

Agenda

Notice of Meeting

Polk City | City Council

March 11, 2019 | 6:00 pm

City Hall | Council Chambers

Broadcast live at <https://polkcityia.gov/page/LiveStream>

Tentative Meeting Agenda

Jason Morse | Mayor

Jeff Walters | Pro Tem

City Council Members: David Dvorak | Mandy Vogel | Ron Anderson | Rob Sarchet

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comments: This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please come to the podium and state your name and address for the record. You are requested to keep your comments to five minutes.
5. Consent Items

Action Items

1. Consider motion to approve the City Council Meeting Minutes for February 25, 2019
2. Consider motion to approve the March 11, 2019 Claims
3. Consider motion to approve the January 2019 Finance Report
4. Consider motion to accept Mark Mc Clintic's resignation from the Fire Department effective February 28, 2019
5. Consider motion to accept Kevin Vols' resignation from the Fire Department effective March 15, 2019
6. Consider motion to approve Resolution 2019-16 adopting the Polk County Multi-Jurisdictional Local Hazard Mitigation Plan
7. Consider motion to receive and file the February 2019 Water Report
8. Consider motion to receive and file the February 2019 Fire Department Report
9. Consider motion to approve hiring EMT Jennifer Blaylock for the Fire Department at a rate of \$13.33 per hour for POC and \$13.80 per hour for part-time rate
10. Consider motion to receive and file the February 4, 2019 Library Board Meeting Minutes
11. Consider motion to receive and file the February 2019 Library Stats Report
12. Consider motion to receive and file the February 2019 Library Director Report
13. Consider motion to receive and file the February 2019 Police Department Report

6. New Business

Action Items

1. FY 19/20 Budget
 - a. Public Hearing
 - b. Consider motion to approve Resolution 2019-13 approving FY 19/20 Budget
2. 2018 Parks Improvement Project
 - a. Consider motion to approve Resolution 2019-17 approving change order No. 2 in the amount of \$1,375 for improvements to assist in proper drainage of Lost Lake Park
 - b. Consider motion to approve Resolution 2019-18 approving Pay app No. 6 partial release of retainage in the amount of \$11,538.68
3. Consider motion to approve Resolution 2019-15 approving Snyder & Associates January 2019 invoices in the amount of \$27,085.78

4. Consider motion to approve engineering services agreement for environmental documentation for the Southeast Trunk Sewer project with Snyder and Associates in the amount of \$12,900
7. Reports & Particulars
Mayor, Council, City Administrator, Staff, Boards, and/or Commissions
8. Adjourn until March 25, 2019

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., Monday, February 25, 2019
City Hall

Polk City, City Council held a meeting at 6:00 p.m., on February 25, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

| | |
|---|--|
| <p><u>Mayor and City Council Members Present:</u> Jason Morse Mayor Jeff Walters Pro Tem Dave Dvorak City Council Member Mandy Vogel City Council Member Ron Anderson City Council Member Robert Sarchet City Council Member</p> | <p><u>Staff Members Present:</u> Lindsey Huber Assistant City Administrator/Finance Director Becky Leonard Deputy City Clerk Amy Beattie City Attorney Trace Kendig Police Chief Jim Mitchell Fire Chief Mike Schulte Public Works Director Mark Paeper IT Director</p> |
|---|--|

1. **Call to Order** / Mayor Morse called the meeting to order at 6:00 p.m.
2. **Roll Call** / Dvorak, Vogel, Walters, Anderson, Sarchet | In attendance
3. **Approval of Agenda**
MOTION: A motion was made by Sarchet and seconded by Anderson to approve the meeting agenda.
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | None
5. **Consent Agenda Items**
MOTION: A motion was made by Walters and seconded by Dvorak to approve the consent agenda items
 1. Consider motion to approve the City Council Meeting Minutes for February 11, 2019
 2. Consider motion to approve the City Council Work Session Meeting Minutes for February 11, 2019
 3. Consider motion to approve the February 25, 2019 Claims
 4. Consider motion to approve Resolution 2019-11 setting a Public Hearing for March 11, 2019 at 6pm on the proposed FY 19/20 Budget
 5. Consider motion to receive and file the January 2019 Police Department report
 6. Consider motion to approve the memorandum of agreement with amendment between Iowa Statewide Interoperable Communications System Board (ISICS) and both the Polk City Police Department and the Polk City Fire Department
 7. Consider motion to receive and file the January 2019 Fire Department report
 8. Consider motion to exercise contractual renewal option for FY 19/20 with Total Quality for mowing and trimming services of City Properties with a cost of \$3,377 for each mowing cycle, along with fertilizer and weed control with a cost of \$20,221 for the entire season of the fertilization program***MOTION CARRIED UNANIMOUSLY***
6. **New Business**
 1. No action items to report
7. **Reports & Particulars** | Mayor, Council, City Administrator, Staff, Boards, and/or Commissions
 - Mayor Morse congratulated Tony Haisman for winning Business Person of the Year. He also congratulated Joe and Regina Butler for winning Citizens of the Year.
 - Council Member Dvorak called attention to the K9 Eudoris performance in sniffing out narcotics on three different occasions recently. Chief Kendig said that Eudoris 6 has been a big help in surrounding areas and Polk County Sherriff's office has offered to cover Polk City should the K9 ever get called out.
 - Council Member Anderson thanked Fire, Police, and Public Works for their quick response to his medical needs.
 - Council Member Sarchet said that Brigett DeVos did a great job hosting the PCCEDC annual dinner this year.

8. **MOTION:** A motion was made by Walters and seconded by Sarchet at 6:04 p.m. to enter into Closed Session under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed session;** sub paragraph 1.i. to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session
MOTION CARRIED UNANIMOUSLY

9. (*AFTER CLOSED SESSION ENDED AT 6:44 p.m.*) **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2019-12 accepting retirement and approving agreement with Gary Mahannah
MOTION CARRIED UNANIMOUSLY

10. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn 6:46 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, March 11, 2019 at 6:00 p.m.

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk

CLAIMS REPORT
The City of Polk City

For **3/11/2019**

| DEPARTMENT | FUND | VENDOR | EXPENSE TYPE | AMOUNT |
|--------------|---------|-------------------------------|---------------------------------|---------------------|
| ALL | GENERAL | FIRST BANKCARD | CITY CREDIT CARD | \$4,623.01 |
| ALL | GENERAL | STAPLES | SUPPLIES | \$532.52 |
| BLDG | GENERAL | GNA TRUCKING LLC | TRUCKING SERVICES | \$1,200.00 |
| BLDG | GENERAL | METRO WASTE AUTHORITY | CURB IT RECYCLING | \$4,475.60 |
| BLDG | GENERAL | SAFE BUILDING COMP. & TECH | BUILDING INSPECTIONS | \$7,762.07 |
| CH | GENERAL | AHLERS & COONEY | HY=VEE INC DA | \$4,265.50 |
| CH | GENERAL | AUREON TECHNOLOGY | INTERNET/CIRCUIT CHARGES | \$249.99 |
| CH | GENERAL | AUREON TECHNOLOGY | TECH SERVICES | \$46.20 |
| CH | GENERAL | BECKY LEONARD | REIMBURSEMENT-GCMOA MEETING | \$27.79 |
| CH | GENERAL | BUSINESS PUBLICATIONS CORP | PUBLIC NOTICES | \$380.25 |
| CH | GENERAL | CENTURY LINK | PHONE SERVICE | \$23.88 |
| CH | GENERAL | CRYSTAL CLEAR WATER CO | PURCHASED WATER | \$8.00 |
| CH | GENERAL | G.F.O.A. | RENEWAL | \$160.00 |
| CH | GENERAL | GRINNELL STATE BANK | BANK CHARGES | \$75.02 |
| CH | GENERAL | LINSEY HUBER | REIMBURSEMENT-2018 GYM MEMBER | \$57.00 |
| CH | GENERAL | MEDIACOM | INTERNET SERVICE | \$117.45 |
| CH | GENERAL | POLK COUNTY EMERGENCY MAN AG | FY18/19 28E AGREEMENT | \$1,709.00 |
| CH | GENERAL | RELIABLE MAINTENANCE CO | JANITORIAL SERVICES-FEBRUARY | \$160.00 |
| CH | GENERAL | TAXPAYERS ASSOCIATION OF C.I. | GOVT COLLABORATION 2018-2019 | \$900.00 |
| COMM RM | GENERAL | GURNSEY ELECTRIC CO | REPLACE SWITCH/PHOTO CELL | \$180.40 |
| COMM RM | GENERAL | RELIABLE MAINTENANCE CO | JANITORIAL SERVICES-FEBRUARY | \$120.00 |
| FD | GENERAL | AUREON TECHNOLOGY | INTERNET/CIRCUIT CHARGES | \$220.00 |
| FD | GENERAL | BOUND TREE MEDICAL | MEDICAL SUPPLIES | \$716.67 |
| FD | GENERAL | INTERSTATE ALL BATTERY CENTER | BATTERIES | \$47.50 |
| FD | GENERAL | RACOM | EDACS | \$671.16 |
| FD | GENERAL | SOUTHEASTERN EMERGENCY EQUIP | GLUCOMETER SUPPLIES | \$81.84 |
| FD | GENERAL | VERIZON WIRELESS | PHONE AND DATA PLAN | \$17.06 |
| LIB | GENERAL | AMAZON | BOOKS | \$787.86 |
| LIB | GENERAL | BAKER & TAYLOR | BOOKS | \$1,190.09 |
| LIB | GENERAL | CLEANING CONNECTION INC | MARCH JANITORIAL SVCS | \$398.92 |
| LIB | GENERAL | MICROMARKETING, LLC | BOOKS ON CD | \$84.99 |
| LIB | GENERAL | RICHARD TAYLOR | TECH SUPPORT-JAN/FEB | \$450.00 |
| PARKS | GENERAL | DES MOINES METAL FABRICATING | LIGHT POLE REPAIR | \$142.50 |
| PARKS | GENERAL | JIM'S JOHNS | PORTABLE TOILET RENTAL | \$240.00 |
| PARKS | GENERAL | RELIABLE MAINTENANCE CO | JANITORIAL SERVICES-FEBRUARY | \$140.00 |
| PD | GENERAL | AT&T MOBILITY | 611 PHONE & AIR CARDS | \$129.53 |
| PD | GENERAL | AUREON TECHNOLOGY | MONTHLY VOIP/PBX | \$510.40 |
| PD | GENERAL | CANINE TACTICAL | TRAINING/BOARDING | \$272.75 |
| PD | GENERAL | CHIEF SUPPLY | UNIFORM | \$59.95 |
| PD | GENERAL | GALL'S INC. | UNIFORM | \$99.99 |
| PD | GENERAL | POLK CITY VETERINARY HOSPITAL | K9 VET SERVICES | \$58.20 |
| PD | GENERAL | RACOM | RADIO MAINTENANCE CONTRACT | \$523.44 |
| PD | GENERAL | RANGEMASTERS TRAINING CENTER | AMMO | \$990.00 |
| PD | GENERAL | STEW HANSEN | UNIT 23-REPLACE STARTER/BATTER | \$660.07 |
| ROAD | ROAD | AMERICAN HOME SERVICES | REPAIR DAMAGED HEATER AT SHOP | \$330.00 |
| ROAD | ROAD | ARNOLD MOTOR SUPPLY | VEHICLE PARTS & SUPPLIES | \$611.91 |
| ROAD | ROAD | CAPITAL CITY EQUIPMENT CO. | UNIT 302-REPAIR HYD LEAK | \$633.50 |
| ROAD | ROAD | CHR TIRE AND AUTO | UNIT 214-ADD DUAL BATT SYSTEM | \$1,283.28 |
| ROAD | ROAD | GNA TRUCKING LLC | TRUCKING SERVICES | \$4,121.25 |
| ROAD | ROAD | GURNSEY ELECTRIC CO | REPAIR WIRING TO SHOP HEATER | \$96.29 |
| ROAD | ROAD | JOHNSON EXCAVATING, INC. | PAYLOADER RENTAL-SNOW REMOVAL | \$1,500.00 |
| ROAD | ROAD | KIMBALL MIDWEST | SUPPLIES | \$471.38 |
| ROAD | ROAD | TRUCK EQUIPMENT INC. | CUTTING BLADS FOR V-PLOWS | \$2,036.22 |
| ROAD | ROAD | TRUCK EQUIPMENT INC. | SUPPLIES | \$5.88 |
| SEWER | SEWER | CITY OF DES MOINES | WRA | \$25,484.40 |
| SEWER | SEWER | I.A.M.U. | CIASSO MARCH-MAY 2019 | \$886.57 |
| SEWER | SEWER | IA DEPT OF REVENUE | SALES TAX | \$326.00 |
| SEWER | SEWER | IOWA D.N.R. | ANNUAL FEE - NPDES | \$175.00 |
| SEWER | SEWER | IOWA ONE CALL | UNDERGROUND LOCATIONS | \$66.10 |
| SEWER | SEWER | STOREY KENWORTHY | UTILITY BILLS | \$839.56 |
| WATER | WATER | ASHLEY FOSTER | WATER DEPOSIT REFUND | \$81.58 |
| WATER | WATER | DES MOINES WATER WORKS | LAB ANALYSIS FEE | \$15.00 |
| WATER | WATER | DES MOINES WATER WORKS | PURCHASED WATER | \$17,058.73 |
| WATER | WATER | DES MOINES WATER WORKS | LEAK DETECT-SUNSET/WESTSIDE | \$511.00 |
| WATER | WATER | DES MOINES WATER WORKS | LEAK DETECT-1701 JESTER PARK DR | \$258.50 |
| WATER | WATER | DES MOINES WATER WORKS | REPAIR MAIN-SUNSET/WESTSIDE | \$1,783.13 |
| WATER | WATER | DES MOINES WATER WORKS | REPAIR MAIN-905 DAVIS | \$5,860.55 |
| WATER | WATER | HAWKINS INC | BLEACH | \$539.70 |
| WATER | WATER | IA DEPT OF REVENUE | EXCISE TAX | \$2,956.00 |
| WATER | WATER | KEYSTONE LABORATORIES INC. | WATER TESTING | \$75.00 |
| WATER | WATER | KIMBALL MIDWEST | SUPPLIES | \$28.56 |
| WATER | WATER | SHAWN & LISA STACKHOUSE | WATER DEPOSIT REFUND | \$76.06 |
| WATER | WATER | STOREY KENWORTHY | UTILITY BILLS | \$839.57 |
| TOTAL | | | | \$104,517.32 |
| | | GENERAL | | \$35,566.60 |
| | | ROAD USE | | \$11,089.71 |
| | | SEWER | | \$27,777.63 |
| | | WATER | | \$30,083.38 |
| | | TOTAL | | \$104,517.32 |



POLK CITY - A City For All Seasons -

Monthly Finance Report

January 31, 2019

City of Polk City
Cash and Investment Reconciliation
All Funds
01/31/2019

| | |
|--|-------------------------------|
| Cash Basis Fund Balances | <u>\$ 9,012,376.47</u> |
| Investments | \$ 4,598,844.32 |
| Grinnell State Bank Business Checking- 0.60% | 4,491,474.14 |
| Outstanding Transactions | <u>(77,941.99)</u> |
| Total | <u>\$9,012,376.47</u> |

Summary of Investments

| | |
|---|------------------------|
| Luana Savings Bank Money Market- 1.81% | \$ 1,604,269.67 |
| Luana Savings Bank Certificate of Deposit- 1.85% | \$ 1,513,760.96 |
| Grinnell State Bank Certificate of Deposit- 2.45% | 1,036,996.56 |
| Grinnell State Bank Business Money Market- 1.45% | 443,813.13 |
| IPAIT Investment Account | <u>4.00</u> |
| | \$ 4,598,844.32 |

City of Polk City
Cash Balance Summary
01/31/2019

| Fund | Cash Balance Dec 31, 2018 | Revenues | Expenditures | Cash Balance Jan 31, 2019 |
|--------------------------------|--------------------------------------|----------------------|----------------------|--------------------------------------|
| General Fund | \$ 3,884,957.31 | \$ 200,722.12 | \$ 256,288.71 | \$ 3,829,390.72 |
| Road Use Tax | 101,479.60 | 37,292.78 | 24,304.05 | \$ 114,468.33 |
| Tax Increment Financing | 234,504.82 | 5,550.95 | 103,028.69 | \$ 137,027.08 |
| Low Moderate Income | 1,518,512.28 | 1,083.00 | 27,512.00 | \$ 1,492,083.28 |
| PC Comm. Lib Trust | 15,847.55 | - | - | \$ 15,847.55 |
| Asset Forfeiture | 257.50 | - | - | \$ 257.50 |
| Debt Service | 116,113.06 | 3,917.10 | - | \$ 120,030.16 |
| Capital Improvements | 748.91 | - | 23,187.34 | \$ (22,438.43) |
| Capital Projects Water Project | 2,487,110.04 | - | 248,649.64 | \$ 2,238,460.40 |
| Water Utility | 522,399.68 | 73,812.24 | 64,202.44 | \$ 532,009.48 |
| Sewer Utility | 489,888.78 | 109,912.81 | 44,565.19 | \$ 555,236.40 |
| Total | \$ 9,371,819.53 | \$ 432,291.00 | \$ 791,738.06 | \$ 9,012,376.47 |

**City of Polk City
Revenue Summary by Fund
01/31/2019**

| Fund | 2014-15 Actual | 2015-16 Actual | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget | As of Jan 31, 2019 | Variance | Percent ⁽¹⁾ |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-------------------------------|-----------------------|-------------------------------|
| General Total | 4,277,764.45 | 5,669,696.18 | 5,335,202.89 | 4,650,658.30 | 4,588,831.00 | 3,184,322.63 | (1,404,508.37) | 69% |
| Road Use Total | 357,044.52 | 422,393.91 | 425,317.38 | 436,103.13 | 430,000.00 | 278,915.29 | (151,084.71) | 65% |
| TIF Total | 329,248.10 | 361,874.17 | 205,235.86 | 300,221.00 | 336,600.00 | 180,007.66 | (156,592.34) | 53% |
| L.M.I Total | 276,204.44 | 15,431.41 | 55,242.83 | 70,839.08 | 85,651.00 | 6,577.69 | (79,073.31) | 8% |
| PC Comm. Library Trust | - | 0.00 | 0.00 | 20,000.00 | 0.00 | 0.00 | - | 0% |
| Asset Forfeiture Total | 0.00 | 0.00 | 610.00 | 0.00 | 0.00 | 0.00 | - | 0% |
| Debt Service Total | 15,545.00 | 271,892.45 | 137,160.00 | 136,215.00 | 324,408.00 | 168,431.73 | (155,976.27) | 52% |
| Capital Improvements Total | 10,565.58 | 2,334,810.55 | 908,704.56 | 1,128,651.95 | 1,659,793.00 | 1,391,793.00 | (268,000.00) | 84% |
| Capital Water Project | - | 0.00 | 0.00 | 60,000.00 | 2,961,568.00 | 2,961,568.80 | 0.80 | 100% |
| Water Total | 573,693.18 | 611,146.22 | 788,088.93 | 954,955.00 | 776,000.00 | 680,657.83 | (95,342.17) | 88% |
| Sewer Total | 2,245,617.33 | 639,078.61 | 761,007.40 | 870,631.50 | 994,500.00 | 792,378.68 | (202,121.32) | 80% |
| Total Of All Revenues | 8,085,682.60 | 10,326,323.50 | 8,616,569.85 | 8,628,274.96 | 12,157,351.00 | 9,644,653.31 | (2,512,697.69) | 79% |

(1) Dec is 50% of the fiscal year

**City of Polk City
Expenditures Report
01/31/19**

| Account Title | 2014-15 Actual | 2015-16 Actual | 2016-17 Actual | 2017-18 Actual | 2018-19 Budget | As of January 31, 2019 | Variance | Percent (1) |
|--------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------------|---------------------|--------------------|
| Police Total | 624,209.37 | 643,613.46 | 728,089.33 | 751,430.58 | 755,669.00 | 473,015.43 | 282,653.57 | 62.95% |
| Civil Defense Total | 5,244.84 | 6,435.51 | 7,180.70 | 4,009.83 | 5,300.00 | 4,028.25 | 1,271.75 | 100.46% |
| Fire Total | 409,535.04 | 465,724.29 | 456,504.44 | 479,940.15 | 766,369.00 | 550,520.67 | 215,848.33 | 114.71% |
| Building/Housing Total | 350,502.01 | 327,498.79 | 461,270.52 | 423,623.74 | 376,892.00 | 259,079.71 | 117,812.29 | 61.16% |
| Dog Control Total | 649.96 | 312.48 | 603.70 | 1,438.29 | 2,000.00 | 1,133.84 | 866.16 | 78.83% |
| Road Use Total | 177,432.95 | 149,997.73 | 154,726.93 | 102,308.96 | 124,984.00 | 48,744.69 | 76,239.31 | 47.64% |
| Street Lighting Total | 50,037.07 | 60,371.53 | 55,632.71 | 52,756.68 | 60,000.00 | 28,871.77 | 31,128.23 | 54.73% |
| Other Public Works (Theft) | - | 16,455.60 | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00% |
| Env.Health Services Total | 2,719.42 | 111.40 | 3,627.80 | 246.25 | 5,000.00 | 140.00 | 4,860.00 | 56.85% |
| Library Total | 233,590.26 | 265,792.84 | 240,329.49 | 273,480.58 | 285,933.00 | 163,627.17 | 122,305.83 | 59.83% |
| Parks Total | 235,941.09 | 223,617.65 | 316,853.97 | 366,446.16 | 496,093.00 | 413,987.27 | 82,105.73 | 112.97% |
| Community Center Total | 17,270.78 | 12,302.68 | 9,948.52 | 10,034.75 | 5,400.00 | 6,087.02 | (687.02) | 60.66% |
| Economic Development Total | 19,252.50 | 125,000.00 | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00% |
| Mayor Council Total | 188,380.18 | 203,903.88 | 206,759.19 | 218,058.58 | 219,120.00 | 131,766.49 | 87,353.51 | 60.43% |
| Policy Administration | 423,236.43 | 413,582.81 | 449,960.55 | 383,042.40 | 373,269.00 | 201,233.36 | 172,035.64 | 52.54% |
| Elections | - | 1,601.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| City Attorney Total | 25,314.31 | 60,882.41 | 58,341.69 | 42,445.52 | 56,000.00 | 39,766.55 | 16,233.45 | 93.69% |
| City Hall Total | 118,597.03 | 107,208.09 | 145,468.76 | 120,905.77 | 113,300.00 | 185,211.21 | (71,911.21) | 153.19% |
| Other City Government Total | 63,850.95 | 60,858.86 | 69,790.51 | 195,182.76 | 186,700.00 | 118,768.24 | 67,931.76 | 60.85% |
| Capital Improvements | - | - | 0.00 | 500,000.00 | 0.00 | | 0.00 | 0.00% |
| Transfer Total | 0 | 2,606,703.00 | 1,032,160.00 | 1,260,230.68 | 1,100,000.00 | 832,000.00 | 268,000.00 | 66.02% |
| General Total | 2,945,764.19 | 5,751,974.71 | 4,397,248.81 | 5,185,581.68 | 4,932,029.00 | 3,457,981.67 | 1,474,047.33 | 61.79% |
| Road Use Total | 310,082.86 | 347,488.01 | 294,350.76 | 674,279.15 | 477,852.00 | 311,864.67 | 165,987.33 | 65.26% |
| TIF Total | 330,884.71 | 359,125.48 | 206,347.94 | 243,221.00 | 336,600.00 | 103,028.69 | 233,571.31 | 30.61% |
| L.M.I Total | 43,078.03 | 6,745.00 | 0.00 | 7,294.00 | 36,000.00 | 27,512.00 | 8,488.00 | 76.42% |
| PC Comm. Lib Trust Fund Total | | | | | 8,500.00 | 4,152.45 | 4,347.55 | 48.85% |
| Asset Forfeiture Total | 0.00 | 0.00 | 152.50 | 0.00 | 0.00 | 200.00 | -200.00 | 0.00% |
| Debt Service Total | 150,042.45 | 137,395.00 | 137,160.00 | 136,215.00 | 320,854.00 | 48,401.57 | 272,452.43 | 15.09% |
| Capital Improvements Total | 941,446.57 | 1,450,384.16 | 945,265.38 | 1,129,054.79 | 1,654,793.00 | 1,414,231.43 | 240,561.57 | 85.46% |
| Capital Water Project Total | | | | | 805,000.00 | 783,108.40 | 21,891.60 | 97.28% |
| Water Total | 535,075.87 | 676,504.07 | 611,971.91 | 919,479.44 | 723,854.00 | 442,517.66 | 281,336.34 | 61.13% |
| Sewer Total | 2,245,810.25 | 614,973.35 | 514,735.07 | 619,795.77 | 1,177,601.00 | 913,562.24 | 264,038.76 | 77.58% |
| Total Of All Expenses | 7,502,184.93 | 9,344,589.78 | 7,107,232.37 | 8,914,920.83 | 10,473,083.00 | 7,506,560.78 | 2,966,522.22 | 71.67% |

