager Check with Lake Alfred for electronic sign outside City Hall. He will commit \$1,000 to the new sign.

City Manager Jackson responded the signs are approximately \$30,000.

Commissioner Blethen – None

Commissioner Harper – None

Commissioner Carroll – None

Mayor LaCascia – None

ANNOUNCEMENTS - None

ADJOURNMENT – 9.05 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CITY COMMISSION MINUTES

BUDGET HEARING

September 10, 2020

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

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Vice Mayor Don Kimsey, Commissioner Micheal T. Blethen, Commissioner Randy Carroll, Commissioner Wayne Harper and City Manager Jackson

Absent: City Attorney Thomas Cloud

ORDER OF BUSINESS

PUBLIC HEARING

ORDINANCE 2020-08 - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE LEVYING OF AD VALOREM TAXES FOR POLK CITY FOR FISCAL YEAR 2020-2021 AND PROVIDING AN EFFECTIVE DATE. First Reading.

City Manager Jackson read Ordinance 2020-08 by title only.

City Manager Jackson advised that Polk City's certified value is \$182,254,608.00. The FY 2020-2021 operating Millage Rate for Polk City is 6.0000 mills. The rollback rate computed for Polk City for FY 2020-2021 is 5.6327 mills; therefore, the percentage by which the above specified final Millage Rate to be levied by Polk City is 6.52 percent of the roll back rate.

Mayor LaCascia opened the Public Hearing. No one spoke for or against this Ordinance. Mayor LaCascia closed the Public Hearing.

Motion by Commissioner Harper to approve the Ordinance 2020-08 on First Reading; this motion was seconded by Vice Mayor Kimsey.

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

Motion carried unanimously.

ORDINANCE 2020-09 - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE BUDGET FOR FISCAL YEAR 2020-2021, PROVIDING FOR THE EXPENDITURE OF FUNDS IN ACCORDANCE WITH THIS BUDGET; PROVIDING FOR AN EFFECTIVE DATE. First Reading

City Manager Jackson read Ordinance 2020-09 by title only.

City Manager Jackson advised the total budget for FY 2020-2021 is \$6,299,757.00. Various revenues accruing to Polk City and set aside for the purpose of paying expenses and maintaining the Government of Polk City for FY 2020-2021.

City Manager Jackson stated the Second and Final Reading of the FY 2020-2021 Budget will be Thursday, September 24, 2020 at 7:00 pm.

Mayor LaCascia opened the Public Hearing. No one spoke for or against this Ordinance. Mayor LaCascia closed the Public Hearing.

Motion by Vice Mayor Kimsey to approve Ordinance 2020-09 on First Reading; this motion was seconded by Mayor LaCascia.

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

Motion carried unanimously.

The meeting adjourned at 7:05 p.m.

Patricia R Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
September 21, 2020**

CONSENT AGENDA ITEM: **Department Monthly Reports**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Department Reports attached for review and approval.

ATTACHMENTS:

Monthly Department Reports for:

1. Building Permits Report – August 2020
2. Code Enforcement Report – August 2020
3. Financial Report – August 2020
4. Library Report – August 2020
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – August 2020
7. Public Works Report – August 2020
8. Utilities Report – N/A

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added
From: 08/01/20 To: 08/31/2020

COMMERCIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2020-1043	330 N COMMONWEALTH AVE, POLK CITY, FL 33868	25,000.00	08/11/2020
BC-2020-1110	349 HONEY BEE LN, POLK CITY, FL 33868	200,000.00	08/24/2020
Subtotal:		\$225,000.00	

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-11629	321 NOLANE LN, POLK CITY, FL 33868	9,000.00	08/10/2020
BT-2020-11635	642 GORDON RD, POLK CITY, FL 33868	9,000.00	08/10/2020
BT-2020-12125	377 NOLANE LN, POLK CITY, FL 33868	9,000.00	08/18/2020
BT-2020-12361	465 HONEY BEE LN, POLK CITY, FL 33868	1,320.00	08/21/2020
Subtotal:		\$28,320.00	

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2020-7599	216 LARKSPUR LN, POLK CITY, FL 33868	14,298.00	08/06/2020
BR-2020-7600	646 4TH ST, POLK CITY, FL 33868	150,000.00	08/06/2020
BR-2020-7759	209 S HYDRANGEA AVE, POLK CITY, FL 33868	4,736.00	08/11/2020
BR-2020-7802	112 CLEARWATER CT, POLK CITY, FL 33868	2,000.00	08/12/2020
BR-2020-7981	8845 FOX DR, POLK CITY, FL 33868	3,800.00	08/17/2020
BR-2020-8204	5469 ANIMOSH CT, POLK CITY, FL 33868	5,200.00	08/23/2020
BR-2020-8396	8732 MICMAC CT, POLK CITY, FL 33868	96,800.00	08/26/2020
BR-2020-8399	8736 MICMAC CT, POLK CITY, FL 33868	96,800.00	08/26/2020
BR-2020-8427	903 LAKESHORE DR, POLK CITY, FL 33868	12,499.00	08/27/2020
BR-2020-8504	8886 HINSDALE HEIGHTS DR, POLK CITY, FL 33868	3,000.00	08/29/2020
BR-2020-8520	8723 HINSDALE HEIGHTS DR, POLK CITY, FL 33868	14,000.00	08/31/2020
Subtotal:		\$403,133.00	

Grand Total: \$656,453.00

38 SFR to date
Kathy Delp

Code Enforcement Report AUGUST 2020

1]

DATE	ADDRESS	VIOLATION	STATUS
8/4/2020	CITY WIDE	SNIP SIGNS	REMOVED 5
8/4/2020	CITY HALL	OFFICE	RETURNED CALLS
8/4/2020	CITY HALL	OFFICE	3.5 HR FACE WEBINAR
8/4/2020	CITY HALL	OFFICE	RETURNED CALLS
8/5/2020	20-0104	VEHICLE /JUNK	LETTER SENT
8/5/2020	CITY HALL	OFFICE	2.75 HR FACE WEBINAR
8/5/2020	20-0107	INSPECTED / COMPLIED	C/O
8/5/2020	20-0110	INSPECTED / COMPLIED	C/O
8/6/2020	CITY HALL	OFFICE	3 HR FACE WEBINAR
8/6/2020	CITY HALL	OFFICE	RETURNED CALLS
8/6/2020	20-0111	INSPECTED / COMPLIED	C/O
8/6/2020	20-0122	OVERGROWTH / JUNK	LETTER SENT
8/6/2020	20-0131	INSPECTED / COMPLIED	C/O
8/6/2020	20-0134	OVERGROWTH	LETTER SENT
8/6/2020	20-0129	JUNK	LETTER SENT
8/6/2020	20-0130	DISABLE VEHICLE	LETTER SENT
8/6/2020	20-0131	DISABLE V/ JUNK/TARP PERMIT	LETTER SENT
8/6/2020	20-0132	OVERGROWTH	LETTER SENT
8/11/2020	20-0120	FOWL/ HEDGE/PERMIT/ INSPECT	C/O
8/11/2020	20-0132	INSPECTED COMPLIED	C/O
8/11/2020	20/0113	NOISE /DOGS3 /RV LIVING COMPLIED	C/O
8/13/2020	20-0104	INSPECTION /COMPLIED	C/O
8/13/2020	20-0135	VIOLATION DA/V	SENT LETTER
8/13/2020	20-0093	WAITING FOR PERMIT APPROVAL	CHECKING SITE
8/18/2020	20-0122	INSPECTED / COMPLIED	C/O
8/18/2020	20-0133	CALL FROM OWNER	EXTENDED 10 DAYS
8/18/2020	20-0137	MAN LIVING IN A TENT ON THE PROPERTY	DOOR HANGER 24 HR8/19/2020
8/19/2020	20-0068	INSPECTION FR SM	COMPLIED C/O
8/19/2020	20-0137	INSPECTED	C/O
8/19/2020	20-0136	DISABLED VEHICLE	LETTER SENT

8/19/2020	20-0130	VIOLATION DA/V	LETTER SENT
8/20/2020	20-0138	VIOLATION OVERGROWTH	LETTER SENT
8/20/2020	20-0139	VIOLATION OVERGROWTH	LETTER SENT
8/20/2020	20-0140	OVERGROWTH	LETTER SENT
8/20/2020	20-0141	DISABLED VEHICLE	LETTER SENT
8/25/2020	CITY HALL	CHECKED MESSAGE	RETURNED CALLS
8/25/2020	CITY HALL	REVIEWED CASES WAITING	FOR PERMIT ISSUED
8/25/2020	20-0142	BUILDING W/O PERMIT	LETTER SENT
8/25/2020	FIELD	MET W/ COUNTY BUILD OFF	GREAT INSPECTION
8/25/2020	CITY HALL	INFO. MEETING	COMPLIED
8/25/2020	FIELD	INSPECTIONS	PHOTOS AND MORE
8/25/2020	CE20-0119	VIOLATIONS STILL EXISTS	SM LETTER SENT
8/26/2020	CITY HALL	P.A.C.E.	ZOOM MEETING
8/26/2020	CITY WIDE	SNIP SIGNS	REMOVED 3
8/26/2020	20-0098	INSPECTED	C/O
8/26/2020	20-0135	INSPECTED	C/O
8/26/2020	20-0143	OVERGROWTH /JUNK DEBRIS	LETTER SENT
8/26/2020	20-0134	INSPECTED	C/O
8/26/2020	20-0129	INSPECTED	C/O
8/26/2020	20-0131	INSPECTED	C/O
8/26/2020	20-0130	INSPECTED	C/O
8/26/2020	20-0144	OVERGROWTH /JUNK DEBRIS	LETTER SENT
8/26/2020	CITY HALL	MET/W CITIZEN	AT KELLY D WINDOW
8/26/2020	CITY HALL	OFFICE	RETURNED CALLS
8/27/2020	CITY HALL	OFFICE	PAPER FOLDER FILING
8/27/2020	CITY HALL	OFFICE	DIGITAL FILING
8/27/2020	CITY WIDE	INSPECTIONS/ SIGNS	9 CAMPAIGN @ 1 ADD SIGNS
8/27/2020	CE20-0145	VIOLATION / DA/V	LETTER SENT
8/27/2020	CE20-0146	VIOLATION/DA/V, J&D	LETTER SENT
8/27/2020	CE20-0147	VIOLATION/OVGO /J&D	LETTER SENT
8/27/2020	CE20-0149	VIOLATION/OVGO /J&D	LETTER SENT
8/27/2020	CE20-0148	VIOLATION/DA/V, J&D	LETTER SENT
8/27/2020	CITY HALL	OFFICE	POSTMARKED

POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	2,224,532.80	
01-101-800	Cash - GF Police Public Safety Impact Fees	191,854.34	
01-101-801	Cash - GF Fire Public Safety Impact Fees	122,813.93	
01-101-802	Cash - GF Recreation Impact Fees	368,216.48	
01-101-803	Cash - GF Gen Gov't Facilities Impact Fees	390,209.77	
01-101-990	Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	5,358.60-	
01-115-105	Accounts Receivable - Invoicing	9,792.15	
01-115-120	Accounts Receivable - Local Bus Licenses	7,540.20	
01-115-200	Accounts Receivable - Year End	77,070.75-	
01-117-100	Allowance for Bad Debt	8,857.17-	
01-133-100	Due From Other Governmental Units	45,928.19	
01-133-101	Due from Others (Franchise & Public Serv. Tax)	30,851.89	
01-153-302	Restricted Cash - New Local Opt Gas Tax	157,409.40	
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**		3,860,903.08
01-202-100	Accounts Payable	946.22-	
01-202-200	Accounts Payable - Year End	35,025.76	
01-202-900	Customer Deposits	2,985.00	
01-208-200	Due to BCAIB - Builder's Surcharge	6.00	
01-208-300	Due to County - Impact Fees	104,621.08	
01-208-310	Due to DCA - Bldg Permit Surcharge	1,355.44	
01-208-320	Due to Dept of Business - License Fees	2,190.32	
01-208-330	Due to PCSO - Police Education Revenue	198.89	
01-217-200	Accrued Sales Tax	3.50	
01-218-100	Payroll Taxes Payable	216.02	
01-218-200	FRS Retirement Payable	9,120.16-	
01-218-320	Supplemental Insurance Payable	2,757.71	
01-218-400	Dental Plan Payable	5.40	
01-218-410	Vision Plan Payable	848.41	
	** TOTAL LIABILITY**		140,147.15
01-243-100	Encumbrances Placed	13,262.15	
01-245-100	Reserved for Encumbrances	13,262.15-	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	3,252,128.50	
	** TOTAL EQUITY**		3,252,128.50
	** TOTAL REVENUE**		2,640,706.17
	** TOTAL EXPENSE**		2,172,078.74
	TOTAL LIABILITY AND EQUITY		3,860,903.08

POLK CITY
AUGUST 2020 MONTHLY FINANCIALS

GENERAL FUND REVENUES
91.66 % Yr Complete For Fiscal Year: 2020 / 8

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	2.58	941,863.04	(14,010.04)	101.51 %
01-312-300	9th Cent Gas Tax	15,347.53	14,594.00	14,594.00	1,288.11	11,515.47	3,078.53	78.91 %
01-312-400	Local Option Gas Tax	85,233.57	84,702.00	84,702.00	0.00	56,741.53	27,960.47	66.99 %
01-312-410	New Local Option Gas Tax	53,778.65	52,721.00	52,721.00	0.00	45,404.75	7,316.25	86.12 %
01-314-100	Electric - Utility Tax	118,047.79	102,387.00	102,387.00	14,222.74	101,200.31	1,186.69	98.84 %
01-314-300	Water - Utility Tax	65,509.85	57,258.00	57,258.00	11,832.84	76,472.93	(19,214.93)	133.56 %
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	746.61	13,252.83	(7,452.83)	228.50 %
01-315-100	Communications Services Tax	214,000.60	215,244.00	215,244.00	16,013.32	167,310.78	47,933.22	77.73 %
01-316-100	Local Business Licenses	5,344.00	17,500.00	17,500.00	1,791.00	8,971.20	8,528.80	51.26 %
01-316-102	County Business Tax	1,260.08	0.00	0.00	68.14	385.36	(385.36)	0.00 %
01-316-103	FLC Delinquent Bus. Tax Program	0.00	0.00	0.00	0.00	1,110.00	(1,110.00)	0.00 %
01-322-100	Building Permits	39,808.62	54,075.00	54,075.00	4,690.14	75,704.98	(21,629.98)	140.00 %
01-322-101	Bldg Permit - Plan Checking	19,077.94	26,780.00	26,780.00	2,482.75	37,965.99	(11,185.99)	141.77 %
01-322-102	Bldg Permit - Admin Fee	5,120.00	2,060.00	2,060.00	460.00	4,480.00	(2,420.00)	217.48 %
01-322-103	Bldg Permit - Electrical	8,895.00	12,875.00	12,875.00	1,125.00	14,170.00	(1,295.00)	110.06 %
01-322-104	Bldg Permit - Plumbing	7,900.00	12,875.00	12,875.00	875.00	11,952.50	922.50	92.83 %
01-322-105	Bldg Permit - Mechanical	8,725.00	12,875.00	12,875.00	875.00	13,775.00	(900.00)	106.99 %
01-322-107	Bldg Permit - Cert of Occupancy	3,450.00	3,090.00	3,090.00	180.00	2,020.00	1,070.00	65.37 %
01-322-108	Bldg Permit - Inspections	147,287.80	100,000.00	100,000.00	6,545.00	96,362.81	3,637.19	96.36 %
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	14,924.00	55,321.61	21,170.39	72.32 %
01-323-300	Solid Waste	33,627.76	65,640.00	65,640.00	0.00	31,353.71	34,286.29	47.77 %
01-324-100	Police - Public Safety Impact Fee	27,089.58	59,984.00	59,984.00	4,514.93	50,766.24	9,217.76	84.63 %
01-324-110	Fire/Rescue - Public Safety Impact Fe	14,494.62	32,095.00	32,095.00	2,415.77	26,228.36	5,866.64	81.72 %
01-324-610	Parks & Recreation Impact Fee	42,646.56	96,734.00	96,734.00	7,281.12	79,052.16	17,681.84	81.72 %
01-324-710	Public Facilities Impact Fee	73,416.42	162,564.00	162,564.00	12,236.07	132,848.76	29,715.24	81.72 %
01-329-220	Site Plan Reviews	10,835.00	1,600.00	1,600.00	0.00	15,800.00	(14,200.00)	987.50 %
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	750.00	(750.00)	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	5,924.87	54,065.27	4,654.73	92.07 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	17,725.70	17,888.00	17,888.00	1,730.23	15,817.28	2,070.72	88.42 %
01-335-123	MRS - Municipal Fuel Tax	51.70	50.00	50.00	0.78	6.35	43.65	12.70 %
01-335-140	Mobile Home License	5,455.30	5,486.00	5,486.00	289.00	6,754.68	(1,268.68)	123.13 %
01-335-150	Alcoholic Beverage License	1,125.71	1,126.00	1,126.00	0.00	978.88	147.12	86.93 %
01-335-180	Half-Cent Sales Tax	121,829.13	143,520.00	143,520.00	0.00	102,349.53	41,170.47	71.31 %
01-337-100	Library Coop Funding	33,876.08	31,990.00	31,990.00	0.00	43,226.22	(11,236.22)	135.12 %