(1) Dec is 50% of the fiscal year

City of Polk City
Summary of Funds for Fiscal Year
01/31/19

| | Revenues | Expenses | Net Difference (R-E) | Note |
|------------------------------------|------------------------------|------------------------------|------------------------------|------|
| General Total | \$3,184,322.63 | \$3,457,981.67 | (\$273,659.04) | |
| Road Use Total | \$278,915.29 | \$311,864.67 | (\$32,949.38) | |
| TIF Total | \$180,007.66 | \$103,028.69 | \$76,978.97 | |
| L.M.I Total | \$6,577.69 | \$27,512.00 | (\$20,934.31) | |
| PC Library Trust Fund Total | \$0.00 | \$4,152.45 | (\$4,152.45) | |
| Asset Forfeiture Total | \$0.00 | \$200.00 | (\$200.00) | |
| Debt Service Total | \$168,431.73 | \$48,401.57 | \$120,030.16 | |
| Capital Improvements Total | \$1,391,793.00 | \$1,414,231.43 | (\$22,438.43) | |
| Capital Water Project Total | \$2,961,568.80 | \$783,108.40 | \$2,178,460.40 | |
| Water Total | \$680,657.83 | \$442,517.66 | \$238,140.17 | |
| Sewer Total | \$792,378.68 | \$913,562.24 | (\$121,183.56) | |
| Total | <u>\$9,644,653.31</u> | <u>\$7,506,560.78</u> | <u>\$2,138,092.53</u> | |

From: Mark McClintic

Sent: Thursday, February 21, 2019 6:25 PM

To: Jim Mitchell <jim.mitchell@polkcityfd.com>

Cc: Tim Cory <Tim.Cory@polkcityfd.com>; Jeff Feller <Jeff.Feller@polkcityfd.com>; Rich Davis <Rich.Davis@polkcityfd.com>; Tyler Rommel <Tyler.Rommel@polkcityfd.com>; Matt Guerdet <Matt.Guerdet@polkcityfd.com>; Kevin Vols <Kevin.Vols@polkcityfd.com>; Dan Gubbins <Dan.Gubbins@polkcityfd.com>; Brian Hanson <bhanson@polkcityfd.onmicrosoft.com>

Subject: Resignation

Gentleman, I am rendering my resignation effective the end of my shift on February 28, 2019. I wanted to let you all know to avoid confusion and potential rumors as to why am I resigning. After much thought, debate, and discussions with my wife, i can no longer in good faith continue to be a poor example to the other members of the department. I choose to spend Tuesday evenings with my children as two of them I have part time, this choice means that I skip out on trainings and have struggled to meet the minimum standard. I have not met the minimum in some time and feel that it is not in good service to the department and members. While I had hoped to become more involved and was looking for ways to move up the food chain (so to speak) I have realized that by choosing my children regularly over training that I would be foolish to try and have more responsibilities when I currently don't give 100 percent.

Also, the lack of hours is another part of why I am leaving. To be clear, I understand that the schedule is a fluid machine that is not easy to steer and Tyler, you do a fantastic job with what you are given. I'm not mad or bitter about the lack of hours and fault no one for that. If I lived in town and/or my children were older I would be able to give much more to the department.

I am grateful for the opportunity that was given to me to be able to serve the city of Polk City and am sad to be resigning, but I firmly believe that leading is by example and will no longer be a bad example to the impressionable younger members. Training is very important, and I apologize for not putting forth the effort to show that training is important.

Thank you to all of you for being there for me over the last few years. It has been an honor to serve with you and you will be missed.

Mark

Sent from iPhone



Polk City Fire Department



309 West Van Dorn Street • P.O. Box 34
Polk City, Iowa 50226
Phone 515-984-6304 Fax 515-984-6792
www.polkcityfd.com

Date:

To: City Council
From: Jim Mitchell, Fire Chief
Cc: Gary Mahannah, Mayor Morse
Re: Fire Department

It is with great disappointment that I must inform you of Mark Mc Clintic's resignation. I have included his written resignation in e-mail format. Mark's last day will be February 28, 2019.

If you have any questions regarding this resignation, please don't hesitate to contact me.

Thanks,

Jim Mitchell
Fire Chief

Dear Officers

I am emailing you to inform you that with a lot of thought I will be resigning from the fire department. My last day will be March 15, 2019. I have had a recent big life change, I accepted a full time job with the Polk County Sheriff's Office and will be working at the jail. Due to my new schedule I find it will be very difficult to balance the fire department. I have had a great 5 years and have had a blast and won't forget any of it. Thank you all for what you do and have done for me. I'll miss it for sure! Hopefully I'll see you guys around.

Kevin Vols

Lieutenant

Polk City Fire Department

RESOLUTION 2019-16

A RESOLUTION ADOPTING THE POLK COUNTY MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLAN

WHEREAS, the City of Polk City recognizes the treat that natural hazards pose to people and property within our community; and

WHEREAS, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

WHEREAS, the U.S. Congress passed the Disaster Mitigation Act of 2000 emphasizing the need for pre-disaster mitigation of potential hazards; and

WHEREAS, the Disaster Mitigation Act made available hazard mitigation grants to state and local governments; and

WHEREAS, an adopted Local Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post- disaster mitigation grant programs; and

WHEREAS, the City of Polk City full participated in the hazard mitigation planning process to prepare this Multi-Jurisdictional Local Hazard Mitigation Plan; and

WHEREAS, the Iowa Homeland Security and Emergency Management Division and the Federal Emergency Management Agency Region VII officials have reviewed the "Polk County Multi- Jurisdictional Local Hazard Mitigation Plan," and approved it contingent upon this official adoption of the participating governing body; and

WHEREAS, the City of Polk City desires to comply with the requirements of the Disaster Mitigation Act and to augment its emergency planning efforts by formally adopting the Polk County Multi-Jurisdictional Local Hazard Mitigation Plan; and

WHEREAS, adoption by the governing body for the City of Polk City demonstrates the jurisdictions' commitment to fulfilling the mitigation goals outlined in this Multi- Jurisdictional Local Hazard Mitigation Plan; and

WHEREAS, adoption of this legitimizes the plan and authorizes responsible agencies to carry out their responsibilities under the plan.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby adopts the "Polk County Multi-Jurisdictional Local Hazard Mitigation Plan" as an official plan; and

BE IT FURTHER RESOLVED, the City of Polk City will submit this Adoption Resolution to the Iowa Homeland Security and Emergency Management Division and Federal Emergency Management Agency Region VII officials to enable the plan's final approval.

PASSED AND APPROVED the 11th day of March 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

Polk City Water Department

Monthly Report

Month Feb.

Year 2019

Total Water Pumped 10,003,140 Gallons
Monthly Daily Avg 357,253 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** about University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** 1.0 University Hygienic Lab.
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
Fluoride at Plant- Monthly Average 1.14 mg/l Polk City Lab.
Fluoride in System- Monthly Average .76 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.14 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 4.14 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .73 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average 1.35 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H₂O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 5.53 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .06 mg/l Polk City Lab.
Iron System Water- Monthly Average .07 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H₂O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** .29 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .17 mg/l Polk City Lab.
Manganese System Water- Monthly Average .07 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H₂O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 8.0 mg/l Polk City Lab.
pH Finish Water-Monthly Average 8.0 mg/l Polk City Lab.
pH System Water- Monthly Average 8.7 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____

Total Hours to perform tests _____



Polk City Fire Department



309 West Van Dorn Street • P.O. Box 34
Polk City, Iowa 50226
Phone 515-984-6304 Fax 515-984-6792
www.polkcityfd.com

Date: 03/11/2019

To: City Council
From: Jim Mitchell, Fire Chief
Cc: Mayor Morse, Lindsey Huber
Re: Fire Department

Please find attached the Fire Department report for February 2019.

Thanks,

Jim Mitchell
Fire Chief

Polk City Fire Department - 2019 Call Response Statistics

February

| Call Numbers by Call Type | | |
|---------------------------|-----------|-------|
| Fire Alarm | 0 | 0.0% |
| Fire Assignment | 8 | 14.3% |
| Investigation Assignment | 0 | 0.0% |
| Medical Assignment | 25 | 44.6% |
| Rescue Assignment | 4 | 7.1% |
| COQ - Fire | 0 | 0.0% |
| COQ - EMS | 19 | 33.9% |
| Special Assignment | 0 | 0.0% |
| Water/Ice Rescue | 0 | 0.0% |
| Totals | 56 | |

| Call Numbers By Day | | |
|---------------------|-----------|-------|
| Monday | 10 | 17.9% |
| Tuesday | 5 | 8.9% |
| Wednesday | 9 | 16.1% |
| Thursday | 7 | 12.5% |
| Friday | 7 | 12.5% |
| Saturday | 11 | 19.6% |
| Sunday | 7 | 12.5% |
| Totals | 56 | |

| Call Numbers By ALS | | |
|---------------------|----------|-------------|
| M1 - Dan G. | 1 | 2.1% |
| M2 - Adam V | 0 | 0.0% |
| M3 - Jobe S. | 0 | 0.0% |
| M4 - Jeremy R. | 0 | 0.0% |
| M5 - Jim M. | 0 | 0.0% |
| M6 - Mark M. | 0 | 0.0% |
| M7 - Dottie V. | 0 | 0.0% |
| M8 - John M. | 0 | 0.0% |
| M9- Craig S. | 0 | 0.0% |
| M10 - Mike B. | 2 | 4.2% |
| M11 - Nathan M. | 0 | 0.0% |
| M12- Rich D. | 0 | 0.0% |
| M14- Joel S. | 0 | 0.0% |
| M15 - Ross B. | 1 | 2.1% |
| Ankeny | 0 | 0.0% |
| Totals | 4 | 8.3% |

| Call Numbers By Time Frame | | |
|----------------------------|-----------|-------|
| 05:00-07:00 | 2 | 3.6% |
| 07:00-09:00 | 8 | 14.3% |
| 09:00-11:00 | 5 | 8.9% |
| 11:00-13:00 | 5 | 8.9% |
| 13:00-15:00 | 5 | 8.9% |
| 15:00-17:00 | 8 | 14.3% |
| 17:00-19:00 | 10 | 17.9% |
| 19:00-21:00 | 6 | 10.7% |
| 21:00-23:00 | 0 | 0.0% |
| 23:00-01:00 | 1 | 1.8% |
| 01:00-03:00 | 3 | 5.4% |
| 03:00-05:00 | 3 | 5.4% |
| Totals | 56 | |

| New Recruits | | |
|---------------------|---|-------|
| Active New Recruits | 5 | 13.2% |

| Call Numbers By Shift | | |
|-----------------------------|----|-------|
| Mon-Fri Day (0600-1800) | 25 | 44.6% |
| Mon-Fri Evening (1800-2200) | 10 | 17.9% |
| Mon-Fri Night (2200-0600) | 2 | 3.6% |
| Sat/Sun Day (0600-1800) | 11 | 19.6% |
| Sat/Sun Evening (1800-2200) | 1 | 1.8% |
| Sat/Sun Night (2200-0600) | 6 | 10.7% |

| Active Members | | |
|----------------|----|--|
| Active Members | 38 | |

| Call Numbers By Mutual Aid | | |
|----------------------------|----|--|
| Ankeny Fire Department | 26 | |

| Transports By Hospital | | |
|---------------------------|---|------|
| Blank Children's Hospital | 0 | 0.0% |

| | | |
|--------------------------|-----------|--------------|
| Granger Fire Department | 0 | |
| Grimes Fire Department | 1 | |
| Johnston Fire Department | 3 | |
| Madrid Fire Department | 0 | |
| Story County | 0 | |
| Other | 0 | |
| Totals | 30 | 53.6% |

| Call Numbers By Automatic Aid | | |
|-------------------------------|----------|-------------|
| Granger Fire Dept | 0 | |
| Ankeny Fire Dept | 4 | |
| Totals | 4 | 7.1% |

| Call Numbers By Month | | |
|-----------------------|-----------|--------|
| January | 0 | 0.0% |
| February | 56 | 100.0% |
| March | 0 | 0.0% |
| April | 0 | 0.0% |
| May | 0 | 0.0% |
| June | 0 | 0.0% |
| July | 0 | 0.0% |
| August | 0 | 0.0% |
| September | 0 | 0.0% |
| October | 0 | 0.0% |
| November | 0 | 0.0% |
| December | 0 | 0.0% |
| Totals | 56 | |

| Call Numbers By Division | | |
|--------------------------|-----------|-------|
| Fire Division | 8 | 14.3% |
| EMS Division | 48 | 85.7% |
| Totals | 56 | |

| Call Totals By Call Reason | | |
|----------------------------|---|------|
| Abdominal Pain | 0 | 0.0% |
| Allergic Reaction | 0 | 0.0% |
| Altered LOC | 0 | 0.0% |

| | | |
|------------------------|-----------|-------|
| Boone County Hospital | 0 | 0.0% |
| Broadlawns | 1 | 8.3% |
| Dallas County Hospital | 0 | 0.0% |
| Lutheran | 1 | 8.3% |
| Mary Greeley | 1 | 8.3% |
| Mercy Medical Center | 5 | 41.7% |
| Mercy West Lakes | 0 | 0.0% |
| Methodist | 3 | 25.0% |
| Methodist West | 0 | 0.0% |
| VA | 1 | 8.3% |
| Totals | 12 | |

| Call Numbers by Response Area | | |
|-------------------------------|-----------|-------|
| IN Polk City Response Area | 26 | 46.4% |
| OUT of Polk City Response | 30 | 53.6% |
| Totals | 56 | |

| Call Numbers by Apparatus | | |
|---------------------------|----|-------|
| Car 450 | 8 | 14.3% |
| Car 461 | 2 | 3.6% |
| Car 459 | 10 | 17.9% |
| Brush 457 | 3 | 5.4% |
| Engine 451 | 1 | 1.8% |
| Tender 456 | 0 | 0.0% |
| Rescue 458 | 11 | 19.6% |
| Special Operations 467 | 0 | 0.0% |
| Ambulance M2 | 51 | 91.1% |
| Ambulance M3 | 0 | 0.0% |
| Boat 4599 | 0 | 0.0% |

| Call Totals By Call Reason | | |
|----------------------------|---|-------|
| Seizure | 2 | 3.6% |
| Sick & Care | 8 | 14.3% |
| Smoke Investigation | 0 | 0.0% |

| | | |
|----------------------------|----|-------|
| Animal Bite | 0 | 0.0% |
| Apnea (Not Breathing) | 0 | 0.0% |
| Arm Injury | 1 | 1.8% |
| Assault | 0 | 0.0% |
| Assistance | 0 | 0.0% |
| Back Pain | 1 | 1.8% |
| Bicycle Accident | 0 | 0.0% |
| Burns | 0 | 0.0% |
| Change of Quarters/Standby | 19 | 33.9% |
| Chest Pain/Cardiac | 0 | 0.0% |
| Choking | 0 | 0.0% |
| Code 4 (possible death) | 0 | 0.0% |
| Commercial Fire | 4 | 7.1% |
| CPR in Progress | 0 | 0.0% |
| Crash unknown Injuries | 3 | 5.4% |
| Crash with Injuries | 1 | 1.8% |
| Diabetic Problem | 1 | 1.8% |
| Difficulty Breathing | 3 | 5.4% |
| Dislocated Shoulder | 0 | 0.0% |
| Fall | 4 | 7.1% |
| Fire - Other | 0 | 0.0% |
| Grass/Brush Fire | 0 | 0.0% |
| Haz-mat Clean-up | 0 | 0.0% |
| Head Injury | 0 | 0.0% |
| Heat Problems | 0 | 0.0% |
| Ice Rescue | 0 | 0.0% |
| Illegal Burn | 0 | 0.0% |
| Insect Bite | 0 | 0.0% |
| Labor/Delivery | 0 | 0.0% |
| Leg Injury | 0 | 0.0% |
| Motorcycle Accident | 0 | 0.0% |
| Natural Gas Odor | 0 | 0.0% |
| Odor Investigation | 0 | 0.0% |
| Medical - Other | 0 | 0.0% |
| Overdose | 0 | 0.0% |
| Psychiatric Problem | 1 | 1.8% |
| Public Assist | 4 | 7.1% |
| Residential Fire | 4 | 7.1% |

| | | |
|-------------------------|---|------|
| Stroke/CVA | 0 | 0.0% |
| Suicide Attempt | 0 | 0.0% |
| Syncope/Passed Out | 0 | 0.0% |
| Transport (Medical) | 0 | 0.0% |
| Trauma | 0 | 0.0% |
| Under the Influence | 0 | 0.0% |
| Unknown Medical Problem | 0 | 0.0% |
| Unresponsive | 0 | 0.0% |
| Vehicle Fire | 0 | 0.0% |
| Water Rescue | 0 | 0.0% |

0

| Staffing Summary | | |
|------------------------------|----|-------|
| Resident - Paid on Call | 23 | 60.5% |
| Resident - POC/Part Time | 4 | 10.5% |
| Non-Resident - POC | 0 | 0.0% |
| Non-Resident - POC/Part Time | 10 | 26.3% |
| Total Fire Department Staff | 38 | |

February 2019 Summary

| | |
|--|-----------|
| Total Calls for Month | 56 |
| Total Calls for Month Last Year | 41 |

| | |
|--------------------------------------|---------------|
| % Increase/Decrease For Month | 36.59% |
|--------------------------------------|---------------|

| | |
|---|-----------|
| Total Calls Occuring 6:00 AM - 6:00 PM | 36 |
|---|-----------|

| | |
|--|---------------|
| % Of Calls Occuring 6:00 AM - 6:00 PM | 64.29% |
|--|---------------|

| | |
|--|------------|
| Monthly Volunteer On Call Hours | 708 |
|--|------------|

| | |
|---------------------------------|------------|
| Total Calls Year To Date | 111 |
|---------------------------------|------------|

| | |
|--------------------------------------|------------|
| Total Calls Last Year To Date | 103 |
|--------------------------------------|------------|

| | |
|--------------------------------|--------------|
| % Increase Year to Date | 7.77% |
|--------------------------------|--------------|

| |
|--|
| Record # of call in 24 hours: 11 -May 31st 2014 |
|--|

| |
|---|
| Record for # of calls in one week: 31 - July 16th - July 22nd 2012 |
|---|

| |
|--|
| Record for # of calls in one month: 94 - December 2013 (89 - July 2012) |
|--|

(CALL)

Polk City Fire Department Member Application

Personal:

Name: BLAYLOCK JENNIFER KRISTINE Date: 4/26/18
Last First Middle

Address: (Number & Street) [REDACTED]
 (City, State, Zip Code) POLK CITY, IA 50226

Daytime Phone Number: [REDACTED] Evening Phone Number: [REDACTED]

Desired start date: ANYTIME E-mail Address: [REDACTED]

Social Security Number: [REDACTED] Are you over 18 years old? Yes No

Education:

| School | Years Completed (circle one) | Diploma/Degree Earned | List School(s), City/State |
|----------------------------------|------------------------------|--|--|
| High School | 1 2 3 (4) | Diploma: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No G.E.D.: <input type="checkbox"/> Yes <input type="checkbox"/> No | CLARINDA HIGH SCHOOL CLARINDA, IA 50226 |
| College and/or Vocational School | 1 2 3 (4) | BACHELOR'S OF SCIENCE IN NURSING | OLD DOMINION UNIVERSITY NORFOLK, VA |
| Other Training or Degrees | BLS, ACLS, TNCC | | |

Fire Certification (If you are not certified, please leave blank):

Attach Copy of All Certification(s)

Type of Certification(s) Held: _____

Professional Membership(s): _____

EMS Certification (If you are not certified, please leave blank):

Attach Copy of All Certification(s)

Type of Certification(s) Held: EMT

Iowa Certification Number: 4000802 Expiration Date: 3/31/2020

Professional Membership(s): _____

Record of Conviction:

Have you ever been convicted of a crime other than minor traffic offense? Yes No

If yes, fully explain: _____

(A conviction will not necessarily automatically disqualify you for membership. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

Employment:

Please list employment history, with your current employer first (including U.S. Military Service), for the last 10 years. If any employment was under a different name, indicate name.

Employer: UNITYPOINT HEALTH Position: REGISTERED NURSE
Address: 1700 PLEASANT STREET DES MOINES, IA 50309
Telephone: 515-241-8673 Dates of Employment: From (Mo/Yr) 10/15 To (Mo/Yr) CURRENT
Supervisor: MANDY SCHIEFERT Department: EMERGENCY
(Circle one) FT PT No. of Hrs. per Week: 24 (SAT, SUN)
Duties: TRIAGE, ASSESS, IV ACCESS/ADMINISTRATION, MED ADMIN
Reason for Leaving: WILL CONTINUE TO WORK HERE

Employer: HARBOR'S EDGE Position: CNA
Address: 1 COLLEY AVE NORFOLK, VA 23510
Telephone: 757-616-7900 Dates of Employment: From (Mo/Yr) 5/14 To (Mo/Yr) 5/15
Supervisor: KELLY Department: ASSISTED LIVING
(Circle one) FT PT No. of Hrs. per Week: 40
Duties: ADL, MED PASSING
Reason for Leaving: GRADUATED SCHOOL

Employer: COMMONWEALTH MEMORY Position: CNA
Address: 1516 HARMON STREET NORFOLK, VA 23518
Telephone: 757-687-0956 Dates of Employment: From (Mo/Yr) 5/13 To (Mo/Yr) 5/14
Supervisor: BRANDY HODGES Department: MEMORY CARE
(Circle one) FT PT No. of Hrs. per Week: 40
Duties: ADL, MED PASSING
Reason for Leaving: NEW JOB OPPORTUNITY

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job, or resigned to avoid termination?

___ Yes No If yes, explain: _____

Have you ever been an applicant or member of any fire or rescue agency? ___ Yes No

If so, please state agency name, location, contact information, and dates of membership _____

Please describe any additional work experience, volunteering, community involvement, or training:

3 YEARS REGISTERED NURSE IN EMERGENCY DEPARTMENT

TRAUMA NURSING CERTIFICATION

ACLS

BLS

POLK COUNTY SHERIFF FAMILY SUPPORT

References:

Applicant's Certification and Agreement

- ▶ I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge. I authorize the Polk City Fire Department, its Officers, and or the City of Polk City to verify their accuracy and to obtain reference information by contacting educational institutions, references or employers, and to rely on and use such information as they see fit.
- ▶ I hereby release the Polk City Fire Department, its Officers, members, and the City of Polk City from any/all liability of whatever kind and nature that, at any time, could result from obtaining and having a membership decision based on such information. This application and all information obtained is the property of the Polk City Fire Department.
- ▶ I understand that, if granted membership, falsified statements of any kind or omissions of facts called for on this application, regardless of the time of discovery, shall be considered sufficient basis for dismissal.
- ▶ I understand that should an offer of membership be extended to me and accepted that I will fully adhere to the policies, rules and regulations of the department. However, I further understand that neither the policies, rules, regulations of membership or anything said during the interview process shall be deemed to constitute the terms of an implied contract for continued membership. I understand that any membership is for an indefinite duration and at will and that either I or the department may terminate my membership at any time with or without notice or cause.
- ▶ I understand that if I am offered membership, membership is conditioned upon my providing such other and further information as may be required by the Polk City Fire Department, its Officers, and or the City of Polk City.

Jennifer Blaylock
Signature of Applicant

4/26/18
Date

JENNIFER BLAYLOCK

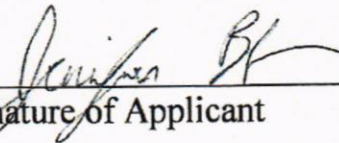


Polk City Fire Department Service Commitment

I hereby commit to:

- JB Provide volunteer on call service including days, nights, weekends, and holidays and agree to meet the minimum attendance requirements as established by the Polk City Fire Department.
- JB Provide a minimum of 24 consecutive months of service.
- JB Attend required monthly business and training meetings.
- JB Maintain Fire & EMS certifications and complete all required skills drills.
- JB Comply with the standard operating guidelines, policies, and procedures of the department and the direction of the command staff at all times.
- JB Maintain patient confidentiality.

I understand membership is at-will, and may be terminated at any time with or without cause by Polk City Fire Department, its Officers, and or the City of Polk City.


Signature of Applicant

4/20/18
Date



Emergency Medical Care Provider

JENNIFER BLAYLOCK

is hereby entitled to all the rights and responsibilities
delegated to this level of certification

EMT

Certification: EMT4000802

Expiration: March 31, 2020

Endorsements:

HOLDER: This I.D. card is the property of the State of Iowa and may be revoked or suspended under the provisions of the Iowa Department of Public Health Rules. A fee may be charged for replacement of any I.D. card.

If found, drop in nearest U.S. Postal Service mail box.
Postmaster: Postage guaranteed. Return to:

Iowa Department of Public Health
Bureau of Emergency and Trauma Services
Lucas State Office Building
321 E 12th Street
Des Moines, IA 50319

Cut here to keep wallet size

JENNIFER BLAYLOCK
912 WEST BROADWAY STREET
POLK CITY IA 50226

Fold here to mail

NEEMT
1976-2019



**National Registry of
Emergency Medical Technicians®**

THE NATION'S EMS CERTIFICATION™

hereby certifies that

Jennifer K Blaylock

has obtained **National EMS Certification** as an
EMS professional at the level designated below

| Registry No. | Expiration Date | Provider Level |
|--------------|-----------------|----------------|
| E3380151 | 03/31/2020 | EMT |

Use this number on all correspondence
to the National Registry.

Drew E. Drason
Executive Director

B A S I C L I F E S U P P O R T

**BLS
Provider**



**American
Heart
Association**

Jennifer K Geer

The above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.

07/26/2017

Issue Date

07/2019

Recommendation Renewal Date

ADVANCED CARDIOVASCULAR LIFE SUPPORT

**ACLS
Provider**



Jennifer Blaylock

has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Advanced Cardiovascular Life Support (ACLS) Program.

Issue Date

1/22/2018

Recommended Renewal Date

01/2020

Training Center Name

Central Iowa Hospital Corporation d/b/a UnityPoint
Health - Des Moines

Instructor Name

Katie Dumermuth

Training Center ID

IA05121

Instructor ID

02120082340

Training Center Address

1200 Pleasant St
Des Moines IA 50309-1406 USA

eCard Code

186502082000

**Training Center Phone
Number**

(515) 241-4207

QR Code



To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/cpr/mycards.
© 2016 American Heart Association. All rights reserved. 15-3000 3/16



JENNIFER KRISTINE GEER

having fulfilled all requirements of the Law governing the licensure of nurses in Iowa, has been granted original license number 141907 by Examination on September 25, 2015 and is now entitled to practice in the State of Iowa as a
Registered Nurse

This license shall be renewed in accordance with the Code of Iowa and the rules of the Iowa Board of Nursing.



Thelma R. Whiting, MSN, RN
Executive Director

EXPERIENCE

OCTOBER 2015 – CURRENT

REGISTERED NURSE

UNITY POINT HEALTH DES MOINES EMERGENCY DEPARTMENT

- Triage patients
- Assess patients
- Follow hospital based protocols
- IV starting and administration
- Medication administration
- NG/OG tube insertion
- Oral/Nasal airway insertion
- Trauma and Code patient treatment and charting
- Patient and family member communication

EDUCATION

AUGUST 2015

BACHELOR'S OF SCIENCE IN NURSING, OLD DOMINION UNIVERSITY

- 3.6 GPA
- Emergency Department Residency

MAY 2018

RN-EMT, CREIGHTON UNIVERSITY

CERTIFICATIONS

- BLS
- ACLS
- Trauma Nurse Core Course (TNCC)
- Management of Aggressive Behavior (MOAB)
- HAZMAT



Polk City Fire Department



309 West Van Dorn Street • P.O. Box 34
Polk City, Iowa 50226
Phone 515-984-6304 Fax 515-984-6792
www.polkcityfd.com

Date: March 11, 2019

To: City Council

Cc: Mayor Morse, Lindsey Huber

From: Jim Mitchell, Fire Chief

Re: Fire Department Staff Update

- We received a resignation from Lieutenant Kevin Vols due to a new full-time job with Polk County Sheriff's Office where he will be working the afternoon shift and he feels that he will not have time for the PCFD.
- We have offered conditional paid-on-call employment to Jennifer Blaylock, a Polk City resident. Jennifer works for Unity Point in the Emergency Department as a registered nurse. She is currently an EMT and has desire to obtain the RN exemption, so that she can respond as a paramedic. Jennifer's beginning pay will be \$13.33 per hour for a paid-on-call rate and \$13.80 per hour for a part-time rate.
- The fire department current roster is also attached.

Thanks,

Jim Mitchell
Fire Chief

Minutes of the Meeting of
The Polk City Community Library Board of Trustees
February 4, 2019

- I. The Meeting was called to Order by Mike Miller at 6:34 pm.
- II. Motion made by Angie Conley and seconded by Sara Olson to approve the Agenda for this Meeting, passed unanimously.

Board Members Present: Lisa Mart, Mike Miller, Angie Conley, Sara Olson

Board Members Absent: Corey Hoodjer

Library Director Present: Jamie Noack

City Council Liaison Present: Mandy Vogel

Guests Present: None

III. Consent Items

1. Consider motion to approve the Library Board Minutes for January 7, 2019
2. Consider motion to approve the December Finance Reports.

Motion to approve consent items made by Lisa Mart, seconded by Sara Olson, passed unanimously.

IV. Communication from the Public: None

V. Director's Report:

Library Statistics:

- Circulation and library usage continues to increase
 - January 2019 circulation was 654 higher than January 2018 when accounting for auto-renewal.
 - The number of patrons visiting the library is up 372 from last January.
 - Adventure Pass stats: 14 Adventure Passes were used in January saving patrons \$587.
 - Library Patrons saved \$53,645 in January by borrowing materials from the library versus purchasing them.

What's New:

- I asked metro library directors about the county-wide Trustee meeting referenced in standard 1.11. Johnston replied that there hadn't been one in the 5 years since he had been director. Altoona said they used to have them but no one came. Although it is a standard, it is not tied to accreditation.
- Fine Forgiveness February: donations for goodie bags to Polk City Nursing & Rehab can pay off fines for late returns
- 106 people participated in our Winter Reading Programs. 63 kids and 43 adults.
- Privacy Policy has been added to the website
- The downloadable audiobooks that we have been purchasing in Bridges are circulating well. We have allocated funds in next year's budget to start adding e-books as well.

Upcoming Programs:

- February 5 DIY Folded Heart Art
- February 6 Dulcimer Program 10:30
- February 7 Cribbage 1:00
- February 7 Photo Club 7:00
- February 8 Storytime at the Nursing Home 10:30
- February 11 Maker Monday
- February 12 Euchre 1:00
- February 12 Family Bingo 4:00
- February 12 Adult Coloring 6:00
- February 19 Magic Tree House Book Club 4:00
- February 25 Maker Monday
- February 28 Friends of the Library Trivia Night at Fenders 7:00
- March 9 Dinosaur Party 10:30
- March 28 Trees for Bees
- May 31 Summer Reading Kick-Off on the Square 5:30

VI. City Council Liaison Report:

1. Working on the budget-finance committee meet this past Friday.
2. There will be turn signals at the stop light.
3. Liaison's will not be assigned officially anymore but it can still be at the discretion at the library board and the council members as needed.

VII. Board Education: Brainfuse Presentation-Started at 6:50pm. New system should be up and going by mid-February. Libraries are able to demo. it currently. Director Noack gave an overview of the highlights. We will have access to JobNow and VetNow, JobNow has resume help, templates and other resources, there are also resources for Interviewing and career selection. ACT prep tools and practice tests

VIII. Agenda Items:

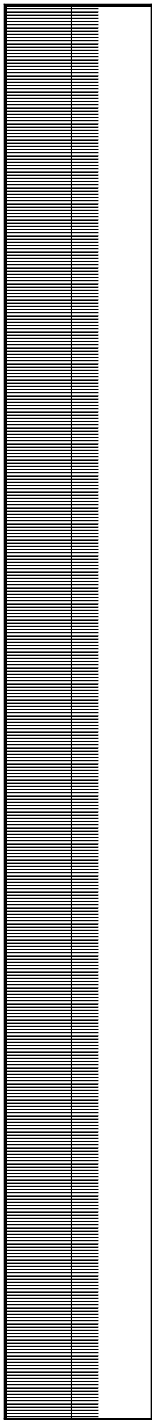
1. Review Tier Standards Section 2: [Library Management](#) (pg. 10-11)
2. Review and Approve [Programming Policy](#) (Service)-Lisa Mart moves to approve the Programming Policy, Angie Conley seconded. Motion passed unanimously.
3. Review [Public Comment Policy](#)
4. Discuss options for complying with [DMCA Safe Harbor](#) Director Noack reviewed options.
 - a. [DMCA's Safe Harbor](#) legal brief from Mandy Easter
 - b. [State Library of Iowa information](#)
 - c. [Cybrarian and Centurion documents](#)
5. Approve hiring a temporary, part-time summer employee for 8 weeks, 16 hours per week at \$9.00/hour- Lisa Mart made motion to approve the hiring of a temporary, part-time summer employee, Sara Olson seconded, motion passed unanimously.
6. Create a plan/timeline for strategic planning
 1. Review demographic information-Director Noack provided a variety of demographic information. Lisa Mart talked with Maryann Mori about options and reported to the group. Maryann will be at the March meeting to discuss further.

Adjourn-Motion to adjourn made by Sara Olson moved to adjourn the meeting seconded by Angie Conley passed unanimously at 7:47pm.

Next Meeting: March 4, 2019 at 6:30 p.m.

Respectfully Submitted, Lisa Mart

Mission Statement: The Polk City Community Library provides a place where all can meet, learn, and grow.



Library Director's Report

February 2019

Library Statistics:

- Circulation and library usage continues to increase
 - February 2019 circulation was 629 higher than February 2018 when accounting for auto-renewal.
 - The number of patrons visiting the library was down 72 from last February. We are attributing this to weather and program cancellations.
 - Adventure Pass stats: 5 Adventure Passes were used in February saving patrons \$220.
 - Library Patrons saved \$43,709 in February by borrowing materials from the library verses purchasing them.

What's New:

- The library staff appreciates the Board's support for some unplanned adjustments to business hours in February due to weather, illness, funerals and vacation.
- Director Noack will be on vacation March 11-15.
- City Council approved a budget amendment of \$6,565 to cover LED lighting project.
- Fine Forgiveness February: Over 200 items were donated, but most were just donations. Only a handful of people took advantage of the fine forgiveness.
- Brittany is participating in a 12-week Supercharge Your Storytime course with area youth librarians.
- On February 26, Rich Taylor and I traveled to Norwalk to see how they are benefiting from using Centurion and Cybrarian software.
- A Centurion software trial has been installed on some of the patron computers. Technical issues are being worked out. Centurion is the software that wipes the computer history and sets the computer back to our defaults on each reboot.
- Our hotspots have become very popular. On any given day, between 8-10 are usually checked out. We will need to look at some policy changes at the April or May meeting.
- The Friends of the Library Trivia Fundraiser at Fender's was held February 28. It was a tremendous success with 15 teams participating.
- The Friends of the Library Book Sale was held March 1-2.

Upcoming Programs:

- March 6 Dulcimer Program 10:30
- March 7 Cribbage 1:00
- March 7 Photo Club 7:00
- March 8 Storytime at the Nursing Home 10:30
- March 9 Dinosaur Party 10:30
- March 12 Euchre 1:00
- March 12 Adult Coloring 6:00
- March 14 Cook the Book 6:00
- March 18-22 Spring Break Activities 10:30
- March 26 Magic Tree House Book Club 4:00
- March 26 Mom's Night Out Movie: A Star is Born 8:00
- March 27 Trees for Bees 1:30
- March 28 Family Movie Night: Ralph Breaks the Internet 6:00
- April 7-13 National Library Week
- April 11 Welcome to Medicare (SHIP) 6:00
- April 16 Social Security Questions? 6:30
- April 23 Big Nate Party 4:00
- April 27 Mermaid Party 10:30
- April 30 How Iowa Met Baseball 6:30
- May 31 Summer Reading Kick-Off on the Square 5:30



Polk City Police Department

309 W Van Dorn St. P.O.Box 381

Polk City, Iowa 50226

Phone: 515-984-6565 Fax 515-984-6819 email: police@polkcityia.gov

Service Integrity Respect Quality

To: Honorable Mayor and Council Members

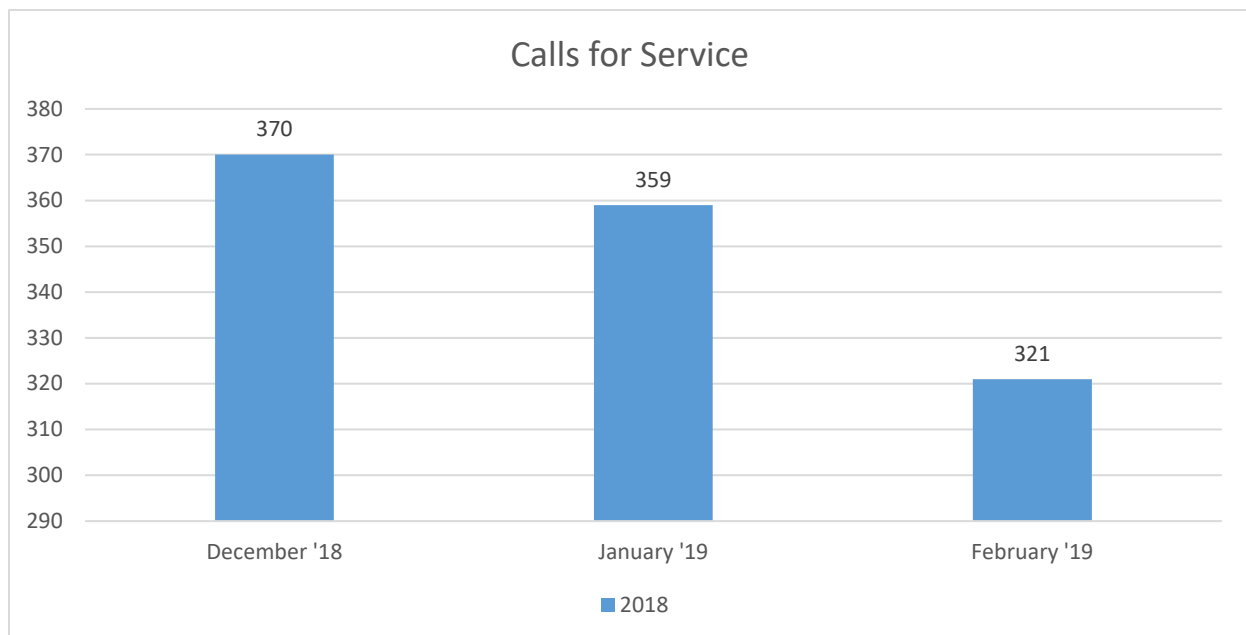
From: Lieutenant Jeremy Siepker

Date: March 6th, 2019

Re: February 2019 Monthly Report

Calls for Service

The total calls for service for the month of February were **321**. This includes response to citizen complaints/reports, assists, self-initiated activities such as traffic stops, building checks, suspicious persons, and case follow up. Among these calls for service Polk City officers conducted **64** traffic stops.





Polk City Police Department

309 W Van Dorn St. P.O.Box 381

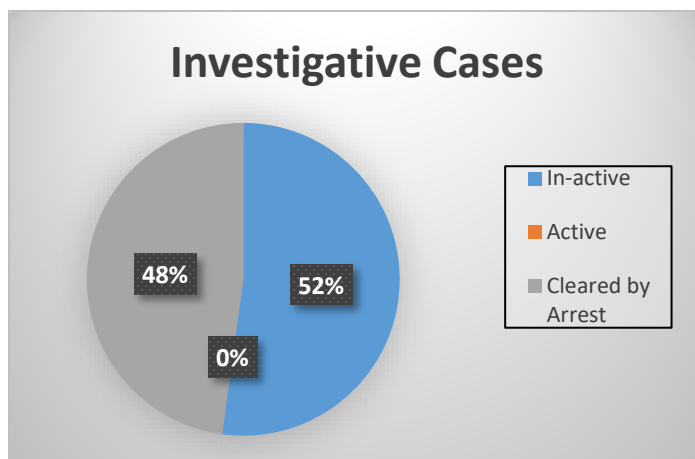
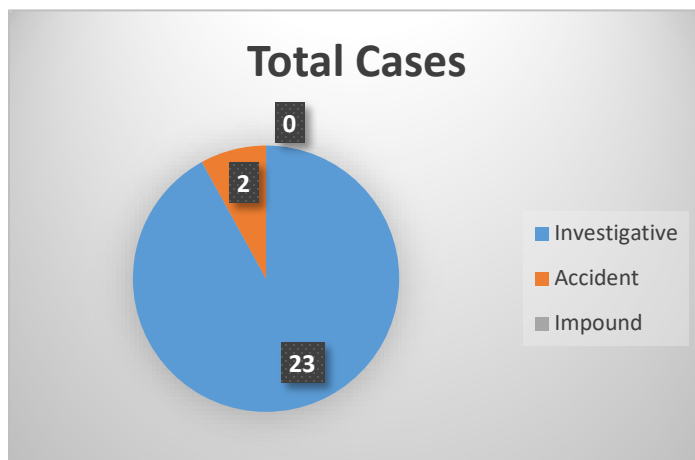
Polk City, Iowa 50226

Phone: 515-984-6565 Fax 515-984-6819 email: police@polkcityia.gov

Service Integrity Respect Quality

Cases Made

25 total cases were completed during the month of February. Of those cases made 23 were investigative Incident Reports. There are no active investigations. There is a 48% clearance rate by arrest for February incident report cases. Polk City had 2 reported traffic accidents.





Polk City Police Department

309 W Van Dorn St. P.O.Box 381

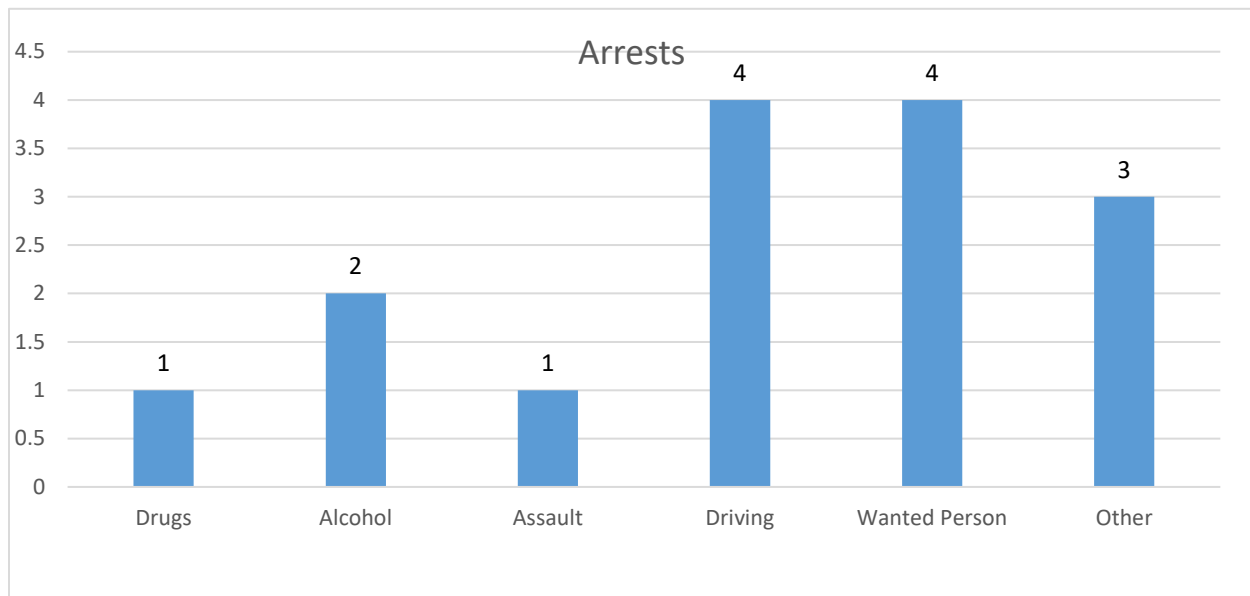
Polk City, Iowa 50226

Phone: 515-984-6565 Fax 515-984-6819 email: police@polkcityia.gov

Service Integrity Respect Quality

Arrests Made

The Police Department made 15 arrests and issued 66 citations and warnings. Among those arrests there were 4 driving related offenses, 1 drug related offense, 2 alcohol offenses and 4 warrants.