POLK CITY
AUGUST 2020 MONTHLY FINANCIALS

GENERAL FUND REVENUES
91.66 % Yr Complete For Fiscal Year: 2020 / 8

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-340-400	Solid Waste	303,419.35	326,479.00	326,479.00	27,417.30	266,500.41	59,978.59	81.63 %
01-340-700	Stormwater Utility Fees	31,540.17	24,019.00	24,019.00	2,843.41	28,094.60	(4,075.60)	116.97 %
01-340-900	Notary Fees	175.00	0.00	0.00	5.00	195.00	(195.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	16,303.82	16,304.00	16,304.00	4,468.16	13,404.48	2,899.52	82.22 %
01-347-100	Library Income	7,209.99	6,000.00	6,000.00	420.54	4,917.99	1,082.01	81.97 %
01-351-200	Fines, Penalties, and Forfeitures	11,166.63	6,500.00	6,500.00	0.00	8,728.84	(2,228.84)	134.29 %
01-359-100	Other Fines and/or Forfeitures	902.50	0.00	0.00	0.00	436.29	(436.29)	0.00 %
01-359-300	Late Fees	204.08	200.00	200.00	0.00	114.00	86.00	57.00 %
01-361-100	Interest Income	1,009.22	900.00	900.00	0.00	523.77	376.23	58.20 %
01-362-100	Activity Center Rentals	3,150.00	2,700.00	2,700.00	0.00	700.00	2,000.00	25.93 %
01-362-200	Donald Bronson Community Center Renta	8,450.00	5,000.00	5,000.00	0.00	5,800.00	(800.00)	116.00 %
01-365-100	Sales of Surplus Property	136.10	0.00	0.00	219.60	219.60	(219.60)	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	0.00	1,775.00	225.00	88.75 %
01-366-102	Private Donations - Halloween	1,000.00	1,000.00	1,000.00	0.00	1,605.00	(605.00)	160.50 %
01-366-110	Private Donations - Library	7,511.26	1,000.00	1,000.00	0.00	76.75	923.25	7.68 %
01-369-100	Misc. Income	942.76	100.00	100.00	138.52	342.52	(242.52)	342.52 %
01-369-101	Misc Income - Copies and Faxes	105.00	100.00	100.00	0.00	3.00	97.00	3.00 %
01-369-102	Misc Income - Collection Allowance	6,488.06	5,000.00	5,000.00	86.79	7,880.58	(2,880.58)	157.61 %
01-369-120	Misc Income - Christmas	180.00	160.00	160.00	0.00	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	2,155.40	(155.40)	107.77 %
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	894.41	(394.41)	178.88 %
01-381-400	Transfer From Enterprise Fund	25,000.00	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		2,629,437.60	2,944,564.00	2,944,564.00	148,114.32	2,640,706.17	303,857.83	89.68 %

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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	7,863.60	10,800.00	10,800.00	900.00	10,200.00	600.00	94.44 %
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	68.84	987.40	45.60	95.59 %
01-511-240	Worker's Compensation - Legislative	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	100.00	5,400.00	1.82 %
01-511-470	Printing and Reproduction - Legislati	54.69	500.00	500.00	0.00	135.66	364.34	27.13 %
01-511-480	Promo Activities & Legal Ads - Legisl	0.00	3,000.00	3,000.00	300.00	1,910.00	1,090.00	63.67 %
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	53.44	346.56	13.36 %
01-511-520	Operating Supplies - Legislative	857.40	1,000.00	1,000.00	0.00	114.56	885.44	11.46 %
01-511-540	Books, Pub., Sub., & Memberships - Le	3,670.00	4,000.00	4,000.00	0.00	3,203.00	797.00	80.08 %
DEPARTMENT TOTAL		20,716.07	31,258.00	31,258.00	1,268.84	19,424.78	11,833.22	62.14 %
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	137,526.06	139,276.00	139,276.00	12,384.25	143,231.67	(3,955.67)	102.84 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	4,430.88	369.12	92.31 %
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	960.91	13,322.39	(2,300.39)	120.87 %
01-512-220	Retirement Contribution - Executive	25,392.26	26,529.00	26,529.00	2,661.47	29,594.45	(3,065.45)	111.56 %
01-512-230	Life & Health Insurance - Executive	16,400.00	18,868.00	18,868.00	1,569.92	17,229.72	1,638.28	91.32 %
01-512-240	Worker's Compensation - Executive	194.00	320.00	320.00	0.00	175.49	144.51	54.84 %
01-512-310	Professional Services - Executive	32.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-512-400	Travel and Training - Executive	4,132.50	5,500.00	5,500.00	0.00	742.22	4,757.78	13.49 %
01-512-410	Communication Services - Executive	738.89	700.00	700.00	0.00	771.98	(71.98)	110.28 %
01-512-460	Repairs and Maintenance - Executive	0.00	0.00	0.00	50.00	50.00	(50.00)	0.00 %
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	77.74	3,422.26	2.22 %
01-512-510	Office Supplies - Executive	362.73	1,000.00	1,000.00	16.68	212.57	787.43	21.26 %
01-512-520	Operating Supplies - Executive	1,534.19	1,000.00	1,000.00	0.00	2,033.14	(1,033.14)	203.31 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	889.33	2,000.00	2,000.00	14.99	776.16	1,223.84	38.81 %

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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
DEPARTMENT TOTAL		228,160.62	238,565.00	238,565.00	18,027.46	238,445.17	119.83	99.95 %
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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 Cler	3,585.75	3,500.00	3,500.00	0.00	3,389.76	110.24	96.85 %
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	17.93	348.42	451.58	43.55 %
01-513-520	Operating Supplies - City Clerk	942.69	900.00	900.00	0.00	213.96	686.04	23.77 %
01-513-540	Books, Pub., Sub., & Memberships - Ci	701.00	500.00	500.00	75.00	185.00	315.00	37.00 %
DEPARTMENT TOTAL		15,823.85	15,700.00	15,700.00	92.93	4,137.14	11,562.86	26.35 %
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LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	42,992.10	60,000.00	60,000.00	6,597.41	51,086.96	8,913.04	85.14 %
01-514-480	Promo Activities & Legal Ads - Legal	13,487.56	10,000.00	10,000.00	279.42	4,581.28	5,418.72	45.81 %
DEPARTMENT TOTAL		56,479.66	70,000.00	70,000.00	6,876.83	55,668.24	14,331.76	79.53 %
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COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	25,000.00	25,000.00	25,000.00	0.00	25,000.00	0.00	100.00 %
01-515-312	Professional Services-Other- Comp Pla	3,000.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-515-320	DEO - Grants	30,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
DEPARTMENT TOTAL		58,000.00	53,000.00	53,000.00	0.00	25,000.00	28,000.00	47.17 %
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FINANCE AND ACCOUNTING								
01-516-120	Regular Salary - Wages - Fin & Acctng	74,903.00	87,256.00	87,256.00	6,878.59	77,874.68	9,381.32	89.25 %
01-516-140	Overtime - Fin & Acctng	246.23	519.00	519.00	0.00	203.11	315.89	39.13 %
01-516-210	Fica Taxes - Fin & Acctng	5,329.03	6,715.00	6,715.00	502.29	5,825.88	889.12	86.76 %
01-516-220	Retirement Contribution - Fin & Acctng	6,216.66	7,435.00	7,435.00	687.86	7,021.09	413.91	94.43 %
01-516-230	Life & Health Insurance - Fin & Acctng	15,369.46	18,580.00	18,580.00	1,545.94	16,965.94	1,614.06	91.31 %
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	877.00	2,123.00	29.23 %
01-516-410	Communication Services - Fin & Acctng	586.72	600.00	600.00	0.00	649.89	(49.89)	108.32 %
01-516-470	Printing and Reproduction - Fin & Acc	410.40	700.00	700.00	0.00	0.00	700.00	0.00 %
01-516-510	Office Supplies - Fin & Acctng	731.34	1,200.00	1,200.00	604.25	2,097.68	(897.68)	174.81 %
01-516-520	Operating Supplies - Fin & Acctng	2,947.21	3,000.00	3,000.00	121.56	1,352.75	1,647.25	45.09 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	463.74	450.00	450.00	0.00	229.88	220.12	51.08 %
DEPARTMENT TOTAL		110,831.18	131,657.00	131,657.00	10,340.49	113,207.84	18,449.16	85.99 %
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DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	74,323.84	76,922.00	76,922.00	6,426.59	70,361.97	6,560.03	91.47 %
01-517-720	Interest - CB&T Debt Service Pmts	45,486.61	42,865.00	42,865.00	3,557.62	39,464.34	3,400.66	92.07 %
DEPARTMENT TOTAL		119,810.45	119,787.00	119,787.00	9,984.21	109,826.31	9,960.69	91.68 %
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LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	99,374.00	101,500.00	101,500.00	0.00	101,297.00	203.00	99.80 %
01-521-310	Professional Services - Law Enf	27,920.00	28,000.00	28,000.00	2,176.00	24,936.00	3,064.00	89.06 %
01-521-460	Repairs and Maintenance - Law Enf	0.00	500.00	500.00	0.00	3,099.00	(2,599.00)	619.80 %
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	2,176.00	129,332.00	6,031.00	95.54 %

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BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zoning	82,135.82	87,048.00	87,048.00	7,175.40	78,530.68	8,517.32	90.22 %
01-524-140	Overtime - Bldg & Zoning	384.86	464.00	464.00	12.00	266.82	197.18	57.50 %
01-524-210	Fica Taxes - Bldg & Zoning	6,060.85	6,695.00	6,695.00	535.77	6,005.03	689.97	89.69 %
01-524-220	Retirement Contribution - Bldg & Zoni	6,780.09	7,412.00	7,412.00	718.74	7,100.25	311.75	95.79 %
01-524-230	Life & Health Insurance - Bldg & Zoni	16,124.30	18,623.00	18,623.00	1,549.55	17,005.65	1,617.35	91.32 %
01-524-240	Worker's Compensation - Bldg & Zo	912.00	1,331.00	1,331.00	0.00	977.40	353.60	73.43 %
01-524-310	Professional Services - Bldg & Zoning	164,363.33	100,000.00	100,000.00	10,053.38	116,153.00	(16,153.00)	116.15 %
01-524-311	Engineering Services - Bldg & Zoning	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-524-400	Travel and Training - Bldg & Zoning	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-524-480	Promo Activities & Legal Ads - Bldg &	0.00	0.00	0.00	0.00	432.20	(432.20)	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	299.84	200.00	200.00	0.00	487.45	(287.45)	243.73 %
01-524-520	Operating Supplies - Bldg & Zoning	1,888.16	100.00	100.00	0.00	458.99	(358.99)	458.99 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	226.68	0.00	0.00	14.99	149.90	(149.90)	0.00 %
01-524-630	Improvements Other than Building - Bl	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
DEPARTMENT TOTAL		279,175.93	231,373.00	231,373.00	20,059.83	227,567.37	3,805.63	98.36 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	21,424.50	23,978.00	23,978.00	1,891.01	22,309.94	1,668.06	93.04 %
01-529-210	Fica Taxes - Code Enf	1,563.19	1,834.00	1,834.00	140.57	1,694.55	139.45	92.40 %
01-529-220	Retirement Contribution - Code Enf	1,742.87	2,031.00	2,031.00	189.10	2,003.18	27.82	98.63 %
01-529-230	Life & Health Insurance - Code Enf	6,689.85	9,267.00	9,267.00	757.24	8,295.73	971.27	89.52 %
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	5,500.00	500.00	91.67 %
01-529-400	Travel and Training - Code Enf	1,030.86	500.00	500.00	199.00	274.00	226.00	54.80 %
01-529-410	Communication Services - Code Enf	558.72	0.00	0.00	0.00	570.36	(570.36)	0.00 %
01-529-470	Printing and Reproduction - Code Enf	330.69	0.00	0.00	0.00	219.69	(219.69)	0.00 %
01-529-480	Promo Activities & Legal Ads - Code E	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-492	Recording & Other Fees	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-510	Office Supplies - Code Enf	167.44	200.00	200.00	64.58	159.94	40.06	79.97 %
01-529-520	Operating Supplies - Code Enf	1,611.39	100.00	100.00	21.20	361.24	(261.24)	361.24 %

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01-529-540	Books, Pub., Sub., & Memberships - Co	0.00	1,584.00	1,584.00	0.00	80.00	1,504.00	5.05 %
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		39,491.51	52,443.00	52,443.00	3,762.70	41,871.71	10,571.29	79.84 %
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REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	154,673.12	176,840.00	176,840.00	15,100.44	162,336.76	14,503.24	91.80 %
01-534-342	Refuse Disposal - Commercial - Refuse	85,664.63	85,722.00	85,722.00	0.00	78,568.97	7,153.03	91.66 %
DEPARTMENT TOTAL		240,337.75	262,562.00	262,562.00	15,100.44	240,905.73	21,656.27	91.75 %
=====								
STORMWATER								
01-538-310	PROFESSIONAL SERVICES - STORMWATER	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-538-311	Engineering Services - Stormwater	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-538-400	Travel and Training - Stormwater	812.28	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-538-460	Repairs and Maintenance - Stormwater	0.00	14,000.00	14,000.00	0.00	16,095.00	(2,095.00)	114.96 %
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	500.00	500.00	0.00	100.00 %
DEPARTMENT TOTAL		1,912.28	21,000.00	21,000.00	500.00	16,595.00	4,405.00	79.02 %
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GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't	18,033.01	22,000.00	22,000.00	0.00	17,097.31	4,902.69	77.72 %
01-539-312	Professional Services - Other - Gen G	1,807.00	6,000.00	6,000.00	34.75	1,468.89	4,531.11	24.48 %
01-539-411	City Hall - Communication - Gen Gov&#	13,566.49	15,500.00	15,500.00	1,070.25	12,264.33	3,235.67	79.12 %
01-539-413	Public Works - Communication - Gen Go	1,866.91	2,200.00	2,200.00	209.56	2,193.72	6.28	99.71 %
01-539-414	Community Center-Communication-Gen Go	1,686.78	2,000.00	2,000.00	154.37	1,695.18	304.82	84.76 %
01-539-431	City Hall - Utilities - Gen Gov't	15,832.67	23,000.00	23,000.00	1,659.99	13,716.05	9,283.95	59.64 %
01-539-432	Activity Center - Utilities - Gen Gov	4,658.25	4,000.00	4,000.00	218.11	1,879.08	2,120.92	46.98 %
01-539-433	Public Works - Utilities - Gen Gov	2,466.57	3,000.00	3,000.00	240.93	2,175.66	824.34	72.52 %