Notable Incidents

On February 9th a Polk City Officer took a call reference a reckless driving coming into town on W Bridge Rd. The Officer was able to locate the vehicle in the 100 block of E Broadway. The Officer conducted an investigation and determined the driver was impaired. The driver was arrested for OWI.



Polk City Police Department

309 W Van Dorn St. P.O.Box 381

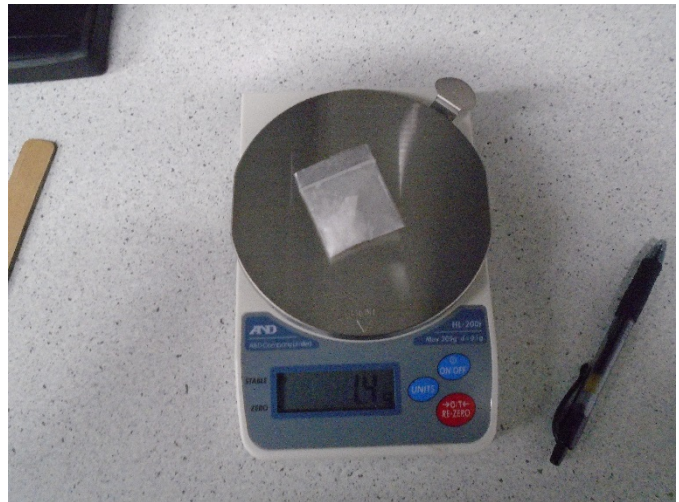
Polk City, Iowa 50226

Phone: 515-984-6565 Fax 515-984-6819 email: police@polkcityia.gov

Service Integrity Respect Quality

On February 17th a Polk City Officer took a call reference a reckless driver in town. The call advised the vehicle could not maintain control and was going side to side on the road and spinning out. The Officer was able to locate the vehicle in the 1200 block of Lyndale Dr. The Officer conducted an investigation and determined the driver was impaired. The Officer took the driver into custody and she was charged with OWI.

On February 25th a Polk City Officer stopped a vehicle in the 300 block of W Broadway for a traffic violation. During the stop the Officer learned the driver was suspended. The Officer took the driver into custody for driving while suspended. During the search of the driver the Officer located a baggy of methamphetamine on the driver. The driver was charged with driving while suspended and possession of methamphetamine.





Polk City Police Department

309 W Van Dorn St. P.O.Box 381

Polk City, Iowa 50226

Phone: 515-984-6565 Fax 515-984-6819 email: police@polkcityia.gov

Service Integrity Respect Quality

In-Service Training

On February 19th the Polk City officers participated in a one-day Officer Wellness training program. This training focused on several areas of overall wellness- Mental Wellness, Relational Health, Financial Health, Physical Wellness, and Spiritual Wellness. Guest speakers and presenters were brought in to speak and provide resources to the department on each of these topics.

Individual Officer Training

On February 28th Officer Wilson began the 2 day Taser Instructor School hosted at Ankeny Police Department. Officer Wilson will complete the training on March 1st and will be certified by the Iowa Law Enforcement Academy and Taser as an Instructor.

Officer Aicher completed 16 hours of canine training at Canine Tactical in Chariton, IA.

Training Hours: 34

| | |
|----------|----|
| Lamfers | 6 |
| Untrauer | 8 |
| Aicher | 24 |
| Kendig | 6 |
| Siepkner | 6 |
| Wilson | 14 |



Polk City Police Department

309 W Van Dorn St. P.O.Box 381

Polk City, Iowa 50226

Phone: 515-984-6565 Fax 515-984-6819 email: police@polkcityia.gov

Service Integrity Respect Quality

Canine Program

Officer Aicher and Eudoris were deployed 1 time in February. This deployment was a track for a wanted suspect.

On February 20th a Polk City Officer observed a subject walking on the side of the road in the 800 block of Tyler St. The Officer recognized the subject and knew the subject was wanted out of Dallas County for domestic assault and violation of a no contact order. The Officer attempted to stop the subject but he fled on foot. With the help of our K9 unit the suspect was tracked to a residence in the 800 block of Phillips St. The Officer tried to get the subject to come out but he and the other occupants would not comply. Command staff was advised and a perimeter was set up around the house. A standoff ensued and the suspect was eventually taken into custody. The subject was taken to the Polk County Jail for Interference with Official Acts, Providing False Identification and the Dallas County Warrants.

Community Outreach

On February 13th Chief Kendig attended the Polk City Chamber Luncheon where he presented the Police Departments' Year in Review for year 2018.

City Budget Help

To return to the budget forms, click on the appropriate worksheet tab (CERT, Re-Est Revenues, etc.)

Click on any of the following links to obtain the information you need

Administrative Rules (Amendments, Fund Transfers, Employee Benefits, Etc.)

Amendments (When is an amendment required?)

Amendment Filing Requirements (Timelines & required forms, etc.)

Budget Instructions (An overview of how to prepare the city budget, fund types, etc.)

Budget Instructions For Beginners (Definitions, Forms, and How they are completed)

Order of Completion (Which BUDGET forms to fill out first)

City Chart of Accounts (August 22, 2014)

Local Emergency Management Commission (EMC) Support (Iowa Code 29C.17 (5))

EXCEL Macro Security Level (Why doesn't the CERT page compute rates? Change Macro security level)

Fund Types (Funds types under which a city budgets)

Filing Requirements BUDGET (Timelines & required forms, etc.)

Internal Service Funds (Budgeting options for Internal Service Funds)

Iowa Code 384.16 as amended July 2007 (Statutory Instructions for City Budgets Process, publishing, etc.)

Notice of Public Hearing Notice BUDGET (Preparation, publishing or posting requirements)

Problems Printing the BLUE Numbers (The FIX A few printers won't print the blue numbers.)

TIF Budgeting (New TIF budgeting and changes to the forms)

Homestead, Elderly, Military Credits (How credit are calculated and affect of reduced funding on city)

Property Tax Reform & the Replacement Claim Estimation Tabs (SF 295 and the changes to the Budget process)

Municipal Oversight Information (Annual and Periodic Examinations)

77-723

Adoption of Budget and Certification of City Taxes

FISCAL YEAR BEGINNING JULY 1, 2019 - ENDING JUNE 30, 2020

Resolution No.: 2019-13

The City of: Polk City

County Name: POLK

Date Budget Adopted: 3/11/2019

(Date) xx/xx/xx

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages. Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

515-987-9157

Telephone Number

Signature

County Auditor Date Stamp

January 1, 2018 Property Valuations

| | With Gas & Electric | Without Gas & Electric | Last Official Census |
|--------------|-----------------------|------------------------|----------------------|
| Regular | 2a <u>246,267,603</u> | 2b <u>244,036,932</u> | 3,418 |
| DEBT SERVICE | 3a <u>267,982,147</u> | 3b <u>265,751,476</u> | |
| Ag Land | 4a <u>538,333</u> | | |

TAXES LEVIED

| Code Sec. | Dollar Limit | Purpose | (A) Request with Utility Replacement | (B) Property Taxes Levied | (C) Rate |
|-----------|--------------|--|--|---------------------------------|-------------------|
| 384.1 | 8.10000 | Regular General levy | 5 1,994,768 | 1,976,699 | 43 8.10000 |
| (384) | | Non-Voted Other Permissible Levies | | | |
| 12(8) | 0.67500 | Contract for use of Bridge | 6 | 0 | 44 0 |
| 12(10) | 0.95000 | Opr & Maint publicly owned Transit | 7 | 0 | 45 0 |
| 12(11) | Amt Nec | Rent, Ins. Maint of Civic Center | 8 | 0 | 46 0 |
| 12(12) | 0.13500 | Opr & Maint of City owned Civic Center | 9 | 0 | 47 0 |
| 12(13) | 0.06750 | Planning a Sanitary Disposal Project | 10 | 0 | 48 0 |
| 12(14) | 0.27000 | Aviation Authority (under sec.330A.15) | 11 | 0 | 49 0 |
| 12(15) | 0.06750 | Levee Impr. fund in special charter city | 13 | 0 | 51 0 |
| 12(17) | Amt Nec | Liability, property & self insurance costs | 14 121,000 | 119,905 | 52 0.49134 |
| 12(21) | Amt Nec | Support of a Local Emerg.Mgmt.Comm. | 462 | 0 | 465 0 |
| (384) | | Voted Other Permissible Levies | | | |
| 12(1) | 0.13500 | Instrumental/Vocal Music Groups | 15 | 0 | 53 0 |
| 12(2) | 0.81000 | Memorial Building | 16 | 0 | 54 0 |
| 12(3) | 0.13500 | Symphony Orchestra | 17 | 0 | 55 0 |
| 12(4) | 0.27000 | Cultural & Scientific Facilities | 18 | 0 | 56 0 |
| 12(5) | As Voted | County Bridge | 19 | 0 | 57 0 |
| 12(6) | 1.35000 | Missi or Missouri River Bridge Const. | 20 | 0 | 58 0 |
| 12(9) | 0.03375 | Aid to a Transit Company | 21 | 0 | 59 0 |
| 12(16) | 0.20500 | Maintain Institution received by gift/devise | 22 | 0 | 60 0 |
| 12(18) | 1.00000 | City Emergency Medical District | 463 | 0 | 466 0 |
| 12(20) | 0.27000 | Support Public Library | 23 | 0 | 61 0 |
| 28E.22 | 1.50000 | Unified Law Enforcement | 24 | 0 | 62 0 |
| | | Total General Fund Regular Levies (5 thru 24) | 25 2,115,768 | 2,096,604 | |
| 384.1 | 3.00375 | Ag Land | 26 1,617 | 1,617 | 63 3.00375 |
| | | Total General Fund Tax Levies (25 + 26) | 27 2,117,385 | 2,098,221 | Do Not Add |
| | | Special Revenue Levies | | | |
| 384.8 | 0.27000 | Emergency (if general fund at levy limit) | 28 | 0 | 64 0 |
| 384.6 | Amt Nec | Police & Fire Retirement | 29 | 0 | 0 |
| | Amt Nec | FICA & IPERS (if general fund at levy limit) | 30 | 0 | 0 |
| Rules | Amt Nec | Other Employee Benefits | 31 | 0 | 0 |
| | | Total Employee Benefit Levies (29,30,31) | 32 0 | 0 | 65 0 |
| | | Sub Total Special Revenue Levies (28+32) | 33 0 | 0 | |
| | | Valuation | | | |
| 386 | As Req | With Gas & Elec | Without Gas & Elec | | |
| | | SSMID 1 (A) | (B) | 34 | 0 |
| | | SSMID 2 (A) | (B) | 35 | 0 |
| | | SSMID 3 (A) | (B) | 36 | 0 |
| | | SSMID 4 (A) | (B) | 37 | 0 |
| | | SSMID 5 (A) | (B) | 555 | 0 |
| | | SSMID 6 (A) | (B) | 556 | 0 |
| | | SSMID 7 (A) | (B) | 1177 | 0 |
| | | SSMID 8 (A) | (B) | 1185 | 0 |
| | | Total Special Revenue Levies | 39 0 | 0 | |
| 384.4 | Amt Nec | Debt Service Levy 76.10(6) | 40 353,985 | 351,039 | 70 1.32093 |
| 384.7 | 0.67500 | Capital Projects (Capital Improv. Reserve) | 41 | 0 | 71 0 |
| | | Total Property Taxes (27+39+40+41) | 42 2,471,370 | 2,449,260 | 72 9.91227 |

COUNTY AUDITOR - I certify the budget is in compliance with ALL the following:

Budgets that DO NOT meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

- 1) The prescribed Notice of Public Hearing Budget Estimate (Form 631.1) was lawfully published, or posted if applicable, filed proof was evidenced.
- 2) Budget hearing notices were published or posted not less than 10 days, nor more than 20 days, prior to the budget hearing.
- 3) Adopted property taxes do not exceed published or posted amounts.
- 4) Adopted expenditures do not exceed published or posted amounts in each of the nine program areas, or in total.
- 5) Number of the resolution adopting the budget has been included at the top of this form.
- 6) The budget file uploaded to the SUBMIT Area matched the paper copy certified by the city to this office.
- 7) The long term debt schedule (Form 703) shows sufficient payment amounts to pay the G.O. debt certified by the city to this office.

(County Auditor)

[CHECK CITY VALUATIONS](#)
[Taxable Valuations By Class By Levy Authority](#)
[100% Valuations By Class By Levy Authority](#)

Commercial & Industrial Replacement Claim Estimation

This sheet has been designed to allow each city to estimate the amount of property tax reimbursement that will be received from the State for each fund.

The City of Polk City

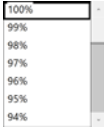
| | (A) Commercial - Non-TIF | (B) Commercial - TIF | (C) Industrial - Non-TIF | (D) Industrial - TIF |
|-----------------|-----------------------------|-------------------------|-----------------------------|-------------------------|
| 1 Taxable | 16,796,583 | 7,743,906 | | |
| 2 100% Assessed | 19,040,491 | 8,226,719 | | |

| REPLACEMENT \$ | | FILLS TO: |
|------------------------|----------|----------------------------|
| 3 General Fund | \$19,278 | REVENUES, LINE 18, COL (C) |
| 4 Special Fund | \$0 | REVENUES, LINE 18, COL (D) |
| 5 Debt Fund | \$3,602 | REVENUES, LINE 18, COL (F) |
| 6 Capital Reserve Fund | \$0 | REVENUES, LINE 18, COL (G) |

REPLACEMENT PAYMENT PERCENTAGE

Beginning in FY 2017-2018, the amount of commercial & industrial replacement payments paid by the State of Iowa to local governments becomes limited by the total amount of payments made in FY 2016-2017. This limitation of total dollars available for repayment of commercial & industrial replacement claims may cause all payments to local governments to be pro-rated. The amount of proration necessary for the budget year will not be known until August, but the dropdown below will allow the estimated commercial & industrial replacement payments to be reduced by a selected proration percentage.

To reduce that estimated amount of commercial & industrial replacement payment budgeted for the coming fiscal year, complete an estimation of the replacement payment above. Once complete, select a proration percentage from the list below. The proration percentage will limit the amount of estimated replacement payment budgeted. This will hopefully prevent an over estimation in the budget year revenues.



* Please input the amount of revenue being received from any grants or reimbursements from the State of Iowa, excluding the replacement amounts on lines 3 through 6 above. Separate the revenues by fund receiving the money.

| | (A) General | (B) Special Revenue | (C) TIF Sp. Revenue | (D) Debt Service | (E) Capital Projects | (F) Proprietary |
|-------------------------------------|----------------|------------------------|------------------------|---------------------|-------------------------|--------------------|
| Other State Grants & Reimbursements | 18 | | | | | |

Commercial & Industrial Replacement Claim Estimation

For SSMIDs

The City of Polk City

| SSMID 1 | | (A) Commercial - Reg | (B) Industrial - Reg | Replacement \$ |
|---------|----------|-------------------------|-------------------------|----------------|
| 1 | Taxable | | | |
| 2 | Assessed | | | \$0 |

| REPLACEMENT \$ | |
|----------------|------------------|
| 1 | Special Fund \$0 |

| SSMID 2 | | (A) Commercial - Reg | (B) Industrial - Reg | Replacement \$ |
|---------|----------|-------------------------|-------------------------|----------------|
| 1 | Taxable | | | |
| 2 | Assessed | | | \$0 |

| SSMID 3 | | (A) Commercial - Reg | (B) Industrial - Reg | Replacement \$ |
|---------|----------|-------------------------|-------------------------|----------------|
| 1 | Taxable | | | |
| 2 | Assessed | | | \$0 |

| SSMID 4 | | (A) Commercial - Reg | (B) Industrial - Reg | Replacement \$ |
|---------|----------|-------------------------|-------------------------|----------------|
| 1 | Taxable | | | |
| 2 | Assessed | | | \$0 |

| SSMID 5 | | (A) Commercial - Reg | (B) Industrial - Reg | Replacement \$ |
|---------|----------|-------------------------|-------------------------|----------------|
| 1 | Taxable | | | |
| 2 | Assessed | | | \$0 |

| SSMID 6 | | (A) Commercial - Reg | (B) Industrial - Reg | Replacement \$ |
|---------|----------|-------------------------|-------------------------|----------------|
| 1 | Taxable | | | |
| 2 | Assessed | | | \$0 |

| SSMID 7 | | (A) Commercial - Reg | (B) Industrial - Reg | Replacement \$ |
|---------|----------|-------------------------|-------------------------|----------------|
| 1 | Taxable | | | |
| 2 | Assessed | | | \$0 |

| SSMID 8 | | (A) Commercial - Reg | (B) Industrial - Reg | Replacement \$ |
|---------|----------|-------------------------|-------------------------|----------------|
| 1 | Taxable | | | |
| 2 | Assessed | | | \$0 |

Fund Balance Worksheet for City of **Polk City**

| | | General | Special Rev | TIF | Debt Serv | Capt Proj | Permanent | Total | Proprietary | Grand |
|--|----|-----------|-------------|-------------|-----------|-----------|-----------|------------|-------------|-------------|
| | | (A) | (B) | Special Rev | (D) | (E) | (G) | Government | (I) | Total |
| (1) | | | | | | | | | | |
| *Annual Report FY 2018 | | | | | | | | | | |
| Beginning Fund Balance July 1 (pg 5, line 134) * | 1 | 4,640,916 | 386,051 | 1,449,474 | 0 | 403 | 0 | 6,476,844 | 683,914 | 7,160,758 |
| Actual Revenues Except Beg Bal (pg 5, line 132) * | 2 | 4,647,610 | 456,103 | 374,108 | 136,215 | 1,188,652 | 0 | 6,802,688 | 1,825,587 | 8,628,275 |
| Actual Expenditures Except End Bal (pg 12, line 259) * | 3 | 5,185,253 | 674,279 | 250,515 | 136,215 | 1,129,055 | 0 | 7,375,317 | 1,539,275 | 8,914,592 |
| Ending Fund Balance June 30 (pg 12, line 270) * | 4 | 4,103,273 | 167,875 | 1,573,067 | 0 | 60,000 | 0 | 5,904,215 | 970,226 | 6,874,441 |
| (2) | | General | Spec Rev | TIF | Debt Serv | Capt Proj | Permanent | Tot Govt | Proprietary | Grand Total |
| ** Re-Estimated FY 2019 | | | | | | | | | | |
| Beginning Fund Balance | 5 | 4,103,273 | 167,875 | 1,573,067 | 0 | 60,000 | 0 | 5,904,215 | 970,226 | 6,874,441 |
| Re-Est Revenues | 6 | 4,588,831 | 430,000 | 422,251 | 324,408 | 4,621,361 | 0 | 10,386,851 | 1,770,500 | 12,157,351 |
| Re-Est Expenditures | 7 | 4,938,594 | 486,352 | 372,600 | 320,854 | 2,459,793 | 0 | 8,578,193 | 1,901,455 | 10,479,648 |
| Ending Fund Balance | 8 | 3,753,510 | 111,523 | 1,622,718 | 3,554 | 2,221,568 | 0 | 7,712,873 | 839,271 | 8,552,144 |
| (3) | | General | Spec Rev | TIF | Debt Serv | Capt Proj | Permanent | Tot Govt | Proprietary | Grand Total |
| ** Budget FY 2020 | | | | | | | | | | |
| Beginning Fund Balance | 9 | 3,753,510 | 111,523 | 1,622,718 | 3,554 | 2,221,568 | 0 | 7,712,873 | 839,271 | 8,552,144 |
| Revenues | 10 | 3,669,338 | 440,000 | 422,251 | 357,587 | 759,793 | 0 | 5,648,969 | 2,264,000 | 7,912,969 |
| Expenditures | 11 | 3,649,659 | 504,693 | 372,600 | 341,080 | 1,259,793 | 0 | 6,127,825 | 2,551,104 | 8,678,929 |
| Ending Fund Balance | 12 | 3,773,189 | 46,830 | 1,672,369 | 20,061 | 1,721,568 | 0 | 7,234,017 | 552,167 | 7,786,184 |

* The figures in section (1) are taken from FORM F-66(IA-2) STATE OF IOWA FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30,

** The remaining two sections are filled in by the software once ALL worksheets are completed.

CITY OF Polk City

As provided in Iowa Code Section 384.12, subsection 22, a city may levy the amount necessary in support of a local Emergency Management Commission. In addition to this individual levy, Emergency Management Commission support may also be included as part of the General Fund Levy. Iowa Code Section 29C.17, subsection 5 states that any support from cities or counties must be separately reported on tax statements issued by the county treasurer.