POLK CITY
AUGUST 2020 MONTHLY FINANCIALS

General Fund Expenditures
91.66 % Yr Complete For Fiscal Year: 2020 / 8

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-539-434	Community Center-Utilities-Gen Gov	5,235.40	5,500.00	5,500.00	514.70	4,605.42	894.58	83.73 %
01-539-440	Rentals and Leases - Gen Gov't Bl	8,632.30	8,000.00	8,000.00	340.39	6,848.70	1,151.30	85.61 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	18,396.95	15,000.00	15,000.00	1,666.77	31,646.64	(16,646.64)	210.98 %
01-539-462	Activity Center - Repairs & Maint - G	1,113.40	7,500.00	7,500.00	0.00	1,599.08	5,900.92	21.32 %
01-539-463	Public Works I - Repairs & Maint - Ge	707.53	500.00	500.00	408.02	3,151.94	(2,651.94)	630.39 %
01-539-464	Community Center-Repairs & Maint-Gen	5,051.25	12,000.00	12,000.00	59.98	13,916.58	(1,916.58)	115.97 %
01-539-466	Public Works/Utilities Oper - Repairs	12,110.51	5,000.00	5,000.00	226.25	3,851.74	1,148.26	77.03 %
01-539-490	Other Current Charges - Gen Gov't	65.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-539-510	Office Supplies - Gen Gov't Bldgs	107.37	0.00	0.00	0.00	1,295.10	(1,295.10)	0.00 %
01-539-521	City Hall - Operating Supplies - Gen	3,849.92	6,000.00	6,000.00	257.98	4,329.44	1,670.56	72.16 %
01-539-522	Activity Center - Operating Supplies	891.61	1,000.00	1,000.00	0.00	996.75	3.25	99.68 %
01-539-523	Public Works - Operating Supplies - G	62.92	0.00	0.00	0.00	9.59	(9.59)	0.00 %
01-539-524	Community Center-Operating Supplies-G	1,706.77	1,500.00	1,500.00	0.00	969.13	530.87	64.61 %
01-539-526	Public Works/Utilities Oper - Operati	953.11	1,000.00	1,000.00	0.00	122.03	877.97	12.20 %
01-539-634	Community Center - Improv. O/T Bldgs	0.00	30,000.00	30,000.00	0.00	1,638.55	28,361.45	5.46 %
01-539-640	Public Works - Bldgs/Property - Gen G	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
DEPARTMENT TOTAL		118,801.72	178,700.00	178,700.00	7,062.05	127,470.91	51,229.09	71.33 %
ROADS AND STREETS								
01-541-120	Regular Salary - Wages - Roads & Stre	171,151.68	190,565.00	190,565.00	12,097.81	155,592.80	34,972.20	81.65 %
01-541-140	Overtime - Roads & Streets	1,445.27	3,406.00	3,406.00	73.01	1,389.16	2,016.84	40.79 %
01-541-210	Fica Taxes - Roads & Streets	12,963.41	14,839.00	14,839.00	916.80	12,118.04	2,720.96	81.66 %
01-541-220	Retirement Contribution - Roads & Str	14,263.02	16,429.00	16,429.00	1,217.08	14,137.55	2,291.45	86.05 %
01-541-230	Life & Health Insurance - Roads & Str	35,147.35	45,019.00	45,019.00	3,485.84	38,273.01	6,745.99	85.02 %
01-541-240	Workers's Compensation - Roads & S	14,034.00	17,059.00	17,059.00	0.00	12,386.28	4,672.72	72.61 %
01-541-310	Professional Services - Roads & Stree	3,205.21	0.00	0.00	0.00	124.20	(124.20)	0.00 %
01-541-311	Engineering Services - Roads & Street	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-541-400	Travel and Training - Roads & Streets	284.44	1,000.00	1,000.00	0.00	70.00	930.00	7.00 %
01-541-410	Communication Services - Roads & Stre	2,331.32	3,500.00	3,500.00	0.00	1,220.85	2,279.15	34.88 %
01-541-430	Utilities - Roads & Streets	22,941.24	30,000.00	30,000.00	1,887.03	27,603.61	2,396.39	92.01 %
01-541-460	Repairs and Maintenance - Roads & Str	4,253.89	10,000.00	10,000.00	103.35	7,171.38	2,828.62	71.71 %
01-541-461	Repairs & Maintenance-Equipment - Roa	19,785.76	8,000.00	8,000.00	2,459.96	10,005.03	(2,005.03)	125.06 %
01-541-464	Vehicle Fuel - Roads & Streets	8,118.35	7,500.00	7,500.00	445.48	4,524.73	2,975.27	60.33 %
01-541-465	Vehicle Maintenance - Roads & Streets	4,092.20	8,000.00	8,000.00	19.60	7,614.33	385.67	95.18 %
01-541-466	Public Works/Utilities Facility - Rep	0.00	6,000.00	6,000.00	205.16	709.35	5,290.65	11.82 %

POLK CITY
AUGUST 2020 MONTHLY FINANCIALS

General Fund Expenditures
91.66 % Yr Complete For Fiscal Year: 2020 / 8

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-541-480	Promo Activities & Legal Ads - Roads	34.99	0.00	0.00	0.00	0.00	0.00	0.00 %
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	119.14	447.49	552.51	44.75 %
01-541-520	Operating Supplies - Roads & Streets	12,810.30	10,000.00	10,000.00	1,002.68	10,733.35	(733.35)	107.33 %
01-541-524	Chemicals - Roads & Streets	141.98	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & S	3,376.09	15,000.00	15,000.00	0.00	4,250.57	10,749.43	28.34 %
01-541-531	Landscape Materials & Supplies - Road	0.00	0.00	0.00	17.88	4,246.80	(4,246.80)	0.00 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	208.20	500.00	500.00	14.99	282.74	217.26	56.55 %
01-541-630	Improvements Other than Building - Ro	0.00	100,000.00	100,000.00	0.00	146,736.90	(46,736.90)	146.74 %
01-541-640	Machinery & Equipment - Roads & Stree	9,061.76	50,000.00	50,000.00	831.66	52,894.29	(16,156.44)	105.79 %
DEPARTMENT TOTAL		340,352.09	545,817.00	545,817.00	24,897.47	512,532.46	20,022.39	93.90 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	74,947.60	83,606.00	83,606.00	5,592.47	65,457.77	18,148.23	78.29 %
01-571-140	Overtime - Library	451.71	986.00	986.00	381.98	897.19	88.81	90.99 %
01-571-210	Fica Taxes - Library	5,542.34	6,471.00	6,471.00	437.90	4,964.42	1,506.58	76.72 %
01-571-220	Retirement Contribution - Library	6,229.31	7,165.00	7,165.00	597.45	5,960.37	1,204.63	83.19 %
01-571-230	Life & Health Insurance - Library	16,125.88	18,756.00	18,756.00	1,540.91	16,929.22	1,826.78	90.26 %
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	6.95	3,367.35	(1,367.35)	168.37 %
01-571-312	Professional Services - Other - Libra	1,752.50	2,500.00	2,500.00	0.00	95.00	2,405.00	3.80 %
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	402.14	3,855.24	2,344.76	62.18 %
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	278.71	3,102.43	1,397.57	68.94 %
01-571-460	Repairs and Maintenance - Library	3,617.00	4,100.00	4,100.00	0.00	2,359.79	1,740.21	57.56 %
01-571-480	Promo Activities & Legal Ads - Librar	583.48	2,500.00	2,500.00	0.00	386.42	2,113.58	15.46 %
01-571-490	Other Current Charges - Library	0.00	0.00	0.00	0.00	42.79	(42.79)	0.00 %
01-571-510	Office Supplies - Library	449.83	1,300.00	1,300.00	34.85	445.48	854.52	34.27 %
01-571-520	Operating Supplies - Library	3,604.76	9,000.00	9,000.00	841.43	5,394.94	3,605.06	59.94 %
01-571-540	Books, Pub., Sub., & Memberships - Li	706.07	600.00	600.00	0.00	584.63	15.37	97.44 %
01-571-630	Improvements Other than Building - Li	0.00	0.00	0.00	0.00	12,510.00	(12,510.00)	0.00 %
01-571-660	Books, Pub. & Library Materials - Libr	16,033.54	17,000.00	17,000.00	1,128.78	13,714.04	3,285.96	80.67 %

POLK CITY
AUGUST 2020 MONTHLY FINANCIALS

General Fund Expenditures
91.66 % Yr Complete For Fiscal Year: 2020 / 8

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
DEPARTMENT TOTAL		141,933.91	169,619.00	169,619.00	11,243.57	140,172.12	29,446.88	82.64 %
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PARKS								
01-572-310	Professional Services - Parks	1,056.50	0.00	0.00	0.00	10,051.57	(10,051.57)	0.00 %
01-572-430	Utilities - Parks	7,026.15	23,000.00	23,000.00	419.98	7,360.90	15,639.10	32.00 %
01-572-460	Repairs and Maintenance - Parks	12,232.19	15,000.00	15,000.00	1,133.49	18,482.66	(3,482.66)	123.22 %
01-572-493	Equipment Rental - Parks	0.00	1,000.00	1,000.00	0.00	630.42	369.58	63.04 %
01-572-520	Operating Supplies - Parks	1,829.33	1,200.00	1,200.00	0.00	1,465.22	(265.22)	122.10 %
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	0.00	562.98	(562.98)	0.00 %
DEPARTMENT TOTAL		22,144.17	50,200.00	50,200.00	1,553.47	38,553.75	11,646.25	76.80 %
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SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	680.00	2,000.00	2,000.00	0.00	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	3,387.40	(2,387.40)	338.74 %
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	0.00	145.58	(145.58)	0.00 %
01-574-520	Operating Supplies - Spec Events	8,652.46	11,000.00	11,000.00	0.00	9,010.97	1,989.03	81.92 %
DEPARTMENT TOTAL		9,457.46	16,500.00	16,500.00	0.00	13,103.95	3,396.05	79.42 %
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NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	9,785.28	25,000.00	25,000.00	467.50	7,597.47	17,402.53	30.39 %
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	2,310.00	9,810.00	(1,810.00)	122.63 %
01-590-315	Inmate Labor - GF Non - Dept	28,748.50	28,749.00	28,749.00	0.00	13,133.53	15,615.47	45.68 %
01-590-320	Accounting and Auditing - Non-Dept	19,271.44	17,000.00	17,000.00	378.67	14,081.65	2,918.35	82.83 %
01-590-450	Liability Insurance - Non-Dept	45,736.50	70,000.00	70,000.00	0.00	46,712.00	23,288.00	66.73 %

POLK CITY
AUGUST 2020 MONTHLY FINANCIALS

General Fund Expenditures
91.66 % Yr Complete For Fiscal Year: 2020 / 8

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-590-464	Vehicle Fuel - Non- Departmental	443.55	500.00	500.00	17.98	217.11	282.89	43.42 %
01-590-465	Vehicle Maintenance - Non-Departmenta	823.41	500.00	500.00	0.00	57.50	442.50	11.50 %
01-590-510	Office Supplies - Non-Departmental	937.63	2,000.00	2,000.00	119.96	514.89	1,485.11	25.74 %
01-590-520	Operating Supplies - Non-Dept	2,625.27	3,000.00	3,000.00	0.00	1,017.88	1,982.12	33.93 %
01-590-521	Emergencies & Contingencies - Operati	1,676.27	20,000.00	20,000.00	0.00	3,726.07	16,273.93	18.63 %
01-590-525	Uniforms - Non Dept	2,899.14	4,500.00	4,500.00	0.00	619.85	3,880.15	13.77 %
01-590-528	Postage - Non-Dept	766.10	1,000.00	1,000.00	111.20	226.45	773.55	22.65 %
01-590-540	Books, Pub., Sub., & Memberships -NON	0.00	0.00	0.00	0.00	2,725.00	(2,725.00)	0.00 %
01-590-930	Transfer - Police Public Safety Impac	0.00	59,984.00	59,984.00	0.00	0.00	59,984.00	0.00 %
01-590-931	Transfer to Fire Public Safety Impact	0.00	32,095.00	32,095.00	0.00	0.00	32,095.00	0.00 %
01-590-932	Transfer - Parks & Rec Impact Reserve	0.00	96,734.00	96,734.00	0.00	0.00	96,734.00	0.00 %
01-590-933	Transfer -Public Facility Impact Rese	0.00	162,564.00	162,564.00	0.00	0.00	162,564.00	0.00 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	63,392.00	63,392.00	0.00	0.00	63,392.00	0.00 %
01-590-941	Reserves - Emergencies & Contingencie	5,191.76	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	2,340.00	5,000.00	5,000.00	0.00	350.00	4,650.00	7.00 %
01-590-992	Unemployment Claims - Non-Dept	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-590-994	Bank Fees - Non-Dept	0.00	0.00	0.00	0.00	7.50	(7.50)	0.00 %
01-590-996	Bad Debt - Non-Dept	(2,476.98)	3,000.00	3,000.00	0.00	8,722.63	(5,722.63)	290.75 %
01-590-999	Other - Non-Operating Charges - Non-D	(877.25)	5,500.00	5,500.00	12.50	8,744.73	(3,244.73)	159.00 %
DEPARTMENT TOTAL		120,200.62	621,018.00	621,018.00	3,417.81	118,264.26	502,753.74	19.04 %

General Fund Revenues Total	2,629,437.60	2,944,564.00	2,944,564.00	148,114.32	2,640,706.17	303,857.83	10.32%
General Fund Expenditures Total	-2,050,923.28	-2,944,564.00	-2,944,564.00	-136,364.10	-2,172,078.74	-759,221.11	25.78%
Total Revenue vs. Expenditures	578,514.32	0.00	0.00	11,750.22	468,627.43	-455,363.28	

POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	1,396,008.70	
05-101-710	Cash - Enterprise Fund Capital Imprvmnts	52,898.45	
05-101-800	Cash - Sewer Impact Fee Account	1,859,557.04	
05-101-900	Cash - Water Impact Fee Account	454,674.30	
05-101-913	DEP Loan - Sinking Fund	72,586.70	
05-101-915	Tax Exempt Leasing - Sinking Fund	21,527.77	
05-101-916	US Bank - Sink Fund	616,660.42	
05-101-917	US Bank - Renewal & Replacement Series	18,844.38	
05-101-918	DEP Loan WW531400 - Sink Fund	820.87	
05-101-919	DEP Loan WW531402 - Sink Fund	9,543.28	
05-101-920	Cash - Customer Deposits	375,415.76	
05-115-100	Accounts Receivable - Utilities	16,609.74	
05-115-130	Accounts Receivable - Readiness to Serve	67,166.11	
05-115-200	Accounts Receivable - Year End	344,321.00-	
05-117-100	Allowance for Bad Debt	42,672.50-	
05-117-200	Allowance for Uncollectible A/R	68,835.67-	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	37,363.62	
05-159-100	Deferred Outflows - Related to Pension	104,459.01	
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	12,366,533.92	
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	470,766.19	
05-167-900	Accumulated Depreciation - Equipment	3,850,216.76-	
05-169-900	CIP - Construction Costs	2,080,266.14	
	** TOTAL ASSET**		19,263,871.04
05-202-100	Accounts Payable	196,505.04-	
05-202-300	Construction Payables	206,855.85	
05-202-305	Retainage Payable	93,375.00	
05-202-900	Customer Deposits	330,485.76	
05-203-100	Accumulated Interest Payable	53,780.56	
05-203-600	SRF Loan WW51201P	2,059,675.11	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	35,641.30	
05-203-615	SRF Loan WW531402/SG531403	1,284,410.00	
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	Unamoritized Bond Premiums - US Bank	602,902.93	
05-208-305	Taxes Payable	15,396.68-	
05-225-100	Deferred Inflows - Related to Pension	14,550.02	
05-234-100	L-T-D - Current Portion	399,250.00	
05-234-901	Less: Current Portion of LTD	399,250.00-	
05-235-900	Net Pension Liability	206,873.16	
	** TOTAL LIABILITY**		12,906,722.75
05-243-100	Encumbrances Placed	164,598.91	
05-245-100	Reserved for Encumbrances	164,598.91-	
	** TOTAL ENCUMBRANCE**		0.00
05-250-100	Contributed Capital	598,715.40	

POLK CITY
 Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	4,066,494.82	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		5,426,206.01
	** TOTAL REVENUE**		3,122,693.05
	** TOTAL EXPENSE**		2,191,750.77
	TOTAL LIABILITY AND EQUITY		19,263,871.04

POLK CITY
AUGUST 2020 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE
91.66 % Yr Complete For Fiscal Year: 2020 / 8

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	158.93	(158.93)	0.00 %
05-324-210	Water Impact Fees	85,603.00	162,471.00	162,471.00	12,229.00	139,760.00	22,711.00	86.02 %
05-324-220	Sewer Impact Fees	211,920.00	410,595.00	410,595.00	30,905.00	339,955.00	70,640.00	82.80 %
05-325-111	Connection Fees - Water - Cash Basis	42,430.16	81,840.00	81,840.00	6,090.00	68,295.00	13,545.00	83.45 %
05-325-112	Connection Fees - Water - Accrual Bas	3,045.00	500.00	500.00	(870.00)	3,840.44	(3,340.44)	768.09 %
05-325-210	Readiness to Serve Charge - Sewer	30,892.30	29,148.00	29,148.00	0.00	2,741.30	26,406.70	9.40 %
05-325-211	Readiness to Serve Charge - Water	21,260.00	21,704.00	21,704.00	0.00	1,589.37	20,114.63	7.32 %
05-329-200	Other Lic./Fees/Permits	2,661.00	2,000.00	2,000.00	137.28	1,436.48	563.52	71.82 %
05-331-350	Sewer/Wastewater Grants	0.00	0.00	0.00	0.00	469,302.00	(469,302.00)	0.00 %
05-331-370	Small Community Wastewater Grant	128,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-340-300	Water Utility Revenue	1,165,225.74	1,214,879.00	1,214,879.00	108,343.42	1,057,679.39	157,199.61	87.06 %
05-340-500	Sewer Utility Revenue	1,091,753.54	1,149,532.00	1,149,532.00	94,510.01	982,398.31	167,133.69	85.46 %
05-359-100	Other Fines and/or Forfeitures	30,795.00	23,800.00	23,800.00	1,870.00	24,385.00	(585.00)	102.46 %
05-359-200	Non Sufficient Funds	1,560.00	1,300.00	1,300.00	120.00	1,025.00	275.00	78.85 %
05-359-300	Late Fees	30,996.00	29,000.00	29,000.00	2,299.50	16,873.50	12,126.50	58.18 %
05-369-100	Misc. Income	(505.68)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-111	Cash Drawer Overage	0.00	0.00	0.00	0.00	20.00	(20.00)	0.00 %
05-369-112	Cash Drawer Overage - Bank Rec	0.00	0.00	0.00	0.00	7,551.70	(7,551.70)	0.00 %
05-369-400	Insurance Proceeds	0.00	0.00	0.00	0.00	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	255,634.21	3,122,693.05	134,075.95	95.88 %