Input the amount of General Fund Levy request to be used

| | Request with Utility Replacement (A) | Property Taxes Levied (B) |
|--|--|---------------------------------|
| 1 Portion of General Fund Levy Used for Emerg. Mgmt. Comm. | <input type="text"/> | <u>0</u> |
| 2 Support of a Local Emerg.Mgmt.Comm. | 0 | 0 |
| 3 TOTAL FOR FISCAL YEAR 2018 | 0 | 0 |

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 1

RE-ESTIMATED Fiscal Year Ending

2019

Fiscal Years

| GOVERNMENT ACTIVITIES (A) | (B) | GENERAL (C) | SPECIAL REVENUE (D) | TIF SPECIAL REVENUES (E) | DEBT SERVICE (F) | CAPITAL PROJECTS (G) | PERMANENT (H) | PROPRIETARY (I) | RE-ESTIMATED 2019 (J) | ACTUAL 2018 (K) |
|-------------------------------------|-----------|------------------|---------------------------|-----------------------------------|------------------------|----------------------------|------------------|--------------------|-----------------------------|-----------------------|
| PUBLIC SAFETY | | | | | | | | | | |
| Police Department/Crime Prevention | 1 | 755,669 | 0 | | | | | | 755,669 | 751,102 |
| Jail | 2 | | | | | | | | 0 | 0 |
| Emergency Management | 3 | 5,300 | | | | | | | 5,300 | 4,010 |
| Flood Control | 4 | | | | | | | | 0 | 0 |
| Fire Department | 5 | 766,369 | 0 | | | | | | 766,369 | 479,940 |
| Ambulance | 6 | | | | | | | | 0 | 0 |
| Building Inspections | 7 | 376,892 | 0 | | | | | | 376,892 | 423,624 |
| Miscellaneous Protective Services | 8 | | | | | | | | 0 | 0 |
| Animal Control | 9 | 2,000 | | | | | | | 2,000 | 1,438 |
| Other Public Safety | 10 | | | | | | | | 0 | 0 |
| TOTAL (lines 1 - 10) | 11 | 1,906,230 | 0 | | | | 0 | | 1,906,230 | 1,660,114 |
| PUBLIC WORKS | | | | | | | | | | |
| Roads, Bridges, & Sidewalks | 12 | 124,984 | 477,852 | | | | | | 602,836 | 776,588 |
| Parking - Meter and Off-Street | 13 | | | | | | | | 0 | 0 |
| Street Lighting | 14 | 60,000 | | | | | | | 60,000 | 52,757 |
| Traffic Control and Safety | 15 | | | | | | | | 0 | 0 |
| Snow Removal | 16 | 0 | 0 | | | | | | 0 | 0 |
| Highway Engineering | 17 | | | | | | | | 0 | 0 |
| Street Cleaning | 18 | 0 | | | | | | | 0 | 0 |
| Airport <i>(if not Enterprise)</i> | 19 | | | | | | | | 0 | 0 |
| Garbage <i>(if not Enterprise)</i> | 20 | | | | | | | | 0 | 0 |
| Other Public Works | 21 | 0 | | | | | | | 0 | 0 |
| TOTAL (lines 12 - 21) | 22 | 184,984 | 477,852 | | | | 0 | | 662,836 | 829,345 |
| HEALTH & SOCIAL SERVICES | | | | | | | | | | |
| Welfare Assistance | 23 | | | | | | | | 0 | 0 |
| City Hospital | 24 | | | | | | | | 0 | 0 |
| Payments to Private Hospitals | 25 | | | | | | | | 0 | 0 |
| Health Regulation and Inspection | 26 | | | | | | | | 0 | 0 |
| Water, Air, and Mosquito Control | 27 | 5,000 | | | | | | | 5,000 | 246 |
| Community Mental Health | 28 | | | | | | | | 0 | 0 |
| Other Health and Social Services | 29 | | | | | | | | 0 | 0 |
| TOTAL (lines 23 - 29) | 30 | 5,000 | 0 | | | | 0 | | 5,000 | 246 |
| CULTURE & RECREATION | | | | | | | | | | |
| Library Services | 31 | 292,498 | 8,500 | | | | | | 300,998 | 273,480 |
| Museum, Band and Theater | 32 | | | | | | | | 0 | 0 |
| Parks | 33 | 496,093 | 0 | | | | | | 496,093 | 366,446 |
| Recreation | 34 | | | | | | | | 0 | 0 |
| Cemetery | 35 | | | | | | | | 0 | 0 |
| Community Center, Zoo, & Marina | 36 | 5,400 | | | | | | | 5,400 | 10,035 |
| Other Culture and Recreation | 37 | | 0 | | | | | | 0 | 0 |
| TOTAL (lines 31 - 37) | 38 | 793,991 | 8,500 | | | | 0 | | 802,491 | 649,961 |

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 2

| | | RE-ESTIMATED Fiscal Year Ending 2019 | | | | | | Fiscal Years | | |
|---|-----|--------------------------------------|------------------|----------------------|--------------|------------------|-----------|--------------|-------------------|-------------|
| GOVERNMENT ACTIVITIES CONT. | | GENERAL | SPECIAL REVENUES | TIF SPECIAL REVENUES | DEBT SERVICE | CAPITAL PROJECTS | PERMANENT | PROPRIETARY | RE-ESTIMATED 2019 | ACTUAL 2018 |
| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) |
| COMMUNITY & ECONOMIC DEVELOPMENT | | | | | | | | | | |
| Community Beautification | 39 | | | | | | | | 0 | 0 |
| Economic Development | 40 | 0 | | | | | | | 0 | 0 |
| Housing and Urban Renewal | 41 | | | | | | | | 0 | 0 |
| Planning & Zoning | 42 | | | | | | | | 0 | 0 |
| Other Com & Econ Development | 43 | 0 | | 292,949 | | | | | 292,949 | 187,103 |
| | 44 | | | | | | | | | |
| TOTAL (lines 39 - 44) | 45 | 0 | 0 | 292,949 | | | 0 | | 292,949 | 187,103 |
| GENERAL GOVERNMENT | | | | | | | | | | |
| Mayor, Council, & City Manager | 46 | 219,120 | 0 | | | | | | 219,120 | 218,059 |
| Clerk, Treasurer, & Finance Adm. | 47 | 373,269 | 0 | | | | | | 373,269 | 383,042 |
| Elections | 48 | 0 | | | | | | | 0 | 0 |
| Legal Services & City Attorney | 49 | 56,000 | | | | | | | 56,000 | 42,445 |
| City Hall & General Buildings | 50 | 113,300 | | | | | | | 113,300 | 120,906 |
| Tort Liability | 51 | 0 | | | | | | | 0 | 0 |
| Other General Government | 52 | 186,700 | | | | | | | 186,700 | 195,183 |
| TOTAL (lines 46 - 52) | 53 | 948,389 | 0 | 0 | | | 0 | | 948,389 | 959,635 |
| DEBT SERVICE | 54 | | | | 320,854 | | | | 320,854 | 136,215 |
| Gov Capital Projects | 55 | 0 | | | | 1,959,793 | | | 1,959,793 | 1,629,055 |
| TIF Capital Projects | 56 | | | | | | | | 0 | 0 |
| TOTAL CAPITAL PROJECTS | 57 | 0 | 0 | 0 | | 1,959,793 | 0 | | 1,959,793 | 1,629,055 |
| TOTAL Governmental Activities Expenditures (lines 11+22+30+38+44+52+53+54) | 58 | 3,838,594 | 486,352 | 292,949 | 320,854 | 1,959,793 | 0 | | 6,898,542 | 6,051,674 |
| BUSINESS TYPE ACTIVITIES | | | | | | | | | | |
| Proprietary: Enterprise & Budgeted ISF | | | | | | | | | | |
| Water Utility | 59 | | | | | | | 723,854 | 723,854 | 919,479 |
| Sewer Utility | 60 | | | | | | | 617,808 | 617,808 | 619,796 |
| Electric Utility | 61 | | | | | | | | 0 | 0 |
| Gas Utility | 62 | | | | | | | | 0 | 0 |
| Airport | 63 | | | | | | | | 0 | 0 |
| Landfill/Garbage | 64 | | | | | | | | 0 | 0 |
| Transit | 65 | | | | | | | | 0 | 0 |
| Cable TV, Internet & Telephone | 66 | | | | | | | | 0 | 0 |
| Housing Authority | 67 | | | | | | | | 0 | 0 |
| Storm Water Utility | 68 | | | | | | | | 0 | 0 |
| Other Business Type (city hosp., ISF, parking, etc.) | 69 | | | | | | | | 0 | 0 |
| Enterprise DEBT SERVICE | 70 | | | | | | | | 0 | 0 |
| Enterprise CAPITAL PROJECTS | 71 | | | | | | | | 0 | 0 |
| Enterprise TIF CAPITAL PROJECTS | 72 | | | | | | | | 0 | 0 |
| TOTAL BUSINESS TYPE EXPENDITURES (lines 56 - 68) | 73 | | | | | | | 1,341,662 | 1,341,662 | 1,539,275 |
| TOTAL ALL EXPENDITURES (lines 58+74) | 74 | 3,838,594 | 486,352 | 292,949 | 320,854 | 1,959,793 | 0 | 1,341,662 | 8,240,204 | 7,590,949 |
| Regular Transfers Out | 75 | 1,100,000 | 0 | | | 500,000 | | | 2,159,793 | 1,260,231 |
| Internal TIF Loan Transfers Out | 76 | | | 79,651 | | | | | 79,651 | 63,412 |
| Total ALL Transfers Out | 77 | 1,100,000 | 0 | 79,651 | | 500,000 | 0 | 559,793 | 2,239,444 | 1,323,643 |
| Total Expenditures and Other Fin Uses (lines 73+74) | 78 | 4,938,594 | 486,352 | 372,600 | 320,854 | 2,459,793 | 0 | 1,901,455 | 10,479,648 | 8,914,592 |
| Ending Fund Balance June 30 | 79 | 3,753,510 | 111,523 | 1,622,718 | 3,554 | 2,221,568 | 0 | 839,271 | 8,552,144 | 6,874,441 |

THE USE OF THE CONTINUING APPROPRIATION IS VOLUNTARY. SUCH EXPENDITURES DO NOT REQUIRE AN AMENDMENT. HOWEVER THE ORIGINAL AMOUNT OF THE CAPITAL PROJECT MUST HAVE APPEARED ON A PREVIOUS YEAR'S BUDGET TO OBTAIN THE SPENDING AUTHORITY. THE CONTINUING APPROPRIATION CAN NOT BE FOR A YEAR PRIOR TO THE ACTUAL YEAR. CONTINUING APPROPRIATIONS END WITH THE ACTUAL YEAR. SEE INSTRUCTIONS.

RE-ESTIMATED REVENUES DETAIL
RE-ESTIMATED Fiscal Year Ending 2019

Fiscal Years

| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) |
|---|-----|------------------|------------------|----------------------|----------------|------------------|-----------|------------------|-------------------|-------------------|
| REVENUES & OTHER FINANCING SOURCES | | GENERAL | SPECIAL REVENUES | TIF SPECIAL REVENUES | DEBT SERVICE | CAPITAL PROJECTS | PERMANENT | PROPRIETARY | RE-ESTIMATED 2019 | ACTUAL 2018 |
| Taxes Levied on Property | 1 | 1,916,259 | 0 | | 317,872 | | | | 2,234,131 | 1,556,028 |
| Less: Uncollected Property Taxes - Levy Year | 2 | | | | | | | | 0 | 0 |
| Net Current Property Taxes (line 1 minus line 2) | 3 | 1,916,259 | 0 | | 317,872 | 0 | | | 2,234,131 | 1,556,028 |
| Delinquent Property Taxes | 4 | | | | | | | | 0 | 0 |
| TIF Revenues | 5 | | | 336,600 | | | | | 336,600 | 303,269 |
| Other City Taxes: | | | | | | | | | | |
| Utility Tax Replacement Excise Taxes | 6 | 19,385 | | | 2,983 | | | | 22,368 | 17,975 |
| Utility franchise tax (Iowa Code Chapter 364.2) | 7 | 0 | | | | | | | 0 | 0 |
| Parimutuel wager tax | 8 | | | | | | | | 0 | 0 |
| Gaming wager tax | 9 | | | | | | | | 0 | 0 |
| Mobile Home Taxes | 10 | | | | | | | | 0 | 0 |
| Hotel/Motel Taxes | 11 | 33,000 | | | | | | | 33,000 | 32,281 |
| Other Local Option Taxes | 12 | 1,000,000 | | | | | | | 1,000,000 | 2,222,250 |
| Subtotal - Other City Taxes (lines 6 thru 12) | 13 | 1,052,385 | 0 | | 2,983 | 0 | | | 1,055,368 | 2,272,506 |
| Licenses & Permits | 14 | 206,925 | | | | | | | 206,925 | 175,342 |
| Use of Money & Property | 15 | 133,600 | | 6,000 | | | | 0 | 139,600 | 146,243 |
| Intergovernmental: | | | | | | | | | | |
| Federal Grants & Reimbursements | 16 | 0 | | | | | | | 0 | 0 |
| Road Use Taxes | 17 | | 430,000 | | | | | | 430,000 | 436,103 |
| Other State Grants & Reimbursements | 18 | 25,949 | 0 | 0 | 3,553 | | | 0 | 29,502 | 19,021 |
| Local Grants & Reimbursements | 19 | 35,500 | | | | | | | 35,500 | 21,477 |
| Subtotal - Intergovernmental (lines 16 thru 19) | 20 | 61,449 | 430,000 | 0 | 3,553 | 0 | | 0 | 495,002 | 476,601 |
| Charges for Fees & Service: | | | | | | | | | | |
| Water Utility | 21 | | | | | | | 776,000 | 776,000 | 913,294 |
| Sewer Utility | 22 | | | | | | | 994,500 | 994,500 | 870,632 |
| Electric Utility | 23 | | | | | | | | 0 | 0 |
| Gas Utility | 24 | | | | | | | | 0 | 0 |
| Parking | 25 | | | | | | | | 0 | 0 |
| Airport | 26 | | | | | | | | 0 | 0 |
| Landfill/Garbage | 27 | | | | | | | | 0 | 0 |
| Hospital | 28 | | | | | | | | 0 | 0 |
| Transit | 29 | | | | | | | | 0 | 0 |
| Cable TV, Internet & Telephone | 30 | | | | | | | | 0 | 0 |
| Housing Authority | 31 | | | | | | | | 0 | 0 |
| Storm Water Utility | 32 | | | | | | | | 0 | 0 |
| Other Fees & Charges for Service | 33 | 393,513 | 0 | | | | | | 393,513 | 342,536 |
| Subtotal - Charges for Service (lines 21 thru 33) | 34 | 393,513 | 0 | | 0 | 0 | 0 | 1,770,500 | 2,164,013 | 2,126,462 |
| Special Assessments | 35 | 200 | | | | | | 0 | 200 | 0 |
| Miscellaneous | 36 | 324,500 | 0 | | | 0 | | 0 | 324,500 | 171,634 |
| Other Financing Sources: | | | | | | | | | | |
| Regular Operating Transfers In | 37 | 500,000 | 0 | | 0 | 1,659,793 | | 0 | 2,159,793 | 1,260,231 |
| Internal TIF Loan Transfers In | 38 | | | 79,651 | | | | | 79,651 | 63,412 |
| Subtotal ALL Operating Transfers In | 39 | 500,000 | 0 | 79,651 | 0 | 1,659,793 | 0 | 0 | 2,239,444 | 1,323,643 |
| Proceeds of Debt (Excluding TIF Internal Borrowing) | 40 | 0 | | | 0 | 2,961,568 | | 0 | 2,961,568 | 60,000 |
| Proceeds of Capital Asset Sales | 41 | 0 | 0 | | | | | | 0 | 16,547 |
| Subtotal-Other Financing Sources (lines 36 thru 38) | 42 | 500,000 | 0 | 79,651 | 0 | 4,621,361 | 0 | 0 | 5,201,012 | 1,400,190 |
| Total Revenues except for beginning fund balance (lines 3, 4, 5, 12, 13, 14, 19, 33, 34, 35, & 39) | 43 | 4,588,831 | 430,000 | 422,251 | 324,408 | 4,621,361 | 0 | 1,770,500 | 12,157,351 | 8,628,275 |
| Beginning Fund Balance July 1 | 44 | 4,103,273 | 167,875 | 1,573,067 | 0 | 60,000 | 0 | 970,226 | 6,874,441 | 7,160,758 |
| TOTAL REVENUES & BEGIN BALANCE (lines 41+42) | 45 | 8,692,104 | 597,875 | 1,995,318 | 324,408 | 4,681,361 | 0 | 2,740,726 | 19,031,792 | 15,789,033 |

EXPENDITURES SCHEDULE PAGE 1

Fiscal Year Ending 2020

Fiscal Years

| GOVERNMENT ACTIVITIES (A) | (B) | GENERAL (C) | SPECIAL REVENUES (D) | TIF SPECIAL REVENUES (E) | DEBT SERVICE (F) | CAPITAL PROJECTS (G) | PERMANENT (H) | PROPRIETARY (I) | BUDGET 2020 (J) | RE-ESTIMATED 2019 (K) | ACTUAL 2018 (L) |
|-------------------------------------|-----|----------------|----------------------------|-----------------------------------|------------------------|----------------------------|------------------|--------------------|-----------------------|-----------------------------|-----------------------|
| PUBLIC SAFETY | | | | | | | | | | | |
| Police Department/Crime Prevention | 1 | 869,037 | 0 | | | | | | 869,037 | 755,669 | 751,102 |
| Jail | 2 | | | | | | | | 0 | 0 | 0 |
| Emergency Management | 3 | 15,400 | | | | | | | 15,400 | 5,300 | 4,010 |
| Flood Control | 4 | | | | | | | | 0 | 0 | 0 |
| Fire Department | 5 | 701,080 | | | | | | | 701,080 | 766,369 | 479,940 |
| Ambulance | 6 | | | | | | | | 0 | 0 | 0 |
| Building Inspections | 7 | 376,892 | | | | | | | 376,892 | 376,892 | 423,624 |
| Miscellaneous Protective Services | 8 | | | | | | | | 0 | 0 | 0 |
| Animal Control | 9 | 2,000 | | | | | | | 2,000 | 2,000 | 1,438 |
| Other Public Safety | 10 | | | | | | | | 0 | 0 | 0 |
| TOTAL (lines 1 - 10) | 11 | 1,964,409 | 0 | | | | 0 | | 1,964,409 | 1,906,230 | 1,660,114 |
| PUBLIC WORKS | | | | | | | | | | | |
| Roads, Bridges, & Sidewalks | 12 | 146,484 | 499,693 | | | | | | 646,177 | 602,836 | 776,588 |
| Parking - Meter and Off-Street | 13 | | | | | | | | 0 | 0 | 0 |
| Street Lighting | 14 | 60,000 | | | | | | | 60,000 | 60,000 | 52,757 |
| Traffic Control and Safety | 15 | | | | | | | | 0 | 0 | 0 |
| Snow Removal | 16 | | 0 | | | | | | 0 | 0 | 0 |
| Highway Engineering | 17 | | | | | | | | 0 | 0 | 0 |
| Street Cleaning | 18 | | | | | | | | 0 | 0 | 0 |
| Airport (if not Enterprise) | 19 | | | | | | | | 0 | 0 | 0 |
| Garbage (if not Enterprise) | 20 | | | | | | | | 0 | 0 | 0 |
| Other Public Works | 21 | 0 | | | | | | | 0 | 0 | 0 |
| TOTAL (lines 12 - 21) | 22 | 206,484 | 499,693 | | | | 0 | | 706,177 | 662,836 | 829,345 |
| HEALTH & SOCIAL SERVICES | | | | | | | | | | | |
| Welfare Assistance | 23 | | | | | | | | 0 | 0 | 0 |
| City Hospital | 24 | | | | | | | | 0 | 0 | 0 |
| Payments to Private Hospitals | 25 | | | | | | | | 0 | 0 | 0 |
| Health Regulation and Inspection | 26 | | | | | | | | 0 | 0 | 0 |
| Water, Air, and Mosquito Control | 27 | 15,000 | | | | | | | 15,000 | 5,000 | 246 |
| Community Mental Health | 28 | | | | | | | | 0 | 0 | 0 |
| Other Health and Social Services | 29 | | | | | | | | 0 | 0 | 0 |
| TOTAL (lines 23 - 29) | 30 | 15,000 | 0 | | | | 0 | | 15,000 | 5,000 | 246 |
| CULTURE & RECREATION | | | | | | | | | | | |
| Library Services | 31 | 306,050 | 5,000 | | | | | | 311,050 | 300,998 | 273,480 |
| Museum, Band and Theater | 32 | | | | | | | | 0 | 0 | 0 |
| Parks | 33 | 275,968 | | | | | | | 275,968 | 496,093 | 366,446 |
| Recreation | 34 | | | | | | | | 0 | 0 | 0 |
| Cemetery | 35 | | | | | | | | 0 | 0 | 0 |
| Community Center, Zoo, & Marina | 36 | 11,000 | | | | | | | 11,000 | 5,400 | 10,035 |
| Other Culture and Recreation | 37 | | | | | | | | 0 | 0 | 0 |
| TOTAL (lines 31 - 37) | 38 | 593,018 | 5,000 | | | | 0 | | 598,018 | 802,491 | 649,961 |

EXPENDITURES SCHEDULE PAGE 2

Fiscal Year Ending 2020

Fiscal Years

| GOVERNMENT ACTIVITIES CONT. (A) | (B) | GENERAL (C) | SPECIAL REVENUES (D) | TIF SPECIAL REVENUES (E) | DEBT SERVICE (F) | CAPITAL PROJECTS (G) | PERMANENT (H) | PROPRIETARY (I) | BUDGET 2020 (J) | RE-ESTIMATED 2019 (K) | ACTUAL 2018 (L) |
|--|-----|----------------|----------------------------|-----------------------------------|------------------------|----------------------------|------------------|--------------------|-----------------------|-----------------------------|-----------------------|
| COMMUNITY & ECONOMIC DEVELOPMENT | | | | | | | | | | | |
| Community Beautification | 39 | | | | | | | | 0 | 0 | 0 |
| Economic Development | 40 | 0 | | | | | | | 0 | 0 | 0 |
| Housing and Urban Renewal | 41 | | | | | | | | 0 | 0 | 0 |
| Planning & Zoning | 42 | | | | | | | | 0 | 0 | 0 |
| Other Com & Econ Development | 43 | | | 292,949 | | | | | 292,949 | 292,949 | 187,103 |
| TOTAL (lines 39 - 44) | 45 | 0 | 0 | 292,949 | | | 0 | | 292,949 | 292,949 | 187,103 |
| GENERAL GOVERNMENT | | | | | | | | | | | |
| Mayor, Council, & City Manager | 46 | 98,636 | | | | | | | 98,636 | 219,120 | 218,059 |
| Clerk, Treasurer, & Finance Adm. | 47 | 218,812 | | | | | | | 218,812 | 373,269 | 383,042 |
| Elections | 48 | 2,000 | | | | | | | 2,000 | 0 | 0 |
| Legal Services & City Attorney | 49 | 51,000 | | | | | | | 51,000 | 56,000 | 42,445 |
| City Hall & General Buildings | 50 | 113,300 | | | | | | | 113,300 | 113,300 | 120,906 |
| Tort Liability | 51 | 0 | | | | | | | 0 | 0 | 0 |
| Other General Government | 52 | 187,000 | | | | | | | 187,000 | 186,700 | 195,183 |
| TOTAL (lines 46 - 52) | 53 | 670,748 | 0 | 0 | | | 0 | | 670,748 | 948,389 | 959,635 |
| DEBT SERVICE | 54 | | | | 341,080 | | | | 341,080 | 320,854 | 136,215 |
| Gov Capital Projects | 55 | 0 | | | | 1,259,793 | | | 1,259,793 | 1,959,793 | 1,629,055 |
| TIF Capital Projects | 56 | | | | | | | | 0 | 0 | 0 |
| TOTAL CAPITAL PROJECTS | 57 | 0 | 0 | 0 | | 1,259,793 | 0 | | 1,259,793 | 1,959,793 | 1,629,055 |
| TOTAL Government Activities Expenditures (lines 11+22+30+38+45+53+54+57) | 58 | 3,449,659 | 504,693 | 292,949 | 341,080 | 1,259,793 | 0 | | 5,848,174 | 6,898,542 | 6,051,674 |
| BUSINESS TYPE ACTIVITIES | | | | | | | | | | | |
| Proprietary: Enterprise & Budgeted ISF | | | | | | | | | | | |
| Water Utility | 59 | | | | | | | 1,047,142 | 1,047,142 | 723,854 | 919,479 |
| Sewer Utility | 60 | | | | | | | 944,169 | 944,169 | 617,808 | 619,796 |
| Electric Utility | 61 | | | | | | | 0 | 0 | 0 | 0 |
| Gas Utility | 62 | | | | | | | 0 | 0 | 0 | 0 |
| Airport | 63 | | | | | | | 0 | 0 | 0 | 0 |
| Landfill/Garbage | 64 | | | | | | | 0 | 0 | 0 | 0 |
| Transit | 65 | | | | | | | 0 | 0 | 0 | 0 |
| Cable TV, Internet & Telephone | 66 | | | | | | | 0 | 0 | 0 | 0 |
| Housing Authority | 67 | | | | | | | 0 | 0 | 0 | 0 |
| Storm Water Utility | 68 | | | | | | | 0 | 0 | 0 | 0 |
| Other Business Type (city hosp., ISF, parking, etc.) | 69 | | | | | | | 0 | 0 | 0 | 0 |
| Enterprise DEBT SERVICE | 70 | | | | | | | 0 | 0 | 0 | 0 |
| Enterprise CAPITAL PROJECTS | 71 | | | | | | | 0 | 0 | 0 | 0 |
| Enterprise TIF CAPITAL PROJECTS | 72 | | | | | | | 0 | 0 | 0 | 0 |
| TOTAL Business Type Expenditures (lines 59 - 73) | 73 | | | | | | | 1,991,311 | 1,991,311 | 1,341,662 | 1,539,275 |
| TOTAL ALL EXPENDITURES (lines 58+74) | 74 | 3,449,659 | 504,693 | 292,949 | 341,080 | 1,259,793 | 0 | 1,991,311 | 7,839,485 | 8,240,204 | 7,590,949 |
| Regular Transfers Out | 75 | 200,000 | | | 0 | | | 559,793 | 759,793 | 2,159,793 | 1,260,231 |
| Internal TIF Loan / Repayment Transfers Out | 76 | | | 79,651 | | | | | 79,651 | 79,651 | 63,412 |
| Total ALL Transfers Out | 77 | 200,000 | 0 | 79,651 | 0 | 0 | 0 | 559,793 | 839,444 | 2,239,444 | 1,323,643 |
| Total Expenditures & Fund Transfers Out (lines 75+76) | 78 | 3,649,659 | 504,693 | 372,600 | 341,080 | 1,259,793 | 0 | 2,551,104 | 8,678,929 | 10,479,648 | 8,914,592 |
| Ending Fund Balance June 30 | 79 | 3,773,189 | 46,830 | 1,672,369 | 20,061 | 1,721,568 | 0 | 552,167 | 7,786,184 | 8,552,144 | 6,874,441 |

* A continuing appropriation is the unexpended budgeted amount from a prior year's capital project. The entry is made on the Con Approps page that must accompany the budget forms if used. SEE INSTRUCTIONS FOR USE.