POLK CITY
AUGUST 2020 MONTHLY FINANCIALS

Enterprise Fund Expenditures
91.66 % Yr Complete For Fiscal Year: 2020 / 8

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
Water								
05-533-120	Regular Salary - Wages - Water Oper	176,307.51	205,272.00	205,272.00	13,915.57	144,281.06	60,990.94	70.29 %
05-533-140	Overtime - Water Oper	2,916.21	5,262.00	5,262.00	466.48	3,916.19	1,345.81	74.42 %
05-533-210	Fica Taxes - Water Oper	13,253.83	16,106.00	16,106.00	1,073.77	11,310.54	4,795.46	70.23 %
05-533-220	Retirement Contribution - Water Oper	36,384.70	17,832.00	17,832.00	1,438.21	13,785.09	4,046.91	77.31 %
05-533-230	Life & Health Insurance - Water Oper	42,373.15	54,105.00	54,105.00	3,090.38	36,231.16	17,873.84	66.96 %
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	109.94	15,482.24	4,359.18	77.41 %
05-533-311	Engineering Services - Water Oper	(1,558.00)	30,000.00	30,000.00	3,990.20	11,873.14	18,126.86	39.58 %
05-533-312	Professional Services - Other - Water	3,952.02	20,000.00	20,000.00	138.00	2,325.44	17,674.56	11.63 %
05-533-313	Professional Services - Polk Regional	2,871.00	5,000.00	5,000.00	0.00	1,957.42	3,042.58	39.15 %
05-533-400	Travel and Training - Water Oper	872.95	500.00	500.00	50.00	248.06	251.94	49.61 %
05-533-410	Communication Services - Water Oper	4,160.22	3,500.00	3,500.00	230.99	3,204.24	295.76	91.55 %
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	151.21	1,188.35	(1,188.35)	0.00 %
05-533-431	Mt. Olive WTP - Utilities - Water Oper	3,191.68	6,900.00	6,900.00	253.50	14,602.96	(7,702.96)	211.64 %
05-533-432	Commonwealth WTP - Utilities - Water	1,501.25	4,620.00	4,620.00	16.98	322.95	4,297.05	6.99 %
05-533-433	V.Matt Williams WTP - Utilities - Water	12,853.99	12,000.00	12,000.00	1,228.67	22,308.15	(10,308.15)	185.90 %
05-533-460	Repairs and Maintenance - Water Oper	39,221.53	40,000.00	40,000.00	1,172.89	9,387.16	30,355.67	23.47 %
05-533-461	Mt. Olive WTP - Repairs and Maint - Water	34,080.99	10,000.00	10,000.00	0.00	13,096.00	(3,096.00)	130.96 %
05-533-462	Commonwealth WTP - Repairs and Maint	0.00	8,000.00	8,000.00	94.83	2,680.83	5,319.17	33.51 %
05-533-463	V.Matt Williams WTP - Repairs and Maint	0.00	8,000.00	8,000.00	94.84	4,156.25	3,843.75	51.95 %
05-533-464	Vehicle Fuel - Water Oper	10,665.49	7,000.00	7,000.00	882.40	7,223.83	(223.83)	103.20 %
05-533-465	Vehicle Maintenance - Water Oper	13,133.97	8,000.00	8,000.00	27.95	6,365.56	1,634.44	79.57 %
05-533-466	Public Works/Utilities Facility - Rep	4,265.01	6,000.00	6,000.00	281.11	836.14	5,163.86	13.94 %
05-533-470	Printing and Reproduction - Water Oper	0.00	0.00	0.00	0.00	567.50	(567.50)	0.00 %
05-533-492	Recording & Other Fees - Water Oper	5,300.00	4,300.00	4,300.00	0.00	3,300.00	1,000.00	76.74 %
05-533-493	Equipment Rental - Water Oper	0.00	0.00	0.00	0.00	218.38	(218.38)	0.00 %
05-533-510	Office Supplies - Water Oper	252.66	1,000.00	1,000.00	136.23	454.00	546.00	45.40 %
05-533-520	Operating Supplies - Water Oper	24,075.89	15,000.00	15,000.00	2,291.20	14,739.36	260.64	98.26 %
05-533-524	Chemicals - Water Oper	3,233.99	9,000.00	9,000.00	1,025.25	5,516.25	3,483.75	61.29 %
05-533-526	Meter Supplies - New Installs - Water	56,117.68	90,000.00	90,000.00	0.00	78,672.44	11,327.56	87.41 %
05-533-527	Meter Supplies - Repairs & Maintenance	11,814.64	20,000.00	20,000.00	5,137.72	42,307.61	(21,044.51)	211.54 %
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	759.88	(759.88)	0.00 %
05-533-605	Depreciation Expense - Water Oper	123,312.95	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	831.67	19,066.57	61,944.74	15.89 %
05-533-641	Mt. Olive WTP - Machinery & Equipment	0.00	150,000.00	150,000.00	0.00	124,934.00	(79,868.00)	83.29 %

POLK CITY
AUGUST 2020 MONTHLY FINANCIALS

Enterprise Fund Expenditures
91.66 % Yr Complete For Fiscal Year: 2020 / 8

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
05-533-642	Commonwealth WTP - Machinery & Equipm	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-533-643	V.Matt Williams WTP - Machinery & Equ	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-533-650	Construction In Progress - Water Oper	0.00	0.00	0.00	0.00	19,147.50	(34,040.00)	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	79,277.30	(0.30)	100.00 %
05-533-720	Interest - Water Oper	76,351.08	72,847.00	72,847.00	0.00	74,104.73	(1,257.73)	101.73 %
DEPARTMENT TOTAL		739,438.20	1,104,267.00	1,104,267.00	38,129.99	828,330.36	117,968.80	75.01 %
=====								
Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	109,003.76	130,319.00	130,319.00	8,072.30	85,842.84	44,476.16	65.87 %
05-535-140	Overtime - Sewer Oper	3,492.28	3,475.00	3,475.00	175.50	4,209.12	(734.12)	121.13 %
05-535-210	Pica Taxes - Sewer Oper	8,464.96	10,235.00	10,235.00	619.24	6,908.46	3,326.54	67.50 %
05-535-220	Retirement Contribution - Sewer Oper	20,007.96	11,332.00	11,332.00	824.78	8,437.87	2,894.13	74.46 %
05-535-230	Life & Health Insurance - Sewer Oper	22,997.52	30,744.00	30,744.00	1,936.53	21,252.52	9,491.48	69.13 %
05-535-240	Worker's Compensation - Sewer Ope	3,694.00	10,388.00	10,388.00	0.00	0.00	10,388.00	0.00 %
05-535-310	Professional Services - Sewer Oper	35,123.80	25,000.00	25,000.00	3,150.00	51,257.14	(26,257.14)	205.03 %
05-535-311	Engineering Services - Sewer Oper	(1,558.00)	20,000.00	20,000.00	0.00	8,998.75	11,001.25	44.99 %
05-535-312	Professional Services - Other - Sewer	4,566.06	14,000.00	14,000.00	0.00	487.49	13,512.51	3.48 %
05-535-400	Travel and Training - Sewer Oper	1,941.52	2,000.00	2,000.00	75.00	231.47	1,768.53	11.57 %
05-535-410	Communication Services - Sewer Oper	3,299.99	3,500.00	3,500.00	211.25	2,919.37	580.63	83.41 %
05-535-411	Cardinal Hill WWTP - Comm Srvcs - Sew	975.47	1,500.00	1,500.00	0.00	131.70	1,368.30	8.78 %
05-535-412	Mt. Olive WWTP - Comm Srvcs - Sewer O	2,376.00	2,500.00	2,500.00	199.55	2,023.15	476.85	80.93 %
05-535-430	Utilities - Sewer Oper	6,216.09	7,000.00	7,000.00	531.43	5,404.95	1,595.05	77.21 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	18,679.65	21,000.00	21,000.00	1,798.93	20,551.14	448.86	97.86 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	7,476.06	11,000.00	11,000.00	588.04	7,449.95	3,550.05	67.73 %
05-535-460	Repairs and Maintenance - Sewer Oper	53,550.80	100,000.00	100,000.00	2,426.34	65,458.27	34,541.73	65.46 %
05-535-461	Cardinal Hill - Repairs and Maint - S	4,887.70	40,000.00	40,000.00	0.00	9,204.60	30,795.40	23.01 %
05-535-464	Vehicle Fuel - Sewer Oper	12,007.80	4,000.00	4,000.00	774.62	10,799.11	(6,799.11)	269.98 %
05-535-465	Vehicle Maintenance - Sewer Oper	13,287.66	8,000.00	8,000.00	0.00	7,923.51	76.49	99.04 %
05-535-466	Public Works/Utilities Facility - Rep	4,420.68	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
05-535-470	Printing and Reproduction - Sewer Ope	0.00	60.00	60.00	0.00	82.50	(22.50)	137.50 %
05-535-490	Other Current Charges - Sewer Oper	168.22	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	125.00	1,000.00	1,000.00	0.00	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	22.24	300.98	699.02	30.10 %

POLK CITY
AUGUST 2020 MONTHLY FINANCIALS

Enterprise Fund Expenditures
91.66 % Yr Complete For Fiscal Year: 2020 / 8

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
05-535-520	Operating Supplies - Sewer Oper	11,207.82	8,000.00	8,000.00	515.53	7,177.53	822.47	89.72 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	27.34	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	15,360.00	0.00	0.00	7,462.48	11,414.48	(11,414.48)	0.00 %
05-535-524	Chemicals - Sewer Oper	30,789.99	17,000.00	17,000.00	978.25	16,945.25	54.75	99.68 %
05-535-530	Road Materials & Supplies - Sewer Ope	27.74	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-540	Books, Pub., Sub., & Memberships - Se	418.27	1,000.00	1,000.00	0.00	580.00	420.00	58.00 %
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	6,805.00	43,195.00	13.61 %
05-535-640	Machinery & Equipment - Sewer Oper	930.00	80,000.00	80,000.00	831.67	16,618.17	56,750.76	20.77 %
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	0.00	273,883.71	136,711.29	66.70 %
05-535-710	Principal - Sewer Oper	0.00	319,972.00	319,972.00	0.00	256,084.52	63,887.48	80.03 %
05-535-720	Interest - Sewer Oper	302,312.44	295,533.00	295,533.00	0.00	271,332.38	24,200.62	91.81 %
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		909,441.15	1,688,153.00	1,688,153.00	31,193.68	1,180,815.93	500,706.00	69.95 %

EF Non-Departmental

05-590-310	Professional Services - Non-Dept	27,327.92	25,000.00	25,000.00	2,077.54	22,361.48	2,638.52	89.45 %
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	4,690.00	7,190.00	810.00	89.88 %
05-590-315	Inmate Labor - EF Non - Dept	28,748.50	28,749.00	28,749.00	0.00	13,133.51	15,615.49	45.68 %
05-590-320	Accounting and Auditing - Non-Dept	30,497.31	17,000.00	17,000.00	768.83	28,590.07	(11,590.07)	168.18 %
05-590-440	Rentals and Leases - Non-Dept	4,609.06	0.00	0.00	160.85	3,755.83	(3,755.83)	0.00 %
05-590-450	Liability Insurance - Non-Dept	45,736.50	70,000.00	70,000.00	0.00	46,712.00	23,288.00	66.73 %
05-590-510	Office Supplies - Non-Departmental	840.65	1,000.00	1,000.00	119.96	454.66	545.34	45.47 %
05-590-520	Operating Supplies - Non-Dept	843.76	3,000.00	3,000.00	0.00	230.50	2,769.50	7.68 %
05-590-521	Emergencies & Contingencies - Operati	7,197.82	20,000.00	20,000.00	14,921.00	14,921.00	5,079.00	74.61 %
05-590-525	Uniforms - Non Dept	1,493.52	4,500.00	4,500.00	0.00	1,271.29	3,228.71	28.25 %
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	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
05-590-930	Transfer to Water Impact Fee Reserves	0.00	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 %

POLK CITY
 AUGUST 2020 MONTHLY FINANCIALS

Enterprise Fund Expenditures
 91.66 % Yr Complete For Fiscal Year: 2020 / 8

G/L		2019	2020	2020	2020	2020	2020	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
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 %
05-590-996	Bad Debt - Non-Dept	11,249.07	0.00	0.00	0.00	42,197.08	(42,197.08)	0.00 %
05-590-999	Other - Non-Operating Charges - Non-D	4,729.74	0.00	0.00	12.50	635.06	(635.06)	0.00 %
DEPARTMENT TOTAL		215,933.94	464,347.00	464,347.00	22,750.68	182,604.48	281,742.52	39.33 %
Enterprise Fund Revenues Total		2,854,772.00	3,256,769.00	3,256,769.00	255,634.21	3,122,693.05	134,075.95	95.88%
Enterprise Fund Expenditures Total		-1,864,813.29	-3,256,769.00	-3,256,769.00	-92,074.35	-2,191,750.77	-900,417.32	67.30%
Total Revenue vs. Expenditures		989,958.71	0.00	0.00	163,559.86	930,942.28	-766,341.37	

Library Reports 10/2019 - 09/2020

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	*Mar-20	*Apr-20	*May-20	*Jun-20	* Jul-20	*AUG-20	Sep-20	Totals
Circulation													
Adult Books	1273	1318	1049	1204	1107	1272	1245	980	1304	3003	3684		17439
Juvenile Books	1035	787	949	909	1257	1264	777	654	1183	1065	1279		11159
DVD'S	858	829	912	1299	1066	744	635	554	1117	1092	1017		10123
Hot-Spots	20	20	25	20	20	25	20	20	25	20	25		240
Digital	75	93	73	75	84	94	92	96	59	79	81		901
Total Circulation	3261	3047	3008	3507	3534	3399	2769	2304	3688	5259	6086		39,862
New Borrowers													
In City	5	11	24	21	20	9	0	2	6	3	3		104
In County	3	18	4	6	5	3	5	2	5	3	8		62
Digital	7	12	5	9	13	16	9	5	3	4	3		86
Total New Borrowers	15	41	33	36	38	28	14	9	14	10	14		252
Number of Programs													
Adult	5	2	1	2	2	0	0	0	1	2	2		17
Juvenile	5	3	4	1	2	2	0	0	0	2	3		22
Young Adult	1	0	1	0	1	0	0	0	0	2	2		7
Total Programs	11	5	6	3	5	2	0	0	1	6	7		46
Program Attendance													
Adult	89	21	21	21	23	8	0	0	1909	1095	1003		4190
Juvenile	119	20	26	11	14	16	0	0	100	327	236		869
Young Adult	33	0	5	0	6	2	0	0	63	231	153		493
Total Attendance	241	41	52	32	43	26	0	0	2072	1653	1392		5552
Reference Questions													
<i>Phone Calls</i>	190	178	258	224	195	232	261	384	356	324	277		2879
Number of Computer Users													
	212	194	191	185	223	121	0	0	75	59	65		1325
Total Patrons													
	1716	1615	1278	1308	1352	846	328	413	501	521	729		10607

* Library checkouts are reflecting a lower number than actual checkouts. Renewals will be added in as soon as the county can get the numbers to us.

*Program Attendance changed according to new rules on calculating programs.

Prepared by: Suzette Penton September 02, 2020

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

STATISTICAL DATA

West Division

September 04, 2020

Northwest District

To: Patricia Jackson , City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical report for August, 2020.

ACTIVITY	
FELONY ARREST	3
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	5
AFFIDAVITS MISDEMEANOR	
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	2
TOTAL ARRESTS	8
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	4
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	\$7,500.00 Motorcycle
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	36
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	11
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	2220
TRAFFIC STOPS	13
TOTAL DISPATCHED CALLS FOR SERVICE	101



In August 2020, there were one (1) PROCAP captured crimes as compared to four (4) in August 2019. In August 2020 there was one reported stolen vehicle. During this incident the vehicle was left on the side of I4 due to mechanical trouble. When the owner returned the following day to retrieve the vehicle it was gone. At this time we cannot confirm if the vehicle was removed by a tow company or if in fact the vehicle was actually stolen. This case is not related to other cases and does not pose as a trend for Polk County at this time. We are now sitting at -53% in crimes as compared to last year to date.

Case No	Inc From	Inc To	DOW	Location	Narrative	Dist	PRINTS	VIDEO	CASE STATUS
BURGLARY CONVEYANCE									
PCSO-200031194	2020-08-13 / 1908hrs	2020-08-13 / 1908hrs	Thur	4200 I4 W	Unk susp removed a dark gray 2013 Chevy Malibu bearing Florida tag#CTG3856 that was disabled on the side of the roadway/	Wright	No	No	
CRIMINAL MISCHIEF									

Department of Law Enforcement																														
Polk City - 2019 - 2020																														
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly Change	YTD		
	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020		
Robbery	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burg. Business	1	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. Residence	2	1	2	0	0	0	0	0	1	0	0	0	0	0	0	0	2	0	0	0	1	0	2	0	5	1	0	0	0	0
Burg. Structure	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0
Burg. Conveyance	0	0	1	1	0	0	0	0	1	0	0	0	0	0	14	0	0	0	0	0	0	0	0	0	1	0	0	0	16	1
Vehicle Theft	0	1	0	0	2	1	0	0	1	0	1	0	0	0	0	1	0	0	2	0	0	0	0	0	0	4	3	100%	0.5	0.4
Grand Theft	1	0	1	0	1	0	0	0	1	1	1	0	1	1	1	0	0	0	1	0	0	0	0	0	5	3	-100%	0.6	0.4	
Petit Theft	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	1	2	0%	0.1	0.3	
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0%	0.1	0.0	
Retail Theft	0	0	0	0	0	0	0	1	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0%	0.0	0.4
Criminal Mischief	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	0	0	0	0	0	0	0	1	0	2	2	0%	0.3	0.3	
Totals	4	2	4	3	3	2	0	2	3	3	2	3	16	1	4	1	5	0	3	0	2	0	4	0	36	17	0%	4.5	2.1	
% Change	-50%		-25%		-33%		#DIV/0!		0%		50%		-94%		-75%		N/A		N/A		N/A		N/A		-53%					-53%
<i>FIR's</i>	0	0	3	0	1	0	0	0	4	0	4	1	6	0	2	0	0	0	1	0	0	0	0	0	0	0	0	-19		

Public Works Report

August 2020

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,
- Monitored and serviced all storm drains throughout Polk City.
- Completed Work Orders (Repairs and Maintenance of Equipment, Electrical, plumbing, Building Maintenance, Vehicle Maintenance, etc.)
- Ongoing effort to build storage shelves in our old Public Works building to support storage of old Records.
- In collaboration with Feeding Tampa Bay we held Food Drive at Bronson Center to help feed our Neighbors bi-weekly.
- Replaced border with new recycled timbers on the Freedom Park playground.

September Objectives:

Continue maintaining the mowing and preventive maintenance of all City facilities, service equipment. Public Works will be replacing mulch in Freedom Park and streetscape. We will be painting the basketball courts due to graffiti. Working on a fence area for the exercise equipment to be placed on the trail. Continuing our food drive efforts and will be developing a cleaning schedule for City facilities.

**City Commission Meeting
September 21, 2020**

AGENDA ITEM # 1: COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM PROJECTS

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Community Development Block Grant Program Projects

ATTACHMENTS:

1. CDBG Information Sheet

ANALYSIS:

The Citizens Advisory Task Force (CATF) held a meeting on February 27, 2020, whereby the public and the Task Force discussed what activities are eligible for the program and discussed what projects may be considered.

After lengthy discussion, the CDBG Citizen Advisory Task Force recommended three items for one project on Citrus Grove Boulevard and adjacent areas that qualify: Paving of Citrus Grove Blvd., replace existing sidewalk in that area and also drainage for that area.

This meeting will be a **Public Hearing** for the public to once again give their input, as well as consider what the CDBG Citizen Advisory Task Force recommended.

STAFF RECOMMENDATION:

The CATF is recommending paving of Citrus Grove Boulevard, replace the sidewalk and drainage in that area.

**CITY OF POLK CITY
NOTICE OF SECOND PUBLIC HEARING**

The City of Polk City is applying to the Florida Department of Economic Opportunity (DEO) for a grant under the Economic Development Category of the FFY 2019 Small Cities Community Development Block Grant (CDBG) Program in the amount of \$650,000. The activities, dollar amount and estimated percentage benefit to low-and moderate-income persons for which the City is applying are:

<u>Activity</u>	<u>Budget (Approximately)</u>	<u>LMI %</u>
Street Improvements - Repaving	\$350,000	60%
Pedestrian Malls/Sidewalks	\$60,000	60%
Flood and Drainage	\$60,000	60%
Water Line Replacement	\$58,000	60%
Administration	\$52,000	N/A
Engineering	\$70,000	N/A
TOTAL BUDGET	\$650,000	

The proposed grant-funded project will provide street improvements in the form of repaving of existing public streets and will also provide for complimentary flood and drainage improvements in the area where the street improvements will occur. In addition the proposed project calls for the replacement of a 2" water line adjacent to one of the streets proposed for repaving. Specifically, the project calls for repaving and flood and drainage work on North Citrus Grove Boulevard, Sunshine Boulevard, Sunrise Boulevard, Sunset Boulevard, West Palmetto Lane, Ivyland Road, Abbey Drive, and Haynes Circle. Water line replacement will occur adjacent to and on North Citrus Grove Boulevard. All activities will occur in public right-of-way or on publicly owned land.

The City of Polk City does not expect that anyone will be displaced as a result of CDBG-funded activities. If any persons are displaced as a result of the planned activities, Polk City will assist them as described in the City's anti-displacement and relocation policy, which is available for review at City Hall.

A Public Hearing to provide citizens an opportunity to comment on the application will be held on **Monday, September 21, 2020, at 7:00 p.m. at the Polk City Government Center located at 123 Broadway Blvd. SE, Polk City, FL 33868**. A draft copy of the application will be available for review in the City Manager's office at City Hall by noon on September 21, 2020. Persons wanting to submit written comments on the application should send them to Patricia Jackson, City Manager, by email to patricia.jackson@mypolkcity.org or by mail to 123 Broadway Blvd. SE, Polk City, FL 33868 no later than October 1, 2020.

A copy of the final application will be made available for review during normal business hours in the City Manager office at City Hall no later than October 5, 2020. The application will be submitted to DEO on or before October 5, 2020. To obtain additional information concerning the application and the Public Hearing, contact Patricia Jackson, City Manager, at (863) 984-1375 or by e-mail to patricia.jackson@mypolkcity.org.

The public hearing is being conducted in a handicapped accessible location. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the hearing is asked to advise the City at least five days before the hearing by contacting Patricia Jackson, City Manager, at (863) 984-1375. If you are hearing or speech impaired, please contact the City using the Florida Relay Service, 1(800) 955-8771 (TDD) or 1(800) 955-8770 (Voice).

Any non-English speaking person wishing to attend the public hearing should contact Patricia Jackson, City Manager, at (863) 984-1375 at least three days prior to the hearing and an interpreter will be provided.

A FAIR HOUSING/EQUAL OPPORTUNITY/HANDICAP ACCESS JURISDICTION

**City Commission Meeting
September 21, 2020**

**AGENDA ITEM #2: PLANNING SERVICES AGREEMENT WITH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Planning Services Agreement with Central Florida Regional Planning Council

ATTACHMENTS:

Cover Letter
Planning Services Agreement

ANALYSIS:

Central Florida Regional Planning Council provides professional Planning Services to Polk City and assist the City with website updates. The Planning Services Agreement is for the 2020-2021 Fiscal Year and includes \$22,000 for Planning Advisory Services and \$3,000 for website updates.

Some of the services provided are:

- Assistance with comprehensive plan amendments, rezoning, and large project review, subdivision review
- Minor revisions to the Land Development Regulations
- Update to the Capital Improvements Element and Plan
- Grant writing
- Website Updates

There is no cost increase for Fiscal Year 2020-2021

STAFF RECOMMENDATION:

Approve the Planning Advisory Services Agreement with Central Florida Regional Planning Council in the amount of \$25,000.



September 14, 2020

Ms. Patricia Jackson, City Manager
City of Polk City
123 Broadway Blvd. SE
Polk City, FL 33868
Patricia.Jackson@mypolkcity.org

Via Email

RE: CFRPC Planning Advisory Services Agreement

Dear Ms. Jackson:

Enclosed please find a Planning Advisory Services (PAS) Agreement for the CFRPC to provide professional planning services to the City of Polk City for the 2020-2021 Fiscal Year and includes \$22,000 to provide PAS and \$3,000 to provide website updates. This is consistent with the 2019-2020 agreement.

- The PAS Agreement includes continued professional planning services to the City as indicated in Attachment A, Scope of Work of the agreement including but not limited to:
 - Assistance with comprehensive plan amendments, rezonings, and large project review, subdivision review;
 - Minor revisions to the Land Development Regulations;
 - Comprehensive mapping services;
 - Update to the Capital Improvements Element and Plan;
 - Grant writing; and
 - Website Updates.

Please contact me if you have any questions or concerns regarding the enclosed agreement. In order for the CFRPC to provide these services in the new fiscal year, we request that the City execute the agreement by October 1, 2020.

Please sign two copies of the enclosed agreement and return them to the CFRPC to my attention. We will return one original to your attention following signature of the CFRPC officials.

We greatly appreciate the opportunity to be of service to Polk City.

Sincerely,

Jennifer Codo-Salisbury, MPA, AICP
Deputy Director/Planning and Administrative Director

Attachment: Planning Advisory Services (PAS) Agreement



PLANNING ADVISORY SERVICES AGREEMENT

with

POLK CITY

THIS AGREEMENT is made and entered into this _____ day of _____, 2020, by and between the **Central Florida Regional Planning Council** (hereinafter referred to as the "COUNCIL") and **Polk City** (hereinafter referred to as the "CITY").

BACKGROUND

- A. The CITY desires to engage the COUNCIL to provide professional planning services to assist the CITY in complying with the requirements of growth management laws; to provide technical assistance to the Planning and Zoning Board, elected officials, and CITY staff members on the evaluation and processing of land development proposals; and to maintain the Comprehensive Plan, Future Land Use Map, Unified Land Development Code, and Official Zoning Map; all of which is detailed in Attachment A, I-III – Scope of Work, and is a part of this Agreement.
- B. The CITY desires to engage the COUNCIL to update the Capital Improvements Element (CIE) to the Comprehensive Plan as detailed in Attachment A, IV – Scope of Work, and is a part of this Agreement.
- C. The CITY desires to engage the COUNCIL to assist in the preparation of grants as detailed in Attachment A, V – Scope of Work, and is a part of this Agreement.
- D. The COUNCIL shall provide updates to the CITY website as detailed in Attachment A, VI – Scope of Work and is part of this Agreement.
- E. The COUNCIL desires to provide such professional services in accordance with this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto do mutually agree as follows:

I. GENERAL

The CITY engages the COUNCIL to assist the CITY in fulfilling the requirements of Chapter 163, Florida Statutes and all relevant amendments to these statutes, and any other pertinent state law or rule related to Growth Management; and the COUNCIL shall provide the professional services required under this Agreement with the CITY.

II. SCOPE OF WORK

The COUNCIL shall perform, in a satisfactory and proper manner, the work and services detailed in Attachment A - Scope of Work, and shall satisfy all requirements of the guidelines specified therein.

III. COMPENSATION

This is a fixed fee agreement. The fixed fee for General Planning Services (I-III in Attachment A), the Specialized Planning Service to prepare the Capital Improvement Element Update (IV in Attachment A), and to provide assistance in grant application preparation (V in Attachment A) is **\$22,000 (twenty-two thousand dollars)** and Website Services for website updates (VI-VII in Website Services, Attachment A) is **\$3,000 (three thousand dollars)**. As consideration for performance of all work rendered under this Agreement, the CITY agrees to pay a fixed fee for Generalized and Specialized Planning Services and Website Services of **\$25,000 (twenty-five thousand dollars)** to be paid in four (4) payments, beginning October 1, 2020 with a final payment due July 1, 2021. Payment shall be made upon receipt of an acceptable completed invoice from the COUNCIL, which shall be presented to the CITY. Payments will be due as follows:

October 1, 2020	\$6,250.00
January 1, 2021	\$6,250.00
April 1, 2021	\$6,250.00
July 1, 2021	\$6,250.00

All fees and payments for additional Scope of Work, if required, shall be negotiated.

IV. PERIOD OF AGREEMENT

The services of the COUNCIL are to commence upon execution of this agreement.

V. MODIFICATION OF AGREEMENT

- A. Either party may request changes in the services or Scope of Work to be performed by the COUNCIL pursuant to this Agreement, including adjustments in the funds provided under the Agreement if necessary and appropriate. Such changes mutually agreed upon by and between the CITY and the COUNCIL shall be incorporated in written amendments to this Agreement signed by both parties.
- B. Any extensions of the Agreement shall be mutually agreed upon by and between the CITY and the COUNCIL and shall be incorporated in written amendments to this Agreement signed by both parties.

VI. TERMINATION

- A. This Agreement may be terminated by the written mutual consent of the parties.
- B. Either party may terminate this Agreement upon written notice of thirty (30) days. Written notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
- C. In the event the Agreement is terminated, the COUNCIL shall be reimbursed in the amount commensurate with the work satisfactorily accomplished on the effective date of termination.

VII. COMPLIANCE WITH LAWS

The COUNCIL warrants, represents, and agrees that it will comply with all federal, state, and local laws, rules, and regulations applicable to the fulfillment of the requirements of this Agreement.

VIII. PERSONNEL

- A. The COUNCIL represents that it has, or will secure at its own expense, personnel necessary to perform the services under this Agreement.
- B. The COUNCIL shall continuously staff the project with personnel as deemed necessary by the COUNCIL to fulfill its obligations under this Agreement. Qualified persons may be added, deleted, or substituted at any time during the period of this Agreement, as the COUNCIL may deem necessary or appropriate.

IX. DATA TO BE FURNISHED TO COUNCIL

Upon reasonable request of the COUNCIL, the CITY shall provide to the COUNCIL, at no cost, all information, data reports, records, and maps in its possession, or which become available to it, that are necessary for the execution of work of the COUNCIL under this Agreement.

X. RIGHT TO WORK PRODUCTS

Copies of all work products shall become the property of the CITY.

XI. ASSIGNMENT

This Agreement shall not be assignable.

XII. TERMS AND CONDITIONS

This Agreement and attachments incorporated by reference constitute all the terms and conditions agreed upon by the parties.

IN WITNESS WHEREOF, the CITY and the COUNCIL have caused this Agreement to be executed by their undersigned officials as duly authorized.

POLK CITY

**CENTRAL FLORIDA REGIONAL
PLANNING COUNCIL**

By: _____

By: _____
Patricia M. Steed, Executive Director

Witness

Witness

Approved as to legal form and sufficiency:

City Attorney

Council Attorney

Polk City
SCOPE OF WORK FOR FY 2020-2021

GENERAL PLANNING SERVICES

I. GROWTH MANAGEMENT ADMINISTRATION

- A. The COUNCIL shall advise and assist the CITY in the preparation of small scale and large scale Comprehensive Plan amendments made necessary by annexations, citizen requests, State statute changes, and CITY initiated requests.
- B. The COUNCIL shall provide technical assistance to the elected officials, Planning and Zoning Board and CITY staff members on the evaluation and processing of land development proposals (i.e., comprehensive plan amendments, zoning applications, subdivision plats, site plans, etc.).
- C. The COUNCIL shall provide technical assistance on occasional and minor revisions to the Land Development Regulations.
- D. The COUNCIL shall coordinate training sessions on State Statute and rule changes that effect the CITY'S compliance with Chapter 163, F.S., as necessary and requested.

II. ROUTINE MAPPING (ON GIS BASE MAP)

- A. The COUNCIL shall prepare updates to the Map Series for the Comprehensive Plan made necessary by annexations, land use changes and text amendments.
- B. The COUNCIL shall prepare updates to the Official Zoning Map made necessary by annexations, requests for re-zonings and Comprehensive Plan amendments.

III. LARGE SCALE PLAN REVIEW

The COUNCIL shall advise and assist the CITY on matters concerning the review of proposed large scale development projects on such subjects as, (a) the contents of proposed plans, (b) the processes for development review, (c) the integration of the development and its infrastructure plans into the CITY'S Comprehensive Plan, (d) coordination of review and (e) consistency with the Land Development Regulations and Comprehensive Plan.

SPECIALIZED PLANNING SERVICES

IV. CAPITAL IMPROVEMENTS ELEMENT (CIE)

The COUNCIL will coordinate the tasks below in order to update the Capital Improvements Element of the Comprehensive Plan.

- A. Prepare an updated Capital Improvements Element and five-year schedule.
- B. Prepare a sample ordinance to be used for adoption of the Capital Improvements Element.

The COUNCIL will work with the CITY to obtain all necessary information in updating the Capital Improvements Element of the Comprehensive Plan, and attend public hearings related to the adoption of the Capital Improvements Element, as requested by the CITY.