The last two columns will fill in once the Re-Est forms are completed

REVENUES DETAIL

Fiscal Year Ending 2020

Fiscal Years

| (A) | (B) | GENERAL (C) | SPECIAL REVENUES (D) | TIF SPECIAL REVENUES (E) | DEBT SERVICE (F) | CAPITAL PROJECTS (G) | PERMANENT (H) | PROPRIETARY (I) | BUDGET 2020 (J) | RE-ESTIMATED 2019 (K) | ACTUAL 2018 (L) |
|--|-----|-------------|----------------------|--------------------------|------------------|----------------------|---------------|-----------------|-----------------|-----------------------|-----------------|
| REVENUES & OTHER FINANCING SOURCES | | | | | | | | | | | |
| Taxes Levied on Property | 1 | 2,098,221 | 0 | | 351,039 | 0 | | | 2,449,260 | 2,234,131 | 1,556,028 |
| Less: Uncollected Property Taxes - Levy Year | 2 | | | | | | | | 0 | 0 | 0 |
| Net Current Property Taxes (line 1 minus line 2) | 3 | 2,098,221 | 0 | | 351,039 | 0 | | | 2,449,260 | 2,234,131 | 1,556,028 |
| Delinquent Property Taxes | 4 | | | | | | | | 0 | 0 | 0 |
| TIF Revenues | 5 | | | 336,600 | | | | | 336,600 | 336,600 | 303,269 |
| Other City Taxes: | | | | | | | | | | | |
| Utility Tax Replacement Excise Taxes | 6 | 19,164 | 0 | | 2,946 | 0 | | | 22,110 | 22,368 | 17,975 |
| Utility franchise tax (Iowa Code Chapter 364.2) | 7 | 0 | | | | | | | 0 | 0 | 0 |
| Parimutuel wager tax | 8 | | | | | | | | 0 | 0 | 0 |
| Gaming wager tax | 9 | | | | | | | | 0 | 0 | 0 |
| Mobile Home Taxes | 10 | | | | | | | | 0 | 0 | 0 |
| Hotel/Motel Taxes | 11 | 33,000 | | | | | | | 33,000 | 33,000 | 32,281 |
| Other Local Option Taxes | 12 | 650,000 | | | | | | | 650,000 | 1,000,000 | 2,222,250 |
| Subtotal - Other City Taxes (lines 6 thru 12) | 13 | 702,164 | 0 | | 2,946 | 0 | | | 705,110 | 1,055,368 | 2,272,506 |
| Licenses & Permits | 14 | 207,125 | | | | | | | 207,125 | 206,925 | 175,342 |
| Use of Money & Property | 15 | 247,000 | | 6,000 | | | | 0 | 253,000 | 139,600 | 146,243 |
| Intergovernmental: | | | | | | | | | | | |
| Federal Grants & Reimbursements | 16 | 0 | | | | | | | 0 | 0 | 0 |
| Road Use Taxes | 17 | | 440,000 | | | | | | 440,000 | 430,000 | 436,103 |
| Other State Grants & Reimbursements | 18 | 19,278 | 0 | 0 | 3,602 | 0 | | 0 | 22,880 | 29,502 | 19,021 |
| Local Grants & Reimbursements | 19 | 35,500 | | | | | | | 35,500 | 35,500 | 21,477 |
| Subtotal - Intergovernmental (lines 16 thru 19) | 20 | 54,778 | 440,000 | 0 | 3,602 | 0 | | 0 | 498,380 | 495,002 | 476,601 |
| Charges for Fees & Service: | | | | | | | | | | | |
| Water Utility | 21 | | | | | | | 1,040,000 | 1,040,000 | 776,000 | 913,294 |
| Sewer Utility | 22 | | | | | | | 1,224,000 | 1,224,000 | 994,500 | 870,632 |
| Electric Utility | 23 | | | | | | | | 0 | 0 | 0 |
| Gas Utility | 24 | | | | | | | | 0 | 0 | 0 |
| Parking | 25 | | | | | | | | 0 | 0 | 0 |
| Airport | 26 | | | | | | | | 0 | 0 | 0 |
| Landfill/Garbage | 27 | | | | | | | | 0 | 0 | 0 |
| Hospital | 28 | | | | | | | | 0 | 0 | 0 |
| Transit | 29 | | | | | | | | 0 | 0 | 0 |
| Cable TV, Internet & Telephone | 30 | | | | | | | | 0 | 0 | 0 |
| Housing Authority | 31 | | | | | | | | 0 | 0 | 0 |
| Storm Water Utility | 32 | | | | | | | | 0 | 0 | 0 |
| Other Fees & Charges for Service | 33 | 328,350 | 0 | | | | | | 328,350 | 393,513 | 342,536 |
| Subtotal - Charges for Service (lines 21 thru 33) | 34 | 328,350 | 0 | | 0 | 0 | 0 | 2,264,000 | 2,592,350 | 2,164,013 | 2,126,462 |
| Special Assessments | 35 | 200 | | | | | | 0 | 200 | 200 | 0 |
| Miscellaneous | 36 | 31,500 | 0 | | | 0 | | 0 | 31,500 | 324,500 | 171,634 |
| Other Financing Sources: | | | | | | | | | | | |
| Regular Operating Transfers In | 37 | 0 | 0 | | | 759,793 | | | 759,793 | 2,159,793 | 1,260,231 |
| Internal TIF Loan Transfers In | 38 | | | 79,651 | | | | | 79,651 | 79,651 | 63,412 |
| Subtotal ALL Operating Transfers In | 39 | 0 | 0 | 79,651 | 0 | 759,793 | 0 | 0 | 839,444 | 2,239,444 | 1,323,643 |
| Proceeds of Debt (Excluding TIF Internal Borrowing) | 40 | 0 | | | 0 | 0 | | 0 | 0 | 2,961,568 | 60,000 |
| Proceeds of Capital Asset Sales | 41 | 0 | 0 | | | | | | 0 | 0 | 16,547 |
| Subtotal-Other Financing Sources (lines 38 thru 40) | 42 | 0 | 0 | 79,651 | 0 | 759,793 | 0 | 0 | 839,444 | 5,201,012 | 1,400,190 |
| Total Revenues except for beginning fund balance (lines 3, 4, 5, 13, 14, 15, 20, 34, 35, 36, & 41) | 43 | 3,669,338 | 440,000 | 422,251 | 357,587 | 759,793 | 0 | 2,264,000 | 7,912,969 | 12,157,351 | 8,628,275 |
| Beginning Fund Balance July 1 | 44 | 3,753,510 | 111,523 | 1,622,718 | 3,554 | 2,221,568 | 0 | 839,271 | 8,552,144 | 6,874,441 | 7,160,758 |
| TOTAL REVENUES & BEGIN BALANCE (lines 42+43) | 45 | 7,422,848 | 551,523 | 2,044,969 | 361,141 | 2,981,361 | 0 | 3,103,271 | 16,465,113 | 19,031,792 | 15,789,033 |

CITY OF

Polk City

ADOPTED BUDGET SUMMARY

YEAR ENDED JUNE 30, 2020

Fiscal Years

| (A) | (B) | GENERAL (C) | SPECIAL REVENUES (D) | TIF SPECIAL REVENUES (E) | DEBT SERVICE (F) | CAPITAL PROJECTS (G) | PERMANENT (H) | PROPRIETARY (I) | BUDGET 2020 (J) | RE-ESTIMATED 2019 (K) | ACTUAL 2018 (L) |
|--|----------|----------------|----------------------------|-----------------------------------|------------------------|----------------------------|------------------|--------------------|-----------------------|-----------------------------|-----------------------|
| Revenues & Other Financing Sources | | | | | | | | | | | |
| Taxes Levied on Property | 1 | 2,098,221 | 0 | | 351,039 | 0 | | | 2,449,260 | 2,234,131 | 1,556,028 |
| Less: Uncollected Property Taxes-Levy Year | 2 | 0 | 0 | | 0 | 0 | | | 0 | 0 | 0 |
| Net Current Property Taxes | 3 | 2,098,221 | 0 | | 351,039 | 0 | | | 2,449,260 | 2,234,131 | 1,556,028 |
| Delinquent Property Taxes | 4 | 0 | 0 | | 0 | 0 | | | 0 | 0 | 0 |
| TIF Revenues | 5 | | | 336,600 | | | | | 336,600 | 336,600 | 303,269 |
| Other City Taxes | 6 | 702,164 | 0 | | 2,946 | 0 | | | 705,110 | 1,055,368 | 2,272,506 |
| Licenses & Permits | 7 | 207,125 | 0 | | | | | 0 | 207,125 | 206,925 | 175,342 |
| Use of Money and Property | 8 | 247,000 | 0 | 6,000 | 0 | 0 | 0 | 0 | 253,000 | 139,600 | 146,243 |
| Intergovernmental | 9 | 54,778 | 440,000 | 0 | 3,602 | 0 | | 0 | 498,380 | 495,002 | 476,601 |
| Charges for Fees & Service | 10 | 328,350 | 0 | | 0 | 0 | 0 | 2,264,000 | 2,592,350 | 2,164,013 | 2,126,462 |
| Special Assessments | 11 | 200 | 0 | | 0 | 0 | | 0 | 200 | 200 | 0 |
| Miscellaneous | 12 | 31,500 | 0 | | 0 | 0 | 0 | 0 | 31,500 | 324,500 | 171,634 |
| Sub-Total Revenues | 13 | 3,669,338 | 440,000 | 342,600 | 357,587 | 0 | 0 | 2,264,000 | 7,073,525 | 6,956,339 | 7,228,085 |
| Other Financing Sources: | | | | | | | | | | | |
| Total Transfers In | 14 | 0 | 0 | 79,651 | 0 | 759,793 | 0 | 0 | 839,444 | 2,239,444 | 1,323,643 |
| Proceeds of Debt | 15 | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 2,961,568 | 60,000 |
| Proceeds of Capital Asset Sales | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 16,547 |
| Total Revenues and Other Sources | 17 | 3,669,338 | 440,000 | 422,251 | 357,587 | 759,793 | 0 | 2,264,000 | 7,912,969 | 12,157,351 | 8,628,275 |
| Expenditures & Other Financing Uses | | | | | | | | | | | |
| Public Safety | 18 | 1,964,409 | 0 | 0 | | | 0 | | 1,964,409 | 1,906,230 | 1,660,114 |
| Public Works | 19 | 206,484 | 499,693 | 0 | | | 0 | | 706,177 | 662,836 | 829,345 |
| Health and Social Services | 20 | 15,000 | 0 | 0 | | | 0 | | 15,000 | 5,000 | 246 |
| Culture and Recreation | 21 | 593,018 | 5,000 | 0 | | | 0 | | 598,018 | 802,491 | 649,961 |
| Community and Economic Development | 22 | 0 | 0 | 292,949 | | | 0 | | 292,949 | 292,949 | 187,103 |
| General Government | 23 | 670,748 | 0 | 0 | | | 0 | | 670,748 | 948,389 | 959,635 |
| Debt Service | 24 | 0 | 0 | 0 | 341,080 | | 0 | | 341,080 | 320,854 | 136,215 |
| Capital Projects | 25 | 0 | 0 | 0 | | 1,259,793 | 0 | | 1,259,793 | 1,959,793 | 1,629,055 |
| Total Government Activities Expenditures | 26 | 3,449,659 | 504,693 | 292,949 | 341,080 | 1,259,793 | 0 | | 5,848,174 | 6,898,542 | 6,051,674 |
| Business Type Proprietary: Enterprise & ISF | 27 | | | | | | | 1,991,311 | 1,991,311 | 1,341,662 | 1,539,275 |
| Total Gov & Bus Type Expenditures | 28 | 3,449,659 | 504,693 | 292,949 | 341,080 | 1,259,793 | 0 | 1,991,311 | 7,839,485 | 8,240,204 | 7,590,949 |
| Total Transfers Out | 29 | 200,000 | 0 | 79,651 | 0 | 0 | 0 | 559,793 | 839,444 | 2,239,444 | 1,323,643 |
| Total ALL Expenditures/Fund Transfers Out | 30 | 3,649,659 | 504,693 | 372,600 | 341,080 | 1,259,793 | 0 | 2,551,104 | 8,678,929 | 10,479,648 | 8,914,592 |
| Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out | 31 32 | 19,679 | -64,693 | 49,651 | 16,507 | -500,000 | 0 | -287,104 | -765,960 | 1,677,703 | -286,317 |
| Beginning Fund Balance July 1 | 33 | 3,753,510 | 111,523 | 1,622,718 | 3,554 | 2,221,568 | 0 | 839,271 | 8,552,144 | 6,874,441 | 7,160,758 |
| Ending Fund Balance June 30 | 34 | 3,773,189 | 46,830 | 1,672,369 | 20,061 | 1,721,568 | 0 | 552,167 | 7,786,184 | 8,552,144 | 6,874,441 |

ERRORS LISTING PAGE SCROLL TO VIEW ALL ERROR MESSAGES (You may also print this page)

CONGRATULATIONS! THE BUDGET FILE CONTAINS NO ERRORS IN THE FOUR CATEGORIES

(1)

OPERATING TRANSFERS IN / OPERATING TRANSFERS OUT COMPARISONS

(2)

ENDING YEAR FUND BALANCE / BEGINNING YEAR FUND BALANCE COMPARISONS

0
0

0
0

0
0

(3)

AN ERROR MESSAGE APPEARS IN **RED** BELOW IF THE BUDGET DOES NOT CONTAIN ALL 3 YEARS OF DATA

(4)

AN ERROR MESSAGE APPEARS IN **RED** BELOW IF A "DEBT TYPE" WAS NOT SELECTED ON THE LT DEBT TAB.

NOTICE OF PUBLIC HEARING BUDGET ESTIMATE

FISCAL YEAR BEGINNING JULY 1, 2019 - ENDING JUNE 30, 2020

City of Polk City, Iowa

The City Council will conduct a public hearing on the proposed Budget at City Hall
on 3/11/2019 at 6:00pm
(Date) xx/xx/xx (hour)

The Budget Estimate Summary of proposed receipts and expenditures is shown below.
Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor,
City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property \$ 9.91227

The estimated tax levy rate per \$1000 valuation on Agricultural land is \$ 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

515-984-9157
phone number

Lindsey M. Huber
City Clerk/Finance Officer's NAME

| | | Budget FY 2020 | Re-estimated FY 2019 | Actual FY 2018 |
|--|-----------|-------------------|-------------------------|-------------------|
| | | (a) | (b) | (c) |
| Revenues & Other Financing Sources | | | | |
| Taxes Levied on Property | 1 | 2,449,260 | 2,234,131 | 1,556,028 |
| Less: Uncollected Property Taxes-Levy Year | 2 | 0 | 0 | 0 |
| Net Current Property Taxes | 3 | 2,449,260 | 2,234,131 | 1,556,028 |
| Delinquent Property Taxes | 4 | 0 | 0 | 0 |
| TIF Revenues | 5 | 336,600 | 336,600 | 303,269 |
| Other City Taxes | 6 | 705,110 | 1,055,368 | 2,272,506 |
| Licenses & Permits | 7 | 207,125 | 206,925 | 175,342 |
| Use of Money and Property | 8 | 253,000 | 139,600 | 146,243 |
| Intergovernmental | 9 | 498,380 | 495,002 | 476,601 |
| Charges for Fees & Service | 10 | 2,592,350 | 2,164,013 | 2,126,462 |
| Special Assessments | 11 | 200 | 200 | 0 |
| Miscellaneous | 12 | 31,500 | 324,500 | 171,634 |
| Other Financing Sources | 13 | 0 | 2,961,568 | 76,547 |
| Transfers In | 14 | 839,444 | 2,239,444 | 1,323,643 |
| Total Revenues and Other Sources | 15 | 7,912,969 | 12,157,351 | 8,628,275 |
| Expenditures & Other Financing Uses | | | | |
| Public Safety | 16 | 1,964,409 | 1,906,230 | 1,660,114 |
| Public Works | 17 | 706,177 | 662,836 | 829,345 |
| Health and Social Services | 18 | 15,000 | 5,000 | 246 |
| Culture and Recreation | 19 | 598,018 | 802,491 | 649,961 |
| Community and Economic Development | 20 | 292,949 | 292,949 | 187,103 |
| General Government | 21 | 670,748 | 948,389 | 959,635 |
| Debt Service | 22 | 341,080 | 320,854 | 136,215 |
| Capital Projects | 23 | 1,259,793 | 1,959,793 | 1,629,055 |
| Total Government Activities Expenditures | 24 | 5,848,174 | 6,898,542 | 6,051,674 |
| Business Type / Enterprises | 25 | 1,991,311 | 1,341,662 | 1,539,275 |
| Total ALL Expenditures | 26 | 7,839,485 | 8,240,204 | 7,590,949 |
| Transfers Out | 27 | 839,444 | 2,239,444 | 1,323,643 |
| Total ALL Expenditures/Transfers Out | 28 | 8,678,929 | 10,479,648 | 8,914,592 |
| Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out | 29 | -765,960 | 1,677,703 | -286,317 |
| Beginning Fund Balance July 1 | 30 | 8,552,144 | 6,874,441 | 7,160,758 |
| Ending Fund Balance June 30 | 31 | 7,786,184 | 8,552,144 | 6,874,441 |

PUBLICATION DATE CALCULATOR

Earliest Publication Date

Latest Publication Date

Proposed Hearing Date

<== Enter Date

**NOTICE OF PUBLIC HEARING
BUDGET ESTIMATE**

FISCAL YEAR BEGINNING JULY 1, 2019 - ENDING JUNE 30, 2020

City of Polk City, Iowa

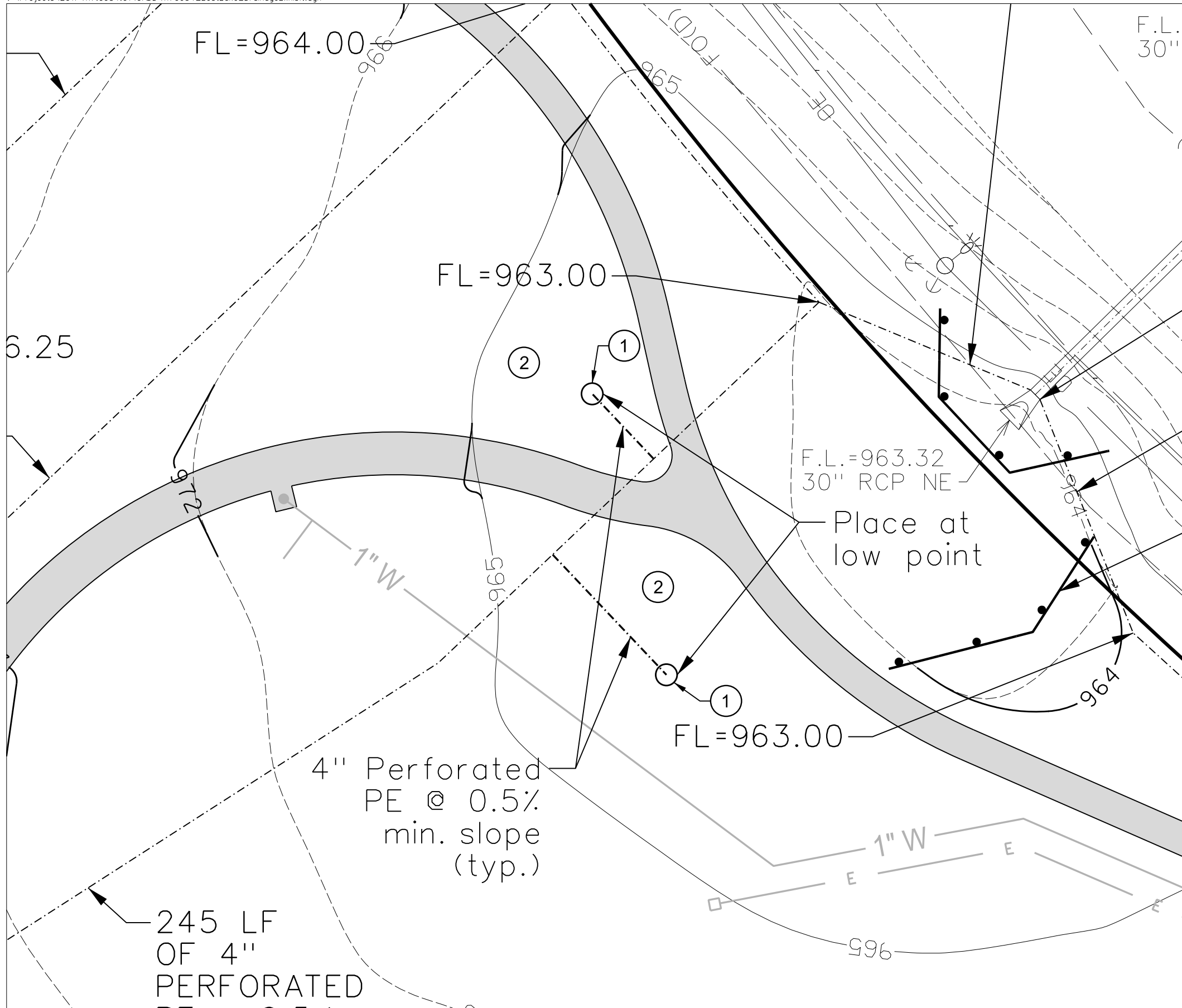
The City Council will conduct a public hearing on the proposed Budget at _____ City Hall
on 3/11/2019 at 6:00pm

The Budget Estimate Summary of proposed receipts and expenditures is shown below.
Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor,
City Clerk, and at the Library.
The estimated Total tax levy rate per \$1000 valuation on regular property . . . 9.91227
The estimated tax levy rate per \$1000 valuation on Agricultural land is 3.00375
At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of,
any part of the proposed budget.