V. GRANTS: ASSISTANCE

The COUNCIL shall assist the CITY in the preparation and submittal of up to two grant applications as part of this agreement. Should the applications need to be revised in order to be resubmitted to another funding source, the COUNCIL will provide any necessary revisions for a period of up to one year under the terms of this agreement. Typical grants are those that fund planning studies, transportation improvements, and recreation or other public amenities.

WEBSITE SERVICES

VI. WEBSITE REVISIONS AND ADDITIONS

The COUNCIL shall provide any requested revisions and additions to the City website. This includes minor design changes and added functionality as well as content changes and maintenance, such as text and pictures. Any needed troubleshooting shall also be provided. *The COUNCIL is not responsible for ADA compliant documents for documents provided by the City.*

VII. CITY STAFF TRAINING ON WORDPRESS

If needed, the COUNCIL shall provide training for CITY staff for up to four (4) hours on the operation of WordPress. This will provide CITY staff the ability to update content such as text and pictures and make minor changes to the website.

**City Commission Meeting
September 21, 2020**

AGENDA ITEM #3: Back-Up Generators for Public Works and Utilities Facilities

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Back-Up Generators for Public Works and Utility Facilities at 9835 SR 33 North

ATTACHMENTS:

LOWES	\$18,633.54
SOUTHERN ELECTRIC	\$21,000.00
CANTER POWER SYSTEMS	\$22,455.98

ANALYSIS

As hurricane season continues to threaten Polk City every year and summer thunderstorms can knock out power without warning; it is staff's recommendation to purchase and have installed two (2) back-up generators at the Public Works Shop building and the Utility Operations building. This will ensure that these buildings will have a continuous power source in the event of an emergency.

STAFF RECOMMENDATION:

Approve the purchase and installation of two (2) Back-Up Generators from Lowe's for the Public Works and Utility Facilities in the amount of \$18,633.54.

Polk City Public Works/Utility Departments



Memorandum

To: Patricia Jackson

SUBJECT: Backup Generators for Public works and Utility Buildings at 9835 SR 33 North

Description:

As hurricane season continues to threaten Polk City every year and summer thunderstorms can knock out power without warning, it is staff's recommendation to install Backup Generator at both Utility operations building and Public works shop building. This will ensure that these buildings will have a continuous power source in the event of an emergency.

Attached are (3) three quotes.

COST: LOWES -\$18,633.54
SOUTHERN ELECTRIC -\$21,000.00
CANTER POWER SYSTEMS -\$22,455.98

Thank you

Keith Prestage
Public Works Director



Installation Proposal – Generators

Date: 8-21-20

Store #	2457 Auburnoale	Salesperson	David Judy
Customer Name	PRESTAGE KEITH	License #	
2nd Contact Name		Home Phone	863-242-2642
Job Site Address	9835 Hwy 33 N.	Work/Cell Phone	
City, State and Zip	POLK CITY FL 33868	Customer Email	

Preparation:

- Pre-installation inspection
- Provide appropriate protection to home during installation
- Obtain and post any necessary permits
- Dedicated project support staff will be in contact with you every step of the way.

Additional Considerations:

- Cold weather package
- Mobility package
- Power management module
- Custom work:

Dave J.
863-226-8997

Installation:

- Install appropriate mounting pad
- Installation of new system & required system components, including transfer switch and battery

Clean-up/Final Inspection:

- Complete final cleanup and haul away all job related debris
- Test product and perform complete inspection with customer

Notes & Product Description

INSTALL X2 22KW GENERAC
200 Amp Transfer Switch
HURRICANE PADS (Does not include
Full Install Gas supply)

Total Investment \$ 18,433.54

All installation services are guaranteed by Lowe's labor warranty. Additional charges may apply for permit fees. Professional installation available through independent contractor, licensed and registered where applicable. License numbers and certifications held by or on behalf of Lowe's Home Centers, LLC and/or Lowe's Home Centers, Inc.: AL #8187; AK #39289; AR #0037290514; AZ #ROC291645; CA #991832; BC #13050877; CT #HIC0639387; NMCO 0908044; DE #1993102010; FL #CCC1326824, #CGC1508417, #CRC1327732, #FROM517; GA #RBC0005306; HI #C-31489; IL #104014837; KS-Arkansas City #1-2010-003E; WI #15495; Johnson County #2012-6366; KY-Lexington #11562; IA #C110383; ID #RCE-38637; IN-Hammond #017105-02; LA-#LMP2481, CBC#16533, #554468; MA #148688, #35194; MD #11680-22, #1210214444; MN #BC629859; MS #R17568; MT #161006; NC #70270; ND #30316; NE #23319; NM #382385; NY-New York City #1291730, #1291733, #1375178, #1351065, Nassau #H175780000 #177781100, #H1777860200; Suffolk #43906-H, #48295-ME, #44066-MP, #41444-HF; Buffalo #556853; Putnam #PC2742-A; Tonawanda #CN0351; Rockland #H-11092-06-00-00; Westchester #AC 33319-1D; N. #0079079; OH-Columbus #G5872, #K-4565; Lancaster #500596; Warren #4266; OK #48191, 8000341, 002337; OR #202237; PA-Surbury #751, Johnstown #0467; RI #20675; SC #G1103645111; 696; TN #64743, #3070; TX #TACL824674E, REC-29349; UT #9002087-5501; VA #2701036596A; WA #LOWESH0863DH; WV #WV014656; and WI #1133309. License numbers and certifications may be subject to change in accordance with local or state government processes. For the most current listing of license numbers and certifications held by or on behalf of Lowe's Home Centers, LLC and/or Lowe's Home Centers, please visit <http://www.lowes.com/licensesnumbers>.
IMPORTANT: This is an estimate only. This estimate is subject to change and does not bind you or Lowe's. This estimate is not a contract nor will it modify any future contract you may sign with Lowe's for the installation services. You may accept this proposal only by signing the appropriate Exterior Solutions Installed Sales Contract with Lowe's and making payment according to the terms and conditions therein. (estimate good for 30 days). Installation fees will be and additional charges may be based on total flooring required to fulfill order (including waste), which exceeds actual room square footage. If you would like to discuss the measurements or would like a copy of this document, please contact the Lowe's Store Associate. Please review your contract carefully for all charges prior to signing.

SOUTHERN ELECTRIC & COMMUNICATIONS, INC.
1455 ADAMS BARN ROAD
LAKE ALFRED, FLORIDA 33850
Telephone (863) 956-9677
Facsimile (863) 956-5174
LIC# ER0015498

June 21, 2020

Proposal Submitted to:
Mr. Keith Prestage
City of Polk City
123 Broadway Blvd., SE
Polk City, Florida 33868
Via Email: Keith.prestage@mypolkcity.org

RE: Gensets

We hereby propose to furnish the materials and perform the labor necessary for the completion of the following:

OPTION 1

Provide and install 2 (two) 22KW Generac Generators with (2) SER rated, 200-amp transfer switches to two buildings at 9835 SR 33, Polk City. Coordinate with customer's choice of LP gas company.

Labor: \$ 6,000.00
Material: \$15,000.00
Total: \$21,000.00*

OPTION 2

Provide and install one 48KW Generac generator with (2) SER rated, 200-amp transfer switches to two buildings at 9835 SR 33, Polk City. Coordinate with customer's choice of LP gas company.

Labor: \$ 6,000.00
Material: \$25,000.00
Total: \$31,000.00*

*Permitting is not included, and shall be billed on a time and cost basis.

All material is guaranteed to be specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner.

Respectfully submitted _____
Jeffrey L. Erickson, Sr.

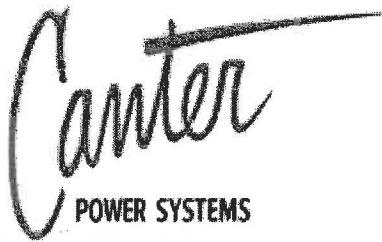
Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date: _____

Signature: _____



Standby Generator Estimate

4110 Sheraton Court, Greensboro, NC 27410
 Phone: 336-448-4000 / Toll Free: 1-888-372-3278

The #1 Generator Installer in the US – 2016 & 2017

Name:	Keith Prestage	Estimate Date:	09/10/2020	RSVP ID:	132931
Address:	9835 Highway 33 North	Prefer Phone:	863-242-2642	Cell Phone:	8632422642
City State Zip:	Polk City FL 33868	Home Phone:		Cell Phone 2:	
Email:	keith.prestage@mypolkcity.org	Work Phone:		Fax:	

Details		Cash or Credit Sale			
Type	Description	Qty			
Generator	70433 22/19.5 Air-Cooled Generac Standby Generator, Alum Enclosure, with 200 amp TS, equipped with WIFI	1	\$6435.40	Due upon the acceptance of this Generator Estimate and Contract	
			\$5123.38	Due upon the start-up and acceptance of the Generator System	
Accessory	7168 - Generac Remote Monitoring-Wi-Fi Connection Only	1		Months	Finance Options
Installation	Delivery, Set-up, Battery, Grounding, and Main Circuit Breaker	1		84 Months	THD Project Loan 7.99% interest
Installation	Electrical Permit and Inspection	1			THD Consumer Credit
Installation	Generator Supply Circuit / ft	10		12 Months	THD 12 Months No Interest (During Promo Only)
Installation	Main Supply Circuit / ft 100-200 amp	4		24 Months	THD 24 Months No Interest (During Promo Only)
Installation	Electrical Connection for All Homes (6kw - 24kw) w/ Whole House Transfer Switch	1		120 Months	THD 120 Months #2740 – 9.99% APR until paid in full; 120 fixed monthly payments
Installation	4" Genpad (Florida)	1			
Installation	***10 Year CPS Exclusive Warranty ***	1			
Installation	LP Gas, Tank, Connections, Permits and Inspections, and Coordination Furnished and Paid by Customer	1			
Installation	Exclusive Inconvenience Guarantee #1	1			
Installation	Exclusive Inconvenience Guarantee #2	1			

Includes 5 Year Warranty	Subtotal:	\$13160.15
Discount #1 Cash Discount		\$1974.02
	Subtotal:	\$11186.13
	Sales Tax:	\$372.65
	Total Contract Price:	\$11558.78

Based on the financed amount of \$11558.78 * Upon Credit Approval

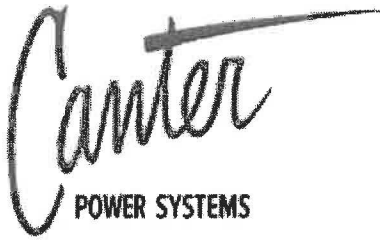
Based on a life of 20 years, the installed cost of this generator system is only \$1.58 per day!

This Contract Price is Valid for 10 days from the date of the estimate.

1.5% service charge per month on past due accounts, plus collection costs and reasonable attorney's fees, to extent permitted by law. Canter Power Systems is granted a purchase money security interest in all goods sold hereunder; until this invoice is fully paid all such goods shall remain severable from the real property and may be removed by Canter Power Systems upon default. Any action relating to this Contract, including but not limited to any action to collect amounts due Canter Power Systems, shall be filed in the State Courts in Guilford County, North Carolina, including but not limited to Small Claims Court. Customer specifically consents to the jurisdiction of the Guilford County, North Carolina State Courts and to this choice of forum and waives any objection thereto. I agree to the terms on this proposal and state that I have the authority to sign this Contract.

These Generators are not intended for use as Primary Power in place of utility power or in life-support applications.

This Estimate has been presented by Pablo Rosello.



Standby Generator Estimate

4110 Sheraton Court, Greensboro, NC 27410
 Phone: 336-448-4000 / Toll Free: 1-888-372-3278

The #1 Generator Installer in the US – 2016 & 2017

Name:	Keith Prestage	Estimate Date:	09/10/2020	RSVP ID:	134906
Address:	9835 Hwy 33 N	Prefer Phone:	863-242-2642	Cell Phone:	
City State Zip:	Polk City FL 33868	Home Phone:	863-242-2642	Cell Phone 2:	
Email:	keith.prestage@mypolkcity.org	Work Phone:		Fax:	

Details		Cash or Credit Sale	
Type	Description	Qty	
Generator	7176- 16/16 kW Air-Cooled Standby Generator, Alum Enclosure, equipped with WIFI	1	\$5446.40 Due upon the acceptance of this Generator Estimate and Contract
Accessory	RXSW100A3 - Smart Switch 100 Amp Service Rated - Weatherproof	1	\$5450.80 Due upon the start-up and acceptance of the Generator System
Installation	Delivery, Set-up, Battery, Grounding, and Main Circuit Breaker	1	
Installation	Electrical Permit and Inspection	1	
Installation	Generator Supply Circuit / ft	15	
Installation	Main Supply Circuit / ft 100-200 amp	16	
Installation	Electrical Connection for All Homes (6kw - 24kw) w/ Whole House Transfer Switch	1	
Installation	4" Genpad (Florida)	1	
Installation	***10 Year CPS Exclusive Warranty ***	1	
Installation	LP Gas, Tank, Connections, Permits and Inspections, and Coordination Furnished and Paid by Customer	1	
Installation	Exclusive Inconvenience Guarantee #1	1	
Installation	Exclusive Inconvenience Guarantee #2	1	

Includes 5 Year Warranty	Subtotal:	\$12763.29
Discount #1 Cash Discount		\$1866.09
	Subtotal:	\$10897.20
	Sales Tax:	\$0.00
	Total Contract Price:	\$10897.20

Based on a life of 20 years, the installed cost of this generator system is only \$1.49 per day!

This Contract Price is Valid for 10 days from the date of the estimate.

1.5% service charge per month on past due accounts, plus collection costs and reasonable attorney's fees, to extent permitted by law. Canter Power Systems is granted a purchase money security interest in all goods sold hereunder; until this invoice is fully paid all such goods shall remain severable from the real property and may be removed by Canter Power Systems upon default. Any action relating to this Contract, including but not limited to any action to collect amounts due Canter Power Systems, shall be filed in the State Courts in Guilford County, North Carolina, including but not limited to Small Claims Court. Customer specifically consents to the jurisdiction of the Guilford County, North Carolina State Courts and to this choice of forum and waives any objection thereto. I agree to the terms on this proposal and state that I have the authority to sign this Contract.

These Generators are not intended for use as Primary Power in place of utility power or in life-support applications.

This Estimate has been presented by Pablo Rosello.

**City Commission Meeting
September 21, 2020**

CITY MANAGER ITEM 1: EMERGENCY REPAIR OF FIRE HYDRANT AND 6" WATER MAIN

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Emergency Repair of Fire Hydrant and 6" Water Main over Labor Day Weekend

ATTACHMENTS:

Certification of Expenditures
Memo from Lori Pearson, Utilities Director
Copy of Invoice
Payroll Information
Police Report

ANALYSIS:

On September 6, 2020, I approved a quote for the emergency repair of the fire hydrant and 6" water main on Lakeshore Drive.

Utilities Director Lori Pearson contacted R&M Service Solutions on an emergency basis to make the necessary repairs in the amount of \$17,276.50; a copy of the invoice is attached for your information. Please understand the cost is based on holiday overtime (Labor Day).

There were also two city employees working for total payroll cost of \$919.30.

Please note we are filing a claim with the City's insurance for reimbursement.

Section 2-132(b)(1e) states: *Emergency purchases or contracts, the delay of which would delay the delivery of city services, stop work or threaten life or property. The city manager shall notify the city council of such purchases or contracts at its next meeting; and*

Section 2-132(b)(3c) states: *In case of an accident, disaster or other circumstance creating a public emergency, the city manager may award contracts and make purchases for the purpose of meeting such emergency, but will promptly, but he or she shall promptly file with the city council a certificate showing such emergency and the necessity for such action, together with an itemized account of all expenditures.*

STAFF RECOMMENDATION:

There is no verbiage relating to approval, only that I notify the Commission.

CERTIFICATION OF EMERGENCY EXPENDITURE

On September 6, 2020, at approximately 6:30 a.m. Lori Pearson, Utilities Director, notified me that at approximately 12:05 a.m. the on-call person (Andrew Laver) was alerted of low water pressure at the Matt Williams Water Facility.

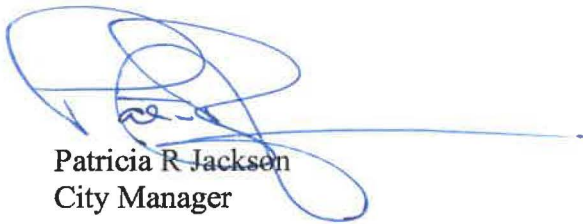
Once it was determined there was nothing wrong with the Matt Williams Water Facility, it was discovered someone hit a fire hydrant on Lakeshore Drive, which in turn caused severe damage to the fire hydrant, as well as damage to the 6" water line and connection. Andrew called Robert Peters for assistance, and he clocked in at approximately 8:00 a.m. on September 6, 2020.