515-984-9157
phone number

Lindsey M. Huber
City Clerk/Finance Officer's NAME

| | | Budget FY 2020 | Re-est. FY 2019 | Actual FY 2018 |
|--|-----------|-------------------|--------------------|-------------------|
| | | (a) | (b) | (c) |
| Revenues & Other Financing Sources | | | | |
| Taxes Levied on Property | 1 | 2,449,260 | 2,234,131 | 1,556,028 |
| Less: Uncollected Property Taxes-Levy Year | 2 | 0 | 0 | 0 |
| Net Current Property Taxes | 3 | 2,449,260 | 2,234,131 | 1,556,028 |
| Delinquent Property Taxes | 4 | 0 | 0 | 0 |
| TIF Revenues | 5 | 336,600 | 336,600 | 303,269 |
| Other City Taxes | 6 | 705,110 | 1,055,368 | 2,272,506 |
| Licenses & Permits | 7 | 207,125 | 206,925 | 175,342 |
| Use of Money and Property | 8 | 253,000 | 139,600 | 146,243 |
| Intergovernmental | 9 | 498,380 | 495,002 | 476,601 |
| Charges for Services | 10 | 2,592,350 | 2,164,013 | 2,126,462 |
| Special Assessments | 11 | 200 | 200 | 0 |
| Miscellaneous | 12 | 31,500 | 324,500 | 171,634 |
| Other Financing Sources | 13 | 0 | 2,961,568 | 76,547 |
| Transfers In | 14 | 839,444 | 2,239,444 | 1,323,643 |
| Total Revenues and Other Sources | 15 | 7,912,969 | 12,157,351 | 8,628,275 |
| Expenditures & Other Financing Uses | | | | |
| Public Safety | 16 | 1,964,409 | 1,906,230 | 1,660,114 |
| Public Works | 17 | 706,177 | 662,836 | 829,345 |
| Health and Social Services | 18 | 15,000 | 5,000 | 246 |
| Culture and Recreation | 19 | 598,018 | 802,491 | 649,961 |
| Community and Economic Development | 20 | 292,949 | 292,949 | 187,103 |
| General Government | 21 | 670,748 | 948,389 | 959,635 |
| Debt Service | 22 | 341,080 | 320,854 | 136,215 |
| Capital Projects | 23 | 1,259,793 | 1,959,793 | 1,629,055 |
| Total Government Activities Expenditures | 24 | 5,848,174 | 6,898,542 | 6,051,674 |
| Business Type / Enterprises | 25 | 1,991,311 | 1,341,662 | 1,539,275 |
| Total ALL Expenditures | 26 | 7,839,485 | 8,240,204 | 7,590,949 |
| Transfers Out | 27 | 839,444 | 2,239,444 | 1,323,643 |
| Total Expenditures/Transfers Out | 28 | 8,678,929 | 10,479,648 | 8,914,592 |
| Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out | 29 | -765,960 | 1,677,703 | -286,317 |
| Beginning Fund Balance July 1 | 30 | 8,552,144 | 6,874,441 | 7,160,758 |
| Ending Fund Balance June 30 | 31 | 7,786,184 | 8,552,144 | 6,874,441 |



NOTES:

1. 4" Perforated PE pipe with 90 degree elbow and 4" solid PE riser pipe. Install NDS 4" Schedule 40 surface drain inlet with grate (or approved equal) to finish grade. Place intake at lowest point in indicated area and shape area to drain.
2. Seed disturbed areas with Type 1 Lawn seed upon completion.

March 5, 2019

Mike Shulte
City of Polk City Public Works
112 3rd Street
Polk City, IA 50226-0426

RE: 2018 POLK CITY PARK IMPROVEMENTS
APPLICATION FOR PARTIAL PAYMENT NO. 6, PARTIAL RELEASE OF RETAINAGE

Dear Mike:

Please find the attached pay application regarding the above-referenced project for your review and approval. Concrete Connection has completed the installation of the project improvements according to the attached documentation, has completed all punch-list items, and has requested the release of the retained project funds, equaling \$12,820.67.

During a final review with City Staff, two areas at Lost Lake Park continue to drain poorly, despite the Contractor's efforts to re-grade and fill these areas in this last fall. Upon review, we propose to add two small intake risers from the new sub-drain system to assist in the proper drainage of these areas. The attached construction exhibit was prepared and sent to the contractor for pricing, which resulted in an additional cost of \$1,375.00 to install both riser intakes.

This additional work will need to be conducted in the spring. In the meantime, Snyder & Associates recommends that the City consider releasing 90% of the retainage (\$11,538.68), and continue to hold \$1,282.00 until the intakes are installed in the spring. At that time, the City would release the \$1,282.00, plus the cost of the additional intakes (\$1,375.00) totaling a final payment of \$2,657.00 this spring when work is completed.

Snyder & Associates recommends approval of the Application for Partial Payment No. 6 in the amount of \$11,538.68, which 90% of the funds being held by the City until the additional intake work can be completed this spring. Please feel free to contact our office should you have any questions.

Sincerely,

SNYDER & ASSOCIATES, INC.



Tim West, PLA

Enclosures

CHANGE ORDER NO. 2

OWNER: City of Polk City, Iowa

PROJECT: Polk City Park Improvements
PROJECT #: 117.0954

To: Concrete Connection, LLC
Contractor
5170 NW Beaver Drive
Address
Johnston, Iowa 50131
City, State, Zip

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

1. Description of change to be made:

Install two 4" PE riser intakes on west side of the trail at Lost Lake Park to accommodate surface drainage.

2. Reason for Change:

There are two areas located on the west side of the trail that drain slowly. Existing conditions prevent grading these areas out to drain over the trail.

3. Settlement for the cost of making the change shall be as follows:

| Item No. | Item Description | Quantity | Unit | Unit Price | Total Price |
|----------|--|----------|------|------------|-------------|
| 1. | Add two 4" PE intake risers and shape to drain | 1.0 | LS | \$1,375.00 | \$1,375.00 |

TOTAL \$1,375.00


4. This change order will NOT result in a revision of the contract completion date, with a net change in the cost of the project of \$1,375.00 divided as follows:

| | <u>Contract Amount</u> | <u>Contract Completion Date</u> |
|--|------------------------|---------------------------------|
| Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.) | \$256,413.50 | November 2, 2018 |
| Change due to this C.O. (+ or -) | \$1,375.00 | |
| Totals including this C.O.: | \$257,788.50 | August 31, 2018 |

The change described herein is understood, and the terms of settlement are hereby agreed to:

Concrete Connection, LLC
CONTRACTOR
By 

DATE: 3/4/19.

Snyder & Associates, Inc.
ENGINEER
By 

DATE: 2/22/19.

City of Polk City
OWNER
By _____

DATE: _____

Concrete Connection, LLC

5170 NW Beaver Drive

Johnston, Iowa 50131

Phone: 515/202-1279

Email: bart@yourconcreteconnection.com

Change Order #1 - 2/20/19

To: Snyder and Associates
2727 SW Snyder Blvd
Ankeny, Iowa 50023-0974

Attn: Tim L. West
Mobile: 515-669-3248
E-Mail: tlwest@snyder-associates.com

Project: City of Polk City
2018 Polk City Park Improvements

Proposed Change in Scope of Work:

1. Install 2 each riser area intakes in designated location on west side of trail at Lost Lake Park and connect area intakes into new tile system with 4" PE Pipe. Price includes restoration of area disturbed for intake installation.

| | |
|----------------------------|--------------|
| Change Order #2 – Lump Sum | \$1,375.00 |
| Previous Change Orders | \$1,633.50 |
| Original Contract Amount | \$254,780.00 |
| Contract Amount to Date | \$257,788.50 |

If you have any questions please call me at 515/202-1279.

Regards,
Dave Bartholomew
Concrete Connection LLC

APPLICATION FOR PARTIAL RELEASE OF RETAINAGE

PROJECT: 2018 Polk City Park Improvements
OWNER: City of Polk City
CONTRACTOR: Concrete Connection
ADDRESS: 5170 NW Beaver Drive
Johnston, IA 50131
DATE: February 19, 2019

S&A PROJECT NO.: 117.0954

PAYMENT PERIOD: Close Out

1. CONTRACT SUMMARY:

| | | |
|-----------------------------|-------------------|--|
| Original Contract Amount: | \$ 254,780.00 | CONTRACT PERIOD: WORKING DAYS |
| Net Change by Change Order: | <u>\$1,633.50</u> | Original Contract Date: April 23, 2018 |
| Contract Amount to Date: | \$ 256,413.50 | Substantial Completion: |

2. WORK SUMMARY:

| | | |
|-------------------------------|------------------------|-----------------------------------|
| Total Work Performed to Date: | \$ 256,413.50 | Final Completion: August 31, 2018 |
| Retainage: | \$1,282.00 | Added by Change Order: 0 |
| Total Earned Less Retainage: | \$ 255,131.50 | Contract Time to Date: 0 |
| Total Previous Payments | \$24,655.40 Pay App 1 | |
| | \$124,241.66 Pay App 2 | |
| | \$41,151.63 Pay App 3 | |
| | \$26,799.50 Pay App 4 | |
| | \$26,744.63 Pay App 5 | |

AMOUNT DUE THIS APPLICATION: \$ 11,538.68

3. CONTRACTOR'S CERTIFICATION:

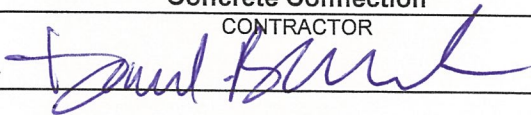
The undersigned CONTRACTOR certifies that:

(1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for
(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by this application for Payment are free and clear of all liens, claims, security interests and encumbrances.

Concrete Connection

CONTRACTOR

By



DATE:

2/20/19

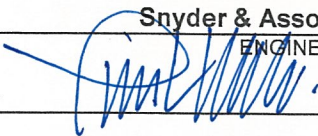
4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By



DATE:

2/19/19

5. OWNER'S APPROVAL

City of Polk City

OWNER

By

DATE:

6. DETAILED ESTIMATE OF WORK COMPLETED:

| ITEM | DESCRIPTION | QTY | UNIT | CONTRACT ITEMS | | COMPLETED WORK | | |
|------------------------------|-----------------------------------|-----|------|--------------------------|---------------|----------------|------------|---------------|
| | | | | UNIT PRICE | TOTAL PRICE | QTY COMP. | % COMPLETE | AMOUNT COMP |
| BASE BID IMPROVEMENTS | | | | | | | | |
| 1 | Mobilization and Tree Protection | 1 | LS | \$ 13,980.00 | \$ 13,980.00 | 1 | 100% | \$ 13,980.00 |
| 2 | Earthwork | 1 | LS | \$ 27,355.00 | \$ 27,355.00 | 1 | 100% | \$ 27,355.00 |
| 3 | Water Services | 1 | LS | \$ 24,625.00 | \$ 24,625.00 | 1 | 100% | \$ 24,625.00 |
| 4 | Electrical Service | 1 | LS | \$ 18,700.00 | \$ 18,700.00 | 1 | 100% | \$ 18,700.00 |
| 5 | Storm Sewer | 1 | LS | \$ 14,675.00 | \$ 14,675.00 | 1 | 100% | \$ 14,675.00 |
| 6 | PCC Pavement | 1 | LS | \$ 84,455.00 | \$ 84,455.00 | 1 | 100% | \$ 84,455.00 |
| 7 | Granular Parking | 1 | LS | \$ 6,255.00 | \$ 6,255.00 | 1 | 100% | \$ 6,255.00 |
| 8 | Site Equipment | 1 | LS | \$ 6,000.00 | \$ 6,000.00 | 1 | 100% | \$ 6,000.00 |
| 9 | Open Shelter | 1 | LS | \$ 37,235.00 | \$ 37,235.00 | 1 | 100% | \$ 37,235.00 |
| 10 | Seeding and Restoration | 1 | LS | \$ 21,500.00 | \$ 21,500.00 | 1 | 100% | \$ 21,500.00 |
| | | | | TOTAL ORIGINAL CONTRACT: | \$ 254,780.00 | | | \$ 254,780.00 |
| CHANGE ORDERS | | | | | | | | |
| 1 | Electrical Conductors and Outlets | 1 | LS | \$ 1,633.50 | \$ 1,633.50 | 1.00 | 100% | \$ 1,633.50 |
| 2 | | 1 | LS | | \$ - | | 0% | \$ - |
| 3 | | 1 | LS | | \$ - | | 0% | \$ - |
| | | | | TOTAL CONTRACT: | \$ 256,413.50 | | | \$ 256,413.50 |

RESOLUTION 2019-17

**A RESOLUTION APPROVING CHANGE ORDER NO. 2 FOR THE
2018 PARKS IMPROVEMENT PROJECT**

WHEREAS, the City of Polk City, City Council, approved construction for the 2018 Polk City Parks Improvement Project on April 23, 2018; and

WHEREAS, the City Council awarded the construction contract for the 2018 Polk City Parks Improvement Project to Concrete Connection, LLC of Johnston, Iowa; and

WHEREAS, on April 23, 2018 the City Council approved the contract for the construction of the 2018 Parks Improvement Project with Concrete Connection, LLC in the amount of \$254,780;

WHEREAS, the City Council approved Change Order No. 1 in the amount of \$1,633.50 for extra electrical work on September 24, 2018

WHEREAS, Concrete Connection, LLC and the City Engineer have submitted to the City of Polk City, Changer Order No. 2 for improvements associated with drainage in Lost Lakes Park representing an increase in the amount of \$1,375 bringing total contract to the amount of \$257,788.50

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the change order No. 2 in the amount of 1,375

PASSED AND APPROVED the 11th day of March 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

RESOLUTION 2019-18

A RESOLUTION APPROVING THE APPLICATION FOR PAYMENT NO. 6 PARTIAL RELEASE OF RETAINAGE FOR THE 2018 POLK CITY PARKS IMPROVEMENT PROJECT

WHEREAS, the City of Polk City, City Council, approved construction for the 2018 Polk City Parks Improvement Project on April 23, 2018; and

WHEREAS, the City Council awarded the construction contract for the 2018 Polk City Parks Improvement Project to Concrete Connection, LLC of Johnston, Iowa; and

WHEREAS, on April 23, 2018 the City Council approved the contract for the construction of the 2018 Parks Improvement Project with Concrete Connection, LLC in the amount of \$254,780;

WHEREAS, on September 24, 2018 City Council approved Change Order No. 1 in the amount of \$1,633.50 bringing the total contract to the amount of \$256,413.50; and

WHEREAS, on March 11th, 2019 City Council approved Change Order No. 2 in the amount of \$1,375 bringing the total contract to the amount of \$257,788.50; and

WHEREAS, on June 25, 2018 City Council approved Resolution 2018-75 Partial Payment No. 1 in the amount of \$24,655.40; and

WHEREAS, on July 23, 2018 City Council approved Resolution 2018-84 Partial Payment No. 2 in the amount of \$124,241.66; and

WHEREAS, on August 27, 2018 City Council approved Resolution 2018-92 Partial Payment No. 3 in the amount of \$41,151.63; and

WHEREAS, on September 24, 2018 City Council approved Resolution 2018-108 Partial Payment No. 4 in the amount of \$26,799.50; and

WHEREAS, on November 12, 2018 City Council approved Resolution 2018-133 Partial Payment No. 5 in the amount of \$26,744.63; and

WHEREAS, Concrete Connection, LLC and the City Engineer have submitted the Application for Partial Payment No. 6 giving a detailed estimate of work completed with an application for payment in the amount of \$11,538.68.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 6 partial release of retainage for the 2018 Parks Improvement Project and the Finance

Officer is hereby authorized to issue a check to Concrete Connection, LLC in the amount of \$11,538.68.

PASSED AND APPROVED the 11th day of March 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

RESOLUTION 2019-15

**A RESOLUTION APPROVING SNYDER & ASSOCIATES, INC
ENGINEERING INVOICE FOR JANUARY 2019 SERVICES**

WHEREAS, Snyder & Associates, Inc has been appointed by the City Council of the City of Polk City, Iowa, as the city's engineer; and

WHEREAS, there are general engineering fees, fees for engineering contracts for capital improvement projects, reimbursable development review project fees, as listed

| | |
|---|-------------|
| General Engineering Fees: | \$9,310.50 |
| Capital Improvement Projects: | \$16,054.28 |
| Reimbursable Development Review Projects: | \$1,721.00 |

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Snyder & Associates, Inc. invoice for January 2019, in the amount of \$27,085.78.

PASSED AND APPROVED the 11th day of March 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



Date February 27, 2019

To: Gary Mahannah
 City of Polk City
 P.O. Box 426
 Polk City, IA 50226-0426

INVOICE SUMMARY - JANUARY SERVICES

Services from January 1, 2019 through January 31, 2019

GENERAL ENGINEERING

| | | |
|---|----------|-------------|
| <u>2019 General Engineering</u> | 119.0001 | \$ 2,005.50 |
| <u>Building and Development issues:</u> | 119.0001 | \$ 3,045.00 |
| <i>Coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects including Bridgeview North and building permit requirements.</i> | | |
| <u>Water Dept:</u> | 119.0001 | \$ 326.00 |
| <i>Coordinate with staff re: Vanderpool water service line repair and provision of as-builts to developers.</i> | | |
| <u>Sanitary Sewer Dept:</u> | 119.0001 | \$ 573.00 |
| <i>Sanitary sewer service options for Burton parcel, Waiver of Separation for Burton parcel; and SE Trunk Sewer planning.</i> | | |
| <u>Miscellaneous Projects:</u> | 119.0001 | \$ 3,361.00 |
| <i>Meetings with MidAmerican Energy and USPS. Update GIS database. Zoning Map updates.</i> | | |

SUBTOTAL \$ 9,310.50

CAPITAL IMPROVEMENT PROJECTS

| | | |
|---|----------|----------------------------|
| 3rd Street & Bridge Road Intersection Improvements | 118.0330 | \$ 500.00 |
| Davis Street Reconstruction Project | 117.0289 | \$ 8,804.28 |
| Grimes St. & Deer Haven St. Intersection Improvements | 118.1106 | \$ 6,750.00 |
| SUBTOTAL | | <u><u>\$ 16,054.28</u></u> |

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

| | | |
|--|----------|---------------------------|
| Bridgeview Plat 2 PUD Master Plan | 118.1192 | \$ 1,471.00 |
| Stewart: Plat of Survey (Submittal #2) | 118.0878 | \$ 250.00 |
| SUBTOTAL | | <u><u>\$ 1,721.00</u></u> |

TOTAL \$ 27,085.78



February 21, 2019

Honorable Mayor and City Council
City of Polk City
112 S. Third Street
Polk City, Iowa 50226

RE: SOUTHEAST TRUNK SANITARY SEWER
ENGINEERING SERVICE AGREEMENT FOR ENVIRONMENTAL DOCUMENTATION

Dear Mayor and Council,

As you may recall, Andy Snetselaar is interested in developing a single family residential subdivision on the undeveloped portion of his property in Red Cedar Prairie. Per the Comprehensive Plan, this property is intended to be served by the Southeast Trunk Sanitary Sewer which will be extended south of the South Lift Station on E. Southside Drive at S 14th Street. In the future, this trunk sewer will also serve areas south of NW Polk City Drive (Hwy 415). The preliminary conceptual layout prepared in 2017 for this trunk sewer is shown on the attached exhibit for reference.


The planned alignment for the trunk sewer runs across land owned by the U.S.A. which necessitates approval of the project the U.S. Army Corps of Engineers. The first phase of this process, data collection for wetland delineation, has already been completed by Snyder & Associates per our contract as approved by City Council on 11/13/2017. At a meeting on February 5, 2019, Mr. Snetselaar indicated he is now ready to move forward with development and has begun rough grading on the site.

The next phase of this process is Environmental Documentation, comprising Wetland Delineation, Alternatives Analysis, and Real Estate Application. We have attached an Engineering Services Agreement for this work for Council approval. Please note this contract does not include cultural resources investigations or threatened and endangered species surveys. Nor does it include topographic survey, designs, plans, or specifications for construction of the trunk sewer.

We will be at the Council meeting to discuss any questions you may have regarding this project or agreement.