During the process, in order to stop the water coming from the damaged fire hydrant, which was causing a large hole, there were several valves that had to be turned off causing residents to be without water. Lori advised the residents were given door hangers advising them of the water be turned off and a boil water notice.

The Utilities Director was in constant contact with the employees, as well as directing and securing R&M Service Solutions to come in and make the necessary repairs to the fire hydrant and 6" main and connection.

Based on the amount of time customers were without water and the severity of the damage, this was deemed an emergency as it would delay the delivery of city services, as well as threaten property, and create a public emergency based on Section 2-132(b)(1e), as well as Section 2-132(b)(3c).

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Patricia R Jackson', with a long horizontal flourish extending to the right.

Patricia R Jackson
City Manager

Polk City Utility Department



Memorandum

To: City Manager Patricia Jackson

SUBJECT: Fire Hydrant

Description: Fire Hydrant Busted

On 9-6-2020 the on-call person received a call from answering service that there was low pressure on the North side of Polk City around 12:05 am. After hours of trying to find out what was causing the low pressure, we found out that the fire hydrant at the end of Lakeshore had been hit by a vehicle. It broke the fire hydrant and the six-inch main that it was attached to. This was an emergency and I had to act fast to get it repaired. I called R&M Service Solutions and they did the repair. The hydrant and the six-inch line had to be replaced. The cost is \$17,276.50.

COST: \$17,276.50

I feel I did exactly what I had to do. This was a holiday weekend, and half the city would have been out of water. There was a police report done, the vehicle that hit the hydrant has yet to be found.

Thank you

Lori Pearson

Utility Director



7256 Westport Place Ste-A
 West Palm Beach, Florida 33413
 (561) 798-3221

Invoice

Date	Invoice #
9/9/2020	5004-14-FL

Bill To
Polk City Utilities Lori Pearson 123 Broadway Blvd Polk City, FL 33868

Ship To

P.O. No.	Rep	Terms	Job
RM EMG HOL		Net 30	RM EMG HOL

Description	Quantity	Rate	Amount
Material 6" Swivel Adapter	1	250.00	250.00
Employee one 8 AM - 8:00 PM Holiday OT	11.5	250.00	2,875.00
Employee Two 10AM - 8:00 PM Holiday OT	10	250.00	2,500.00
GMC 4500 Service Truck w crane Holiday OT	10	150.00	1,500.00
Chevy 2500 HD 4x4 Holiday OT	11.5	95.00	1,092.50

Date 9-10-20
 Department Approval Lou Pearson
 Manager Approval _____
 Vendor# _____
 GL# 05-533-460
 CL# _____

Total	517,276.50
Payments/Credits	50.00
Balance Due	517,276.50



7256 Westport Place Ste A
 West Palm Beach, Florida 33413
 (561) 798-3224

Invoice

Date	Invoice #
9/9/2020	S004-44-FL

Bill To
Polk City Utilities Lori Pearson 123 Broadway Blvd Polk City, FL 33868

Ship To

P.O. No.	Rep	Terms	Job
RM EMG HOL		Net 30	RM EMG HOL

Description	Quantity	Rate	Amount
Job Location:LAKESHORE DR			
Service Date: September 06,2020			
Emergency Holiday Mobilization	1	4,000.00	4,000.00
Material Fire Hydrant	1	2,800.00	2,800.00
Material MJ X MJ X Swivel Tee	1	300.00	300.00
Material 6" MJ Valve	1	650.00	650.00
Material 6" Hymax Coupling	1	600.00	600.00
Material 6" Meg a Lugs	2	75.00	150.00
Material 6" MJ Bolt Kits	5	35.00	175.00
Material 6" pipe restraint DIP	1	102.00	102.00
Material 6" pipe restraint PVC	1	102.00	102.00
Material 6" PVC C-900	3	35.00	105.00
Material Valve Box	1	75.00	75.00

Total
Payments/Credits
Balance Due

Emergency Repair of Fire Hydrant

		OT Hours	Total OT Wages	7.65 % FICA/MED	8.47 % Florida Retirement	Health Care	Life/LTD	3.58 % Workers Comp	Total Cost to the City
9/6/2020	Andrew Laver	19	\$ 484.50	\$ 37.06	\$ 41.04	\$ -	\$ -	\$ 17.35	\$ 579.95
9/6/2020	Robert Peters	10.5	\$ 283.50	\$ 21.69	\$ 24.01	\$ -	\$ -	\$ 10.15	\$ 339.35

Prepared 09/17/2020: jk

STATE OF FLORIDA TRAFFIC CRASH

LONG FORM SHORT FORM UPDATE
(Shaded Areas)

TOTAL # OF VEHICLE SECTION(S) 1

MAIL TO DEPT. HIGHWAY SAFETY & MOTOR VEHICLES,
 TRAFFIC CRASH RECORDS, NEIL KIRKMAN BUILDING,
 TALLAHASSEE, FL 32399-0537

TOTAL # OF PERSON SECTION(S) 1

TOTAL # OF NARRATIVE SECTION(S) 3

CRASH DATE 09/05/2020		TIME OF CRASH 11:50 PM		DATE OF REPORT 09/06/2020		REPORTING AGENCY CASE NUMBER 2020-034237		HSMV CRASH REPORT NUMBER 89845352			
CRASH IDENTIFIERS											
COUNTY CODE 05		CITY CODE 60		COUNTY OF CRASH POLK		PLACE OR CITY OF CRASH POLK CITY		CHECK IF WITHIN CITY LIMITS <input checked="" type="checkbox"/>	TIME REPORTED 6:32 AM	TIME DISPATCHED 6:37 AM	
TIME ON SCENE 6:52 AM		TIME CLEARED SCENE 8:50 AM		CHECK IF COMPLETED <input checked="" type="checkbox"/>		REASON (if Investigation NOT Complete)			Notified By: 1 Motorist <input type="checkbox"/>	2 Law Enforcement <input checked="" type="checkbox"/>	
ROADWAY INFORMATION (CHOOSE ONLY 1 OF 4 OPTIONS)											
CRASH OCCURRED ON STREET, ROAD, HIGHWAY LAKESHORE DRIVE						AT STREET ADDRESS # 960		AT LATITUDE AND LONGITUDE			
AT FEET	OR MILES	N	S	E	W	AT / FROM INTERSECTION WITH STREET, ROAD, HIGHWAY			OR FROM MILEPOST #		
4	Road System Identifier 1 Interstate 2 U.S. 3 State 4 County 5 Local 6 Turnpike/ Toll 7 Forest Road 8 Private Roadway 9 Parking Lot 77 All other, Explain in Narrative			2		Type of Shoulder 1 Paved 2 Unpaved 3 Curb		1		Type of Intersection 1 Not at Intersection 2 Four Way Intersection 3 T Intersection 4 Y Intersection 5 Traffic Circle 6 Roundabout 7 Five Point, or More 77 Other, Explain in Narrative	
CRASH INFORMATION (CHECK IF PICTURES TAKEN) <input type="checkbox"/>											
5		Light Condition 1 Daylight 2 Dusk 3 Dawn 4 Dark Lighted 5 Dark Not Lighted 6 Dark Unknown Lighting 77 Other, Explain in Narrative 88 Unknown		1		Weather Condition 4 Fog, Smog, Smoke 5 Sleet/Hail/Freezing Rain 6 Blowing Sand, Soil, Dirt 7 Severe Crosswinds 77 Other, Explain in Narrative		1		Roadway Surface Condition 5 Oil 6 Mud, Dirt, Gravel 7 Sand 8 Water (standing/moving) 77 Other, Explain in Narrative 88 Unknown	
1		School Bus Related 1 No 2 Yes, School Bus Directly Involved 3 Yes, School Bus Indirectly Involved		77		Manner of Collision/Impact 4 Sideswipe, same direction 5 Sideswipe, Opposite Direction 6 Rear to Side 7 Rear to Rear 77 Other, Explain in Narrative 88 Unknown		1	Front to Rear 2 Front to Front 3 Angle		
39		First Harmful Event 1 Overturn/Rollover 2 Fire/Explosion 3 Immersion 4 Jackknife 5 Cargo/Equipment Loss or Shift 6 Fell/Jumped From Motor Vehicle 7 Thrown or Falling Object 8 Ran into Water/Canal 9 Other Non Collision		Collision-non Fixed Object 10 Pedestrian 11 Pedalcycle 12 Railway Vehicle (train, engine) 13 Animal 14 Motor Vehicle in Transport 15 Parked Motor Vehicle 16 Work Zone / Maintenance Equipment 17 Struck By Falling, Shifting Cargo 18 Other Non Fixed Object		Collision with Fixed Object 19 Impact Attenuator/Crash Cushion 20 Bridge Overhead Structure 21 Bridge Pier or Support 22 Bridge Rail 23 Culvert 24 Curb 25 Ditch 26 Embankment 27 Guardrail Face 28 Guardrail End 29 Cable Barrier		30 Concrete Traffic Barrier 31 Other Traffic Barrier 32 Tree (standing) 33 Utility Pole/Light Support 34 Traffic Sign Support 35 Traffic Signal Support 36 Other Post, Pole or Support 37 Fence 38 Mailbox 39 Other Fixed Object (wall, building, tunnel, etc.)		3	First Harmful Event Location 1 On Roadway 2 Off Roadway 3 Shoulder 4 Median 6 Gore 7 Separator 8 In Parking Lane or Zone 9 Outside Right of way 10 Roadside 88 Unknown
1		First Harmful Event Relation to Junction 1 Non Junction 2 Intersection 3 Intersection Related 4 Driveway/ Alley Access Related 5 Railway Grade Crossing 14 Entrance/Exit Ramp 15 Crossover Related 16 Shared Use Path or Trail 17 Acceleration/Deceleration Lane 18 Through Roadway 77 Other Location 88 Unknown		Contributing Circumstances: Road 1 None 4 Work Zone (construction/maintenance/ utility) 6 Shoulders (none, low, soft, high) 7 Rut, Holes, Bumps		9 Worn, Travel Polished Surface 10 Road Surface Condition(wet, icy, snow, slush, etc.) 11 Obstruction in Roadway 12 Debris 13 Traffic Control Device Inoperative, Missing or Obscured 14 Non Highway Work 77 Other, Explain in Narrative 88 Unknown		Contributing Circumstances: Environment 1 None 2 Weather Conditions 3 Physical Obstruction(s) 4 Glare		5 Animal(s) in Roadway 77 Other, Explain in Narrative 88 Unknown	
1		Work Zone related 1 No 2 Yes 88 Unknown		Crash in Work Zone 1 Before the First Work Zone Warning Sign 2 Advance Warning Area 3 Transition Area 4 Activity Area 5 Termination Area		Type of Work Zone 1 Lane Closure 2 Lane Shift/Crossover 3 Work on Shoulder or Median 4 Intermittent or Moving Work 77 Other, Explain in Narrative		Workers in Work Zone 1 No 2 Yes 88 Unknown		Law Enforcement in Work Zone 1 No 2 Officer Present 3 Law Enforcement Vehicle Only Present	
WITNESSES											
NAME		ADDRESS			CITY & STATE		ZIP CODE		TELEPHONE		
NAME		ADDRESS			CITY & STATE		ZIP CODE		TELEPHONE		
NAME		ADDRESS			CITY & STATE		ZIP CODE		TELEPHONE		
NON VEHICLE PROPERTY DAMAGE											
VEHICLE #	PERSON #	PROPERTY DAMAGE -OTHER THAN VEHICLE		EST. AMOUNT	OWNER'S NAME (Check if Business) <input checked="" type="checkbox"/>		ADDRESS		CITY & STATE	ZIP CODE	
1	1	BROKEN FIRE HYDRANT/PIPE		25000	POLK CITY UTILITIES		123 BROADWAY BLVD SE		POLK CITY FL	33868	
VEHICLE #	PERSON #	PROPERTY DAMAGE -OTHER THAN VEHICLE		EST. AMOUNT	OWNER'S NAME (Check if Business) <input type="checkbox"/>		ADDRESS		CITY & STATE	ZIP CODE	

VEHICLE # 1		Check if Commercial <input type="checkbox"/>		REPORTING AGENCY CASE NUMBER 2020-034237		HSMV CRASH REPORT NUMBER 89845352																									
1 Vehicle in Transport 2 Parked Motor Vehicle 3 Working Vehicle		VEHICLE LICENSE NUMBER UNK		STATE UK	REGISTRATION EXPIRES	Check if Permanent Registration <input type="checkbox"/>	VIN UK																								
Hit and Run 1 No 2 Yes 88 Unknown		YEAR	MAKE UK	MODEL UK	STYLE	COLOR White	DAMAGE: 1 Disabling 2 Functional 3 None 4 Minor 88 Unknown	EST. DAMAGE 88																							
INSURANCE COMPANY (Driver) UNK			INSURANCE POLICY NUMBER UK		Towed due to Damage: 1 No 2 Yes	VEHICLE REMOVED BY UK		1. Rotation 2. Owner Request 3. Driver 77. Other, Explain in Narrative																							
NAME OF VEHICLE OWNER (Check if Business) <input type="checkbox"/>				CURRENT ADDRESS UNK		CITY & STATE UNK, UK		ZIP CODE UK																							
TRAILER #	LICENSE NUMBER	STATE	REGISTRATION EXPIRES	Check if Permanent Registration <input type="checkbox"/>	VIN	YEAR	MAKE	LENGTH	AXLES																						
TRAILER #	LICENSE NUMBER	STATE	REGISTRATION EXPIRES	Check if Permanent Registration <input type="checkbox"/>	VIN	YEAR	MAKE	LENGTH	AXLES																						
VEHICLE TRAVELING							AT EST. SPEED	POSTED SPEED	TOTAL LANES																						
N <input type="checkbox"/> S <input type="checkbox"/> E <input checked="" type="checkbox"/> W <input type="checkbox"/> Off-Road <input type="checkbox"/> Unknown <input type="checkbox"/> LAKESHORE DRIVE							30	30	2																						
HAZ. MAT. RELEASED 1 No 2 Yes 88 Unknown		HAZ. MAT. PLACARD 1 No 2 Yes 88 Unknown		HAZ. MAT. NUMBER		HAZ. MAT. CLASS		Area of Initial Impact		Most Damaged Area																					
MOTOR CARRIER NAME				US DOT NUMBER																											
MOTOR CARRIER ADDRESS				CITY & STATE				ZIP CODE		PHONE NUMBER																					
Vehicle Body Type 77		Trafficway 1		Commercial Motor Vehicle Configuration				Emergency Vehicle Use																							
1 Passenger Car 2 Passenger Van 3 Pickup 7 Motor Home 8 Bus 11 Motorcycle 12 Moped		13 All Terrain Vehicle (ATV) 15 Low Speed Vehicle 16 (Sport) Utility Vehicle 17 Cargo Van (10,000 lbs or less) 18 Motor Coach 19 Other Light Trucks (10,000 lbs or less) 20 Medium / Heavy Trucks (more than 10,000 lbs (4,536 kg)) 21 Farm Labor Vehicle 77 Other, Explain in Narrative 88 Unknown		1 Vehicle 10,000 lbs or less Placarded for Hazardous Materials 2 Single Unit Truck (2 axle and GVWR more than 10,000 lbs (4,536 kg)) 3 Single Unit Truck (3 or more axles) 4 Truck Pulling Trailer(s) 5 Truck Tractor (bobtail) 6 Truck Tractor/Semi Trailer 7 Truck Tractor/Double Truck 8 Tractor/Triples 9 Truck more than 10,000 lbs (4,536 kg), Cannot Classify 10 Bus/Large Van (seats for 9 15 occupants, including driver) 11 Bus (seats for more than 15 occupants, including driver) 77 Other, Explain in Narrative 88 Unknown				1 No 2 Yes 88 Unknown																							
Comm/Non-Commercial		Trailer Type		Cargo Body Type				Emergency Vehicle Use																							
1 Interstate Carrier 2 Intrastate Carrier 3 Not in Commerce/Government 4 Not in Commerce/Other Truck		1 Single Semi Trailer 2 Tandem Semi Trailer 3 Tank Trailer 4 Saddle Mount/Trailer 5 Boat Trailer 6 Utility Trailer 7 House Trailer 8 Pole Trailer 9 Towed Vehicle 10 Auto Transport 77 Other, Explain in Narrative 88 Unknown		1 No Cargo 2 Bus 3 Van/Enclosed Box 4 Hopper 5 Pole Trailer 6 Cargo Tank 7 Flatbed 8 Dump 9 Concrete Mixer 10 Auto Transport 11 Garbage/Refuse 12 Log 13 Intermodal Container Chassis 14 Vehicle Towing Another Vehicle 15 Not Applicable (vehicle 10,000 lbs (4,536kg) or less not displaying HM placard) 77 Other, Explain in Narrative 88 Unknown				1 No 2 Yes 88 Unknown																							
Most Harmful Event 14		Collision with Non-Fixed Object		Collision Fixed Object				Emergency Vehicle Use																							
Non Collision 1 Overturn/Rollover 2 Fire/Explosion 3 Immersion 4 Jackknife 5 Cargo/Equipment Loss or Shift 6 Fell/Jumped From Motor Vehicle 7 Thrown or Falling Object 8 Ran into Water/ Canal 9 Other Non Collision		10 Pedestrian 11 Pedalcycle 12 Railway Vehicle (train, engine) 13 Animal 14 Motor Vehicle in Transport 15 Parked Motor Vehicle 16 Work Zone / Maintenance Equipment 17 Struck By Falling, Shifting Cargo or Anything Set in Motion by Motor Vehicle 18 Other Non Fixed Object				19 Impact Attenuator/Crash Cushion 20 Bridge Overhead Structure 21 Bridge Pier or Support 22 Bridge Rail 23 Culvert 24 Curb 25 Ditch 26 Embankment 27 Guardrail Face 28 Guardrail End 29 Cable Barrier 30 Concrete Traffic Barrier 31 Other Traffic Barrier 32 Tree (standing) 33 Utility Pole/Light Support 34 Traffic Sign Support 35 Traffic Signal Support 36 Other Post, Pole, or Support 37 Fence 38 Mailbox 39 Other Fixed Object (wall, building, tunnel, etc.)				1 No 2 Yes 88 Unknown																					
Sequence of Events		Vehicle Maneuver Action		Traffic Control Device For This Vehicle				Vehicle Defects																							
1st 14 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/>		1 Straight Ahead 3 Turning Left 4 Backing 5 Turning Right 6 Changing Lanes 8 Parked 10 Making U Turn 11 Overtaking/Passing 13 Stopped in Traffic 14 Slowing 15 Negotiating a Curve 16 Leaving Traffic Lane 17 Entering Traffic Lane 77 Other, Explain in Narrative 88 Unknown				1 No Controls 4 School Zone Sign/Device 5 Traffic Control Signal 6 Stop Sign 7 Yield Sign 8 Flashing Signal 9 Railway Crossing Device 10 Person (including Flagman, Officer, Guard, etc.) 13 Warning Sign 77 Other, Explain in Narrative 88 Unknown				1 None 2 Brakes 3 Tires 4 Lights (head, signal, tail) 6 Steering 7 Wipers 9 Exhaust System 10 Body, Doors 11 Power Train 12 Suspension 13 Wheels 14 Windows/Windshield 15 Mirrors 16 Truck Coupling / Trailer Hitch / Safety Chains 77 Other, Explain in Narrative 88 Unknown																					
Roadway Grade		Roadway Alignment		Special Function of Motor Vehicle				VIOLATIONS																							
1 Level 2 Hillcrest 3 Uphill 4 Downhill 5 Sag (bottom)		1 Straight 2 Curve Right 3 Curve Left		1 No Special Function 2 Farm Vehicle 3 Police 7 Taxi 8 Military 9 Ambulance 10 Fire Truck 11 Farm Labor Transport 12 School Bus 13 Transit/ Commuter Bus 14 Intercity Bus 15 Charter/Tour Bus 16 Shuttle Bus 17 Farm Labor Bus 88 Unknown				<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>PERSON #</th> <th>NAME OF VIOLATOR</th> <th>FL STATUTE NUMBER</th> <th>CHARGE</th> <th>CITATION NUMBER</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				PERSON #	NAME OF VIOLATOR	FL STATUTE NUMBER	CHARGE	CITATION NUMBER															
PERSON #	NAME OF VIOLATOR	FL STATUTE NUMBER	CHARGE	CITATION NUMBER																											

PERSON 1		REPORTING AGENCY CASE NUMBER 2020-034237				HSMV CRASH REPORT NUMBER 89845352									
1 Driver 2 Non Motorist 3 Passenger		VEHICLE # 1	NAME UNK U UNK			PHONE NUMBER		Check if Recommended Driver Re exam <input type="checkbox"/>							
CURRENT ADDRESS (Number and Street) UNK					CITY & STATE UNK, UK			ZIP CODE UK							
DATE OF BIRTH	SEX: 1 Male 2 Female 88 Unknown	DRIVER LICENSE NUMBER 88 UK			STATE UK	EXPIRES	INJURY SEVERITY 1 None 2 Possible 3 Non incapacitating		4 Incapacitating 5 Fatal (within 30 days) 6 Non Traffic Fatality						
DRIVER															
DL Type 5		Required Endorsements 3		1st 26		Drivers Actions at Time of Crash			3rd						
Driver Distracted By 88		4 Other Inside the Vehicle (explain in narrative)		2nd		26 Ran off Roadway			Condition At Time of Crash 88						
Driver Vision Obstructions 77		5 Load on Vehicle		9 Smoke		27 Disregarded other Traffic Sign			1 Apparently Normal						
DRIVER OR PASSENGER					Helmet Use (HU) 3			Eye Protection (EP) 3		Restraining Systems (RS) 77					
Motor Vehicle Seating Position:					LOCATION: SEAT ROW OTHER 1 2			Air Bag Deployed (ABD) 88		77 Other, Explain in Narrative					
Non-Motorist Description					Non-Motorist Location At Time of Crash			Action Prior to Crash							
Safety Equipment					Non-Motorist Actions/Circumstances			10 Improper Turn/Merge							
ALCOHOL/DRUG/EMS					ALCOHOL TEST RESULT: BAC			DRUG TEST RESULT:							
SOURCE OF TRANSPORT TO MEDICAL FACILITY					EMS AGENCY NAME OR ID			EMS RUN NUMBER		MEDICAL FACILITY TRANSPORTED TO					
ADDITIONAL PASSENGERS															
PERSON #	VEHICLE #	NAME			DATE OF BIRTH	INJ	SEX	LOC: S	R	O	EJECT	HU	EP	ABD	RS
CURRENT ADDRESS (Number and Street)					CITY & STATE			ZIP CODE							
SOURCE OF TRANSPORT TO MEDICAL FACILITY					EMS AGENCY NAME OR ID			EMS RUN NUMBER		MEDICAL FACILITY TRANSPORTED TO					
PERSON #	VEHICLE #	NAME			DATE OF BIRTH	INJ	SEX	LOC: S	R	O	EJECT	HU	EP	ABD	RS
CURRENT ADDRESS (Number and Street)					CITY & STATE			ZIP CODE							
SOURCE OF TRANSPORT TO MEDICAL FACILITY					EMS AGENCY NAME OR ID			EMS RUN NUMBER		MEDICAL FACILITY TRANSPORTED TO					

NARRATIVE

REPORTING AGENCY CASE NUMBER

2020-034237

HSMV CRASH REPORT NUMBER

89845352

V1 D1 WAS TRAVELING EASTBOUND ON LAKESHORE DRIVE APPROACHING BROADWAY BLVD SE POLK CITY, FLORIDA.

V1 D1 RAN OFF THE ROADWAY AND IMPACTED A FIRE HYDRANT SNAPPING IT CLEAN FROM THE UNDERGROUND PIPE. V1 D1 DEPARTED THE SCENE WITHOUT REPORTING THE INCIDENT.

THIS CAUSED MASSIVE FLOODING AND WATER OUTAGES IN THE AREA. CONTACT WAS MADE WITH POLK CITY UTILITES WHO ADVISED THEY RECEIVED A LOW PRESSURE WARNING AT APPROXIMATELY MIDNIGHT LAST NIGHT BUT IT TAKE APPROXIMATELY 10 MINUTES TO NOTIFY AFTER A WATER MAIN LEAK OR BREAK.

THE REPORTEE NEXT TO THE LOCATION OF THE FIRE HYDRANT RECORDED AN UNKNOWN MAKE OR MODEL WHITE TRUCK POSSIBLY NEWER PASSING BY HIS LOCATION AROUND THE TIMEFRAME OF THE WATER BREAK.

NO DISABLED VEHICLES WERE REPORTED OR LOCATED IN THE AREA.

POLK CITY UTILITIES ALONG WITH CENTRAL WATER AND ELECTRIC UTILITES SERVICES RESPONDED TO THE SCENE.

**CENTRAL WATER AND ELECTRIC UTILITES SERVICES
5570 US 17-92 WEST STE 90 HAINES CITY, FLORIDA 33844
(863)662-5156**

THEY ESTIMATED THE DAMAGE TO BE APPROXIMATELY \$25,000 DOLLARS IN DAMAGE AND

ADDITIONAL PASSENGERS

PERSON #	VEHICLE #	NAME	DATE OF BIRTH	INJ	SEX	LOC: S	R	O	EJECT	HU	EP	ABD	RS

CURRENT ADDRESS (Number and Street)

CITY & STATE

ZIP CODE

SOURCE OF TRANSPORT TO MEDICAL FACILITY 1 Not Transported 2 EMS 3 Law Enforcement 77 Other, Explain in Narrative 88 Unknown	<input type="checkbox"/>	EMS AGENCY NAME OR ID	EMS RUN NUMBER	MEDICAL FACILITY TRANSPORTED TO
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PERSON #	VEHICLE #	NAME	DATE OF BIRTH	INJ	SEX	LOC: S	R	O	EJECT	HU	EP	ABD	RS

CURRENT ADDRESS (Number and Street)

CITY & STATE

ZIP CODE

SOURCE OF TRANSPORT TO MEDICAL FACILITY 1 Not Transported 2 EMS 3 Law Enforcement 77 Other, Explain in Narrative 88 Unknown	<input type="checkbox"/>	EMS AGENCY NAME OR ID	EMS RUN NUMBER	MEDICAL FACILITY TRANSPORTED TO
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ADDITIONAL VIOLATIONS

PERSON #	NAME OF VIOLATOR	FL STATUTE NUMBER	CHARGE	CITATION NUMBER

REPORTING OFFICER

ID/BADGE NUMBER	RANK & NAME	DEPARTMENT	FHP	SO	PD	OTHER
7884	Dep. Richard Kilborn	Polk County SO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NARRATIVE

REPORTING AGENCY CASE NUMBER

2020-034237

HSMV CRASH REPORT NUMBER

89845352

LABOR COSTS FOR A CREW TO COME OUT AND REPLACE THE DAMAGED PIPES AND FIRE HYDRANT.

ADDITIONAL PASSENGERS

PERSON #	VEHICLE #	NAME	DATE OF BIRTH	INJ	SEX	LOC: S	R	O	EJECT	HU	EP	ABD	RS
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CURRENT ADDRESS (Number and Street)

CITY & STATE

ZIP CODE

SOURCE OF TRANSPORT TO MEDICAL FACILITY

EMS AGENCY NAME OR ID

EMS RUN NUMBER

MEDICAL FACILITY TRANSPORTED TO

1 Not Transported
2 EMS 3 Law Enforcement
77 Other, Explain in Narrative 88 Unknown

PERSON #	VEHICLE #	NAME	DATE OF BIRTH	INJ	SEX	LOC: S	R	O	EJECT	HU	EP	ABD	RS
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CURRENT ADDRESS (Number and Street)

CITY & STATE

ZIP CODE

SOURCE OF TRANSPORT TO MEDICAL FACILITY

EMS AGENCY NAME OR ID

EMS RUN NUMBER

MEDICAL FACILITY TRANSPORTED TO

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2 EMS 3 Law Enforcement
77 Other, Explain in Narrative 88 Unknown

ADDITIONAL VIOLATIONS

PERSON #	NAME OF VIOLATOR	FL STATUTE NUMBER	CHARGE	CITATION NUMBER

REPORTING OFFICER

ID/BADGE NUMBER

RANK & NAME

DEPARTMENT

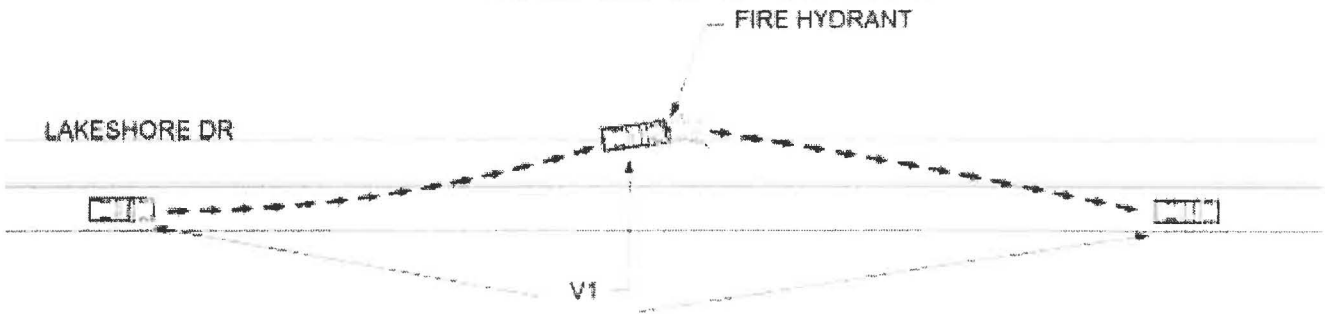
FHP SO PD OTHER

7884

Dep. Richard Kilborn

Polk County SO

NOT TO SCALE
09/06/2020
2020-34237
POLK COUNTY SHERIFF'S OFFICE
D/S R. KILBORN #7884



**City Commission Meeting
September 21, 2020**

CITY MANAGER ITEM 2: EMERGENCY REPAIR OF PUMP AT CARDINAL HILL WWF

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Emergency Repair of pump at Cardinal Hill WWF

ATTACHMENTS:

Memo from Utilities Director, Lori Pearson
Copy of Invoice

ANALYSIS:

On August 20, 2020, I approved a quote for the emergency repair of Deming shot set turbine pump; a copy of the quote is attached, as well as a copy of the invoice.

The amount of the repairs is \$10,782.13.

There are two areas in Section 2-132 Purchases, that deals with said issued as follows:

Section 2-132(b)(1e) states: *Emergency purchases or contracts, the delay of which would delay the delivery of city services, stop work or threaten life or property. The city manager shall notify the city council of such purchases or contracts at its next meeting; and*

STAFF RECOMMENDATION:

There is no verbiage relating to approval, only that I notify the Commission.

Polk City Utility Department



Memorandum

To: City Manager Patricia Jackson

SUBJECT: Turbine Pump

Description: Rebuild Effluent Turbine Pump

The Turbine Pump went out at the WWTF. This is one of the two effluent pumps at the WWTF. It is important to keep both pumps up and running at all times to stay in compliance with DEP. These pumps keep the effluent at the WWTF pumping. I considered this to be an emergency and had it repaired as quickly as I could.

COST: \$10,782.13

I feel I did exactly what I had to do. It is important to keep the effluent pumping to keep from having an overflow, and to stay in compliance with DEP.

Thank you

Lori Pearson

Utility Director



2141 West Church Street
Orlando, FL 32805
(407)841-7867

Phone: 800-359-7867
Fax: 407-648-2096
EMail: patspump@AOL.com

Please note our NEW ADDRESS

Quote

Date	Quote #
8/20/2020	12700
Rep	Project
MAF	

Customer

Polk City
Keith Prestage
123 Broadway Blvd. S.E.
Polk City, Fl. 33868

Ship To

Polk City
123 Broadway Blvd. S.E.
Polk City, FL 33868

Description	Qty	Cost	Total
Rebuild Deming shot set turbine pump. Replace shafting, bowl bearings, bronze bearings, couplers. Includes removal and installation.	1	10,782.13	10,782.13T
Tax Exempt Sales or Repairs		0.00%	0.00
<p> OK# _____ Date: <u>8-20-20</u> Department Approval: _____ <i>Keith Prestage</i> Manager Approval: _____ Vendor# _____ Reviewed By: _____ GL# <u>05-535-462</u> GL# _____ </p>			

Equipment left with Pat's Pump for more than 30 days can be subject to storage fees.

Total \$10,782.13

Phone #
(407) 841-7867

Fax #
(407) 648-2096

Web Site
WWW.PATSPUMP.COM



Pat's Pump & Blower, LLC

2141 West Church Street
Orlando, FL 32805
(407)841-7867

FEIN: 04-3769717

Invoice

Date	Invoice #
9/8/2020	102984

Bill To
Polk City Lori Pearson 123 Broadway Blvd. S.E. Polk City, Fl. 33868

Ship To
Polk City 123 Broadway Blvd. S.E. Polk City, FL 33868

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Lori	Net 30	MAF	9/8/2020			

Quantity	Item Code	Description	Price Each	Amount
1	PUMP	Rebuild Deming shot set turbine pump. Replace shafting, bowl bearings, bronze bearings, couplers. Includes removal and installation. Tax Exempt Sales or Repairs	10,782.13	10,782.13T
			0.00%	0.00

Total			\$10,782.13
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Phone #	Fax #
(407) 841-7867	(407) 648-2096

WWW.PATSPUMP.COM