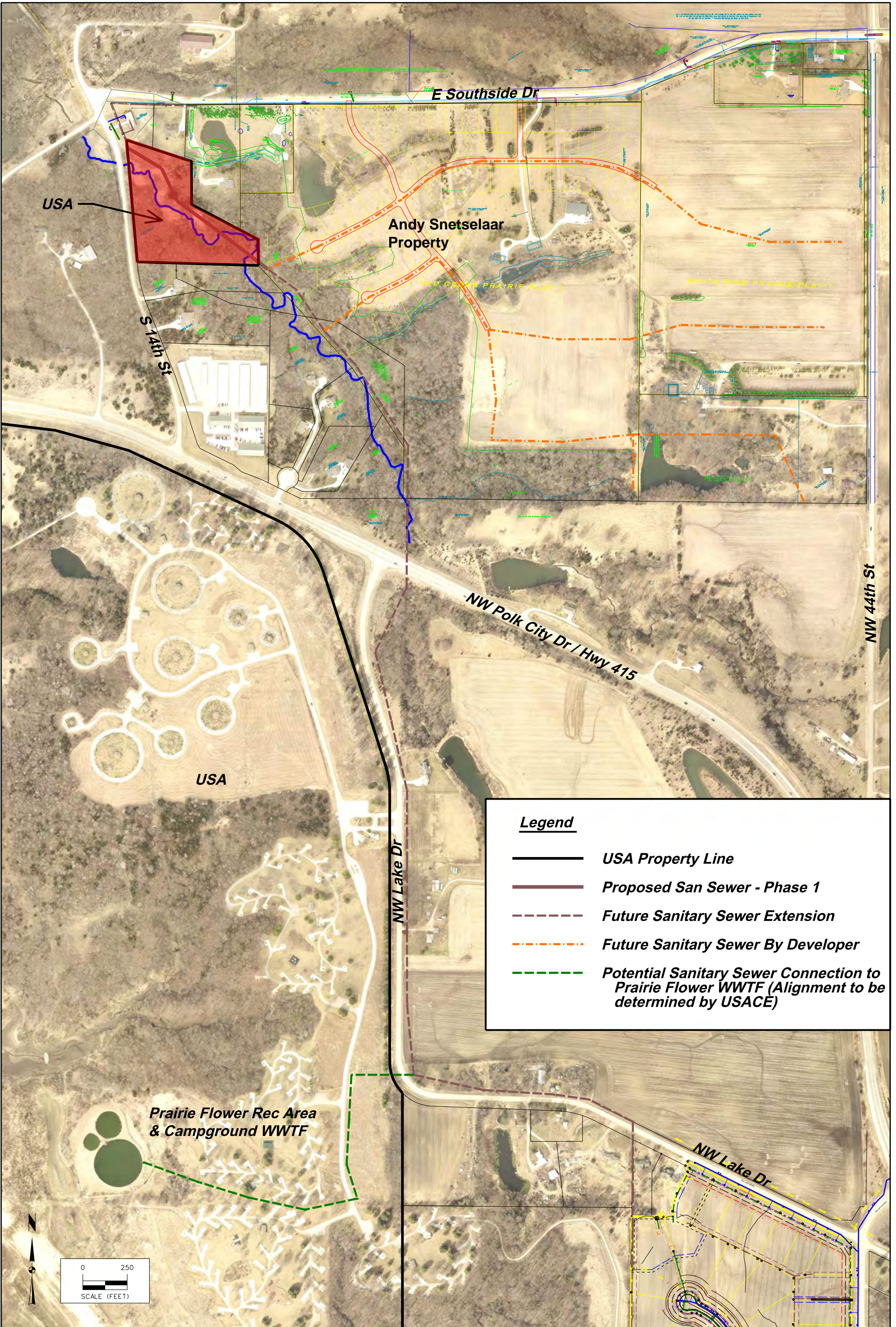
Respectfully Submitted,

SNYDER & ASSOCIATES, INC.


Kathleen Connor
Project Manager

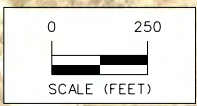
Enclosures

v:\RefLibrary\CADStandards\WorkSpace\Standards\Printing\PM\Map\Vector\8Color\WeightPDF.plt.ctb
15:00
P:\Polk_City\Development\Southeast_Trunk_Sewer\Red_Cedar_Sanitary_Concept.dgn
Corps_Adjust_Opt_2_to_DNR



Legend

- USA Property Line
- Proposed San Sewer - Phase 1
- Future Sanitary Sewer Extension
- Future Sanitary Sewer By Developer
- Potential Sanitary Sewer Connection to Prairie Flower WWTF (Alignment to be determined by USACE)

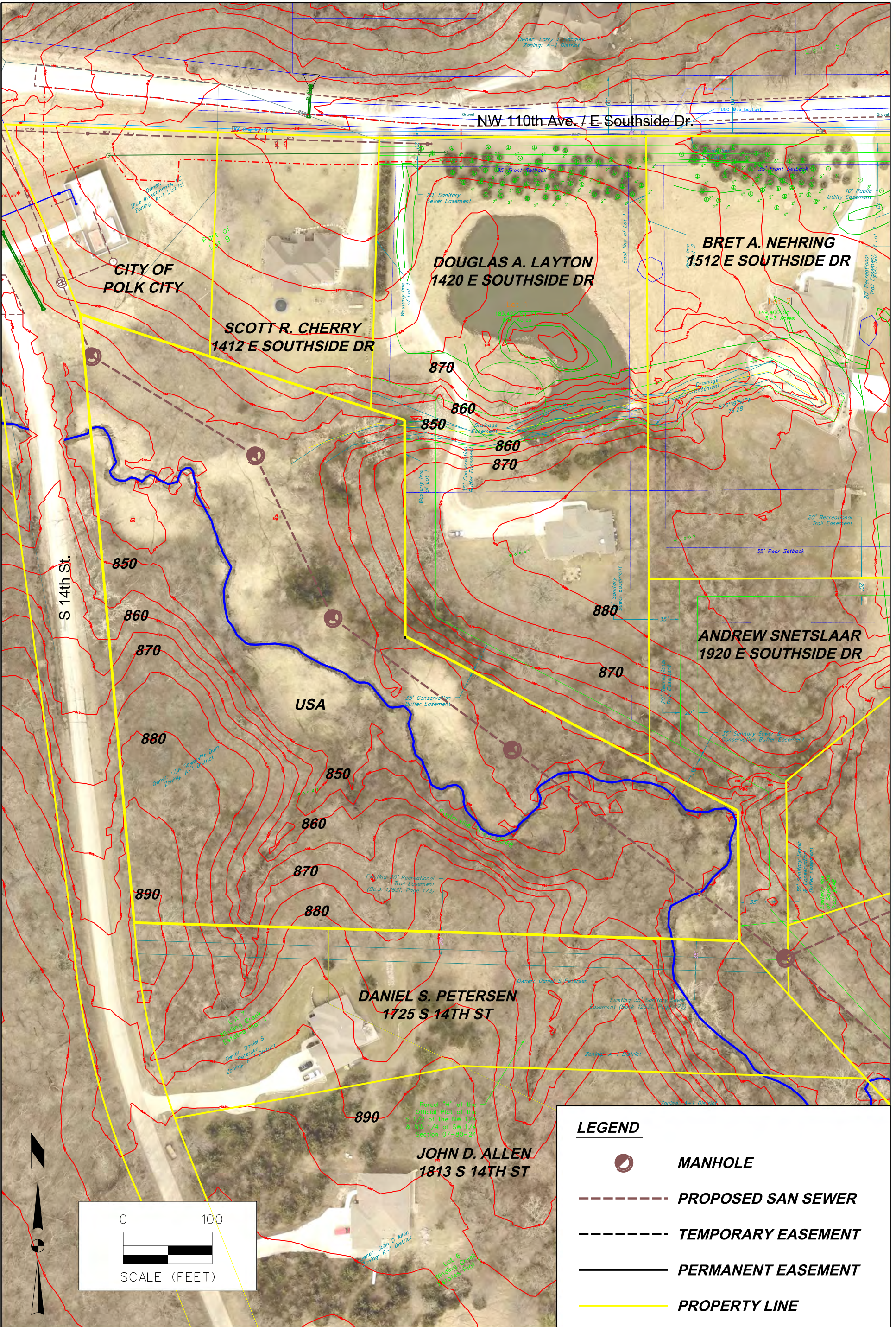


Sanitary Sewer Design Layout
Southeast Trunk Sewer Project
City of Polk City
Friday, October 13, 2017



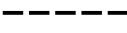




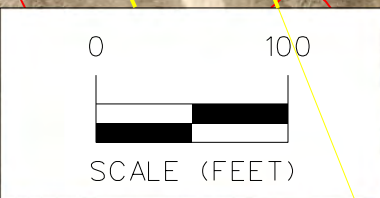
10/13/2017

V:\Rel\Library\CAADStandards\WorkSpace\Standards\Printing\Print\Job\Drawings\A\8\Color\Hof\Weight\PDF\plc.ctb Corps Adjust Exhibit Option 2 to DNR 11/10/17



LEGEND

-  **MANHOLE**
-  **PROPOSED SAN SEWER**
-  **TEMPORARY EASEMENT**
-  **PERMANENT EASEMENT**
-  **PROPERTY LINE**



Sanitary Sewer Design Layout
Southeast Trunk Sewer Project
City of Polk City
Friday, October 13, 2017



10/13/2017

ENGINEERING SERVICES AGREEMENT

This agreement made between The City of Polk City, Iowa

the CLIENT and SNYDER & ASSOCIATES, INC., Consulting Engineers, The ENGINEER, for services concerning the following PROJECT:

Southeast Trunk Sanitary Sewer Environmental Documentation

See Attached Exhibit "A" which by this reference is made a part hereof.

SNYDER & ASSOCIATES, INC. agrees to perform the following professional services in connection with the PROJECT;

See Attached Exhibit "A"

The CLIENT hereby agrees to provide the ENGINEER all criteria, design and construction standards, and full information as to the CLIENT'S requirements for the PROJECT. Other terms and conditions of this contract, including time of performance are as follows:

See Attached Exhibit "A"

The CLIENT agrees to compensate the ENGINEER for the engineering services rendered under this agreement on the following basis:

See Attached Exhibit "A"

Progress payments shall be made in proportion to services as rendered and as indicated within this agreement, and shall be due and owing within 10 days of the ENGINEER'S submittal of his monthly statement. Past due amounts owed shall accrue interest at 1.5% per month from the 30th day. If the CLIENT fails to make monthly payments due the ENGINEER, the ENGINEER may after giving seven (7) days written notice to the CLIENT suspend services under this agreement.

THIS AGREEMENT IS SUBJECT TO ALL THE TERMS AND CONDITIONS LISTED ON THE FOLLOWING PAGES.

This agreement represents the entire and integrated agreement between the CLIENT and the ENGINEER and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written instrument signed by both the CLIENT and the ENGINEER.

FOR CLIENT

City of Polk City, Iowa

CLIENT NAME

DATE

FOR SNYDER & ASSOCIATES, INC.

DATE

ROUTE EXECUTED COPY TO: Kathleen Connor

TERMS AND CONDITIONS

1. The ENGINEER intends to render its services under this agreement in accordance with the generally accepted professional practices for the intended use of the PROJECT.
2. Upon full payment of all monies due to ENGINEER under the terms of this agreement, the ENGINEER grants to CLIENT a nonexclusive license to reproduce the ENGINEER'S final certified copy of the Instruments of Service, if any, solely for purposes of designing, administering, using and maintaining the Project.
 - 2.1 ENGINEER agrees to allow transfer of its electronic media file(s) to the CLIENT, CLIENT understands and agrees that as a condition precedent, it will sign the ENGINEER'S "Electronic Media Transfer Agreement" form prior to the transfer of an electronic media file. A copy of the "Electronic Media Transfer Agreement" will be made available to CLIENT upon CLIENT'S request.
 - 2.2 All reports, plans, specifications, designs, field data, notes, drawings, computer files, construction documents and other documents and instruments prepared by the ENGINEER, if any, are acknowledged by CLIENT to be instruments of service and shall remain the property of the ENGINEER. Unless otherwise provided, ENGINEER shall retain all common law, statutory and other reserved rights, including copy rights.
 - 2.3 The CLIENT shall not reuse or make any modification to the Instruments of Service without the prior written consent of the ENGINEER.
 - 2.4 OWNERSHIP OF DOCUMENTS – All final documents and electronic media (hereinafter referred as "documents") pertaining to the PROJECT prepared under this agreement, including but not limited to survey, reports, design plans, specifications and special studies shall become the property of the CLIENT upon completion or termination of the services and full and final payment to the ENGINEER. The ENGINEER may make copies of these documents for their records. The ENGINEER will not be responsible for any claim, liability, or other costs arising out of any unauthorized reuse or modification to the documents from, or through, the CLIENT without written authorization of the ENGINEER.
3. Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, walkouts, accidents, Government acts, or other events beyond the control of the other or the other's employees and agents.
4. **CONSTRUCTION OBSERVATION.** If Construction Observation is included in the scope of services, the ENGINEER shall visit the Project site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the CLIENT and the ENGINEER, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of Contractor's work but rather are to allow the ENGINEER, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the construction Contract Documents.
 - 4.1 Based on this general observation, the ENGINEER shall keep the CLIENT informed about the progress of the Work and shall endeavor to guard the CLIENT against deficiencies in the Work.
 - 4.2 Construction Observation will follow the "Critical Path" services as outlined in Exhibit "B" attached to this Agreement. If the CLIENT desires more extensive project observation or full-time project representation, the CLIENT shall request that such services be provided by the ENGINEER as Additional Services on a Work Order or as Additional Services by way of a Change Order.
 - 4.3 The ENGINEER shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Construction Contract Documents.
 - 4.4 The ENGINEER shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The ENGINEER does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Construction Contract Documents or any applicable laws, codes, rules or regulations.
5. Any Opinion of the Construction Cost prepared by the ENGINEER represents his judgment as a design professional and is supplied for the general guidance of the CLIENT. Since the ENGINEER has no control over the cost of labor and material or over competitive bidding or market conditions, the ENGINEER does not guarantee the accuracy of such opinions as compared to Contractor bids or actual cost to the CLIENT.
6. The CLIENT will require any Contractor or Subcontractor performing work in connection with drawings and specifications produced under this agreement to hold harmless, indemnify and defend the CLIENT and the ENGINEER their consultants, and each of their officers, agents and employees from any and all liability claims, losses, or damages arising out of or alleged to arise from the Contractor's (or Subcontractor's) negligence in the performance of the work described in the construction contract documents.
7. Normal and customary engineering and related services do not include services defined as Additional Services. Additional Services shall be performed as requested in writing by the CLIENT and shall be billed to the CLIENT on an hourly basis at hourly fees set forth in the Standard Fee Schedule attached hereto or as set forth in a written Scope of Services defined by the CLIENT and the ENGINEER.

8. The ENGINEER shall maintain insurance to protect the ENGINEER from claims under Workmen's Compensation Acts; claims due to personal injury or death of any employee or any other person; claims due to injury or destruction of property; and claims arising out of errors, omissions, or negligent acts for which the ENGINEER is legally liable. The minimum amounts and extent of such insurance is as follows:

| <u>Type of Coverage</u> | <u>Limits of Liability</u> |
|---|---|
| 1. Worker's Compensation | Statutory |
| Bodily Injury by Accident | \$500,000 each Accident |
| Bodily Injury by Disease | \$500,000 each Employee |
| Bodily Injury by Disease | \$500,000 Policy Limit |
| 2. Commercial General Liability | |
| Bodily Injury (including death) and Property Damage | \$1,000,000 Combined Single Limit |
| 3. Business Auto Liability | |
| Bodily Injury (including death) And Property Damage | \$1,000,000 Combined Single Limit |
| 4. Professional Liability | \$1,000,000 per claim \$1,000,000 annual aggregate |

- 8.1 Polices providing the insurance specified in number 2 and 3 above may be endorsed to include CLIENT as an additional insured upon CLIENT'S request. CLIENT shall pay for any additional premium charged by the insurer for this endorsement.
- 8.2 All policies may include, upon CLIENTS request, a provision restricting the right of the insurer to cancel such coverage except upon written thirty (30) day's notice to CLIENT.
- 8.3 Certificates evidencing the coverage above shall be delivered, upon CLIENT'S request, to CLIENT prior to performing any Services under this Agreement.
9. Any direct expenses in connection with submittal of fees to any and all regulatory agencies required by the PROJECT shall be paid for directly by CLIENT. Any and all soils or other testing and analysis performed by an independent testing laboratory shall be billed directly to the CLIENT for payment.
10. All services performed on an hourly basis shall be performed in accordance with the current fiscal year Snyder & Associates, Inc. Standard Fee Schedule in affect at the time of actual performance. All services quoted on a lump sum basis shall be valid for one year from the contract date.
11. If the CLIENT fails to pay the undisputed portion of the ENGINEER'S invoices within 30 days of presentation, the ENGINEER shall cease work on the project and the CLIENT shall waive any claim against the ENGINEER, and shall defend and hold the ENGINEER harmless from any claims for loss resulting from cessation of service. In the event of remobilization, the CLIENT and ENGINEER shall renegotiate appropriate terms and conditions of the AGREEMENT, such as those associated with budget, schedule or scope of service. In the event any bill or portion thereof is disputed by the CLIENT, the CLIENT shall notify the ENGINEER within ten (10) days of receipt of the invoice in question, and the CLIENT and ENGINEER shall work to resolve the matter within sixty (60) days of notification by the CLIENT of the dispute. If resolution is not attained within sixty (60) days, either party may terminate this AGREEMENT, in accordance with the Termination Section of this AGREEMENT.
12. The ENGINEER or CLIENT may, after giving seven (7) days written notice to the other party, terminate this agreement and the ENGINEER shall be paid for services provided to the termination notice date, including reimbursable expenses due, plus termination expenses. Termination expenses are defined as reimbursable expenses directly attributed to the termination.
13. In the event of any litigation arising from or related to the services provided under this Agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees and other related expenses. It is further agreed that any legal action between the Client and the Engineer arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the State of Iowa.
14. Neither the CLIENT nor the ENGINEER shall delegate, assign, or otherwise transfer his duties under this agreement without the written consent of the other.
15. In the event any provisions of this agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.
16. ENGINEER shall not be responsible or liable for compliance with any storm water discharge requirements at the site, if any, other than the preparation of the Notice of Intent for Storm Water Discharge Permit No. 2 applicable to the site and creation of the initial storm water pollution prevent plan (SWPPP) for the site.

EXHIBIT A

**SOUTHEAST TRUNK SANITARY SEWER
ENVIRONMENTAL DOCUMENTATION
POLK CITY, IA**

CLIENT: CITY OF POLK CITY

ENGINEER: SNYDER & ASSOCIATES, INC.
2727 SW SNYDER BOULEVARD
ANKENY, IOWA 50023

PROJECT: TO PROVIDE ENVIRONMENTAL SERVICES RELATED TO USACE
APPROVALS FOR THE ABOVE PROJECT.

DATE: MARCH 1, 2019

SCOPE OF SERVICES:

I. WETLAND DELINEATION

- A. The ENGINEER will develop a wetland delineation report utilizing 2017 fieldwork data.
- B. The ENGINEER will write the wetland delineation report in conformance with the 1987 US Army Corps of Engineers (USACE) Wetland Delineation Manual and Midwest Supplement.

II. ALTERNATIVES ANALYSIS

- A. The ENGINEER will develop an alternatives analysis document as part of the permitting process with the USACE.
- B. The ENGINEER will develop a purpose and need statement, utilizing information provided by the Developer.
- C. The ENGINEER will analyze the Developer's sanitary sewer alternatives and develop a matrix of proposed impacts for each alternative.
- D. The ENGINEER will summarize the findings of the analysis and will make a recommendation for a preferred sanitary sewer alignment based on minimization of impacts and feasibility.
- E. The document will be completed under the Clean Water Act Section 404(b)(1) Alternative Analysis Guidance.

III. REAL ESTATE APPLICATION

- A. The ENGINEER will meet with local USACE staff one time to discuss the proposed sanitary sewer project.
- B. The ENGINEER will complete the USACE Real Estate Application for the USACE Rock Island District to consider requests to use government controlled property.

- C. The ENGINEER will submit the Real Estate Application, wetland delineation report, and alternatives analysis to the USACE Rock Island Real Estate Office for their review.

IV. SUPPLEMENTAL SERVICES

- A. The ENGINEER does not anticipate need for acquisition of ROW or easements, either temporary or permanent.

V. EXTRA SERVICES

- A. Cultural resources investigations
- B. Threatened and endangered species surveys

Services will be included as requested by City at hourly rates contained in Exhibit B, Standard Fee Schedule.

VI. SUB-CONSULTANTS:

The ENGINEER does not anticipate the need for sub-consultants.

VII. PROJECT SCHEDULE:

The PROJECT shall be performed by the ENGINEER in accordance with a schedule mutually developed by the CLIENT and ENGINEER. The ENGINEER anticipates completing the wetland delineation report, alternatives analysis, and real estate application within six weeks of written authorization with submittal to the USACE for their review upon thereafter.

Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, walkouts, accidents, Government acts, or other events beyond the control of the other or the other's employees and agents.

VIII. ADDITIONAL SERVICES:

The following items shall be considered additional services and are not included within the Scope of Work. These items are listed to further assist with clarity of project scope as well as provide a listing of services, which Snyder & Associates, Inc. could perform upon request.

- A. Assessment Plats and Schedules
- B. Easement Plats and/or Acquisition Plats
- C. Right-of-way services
- D. Submittal fees and/or permit fees to any and all regulatory agencies.
- E. NPDES permit application fees
- F. DNR Permit Fees (Water and Sanitary), if required
- G. Franchise Utility Engineering Costs
- H. Client requested major revisions
- I. Utility company locates

- J. Topographic survey, engineering design, plans, specifications, and/or contract documents related to construction of improvements

IX. FEES:

The fees for Engineering Services shall be as described below.

Basic Services:

| | | |
|-------|---------------------------------|-----------|
| A. | Wetland Delineation | \$ 2,500 |
| B. | Alternatives Analysis | \$ 6,800 |
| C. | Real Estate Application | \$ 3,600 |
| <hr/> | | |
| | Lump Sum Fee for Basic Services | \$ 12,900 |

Extra Services: Cultural resources investigation, bat habitat survey Not Included

TOTAL FEE FOR SERVICES **\$ 12,900**

EXHIBIT B

**SNYDER & ASSOCIATES, INC.
2018-19
STANDARD FEE SCHEDULE**

| Billing Classification/Level | Billing Rate |
|---|----------------------------------|
| Professional | |
| <i>Engineer, Landscape Architect, Land Surveyor, Legal, GIS, Environmental Scientist Project Manager, Planner, Right-of-Way Agent, Graphic Designer</i> | |
| Principal II | \$202.00 /hour |
| Principal I | \$191.00 /hour |
| Senior | \$171.00 /hour |
| VIII | \$158.00 /hour |
| VII | \$150.00 /hour |
| VI | \$144.00 /hour |
| V | \$134.00 /hour |
| IV | \$124.00 /hour |
| III | \$113.00 /hour |
| II | \$103.00 /hour |
| I | \$90.00 /hour |
| Technical | |
| <i>Technicians--CADD, Survey, Construction Observation</i> | |
| Lead | \$121.00 /hour |
| Senior | \$116.00 /hour |
| VIII | \$108.00 /hour |
| VII | \$100.00 /hour |
| VI | \$89.00 /hour |
| V | \$80.00 /hour |
| IV | \$74.00 /hour |
| III | \$62.00 /hour |
| II | \$54.00 /hour |
| I | \$47.00 /hour |
| Administrative | |
| II | \$62.00 /hour |
| I | \$50.00 /hour |
| Reimbursables | |
| Mileage | <i>current IRS standard rate</i> |
| Outside Services | <i>As Invoiced</i> |